

<b>Date &amp; Time</b>	<b>Thursday 10<sup>th</sup> August 6.45pm</b>
<b>Location</b>	Castle Circus House, Union Street
<b>Present</b>	CB, LB, CH, TM, TP, CF
<b>Agenda</b>	

<b>1.1</b>	<b>Welcome and Apologies</b>	
	<ul style="list-style-type: none"> <li>• CB welcomes Steering Group (SG) members to the meeting</li> <li>• No apologies received</li> </ul>	

<b>2.0</b>	<b>Minutes/notes last meeting</b>	
	<ul style="list-style-type: none"> <li>• Point 4 of July minutes recognised..written with an z</li> <li>• After correction can be put on website</li> </ul>	TM 09/17

<b>3.0</b>	<b>Matters arising from last meeting/minutes</b>	
	<ul style="list-style-type: none"> <li>• CH has amended the constitution (in draft)</li> <li>• Forward constitution to CB</li> <li>• Contact Schools to increase PCF SG diversity</li> <li>• Partnership agreements between SENDIASS/LA/Health</li> <li>• Check who CB was going to the ask for the SEN figures</li> <li>• PCF to record any signposting that we do to other services- using a special book</li> <li>• SG members have revised the "3 question rule" to raising relevant questions about the current agenda</li> <li>• All actions to be generated on a separate work stream</li> </ul>	CH 09/17 TM 09/17 CB 09/17 TM 09/17 TM 09/17 TM 09/17 TM 09/17

<b>4.0</b>	<b>Chairs report</b>	
	<ul style="list-style-type: none"> <li>• IPSEA training has been tabled for discussion next month</li> <li>• SG made some adjustments to the old PCF sign-up sheet – request changes to be made on website as well</li> </ul>	CB 9/17

<b>5.0</b>	<b>Treasurers report</b>	
	<ul style="list-style-type: none"> <li>• Funds have been spent so far on, annual rent, Staff Wages, PO Box, Parent/Carer reimbursement, etc</li> <li>• TP has applied for the next set of funding</li> <li>• TP has raised the query of having internet banking for the PCF</li> <li>• TP has received signatures from the SG: LB, CB, CF, TP to provide consent for TP to be solely responsible for banking online</li> <li>• Discretionary grant: £2,500 for promotional gear (bags,keyrings,pens, flags) These are to be distributed at Fair</li> </ul>	

	Play day to raise awareness of Torbay PCF. Laptop for the secretary <ul style="list-style-type: none"> <li>• Send an email to CAF: stating that it is ok to bill us for 1 day of Kate Rowes time</li> </ul>	TP
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<b>6.0</b>	<b>Workers report</b>	
	<ul style="list-style-type: none"> <li>• Can all SG members share all PCF FB post's</li> <li>• A FB group chat will be created to prompt SG members to share PCF FB posts</li> </ul>	TM TM

<b>7.0</b>	<b>Representatives report</b>	
	<ul style="list-style-type: none"> <li>• TP has been attending the NHS procurement feedback group</li> <li>• Observations were made that questions which were raised by SG members at meetings have now been incorporated into the NHS Survey</li> <li>• SENDOPS meeting has been rescheduled for 14th September</li> </ul>	

<b>8.0</b>	<b>PCF Relaunch status update</b>	
	<ul style="list-style-type: none"> <li>• Leaflet has been fully developed and is ready for printing after a few last amendments to the leaflet</li> <li>• SG all agreed that the NHS and LA logos must be removed</li> </ul>	

<b>9.0</b>	<b>Fair Play Day 2017</b>	
	<ul style="list-style-type: none"> <li>• Teddy Topple – CB called a vote regarding the purchase of educational books as gifts for children at Fair Play Day</li> <li>• CB estimates we will give 1 book per family- we will let them choose and pay the order after the fair</li> <li>• An invite will be generated to send to Kevin Foster</li> <li>• An email will be generated to send to Roland to advise that we are buying new t-shirts due to rebranding and to offer him the opportunity to support us in this move</li> <li>• Visit interline, to decide the Colours of t shirts</li> </ul>	TM CF 17/09 CB 12/09

<b>10.0</b>	<b>Any other business</b>	
	<ul style="list-style-type: none"> <li>• When sending personal emails, Colour the title bar so that personal/urgent emails stand out</li> </ul>	TM

<b>11.0</b>	<b>Date &amp; Time of next month</b>	
	<ul style="list-style-type: none"> <li>• Thursday 14<sup>th</sup> September in the new office</li> </ul>	