

CaPa Participation Group Steering Group Meeting

Wednesday 20th January 2016 12.30pm-2.30pm @ 141 Southend Rd, Grays, RM17 5NP

Attendees: Mo James (chair), Ashley Woodward, Janet Crossley, Tina Southern, Irene Gillan, Sam Foster (mins), Charlie Moore, Sam Benson

Apologies: Nikki Page, Grace Nyambura

ITEM	DISCUSSION	ACTION
Introductions	Attendees and apologies received.	
Mins of last mtg	Minutes reviewed, agreed and signed by Mo (chair)	
Finance Update	<p>Sam circulated a copy of the CaPa management accounts for April – December compiled by TCIL and explained that she had been through and forecasted the spend for December – March 2016 which should give the group a further £2,500 to spend in order not to have a large underspend again this financial year. Sam to do more work on this and start to check copies of invoices etc ready for monitoring in April.</p> <p>Sam advised that she would like to buy a printer for the group as she is now working from home since moving to the new grant holder and doesn't always have access to a printer. Sam has priced up a printer from Costco for approximately £80. The group requested £500 for infrastructure costs as part of the 15/16 grant application, and there is still spend available therefore the group have agreed that Sam can purchase a printer and reclaim costs.</p> <p>Mo would like the group to purchase 'Special Needs' Children and the Law' by Steve Broach as this will help improve the steering groups' knowledge and support available to parents. Cost in the region of £50. This was agreed to be paid out of the budget as part of infrastructure costs. Sam to purchase.</p>	<p>SF</p> <p>SF</p> <p>SF</p>
Steering group Training	<p>Mo suggested that the steering group have professional training to increase their skills and confidence and then more meetings can be covered in the future. Karen Woodisee had previously emailed the group with details of training she runs and Sam will contact her to get quotes and dates for training on 'Participation Skills', hopefully to be taken before the end of March. Mo will look to set up a training plan going forward to include Safeguarding and Child Protection.</p> <p>Mo to also contact Jill McMillan for costs and details of the Evolve training which could be undertaken in the new financial year.</p>	<p>SF</p> <p>MJ</p>
Events up to 31.3.16	<p>Monthly Drop-in: Venue Thameside Café (contact Stoyen) Time 12-2pm</p> <p>Mo has spoken to Stoyen and agreed the use of the Café once a month to hold parent carer drop-ins. CaPa will subsidise the lunch deals in order to attract numbers.</p> <p>Sam circulated a draft poster – to be added 'computers will be available' and also reduced to A5 size. This will then be circulated to parents/carers, professionals in Thurrock and schools. First date Monday 8th February and the Local Offer will be targeted. Going forward there could be different themed lunches or guest speakers (13th June is possibly carers' week).</p> <p>The cost of subsidising lunches needs to be factored into finances – Sam to monitor</p>	<p>SF</p>

	<p>after first drop in. There needs to be a minimum of 2 members available each month – Sam to attend plus whoever else can. Mo cannot attend 8th Feb as away but will try and attend future drop-ins.</p> <p>There will be no other open events before the new financial year as efforts will be concentrated on the drop-ins.</p> <p>Sam asked the group to consider the next AGM as last year it was held in March, mostly due to the fact that it was a year since she had been in post and the CVS had held the funds for almost a year before this. Going forward Sam suggested that the AGM be held after the end of the financial year so that the full year figures can be given. This was agreed. Sam to look into costs for the Thameside and The Beehive for the provisional date Wednesday 27th April 6.30-8pm.</p> <p>Treetops Parents evening - 5pm-7pm 21st January – Mo and Sam to attend to target parents about their EHCP reviews and get contact details to discuss further so that feedback can be given to Malcolm Taylor.</p> <p>Speech, Language and Communication Strategy Group meeting on 9th February at Beacon Hill – Tina to attend. Sam to let Barbara Hughes know.</p>	<p>MJ/SF</p> <p>TS/SF</p>
Spring Newsletter	<p>Sam circulated a draft newsletter. Irene suggested that the Sunshine Centre information should include that a referral needs to be made before accessing its services. There was a discussion about SNAP and how good their services are and whether their evening talks/presentations could be brought to Thurrock. Irene and Sam B attend the Centre and will put out feelers.</p> <p>Ashley felt the logo should be redesigned to be simpler and clearer with perhaps a 'snappy' strapline. Sam to send Ashley the logo and she will chat to Dotty (printers) to see if they can suggest better alternatives. Sam to still send out posters for 8th February and newsletter as the redesign may take some time.</p>	<p>SF</p> <p>SB/IG</p> <p>SF/AW</p>
Any other business	<ul style="list-style-type: none"> - Ashley requested more fruit at the meeting in future. - Sam asked if everyone could either send her a photo, 'head and shoulder shot' if possible, or be ready to have a photo taken on 8th February. These will be included in a future newsletter for parents to know who is on the steering group and also in new badges which will be ordered. - Sam also asked if everyone would be ok with a group photo to put on CaPa's Facebook page. To be taken 8th February. - Mo asked for new steering group member suggestions: Carrie (via Sam B), Simon from Link. Mo to follow up. *Reminder from Sam that they need to be members of CaPa* 	<p>SF</p> <p>ALL</p> <p>ALL</p> <p>MJ</p>
Next Meeting	<p>Monday 8th February, 10am-12noon, Thameside Theatre. Ashley to confirm room. Mo sends apologies.</p>	<p>AW</p>