

CaPa Participation Group Steering Group Meeting

Monday 8th February 2016 10am-12noon @ Thameside Theatre, Grays, RM17 5DX

Attendees: Ashley Woodward (vice Chair), Janet Crossley, Tina Southern, Sam Foster (mins), Charlie Moore, Sam Benson

Apologies: Nikki Page, Grace Nyambura, Irene Gillan, Mo James

ITEM	DISCUSSION	ACTION
Introductions	Attendees and apologies received.	
Mins of last mtg	Minutes reviewed, agreed and signed by Ashley (vice chair) Outstanding matters: group photos; contacting Tracey Smith	
Finance Update	<p>Sam advised that she had done more work on the finance, allocating spend against the budget from 15-16 grant application and seeing where underspends are. Also begun the work on checking copies of all invoices/spend for the monitoring. With the training booked, there should only be a small shortfall this financial year.</p> <p>The DfE have now confirmed that they will continue to fund SEND reforms in 16/17 including parent carer forums. No confirmation on whether Contact a Family will be supporting the forums yet. Thurrock Council will receive £118k – at the recent CaPa catch up meeting, Mo and Ash asked Malcolm Taylor what this money will be spent on. MT to review this and come back at next meeting.</p>	
Steering group Training	<p>Sam contacted Karen Woodisee about Participation Skills training and this is provisionally booked for 7th/18th March at The Courthouse building in Grays (in front of police station). Times: registration 9.30am, start 10am finish 2-2.30 pm.</p> <p>UPDATE 7th to be changed to 10th if possible – Sam to contact trainer and venue and confirm back to group.</p> <p>Discussion around parent carers who could be invited. To be confirmed after date change is sorted.</p>	SF
Drop-in's	<p>Discussion around drop-in due to be held today at the Thameside Theatre café 12-2pm:</p> <ul style="list-style-type: none"> - Lunch vouchers printed to give to parent carers (get signature on back) to give up to £1.50 off cost of their lunch whilst attending drop in. The Café will then be paid £1.50 for each voucher redeemed – Sam to liaise and pay from petty cash. - Issues form printed off for parents and carers to fill in, hand to Sam at end <p>Janet will be attending every other month due to Monday's being her day off. No need for all steering group members to attend every session as long as there are at least two people available.</p>	SF
Office Space	Discussion around CaPa taking office space in the Old Courthouse as this is a new	

	<p>building with an office available, wifi, general bills and phone included plus 8 hours a month in their meeting room/board room. Cost approx. £5000 a year. The forum could contribute half to this, possibly Thurrock would fund the rest? This would give the group a professional recognition amongst parents/carers and other organisations, and also space for families to drop in, a place to meet and also a place to store all the paperwork and office gear currently housed at Sam Foster's house. Sam to email Malcolm Taylor with the suggestion and breakdown of costs before the next CaPa catch up on 3rd March.</p>	SF
Any other business	<ul style="list-style-type: none"> - Logo: Ashley circulated the logos that Dotty Hippo had created, version 2 most popular but a green on the word 'SEND'. Ash to contact and resend. - Once logo agreed, a new leaflet to be drafted and printed before end March - Website: Ash is in contact with a new website designer for PATT and will speak to her about working on a CaPa website. Sam noted that we would need to get a domain name costed as well. Ash and Sam to liaise. - Sam B fed back about SNAP. They are willing to give CaPa details of their speakers so that we can contact them directly, however did not give details of costs etc. Happy for any Thurrock families to attend, however everyone must register as a member and pay £1 in order to access their services. On the 24th February there is an ASD talk for families 7-9pm. Sam is attending if anyone wishes to go with her. 	<p>AW</p> <p>SF</p> <p>AW/SF</p>
Next Meeting	<p>Wednesday 23rd March 6pm-8pm – Sam to confirm once venue booked Sam to remind Grace that she can claim childcare costs to attend</p>	SF