

CaPa Participation Group Steering Group Meeting

Wednesday 20th April 2016 12-2pm @ the Beehive, Grays, Essex, RM17 6XP

Attendees: Mo (chair), Ashley (vice Chair), Janet, Sam F (mins), Charlie, Carrie

Apologies: Nikki, Grace, Irene, Tina, Claire, Jane, Tina and Sam G

| ITEM | DISCUSSION | ACTION |
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| Introductions | Attendees and apologies received. | |
| Mins of last meeting | Minutes reviewed, agreed and signed by Mo Outstanding matters are on today's agenda | |
| Update on TARP | Mo met with Clare Moore about reps on TARP. Clare said that she values parental feedback on the panel and would like to see 2 reps continue to attend fortnightly. Nikki has already stated she is happy to continue. Mo explained the limited resources of steering group and together they decided to look into training up parent carers from the wider database and perhaps get a pool of 4 parent reps available to share the load. To be carried forward. | Mo |
| AGM Wednesday 25 th May | Venue: Harris Conference Centre, Chafford Hundred (booked from 5.30pm) Cost for venue £20 – Harris providing tea/coffee and hot water – we need to provide milk plus food – suggestions of muffins, fruit platters, crisps and sausage rolls. Running order: 6-6.30pm refreshments plus buffet 6.30-7pm Business – Finance/Re-elections/Sign partnership agreement 7-7.45 Speakers 7.45-8.15pm refreshments and close Mo has booked Dean Beadle as a speaker – Ash to speak to Sunni as a possible second speaker. Mo suggested getting a signer and has got a very competitive quote for £110 – steering group agreed to this expenditure. Mo to book. Sam to start on AGM admin once monitoring sent off. | Ash Mo Sam |
| Monitoring Form | Sam has finished the monitoring form and circulated for checking. Sam to get John Paddick's and Mo's signatures and send special delivery post on 25/4. Once monitoring has been sent, next priority is to complete grant application for 16/17. Sam to remind Malcolm to email over a letter of support from Thurrock Council. | Sam |
| Short Breaks Questionnaire | Sam has some finished questionnaires and reminded Tina to take some to Link. Update: Charlie arranged for Michelle (Sunshine Centre) to email out to Rainbow List families. | |

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| Drop In | <p>Next dates and themes:</p> <p>9th May – Post 19 and Transition - Options for post 16/19 - Ash to think about how to word this and let Sam know for poster - Invite Alison McLeave and Janna Kay?</p> <p>13th June – Transport – Invite Malcolm and Lesley?</p> <p>11th July – Health – invite Seeta Jay Kumar DMO?</p> | Ash/Sam |
| Steering Group Meetings | <p>Next meeting - need as many members attending as possible as one before AGM</p> <p>Sam to check most suitable day/time on FB</p> | Sam |
| AOB | <p>CaPa has been approached by Woodlands Nursery and Hathaway Academy for support with reaching parent carers. Mo to follow up both emails and also advise Malcolm Taylor.</p> <p>Mo suggested that PATT and CaPa work together on producing a passport for SEN support using 'All about me' and personalised education resources. This will be beneficial for parents in reviews to assess what has gone well over the year and for providing important information to teachers. Mo to speak to Malcolm Taylor about this.</p> <p>Mo asked if a wordle could be produced from the 'What needs to change' feedback given at the Participation Skills training with Karen Woodisee - Sam to look into this.</p> <p>Mo suggested that CaPa could host a Conference Awareness Day in the summer at High House Purfleet and invite schools, parent carers, speakers etc. This will be carried forward. Possibly in July/September.</p> <p>Meeting closed at 2pm.</p> | <p>Mo</p> <p>Mo</p> <p>Sam</p> <p>Sam to c/f</p> |