

## CaPa Participation Group Steering Group Meeting

**Wednesday 18<sup>th</sup> May 2016 6.30pm-8.30pm @ the Beehive, Grays, Essex, RM17 6XP**

**Attendees:** Mo (chair), Ashley (vice Chair), Janet, Sam F (mins), Carrie, Sam G, Jane

**Apologies:** Nikki, Grace, Irene, Tina, Claire, Charlie and Tina

ITEM	DISCUSSION	ACTION
Introductions	Attendees and apologies received.	
Minutes of last meeting	Minutes reviewed, agreed and signed by Mo	
Grant Application 16/17	Sam and Mo have completed the application - Sam to send to Irene, Jane and Carrie for proof reading and checking. This will then be printed off and signed hopefully by all parties at the AGM. Sam will then post - deadline 7 <sup>th</sup> June.	SF
AGM Wednesday 25 <sup>th</sup> May	<p>Draft agenda discussed:</p> <p>5.30pm Set up</p> <p>6pm refreshments available - our short film on loop?</p> <p>6.30pm Business. Welcome from chair/updates/new members/goodbye to Irene/finance presentation/blobs and squares youtube</p> <p>7pm speakers Sunni first then Dean</p> <p>Close by 8-8.15pm</p> <p>Bring pull up banner</p> <p>Bring laptop</p> <p>Put everything on a stick</p> <p>Refreshments to get: mini muffins/pastries/fruit platter/crisps/biscuits</p> <p>Sam to do typed agenda/finance presentation/signs</p> <p>Sam to resend email to SENCOs asking them to circulate to parents</p> <p>Sam to check Sunshine Centre circulated our email</p>	<p>JC</p> <p>SF</p> <p>SF</p> <p>SF</p> <p>SF</p> <p>SF</p> <p>SF</p>
Summer Play Scheme	<p>Discussion around meeting with Sarah from Sunshine Centre regarding Summer play scheme and possible shortfall in funding which could impact service and cost.</p> <p>Discussion around CaPa putting together some information for parents re things to do over the summer, accessible events, low cost etc - send info to Sam in first instance.</p>	
DfE Spring SEND survey	Mo, Ash and Sam to meet on Thursday 26 <sup>th</sup> May at 3pm at Ashley's house to fill in online and send	MJ,AW,SF
Eastern Region Meeting	Sam had already typed up some notes from today's meeting and circulated.	
Drop Ins	There was feedback from another forum at the Eastern Region meeting, they were	

	<p>having trouble attracting numbers to their events on specific issues, however when they hosted a coffee and cake event it was much more successful.</p> <p>With this in mind, the group decided to keep the next two drop ins as informal coffee and cake sessions to see if numbers increase. Sam to do poster. We have committed to doing June 13<sup>th</sup> and July 11<sup>th</sup> and then this will be reviewed. Suggestion that we could start to attend local bases and community hubs from September.</p>	SF
Steering Group Meetings	<p>Next meeting Wednesday 22<sup>nd</sup> June 12-2pm in the conservatory.</p> <p>Meeting closed at 8.30pm.</p>	Sam