

CaPa Participation Group

Steering Group Meeting

Monday 16th January 12-2pm @ the Beehive, Grays, Essex, RM17 6XP

Attendees: Ashley (chair), Mo, Tina, Charlie, Janet and Sam (mins) **Apologies:** Nikki, Jane, Carrie, Claire

ITEM	DISCUSSION	ACTION
Introductions	Attendees and apologies received.	
Last meeting	<p>Minutes reviewed. Actions outstanding:</p> <ul style="list-style-type: none"> - Group texting to database - Sam has raised this at the Eastern Region meeting scheduled for 17.1 to find out more from other forums using this type of contact (price, how to etc) and will feedback. - Janet said that in her opinion Nikki should continue attending TARP if she wishes and is able to as Janet felt that Nikki had been doing a good job of representing parental views and it was welcomed by the panel. After a discussion it was agreed that Ashley would check with Nikki and report back. UPDATE: Nikki is happy to continue, Sam to email this to Clare Moore. - Herringham parents: Sam to check with Carrie re feedback about starting a school support group. UPDATE: Carrie spoke to some parents who didn't want to be involved in setting this up but might be interested in going. - New steering group members: Sam needs full names and contact details if necessary of the people who had agreed to step up. Sam to follow up. 	<p>SF</p> <p>AW</p> <p>SF</p> <p>SF</p> <p>SF</p>
Finance Policy	<p>Sam discussed the Eastern Region policy of paying forum members who attend Peer Group meetings and asked for feedback on whether CaPa should think about introducing something like this going forward for reps attending strategic and regional/national meetings. Eastern Region cover mileage plus £12 per hour travel time, meeting time and prep time. This was discussed and it was agreed that this might be an incentive to commit to attending and bring CaPa into line with other forums. Sam to look at revising the Finance Policy and bring to next meeting.</p>	SF
Support Groups	<p>As static drop-in's and one off events have struggled to attract good attendance, it was discussed and agreed that CaPa should aim to have a presence at local support groups and feedback numbers and any issues raised at steering group meetings; this can then be taken to SEND Inclusion meetings and gives us the evidence.</p> <p>The following was agreed:</p> <p>TARP: Nikki? (fortnightly)</p> <p>LINK : Tina runs and Charlie as rep for CaPa (fortnightly Thursdays)</p> <p>Shining Stars: Claire runs and Janet to attend once a month as rep for CaPa (various)</p> <p>NAS Thurrock: Ashley (monthly Wednesdays)</p> <p>ADHD Group at Tilbury Flagship: Carrie (monthly Tuesdays)</p> <p>Beacon Hill parent support group: Tina (Sam to check still on)</p> <p>Treetops Forum: Charlie (monthly Fridays)</p> <p>Holy Cross ADHD group: Possibly Janet on occasional basis (monthly Fridays)</p> <p>Special Needs Messy: Janet runs on adhoc basis - CaPa rep to be decided as and when</p>	

	Sam to put together a feedback form for everyone to use at groups.	SF
Strategic / Professional Meetings	<p>Eastern Region Meetings: held three times a year in Cambridge 10.30am-2.30pm. Ash and Sam will try to attend, Janet can be flexible and attend and Charlie has previously attended.</p> <p>NEXT DATES: THURS 25TH MAY AND THURS 28TH SEPT.</p> <p>Peer Network Meetings: usually held in Stevenage. Ash or Mo to attend where possible. NEXT DATE: TUES 7TH MARCH (Sen Support).</p> <p>Launch Event of Assistive Technology THURS 9TH FEB (at the Beehive). Ashley, Tina, Charlie and Janet planning to attend.</p> <p>SEND Inclusion Meetings held monthly - Sam waiting on dates. Ashley and Sam to attend at present.</p> <p>Primary SENCO forums: held at Horndon Primary. NEXT DATES: WEDS 22ND MARCH AND WEDS 24TH MAY. Ash to attend plus support if necessary. Sam waiting on dates for secondary and nursery SENCO forums.</p> <p>Thurrock Sensory Strategic Meeting: was held at Beacon Hill last year - Tina attended. Sam to check still on.</p>	
Training	<p>Ashley to confirm with Ian at Thurrock Coalition about the training for parent carers and professionals. Sam to get price of hiring Park Inn at North Stifford. UPDATE: Ian can deliver equality and diversity training including covering the social and medical model of disability/history/laws etc.</p> <p>Sam and Ashley to move this forward if everyone agrees it would be useful.</p> <p>Also suggested the steering group would benefit from an Away Day covering confidence building, assertiveness and time management.</p>	AW SF
Open Events	Discussion about holding an Information Day in the form of a Fun Day at Treetops field in the summer on a Saturday. This could include fun activities as well as information and support type stalls. Entrance to all members of CaPa, new members can join up on the day. Ash to speak to Treetops in the first instance to see if this would be doable.	AW
AOB	<p>Sam and Ash reported that they are planning to give all steering group members a 'pack' of CaPa stuff that they can keep at home and take to groups etc - this will include leaflets, business cards, pens, paper, feedback forms and stress balls.</p> <p>Everyone happy to have a plastic file expanding folder; Ash needs an organisational A4 wallet. Sam to source and put together asap.</p>	SF
Next Steering Group Meetings	<p>Monday 6th February in the Training Room at the Beehive.</p> <p>March meeting tbc</p>	SF