

CaPa Participation Group

Steering Group Meeting

Monday 6th February 2017 12-2pm @ the Beehive, Grays, Essex, RM17 6XP

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

ITEM	DISCUSSION	ACTION
Introductions	Attendees and apologies.	
Last meeting	<p>Minutes reviewed. Updates and actions outstanding:</p> <ul style="list-style-type: none"> - Group texting to parents - no forums on the Eastern Region use this method of contact so couldn't advise further. Ashley to ask Tracey at FACE and feedback at next meeting. - Nikki agreed to continue attending TARP, Sam advised Clare Moore and asked her to contact Nikki direct about dates etc. - New steering group members: Sam to ask on CaPa and PATT Facebook pages if anyone wishes to join steering group and invite to training on 1st March. - Support groups - Sam to put together a list of groups/dates/location/person attending. Also to find out details of Portage group for Tina/Charlie and new group at Stanford Children's Centre for Jane. 	<p>AW</p> <p>SF</p> <p>SF</p>
New Policies	<p>Sam updated the Finance Policy to bring CaPa into line with the Eastern Region payment policy which is 45p per mile for travel claims related to mileage to all meetings as CaPa representatives including steering group, regional and national meetings. Also an allowance of £11 per hour for travel time and attendance at regional and national events as directed and agreed in advance by the chair. Attendance at Peer Network meetings will continue to be covered by the Eastern Region payment policy and will be paid from funds held by them.</p> <p>Sam also updated the policies for Safeguarding & Child Protection, Data Protection and Equality & Diversity.</p> <p>Janet agreed to proof read and check all ok and then these will be distributed to all steering group members and uploaded to the website.</p>	JC/SF
Training	<p>Sam confirmed trainer and venue is booked for steering group training on Wednesday 1st March 9.30-2.30. More details to follow.</p> <p>Janet to speak to Claire about attending.</p>	<p>SF</p> <p>JC</p>
Workshop with Ian Evans	<p>To be delivered around June time and opened up all to parent carers.</p> <p>Mo suggested making it a whole day with guest speakers. Ash to speak to Ian to find out how much time he needs before looking at what else to offer.</p> <p>Jane suggested that regular workshops would be beneficial.</p>	AW
Summer Event	<p>Following on from the discussion at the previous meeting, it was decided that an Information Day in the summer wouldn't necessarily increase parental involvement so</p>	

	it was agreed that CaPa would attend school and community events during the summer. Sam to update on dates once known.	SF
AGM	Possible date identified as Wednesday 17 th May at Park Inn as the hotel is competitively priced with ample parking as well as fully accessible rooms. Sam to contact Park Inn about date in first instance and update group.	SF
Steering Group Meetings	Sam to cancel Monday 13 th March room already booked at the Beehive. Catch up meeting if required after training on 1 st March (at Park Inn) Sam to see if rooms available at the Beehive on the following dates and confirm: Monday 27 th March all at 12-3pm Monday 24 th April Monday 22 nd May Monday 26 th June Monday 17 th July Sam to look at downloading Google Calendar.	SF SF SF
Information Packs	Sam gave everyone their own CaPa Pack which includes feedback forms for use at support groups, registration forms, business cards, pens, paper, leaflets and stress balls. Ashley advised about using the feedback forms to give evidence to the LA about issues raised by parent carers. These need to be returned to Sam.	
AOB	Janet advised that in other parts of the UK there are local websites which have details of parent participation reps by area which she thought may be helpful in Thurrock. Janet also suggested that a map of who to contact would be useful, eg questions to parent carers and a link to answers and organisations. It was agreed that this should be covered by the Local Offer and that it must be confusing for parent carers about who to contact in Thurrock ie CaPa, PATT or Scope. This will be taken to the CaPa catch up for discussion with the LA.	SF/AW
Next Steering Group Meeting	Short catch up after training on 1 st March. Other dates to be confirmed.	