

## CaPa Participation Group

### Steering Group Meeting

Monday 27<sup>th</sup> March 2017 12-2pm @ the Beehive, Grays, Essex, RM17 6XP

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

ITEM	DISCUSSION	ACTION
Introductions	Attendees and apologies and welcome to our new member Paula! Terrijoyne is still interested in joining the group however couldn't make this meeting.	
Last meeting	Minutes reviewed. Updates and actions outstanding: <ul style="list-style-type: none"> <li>- Group texting to parents – Ash still to follow this up.</li> <li>- Policies checked but need uploading to website, to be done once new laptop purchased.</li> <li>- Summer events – no info yet</li> <li>- Suggestion by Janet re having details of what areas each steering group member covers – discussion this could be by group instead of area since Thurrock is a small area. Sam to look at this.</li> </ul>	AW SF  SF
Feedback from Training Day	General opinion from those present was that the training was useful, the trainer was very knowledgeable and the venue was liked by all; accessible, quiet and good food. The AGM has already been booked for the same venue.	
Workshop with Ian Evans	Ashley and Sam have confirmed with Ian Evans to put on 2 workshop sessions around end June on 'The Social Model of Disability, Equality and Awareness'. This will enable parents to be more knowledgeable and confident to speak up which links to the aims of co-production. Discussion around having 2 sessions on the same day 10am-1pm and 7pm-9pm, possibly the week of 26 <sup>th</sup> –30 <sup>th</sup> June; Sam to check with Ian and the Park Inn re availability. Short catchy name for this needed; Paula suggested 'Finding your voice' or 'Speak up and be heard'. Sam to put on Facebook for input from other members. Janet suggested using Eventbrite again to register attendees.	SF  SF
AGM	Sam confirmed the Park Inn is booked for Monday 15 <sup>th</sup> May for our AGM. Before invitations can go out, speakers need to be confirmed. Tina to be asked to contact Paul Newberry – and check cost and interpreter Ashley to check about someone from TACT re post 19 and sound out Ian Evans Charlie to ask at Portage group to see if someone could give a short talk Agreed times would be refreshments at 6.30pm and AGM to start 7pm. Sam to speak to Park Inn about small buffet. Need to think about activity table for any children attending. Discussion that next year we might do a more social event for families.	TS AW CM  SF

Feedback from Support Groups	Tina dropped off some feedback forms from Link; Sam to collate issues received into a format that can be taken to catch ups with Thurrock. Forms also received from Charlie. Sam confirmed who is attending which groups and the groups list was checked and amended. Janet to attend Shining Stars on 29/3 and will go once a month alternating the days. Sam to find out more about the Holy Cross ADHD group and ARC group.	SF  SF
Update on Thurrock and CaPa catch up	Ashley and Sam updated info from CaPa catch up with Malcolm Taylor – Clare Moore sent apologies. The focus for Thurrock is getting ready for Ofsted/CQC inspection. Sam advised that the LA will receive one week’s notice and parents will be required to attend meetings every day and take part in a webinar which will be hosted by Ofsted. Malcolm discussed Thurrock taking part in a peer review where parents input will be required. Sam requested feedback on Short Breaks re-commissioning.	SF
Steering Group Meetings	Meetings booked as follows: Monday 24 <sup>th</sup> April Monday 22 <sup>nd</sup> May Monday 26 <sup>th</sup> June Monday 17 <sup>th</sup> July At the Beehive, 12pm-2pm	
AOB	Sam to order ID badges – lanyard types. Sam advised that she is currently completing the monitoring and finance for 16/17 and will be working on this across the Easter break; submission deadline is 27 <sup>th</sup> April. Focus will then be AGM and grant application for 17/18; submission deadline is 8 <sup>th</sup> June.	SF SF SF