

CaPa Participation Group

Steering Group Meeting

Monday 24th April 2017 12-2pm @ the Beehive, Grays, Essex, RM17 6XP

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

ITEM	DISCUSSION	ACTION
Introductions	Attendees and apologies as above.	
Last meeting	Minutes reviewed and agreed. Actions outstanding: <ul style="list-style-type: none"> - Group texting to parents. - Workshops with Ian Evans on agenda today but Ian is off sick currently so this will be carried forward. - ID badges. 	AW SF
AGM Monday 15 th May	Paul Newbury is confirmed as a speaker. Ashley sorting out presentation from TACT. Janet to sort out the children's table with activities. Sam to put together the Finance and General Presentations – Ashley to present the General one, Sam to check if Nikki is attending to present the finance one again. The Park Inn are sorting refreshments. Sam to put together signing in sheets etc.	AW JC SF SF
Monitoring	Sam updated that the monitoring is complete and she will upload on Wednesday and post the receipts and finance spreadsheet.	SF
New Application 17/18	Sam advised the grant application deadline is 8th June. The following ideas were discussed as priorities for 17/18 which will feed into the application: <ul style="list-style-type: none"> - Information Day – fun event for parent carers bringing the Local Offer to life. Feedback at support groups show that parent carers are still unaware of what the Local Offer is and how it can help them. Malcolm Taylor has already mentioned that consultations will be held about the Local Offer in the summer, so this day could help inform that. - Information Booklet for parent carers. - EHCP workshops – this is still a main priority for parent carers. - Personal Budgets workshops. - Steering group training. - Getting feedback about schools authorising holidays for SEND families. <p>Sam will work on costings for these ideas this after the monitoring has been completed.</p>	SF

<p>AOB</p>	<p>Mo suggested inviting local MP's to meet parent carers to present their policies as part of the run up to the General Election. To be carried forward for further discussion.</p> <p>Janet offered feedback from Shining Stars support group – mostly around lack of information about Speech & Language, Physio, Occupational Therapy and the Local Offer.</p> <p>Tina advised that Grays Shopping Centre have requested parent carers to help look at their disabled access – Tina and Charlie to attend on the day 4th May.</p>	
<p>Steering Group Meetings</p>	<p>Meetings booked as follows:</p> <p>Monday 22nd May</p> <p>Monday 26th June</p> <p>Monday 17th July</p> <p>At the Beehive, 12pm-2pm</p>	