

**CaPa Participation Group
Steering Group Meeting**

Monday 26th June 2017 12-2pm @ the Beehive, Grays, Essex, RM17 6XP

| ITEM | DISCUSSION | ACTION |
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| Introductions | Attendees: Ashley (chair), Charlie, Paula, Tina, Jane, Mo and Sam (taking mins) Apologies: Janet and Carrie | |
| Last meeting | Minutes reviewed and agreed. Any outstanding items on today's agenda. | |
| AGM Feedback | AGM went well, venue was good and the speakers were well received by parents. | |
| Parents Groups Feedback | Treetops Forum has started slowly but Charlie will continue with this, making a big push in September with the new parents at the school. Tina attended Portage and got a new parent for Link. Treetops Summer Fayre is this Saturday, Charlie will have a CaPa stall and take registration forms, badges and pens. Jane discussed the possibility of setting up a parents group for East Tilbury school. It was suggested that Janet could help with this before she moves! | |
| SEND Inclusion Meeting Feedback | Tina and Charlie attended this meeting along with Mo representing PATT. There was a large turnout. Mo has copy of priorities but main agenda item was the CQC/Ofsted Inspection. Feedback about the Olive Academy which will be re-opening at the site of the old Jack Lobley school in Tilbury with secondary pupils only. There are no new places available, the forum is aware that children are attending places in Witham and Stratford by taxi which must be a large cost to the authority. Primary children have been spread across schools in the St Clere's Co-operative. Discussion around the LA missing EHCP timescales but this isn't just particular to Thurrock as this was discussed at the regional forum meeting recently. | |
| Peer Review Meeting Feedback | Mo attended this meeting at Civic Offices as CaPa/PATT. Parents were invited to one 25-minute session across the two days. There were parents from Harris and Treetops, although these were invited through the schools and not through CaPa. Mo's biggest caseload through PATT comes from families at Gateway so the forum hopes to get some on board to participate in the CQC/Ofsted Inspection. | |
| School Funding Cuts | Thurrock headteachers have sent letters to all parents about how the funding cuts will impact pupils and teaching. Mo suggested that CaPa should formulate a letter to all heads asking them to recommend SEN parents join with us to give parents a stronger | |

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| | voice. Sam to draft a letter which could be sent out each month to remind schools about us which in turn will hopefully increase our numbers. | SF |
| Information Booklet | This was previously discussed as a useful tool which CaPa could produce for Thurrock parents. Mo recommended everyone look at Richmond PCF who have produced a 'Golden booklet' which gives clear advice. Sam to look at and start to draft something. | SF |
| Training/ Workshops | <p>Mo would like to run a workshop on Using the 1 Page Profile to support parents during the EHCP process. Mo to look at hiring the Tilbury hub before end July and liaise with Sam over dates.</p> <p>Mo is putting together an Information Page on Personal Budgets as parents seem unclear about having them therefore uptake is low. Personal Budgets are for anything not provided through school so long as it contributes to achieving an outcome or objective in YP's EHCP.</p> <p>Training with Ian from Thurrock Coalition – Ian suggested last week of September but no dates available at the Park Inn apart from Friday which isn't a good day. Sam to source another venue; Orsett Hall, Thurrock Hotel, IBIS Lakeside for 25th/26th or 27th September. This training should be offered out to parents, teachers and other professionals – Sam to check capacity numbers with Ian. Once booked, Sam to organise letters for all schools and steering group members will take responsibility for dropping at their local schools.</p> <p>Awareness Conference – put on back burner for time being to concentrate on training and workshops.</p> | SF |
| AOB | <p>Sam shared that Clare Moore had signposted somebody from Barking & Dagenham Carers to CaPa as they hadn't been able to refer an adult carer to Cariads as the service was no longer available. Sam emailed CM to advise what was known re last year's aborted tender process and CM has now referred this back to Commissioning.</p> <p>Charlie advised that sessions for the summer play scheme at the Sunshine Centre are £17.25 a day this year which might be a large cost for parents to cover. This is the third yearly increase in a row.</p> | |
| Steering Group Meetings | Next meeting Monday 17 th July, Sam to confirm location. | SF |