

CaPa Participation Group
Steering Group Meeting
Tuesday 18th April 2018 6.30pm-8.30pm

ITEM	DISCUSSION	ACTION
Introductions	Attendees: Ashley (chair), Charlie, Jane, Carrie, Tina, Thea and Sam (mins) Apologies: Paula, Mo, Emilia	
Finance	Sam advised that the figures for 17/18 are: Income £12,859.00 Expenditure £13,383.24 Profit/Loss - £979,24 Reserves c/f to 18/19 £5,749.30 Not all expenditure can be counted towards the grant spend, therefore the amount that we are submitting to Contact is £12,497.00 which represents an underspend of £2503 from last year's grant award of £15,000. Most of this underspend was due to not putting on the planned Conference/Event which had a £2,000 budget.	
Monitoring	Deadline for submission of the monitoring is 30 th April therefore Sam will be concentrating on this for the next couple of weeks.	
Grant application for 18/19	Deadline for submission of the new application is 11 th June. Although we will apply for £15,000 the underspend for 17/18 will be taken off the award in line with usual policy. Sam will work on this after the monitoring is sent off. Tina asked if we could look at planning a big event this year, like one held years ago on Treetops field by Focus Families. This was very well attended and offered different activities for parents and children. This will be carried forward for further discussion.	
Drop In/Surgeries At the Community House	Mo advised that a dyslexia workshop has been booked for 13 th June. Sam advised that Cllr Halden and Rory Patterson will be attending on 20 th June. Sam will liaise with Young Carers for a May slot. Discussion around redoing poster to highlight upcoming events and a better photo and information including website. Once redone Sam will circulate for checking and then everyone will take copies to advertise at their schools, hubs etc.	Sam to invite Sam to redo
Meetings	<ul style="list-style-type: none"> - 26th April Solutions to Social Care, Cambridge – Ashley attending with members of Thurrock Council - 27th April SEND Inclusion – Ashley to co-chair with Malcolm Taylor. Ashley to confirm if second person is required. - 2nd May MCA meeting, Treetops post 16 site – Thea and Jane (agreed that Jane can book a return taxi that CaPa will reimburse and travel costs incurred by Thea) - 15th May Eastern Region, Cambridge – Charlie and Carrie (agreed that CaPa will reimburse travel and time as per application) - 25th May IPSEA training, Cambridge – Thea (agreed that CaPa will reimburse 	

	<p>travel costs)</p> <p>Reminder to all steering group members to let Sam know mileage details etc in timely manner</p>	
Local Offer co-production meetings	<p>Charlie, Carrie, Jane and Emilia worked with Louise Hunt from Thurrock Council on redesigning the Local Offer website. The meetings have concluded for now and we await the results and changes which will be made.</p>	
Support Groups	<p>Discussion around attending local support groups to reach more parents. This is particularly necessary due to the new data protection regulations which come into force at the end of May and which might mean the forum will lose a high number of families on the database due to having to get active consent going forward.</p>	
AGM	<p>Discussion around whether to hold an AGM this year. There is no legal requirement to hold one however in the past it was felt good practice to let families know how the forum has operated over the past year. Attendance at last year's AGM was mainly professionals and practitioners in low numbers.</p> <p>Different ideas were discussed ie a conference style event or afternoon tea event to focus more on families. Thea felt we need to promote the forum more to achieve better numbers.</p> <p>Sam to research this after monitoring has been submitted and look at other forums who are constituted groups and what they do.</p>	Sam
Any other business	<p>Training needs – to be carried forward</p> <p>WhatsApp group to be set up for steering group members as Facebook sometimes doesn't update for everyone.</p>	Sam
Next Steering Group Meetings	<p>Tuesday 29th May 6.30pm-8.30pm Training Room at The Beehive</p> <p>Tuesday 10th July – times and venue to be confirmed as Beehive is unavailable</p>	Sam