

**CaPa Participation Group**  
**Steering Group Meeting**  
**Thursday 6<sup>th</sup> September 2018 6.30pm-8.30pm**

ITEM	DISCUSSION	ACTION
Introductions	Attendees: Ashley (chair), Charlie, Jane and Sam (mins) Apologies: Carrie, Tina, Thea, Emilia	
Last Meeting Minutes	MCA meeting was attended by Jane – no new update Local Offer redesign was completed but doesn't appear to be online yet Minutes taken as read and agreed	
Finance	Sam advised that both instalments of the 18/19 grant have been received.	
Drop-In's Workshops	Sam to circulate new poster for autumn term to schools and database. Upcoming dates/events: <ul style="list-style-type: none"> <li>- Weds 12<sup>th</sup> Oct: Cllr Halden, Cabinet Member for Education &amp; Health and Mark Livermore, Children's Commissioning Manager for Thurrock.</li> <li>- Weds 3<sup>rd</sup> Oct: Charlotte Lambert, Young Carers</li> <li>- Weds 31<sup>st</sup> Oct: Southend SENDIASS</li> <li>- Weds 12<sup>th</sup> Dec: Xmas Party</li> </ul> Other dates may be filled with Workshops on Annual Reviews, All About Me and Exclusions. Jane to find out about Miss Sutton's offer No drop-in on Weds 17 <sup>th</sup> Oct due to Thurrock SEND Conference at Orsett Hall Hotel	Sam        TBC  Jane
Schools Open Evenings	Sam has collated dates for senior schools' open evenings however agreed that they are probably not the right evenings to attend as they are mostly headteachers' addresses and site tours however Sam to advertise these dates on FB for parents.  Thurrock Council are holding two open events regarding the process for school applications – Sam to email team to ask about CaPa attending. Sam to email schools asking if we can attend Parents' Evenings during the year.	Sam   Sam  Sam
Meetings	<ul style="list-style-type: none"> <li>- Fri 14<sup>th</sup> Sept: PFA Thurrock; Ashley to attend</li> <li>- Tues 25<sup>th</sup> Sept: Eastern Region, Cambridge; Charlie and Carrie to attend</li> <li>- Weds 17<sup>th</sup> Oct: Thurrock SEND Conference, Orsett Hall Hotel</li> <li>- Thurs 8<sup>th</sup> Nov: CYP Mental health Conference via region, Cambridge</li> <li>- Mon 12<sup>th</sup> Nov: East of England Joint working for Quality Improvement &amp; Integration around SEND, Stevenage (1 place only)</li> <li>- Weds 21<sup>st</sup>/Thurs 22<sup>nd</sup> Nov: Contact AGM, Coventry; Decision to send apologies from forum due to capacity/availability of parents</li> <li>- Jan 2019: IPSEA training via Eastern region, Cambridge; details TBC</li> </ul> Reminder to all steering group members to let Sam know mileage details etc in timely manner	
T-shirts/bags	Sam has been in contact with four different local suppliers but not having much luck with sourcing these possibly due to them being busy with back to school. To be followed up.	Sam

Support Groups	<p>Agreement for the following support groups to be visited by:</p> <p>ADHD Tilbury – 1<sup>st</sup> Monday of month. Mo attends in capacity as PATT. Carrie and Charlie to attend for CaPa.</p> <p>Treetops/Portage – Charlie to follow up dates</p> <p>Shining Stars – Jane to follow up.</p> <p>East Tilbury Primary – Jane to follow up.</p>	<p>Charlie</p> <p>Jane</p> <p>Jane</p>
AGM Open Event Conference	<p>Previously discussed holding an event which incorporates the AGM into an open event; Sam contacted 360 Play and full private use is £560 although not clear if food is extra or how much. Sam to follow up.</p> <p>Discussion around holding event at Hardie Park, Stanford le Hope in the Spring.</p> <p>Will be carried forward for discussion amongst wider steering group.</p>	Sam
Any other business	<p>Full day/dates to be used on everything going forward to help with diary planning</p> <p>Charlie has a job interview coming up which will be fantastic for her if successful however will impact on her ability to volunteer going forward</p>	Sam
Next Steering Group Meeting	<p>Tuesday 2<sup>nd</sup> October or Tuesday 9<sup>th</sup> October – Sam to confirm date/venue on Whatsapp</p>	Sam