

CaPa Participation Group
Pre-Meet for Steering Group Meeting
Thursday 4th July 2019 6.30pm-8.30pm

ITEM	DISCUSSION	ACTION
Introductions	Attendees: Ashley (chair), Thea (vice chair), Carrie, Mo, Jane, Sam (mins) Apologies: Charlie, Tina	
Last Meeting Minutes	Minutes taken as read and agreed	
Next Steering Group Meeting Monday 8 th July	Ashley advised that Malcolm Taylor and Nicole Evans-Dear will be attending. Sam distributed the CaPa T-shirts – Ashley requested these to be worn with lanyards for those attending. The training room at the Beehive is booked from 6 pm-8.30 pm; visitors will be invited from 6.30pm. Refreshments will be fruit/cake/biscuits.	
National Agenda	Sam collated and shared Contact and NNPCF's national work streams: <ul style="list-style-type: none"> - SEND Financial Arrangements call for evidence - SEN Support - Early Years - Local Offer - Peer Challenge - Healthwatch link up - School Inspections - Local Area Inspections - Short Breaks 	
Thurrock Work Streams	Discussion around what CaPa's work streams and priorities: <ul style="list-style-type: none"> - Local Offer – what happened to feedback from last year? - SEND Inspection – Written Statement of Action - Thurrock neurological pathways review - LD Health checks – Ashley to contact Louise Warren to find out her expectations from the group - SNAP – Ashley to meet with Karen to discuss what funding they receive for Thurrock parents and how we can support sessions in Thurrock rather than Brentwood - Monthly open meetings with a closed steering group pre-meet - Newsletter - Survey for parents' feedback about the process for contacting Thurrock SEN team - Dyslexia workshop (possibly September) with John Price - Positive Behaviour Support training – Sam was given some links but these turned out to be for professionals only - Thurrock SEND Conference 2019 – CaPa have been invited to a planning meeting about this but no other information is known yet - EHCP workshops – priority to develop an agreed agenda for annual reviews for parents and professionals to use <p>Sam to put into the agenda for Monday's meeting</p>	

Meetings	<ul style="list-style-type: none"> - SEND Inclusion Monday 15th July 9.30-11.30am – Thea to attend - Contact/NNPCF AGM Wednesday 6th/Thursday 7th November – Ash and Thea to attend; Sam to book 2 spaces - Planning meeting for SEND Conference Friday 26th July 1-3.30pm - Monday 16th September 11-12noon with Liz Morrison and Nicole Evans-Dear <p>Ashley to flag up that meetings with professionals need to be arranged during school times and terms</p>	
Training	<ul style="list-style-type: none"> - Tuesday 15th October 10am-2pm co-production/governance @ Cambridge <p>Thea shared details of IPSEA training levels 1/2/3 which are £249 for parents to complete. To be carried forward for further discussion.</p>	C/F
Steering Group email	Agreed to have one steering group Gmail account and all steering group to be given password and access. Sam will feed important emails into this and all to link with google calendar.	Sam
Steering Group mobiles	Sam to investigate sim only contracts for use by steering group – Mo has some phones that could be used Sam to give CaPa mobile to Ashley	Sam
Next Steering Group Meeting	Dates agreed are: Monday 5 th August Monday 2 nd September Monday 30 th September Monday 28 th October Monday 25 th November	Sam to organise venue