

Kingston Parent Carer Forum Steering Committee –

Virtual Meeting 9-10pm 13.1.2021

- Hellos and Welcomes – **5 Minutes**
- Open Actions – Emailed to all individuals for completion – **0 Minutes**
- Finances – Emailed to members – **0 Minutes**
- Feedback and Updates from Meetings attended;- **15 Minutes**
 - 15th Dec 2020 Consortium Meeting
 - 11th Jan 2021 Consortium Meeting
 - Any others?
- Items Steering Committee would like added to Consortium Agenda or Questions to ask – **5 Minutes**
- Website Updates – **10 Minutes**
- Pears Foundation Therapies Grant Moneys – **15 Minutes**
- SENSOS! Seminar Updates – **5 Minutes**
- AOB – **5 Minutes**

Present: Noreen, Bev, Christine, Louise, Liz, Claudia, Agnieszka, Rosy, Miranda Parrot (Contact Representative)

Apologies: Annabel

Chair: Bev

Minutes: Carrie

Order of meeting;

Next Meeting Set and agreed for the 27th January 2021 at 9pm-10pm. The meetings will be once a fortnight until the end of March.

Introductions:

Everyone introduced themselves to Miranda. Miranda is the regional representative for the north east cluster of forums from Contact and has attended to meet the group and observe a meeting.

Kelly has also decided to sign up to join the steering committee.

Outstanding Actions:

Can all those with outstanding bios please complete and send to CM as these will be needed for the website. CM will send out the copies she has received as an example for others to use as a template.

Finances:

Everyone has been emailed the current finances for the group. BP has just authorised payments for the website and SOS!SEN seminars. The total is around £16k not including the Pears Grant.

Website Updates (BP):

The tender for the website went out in December as discussed in the last meeting. There were few responses due to the size of the tender but there was one bid from Peter Birch and Jack Walsh. They are known to several members of the forum and Peter is a parent of a local young person. They gave a very comprehensive response and BP has also commissioned Peter to manage project.

The current spend is £4900 to Jack the Developer and they will be working on the technical development of the site as well as a refresh and rebrand of the logo. Peter is going to project manage pulling together the research and the content. Making sure that when we get to the developer there is something that we want. He has already started using AC and RA's work on websites as a base for what we like and dislike, they have researched a wider range of websites and they will be interviewing parents on what to include and not include on the website, have already interviewed Bev and looking to interview more parents. They will also look at our constitution and our targets and from this work out the content that is needed.

BP has already discussed with CI about joining with BP to help populate that content and if anyone else would like to help with that when we know what is needed please let BP know.

If there is anything that anyone thinks we should make sure if definitely included in the site can they please let BP know so that she can pass this on, otherwise we will rely on Peter and his research of other PCF website as a guide of what would be most useful for our families.

They will need the content before they build the website beyond the 'shell'.

That has cost £8500 for the project management and the delivery of the design, including the first year of the technical support and hosting for the site. They are having part now and part of it when it is delivered.

We are going to buy *KingstonPCF.co.uk*, *KPCF.org.uk*, and *KPCF.co.uk*. We will pick one of those as our primary address but it is useful to have all three so that they all still lead to us.

With regards to the admin for this, the updates will be done by CM as this is part on the contract with EnhanceAble. Jack Walsh's team are going to host for £400 per year, we can move this after the first year.

AC requested further information on the training to update the site and it was agreed that AC could email Jack directly over this. The brief includes that the website needs to be easily accessible and updateable. CM will also contact Jack to discuss this nearer to completion.

It was suggested that we invite them to an approval meeting, but agreed that this had been previously agreed that this had been handed over to BP to take the lead on.

We only have eight weeks to get this completed and delivered. We can ask them to attend in around four weeks time to show us where they are in the progress. However, there is a limit on how much we can make changes now due to the time constraints.

If anyone would like to join BP on the set up and attend the weekly meetings with her, please contact her directly BP would welcome this support and will share the schedule of meetings with those interested.

Pears Foundation (BP):

We had the opportunity to apply for a grant and we were successful and received 50% of our request. We received £2850. BP has been in contact with SENSational Kids and it has been agreed that this will be used for them to deliver therapies assessments: 10 Packages with some small equipment on top. Assessment of need, programme to meet that need, a home visit and a follow up. Sensational kids will be delivering this for us.

How do we go about giving them away? Should we use self-referral via Facebook? It was agreed that this is how it would be done. If there are over ten applicants then 10 would be chosen via a random selection method.

BP will write a flyer/update for Facebook for individuals to be able to self-refer their children.

It was agreed that this would focus more on mainstream educated children who do not already have OT input. New to OT or not currently receiving OT support. Open to all EHCP or not.

To be at least started and paid for this financial year as agreed with SENSational kids, they will not necessarily be complete by the end of this financial year. This is as the grant is due to be spent this financial year.

The sessions will be carried out in person, in their premises to be able to provide maximum support.

Miranda will check to see if the Pears grant money has to be used by March and feedback to BP.

SOS!SEN Seminar (CM and BP):

CM updated the group on the progress of the seminars planned on behalf of the group by SOS!SEN. The first one will be 10.30am-12.30pm on the 28th January 2021. There will be three sessions in total.

CM has already set up the Eventbrite page and Zoom settings for the first seminar.

LK will arrange the advertising flyer for the sessions and CM will send her the logos and details, such as the Eventbrite links. This can then be shared by all members and on the facebook page and current contact networks that we have.

The order of the sessions are as follows:

28.1.2021 - EHCP needs assessments including remote assessments (also covering not allowing Covid to be used as an excuse)

11.2.2021 - Checking and amending a draft EHCP

25.2.2021 - Non implementation of provision/judicial review

AC asked if non implementation of provision given the current circumstances should be made a priority on the first session.

CM had shared AC's feedback with Eleanor and the feedback was that it should not be an issue however she will mention this in the first session.

CM also explained that Eleanor was also unwell at the moment due to Covid, so any changes will be made in time.

Each session has a theme to start with and then a Q&A. The Q&A does not have to be on the subject topic but can be whatever is pressing for that individual.

BP suggested adding the following statement to the flyer;

'This is the overall topic but if you have other general queries around the legality of issues regarding SEND statutory services you can also join.'

We will aim to get through as many questions as we can in the two hours.

We will also need to make sure that at least a couple of Steering Committee members are present at each seminar.

CM will send out an email with dates for people to indicate which meetings they are attending and help to introduce it.

BP informed Miranda that the group has a constitution but were not able to hold the original planned launch due to the pandemic. We do not currently have members as such but we do have a facebook group of 200 and a list of 150 people who were planning to attend the launch. We need some way of endorsing our constitution and our position as a PCF. At the moment the way that we are planning to do that is in conjunction with running the three legal seminars to tack onto them who we are and see if they agree with the approach that we are taking. As the only way to endorse us as a group at the moment. BP asked Miranda what she thought of this approach.

Miranda responded that this was fine, all PCFs operate differently and can be as formal or as informal as they like as long as they have not become a CIC or anything of those things. It is obviously better to get information out to the wider group of parents, but many operate within their 'core' group like tonight and that is quite acceptable, and she would not worry about it at this stage. Once the pandemic is finished we can be more proactive in what is happening but at the moment it is pretty difficult and it seems to her that we are operating very well, incredibly well considering the difficulties there have been. To be in the position we are with a team the size we have that work together well is a strong position to be in.

Update on therapies review/feedback on queries (AC):

Queries:

AC had been copied into a stream of emails with organisations and SEND advocacy groups. The first list of queries regarding provision entering lockdown was put together by Jonathan from SENDIASS. He sent it to everyone and also to AFC and they created the Q&A page that AC shared the link to and is on our Facebook page. There was feedback from various people, and the best feedback was from Skylarks who collected questions from parents who use day services. It was a good representation of what the parents are struggling with.

CM distributed this amongst the PCF team prior to the meeting.

We can contribute or endorse what has been said. So that when it goes back to AFC there are more questions that are relevant to our parents.

CI fed back that it seems that AFC have provided a lot of the answers to the questions but have not necessarily provided answers that satisfy everyone.

Any member wishing to give feedback on these queries should send this directly back to AC.

Therapies:

There is an oversight group meeting on Monday, so if anyone has any questions please forward to AC. There are no parents from Richmond available for this meeting.

There was quite a lot of discussion at the consortium meeting about therapies, and we gave some robust feedback.

BP has since spoken with Alison Stewart and asked for ultimately is that there seems to be a view amongst parents that their provision wasn't being provided and there was a general feedback from health that it was being provided. So we asked to understand how many children with high complex needs exist in Kingston and what percentage of those were receiving therapies of some kind. So that we can have an understanding of where the gap may be.

AC received an email from a Physiotherapy manager that when in tier 4 90% of physio provision was online. Physio is not always possible to be virtual. It may not be viable as physio sometimes needs to be more hands on.

We can continue to voice concerns and ask for more information. If we know of individual families not getting the therapies that they require to raise this directly with Alison and she will personally investigate and work towards resolving it.

It was suggested that we could put a post on Facebook asking who is not receiving the therapies that they require and pass on the feedback to show this. We can then put them in touch with Alison. BP will arrange this post.

Actions from this meeting:

- BP to post regarding who is not getting required therapies on Facebook to feedback to Alison.
- CM to send members Bio examples
- Any member interested in working with BP on weekly website meetings to contact BP
- BP to draft Facebook post for Therapies grant sessions
- LK to arrange Flyer for SEN!SOS sessions
- CM to update Eventbrite and Zoom for sessions
- All to feedback on questions and queries to AC

