



## **Kingston Parent Carer Forum Steering Committee – Virtual Meeting 9-10pm 3.3.2021**

- ▣ **Hellos, Welcomes and Updates** – 5 Minutes
- ▣ **Open Actions** – Emailed to all individuals for completion – 0 Minutes
- ▣ **Finances Update** – 10 Minutes
- ▣ **Feedback and Updates from Meetings attended;** - 15 Minutes
  - I. update on Housing discussions - CF (10mins)
- ▣ **Items Steering Committee would like added to Consortium Agenda or Questions to ask**  
– If needed
- ▣ **Website Updates** – 10 Minutes
- ▣ **Pears Foundation Therapies Grant Moneys** – 15 Minutes
- ▣ **Sensational Kids seminars Updates and planning** – 5 Minutes
- ▣ **AOB** – 5 Minutes

**Chair of Meeting:** BP            **Minutes of Meeting:** CM

**Present:** BP, CM, KH, CI, NA, RA, CF, RH (joined from 9.30pm)

**Apologies:** AC

**Minutes:**

**Finances and updates:**



BP updated the group on their financial situation including the key and objectives for 2020/21 set by the group. Appendix 1.

The end of the financial year is near.

The majority of the aims that were set have been met or are in progress for completion.

BP also explained to newer members the agreements for use of allocated finances.

LS and AS have stepped down for the Steering Committee.

Planned and Agreed Spending prior to March;

**Sensational Kids;** - OT sessions from Pears Grant (£2850)  
- OT Webinar Sessions 6x 2hr (£1200) paid this year dates TBC

**SOS!SEN;** - 10 Hrs of Legal Support/Advice to use over the next 12 months

**Publicity;** - Leaflets/mail out and Banners to be created and printed/ordered

**Parent Carer Time;** - It was agreed that members could be reimbursed for the time used creating content for the website.

**Residual Spend;** - Possible purchase of ipads

### **Training;**

Should anyone wish to attend a training course that will benefit their role within the Parent Carer Forum please source. CM can then arrange reimbursement or purchase. CM can also assist with sourcing these if needed. If it is to come from this year's budget it needs to be booked as soon as possible.

NA recommended the Contact course for Parent Carer Forums and explained that from meeting others the group is clearly fulfilling the role. It appears that there are a lot of common issues across the board.

The leaflets will have 5000 printed and half of these will be included in the mail out. What is left can then be distributed to appropriate places such as Moor Lane etc.



The 3rd October 2021 has been scheduled for the launch event of the PCF with the 'Big Day' Event. The majority of the costs involved with this have been paid for prior to this budget.

BP asked the group for ideas and suggestions for the following year's budget which will be £17500. There are some outgoings that will be for renewals of Zoom, Survey Monkey, email addresses that have already been confirmed in the planned budget.

AC has suggested regular surveys on topics on a monthly basis.

### **Website Update:**

BP has shared a mock up of the website pages with the group. This will be updated to add more colours as requested by the group.

BP has also sent out a list of content that is needed to populate the website to the group.

CI is focusing on the about us page, this will also include the Bios/About mes written by PCF members.

RH is coordinating the resources page, this will be a collection of links with a brief description under a collection of sub headings to guide people in the right direction. This will need everyone's input to meet a wider range of needs.

RH has shared with the group the following link;

<https://docs.google.com/spreadsheets/d/1VvKavY5haaqydUmx5FXZdLnafjg2CIEqGtS6mnohyn/g/edit?usp=sharing>

RH has started to add to the legal section and has invited all members to add to this as they can under the relevant headings. Should anyone have any issues using this please contact RH or CM for help. CI has some information on support groups.

### **Webinars:**

CM passed on the positive comments received from Eleanor Wright from SOS!SEN regarding the recent EHCP sessions. Eleanor has stated that she would be happy to work with the PCF again in the future.



### **Future Plans:**

There was a discussion around the group members getting to know each other further in the future and ideas/plans around this in the future when restrictions are eased are welcome. Such as meeting in a park over summer.

### **Actions:**

- NA to work with CM to set dates and times for Sensational Kids Sessions. To include sensory eating. To be invoiced this year.
- If you have not yet completed your bio, this needs to be done as soon as possible.

**Date of Next Meeting: 17th March 9-10pm Via Google Meets**

Appendixes:

1. Aims and Budget 2020-2021 Update February 21

## **Kingston PCF Key aims and Budget for 2020/21**

The Kingston PCF is very much still finding its feet and therefore, this first year our aims are about getting ourselves established and developing our lines of communication both with parent and carers, as well as key agencies.

Therefore, our aims this year are:

- **Meet regularly as a group and recruit more steering group members**
  - Whilst in lockdown - Meet monthly for 2 hours or fortnightly for 1 hour
  - Agree gaps in the steering group and run targeted recruitment to take the group from 6 to 8-12 members by March 2021

### **UPDATE November 2020:**

Online meetings have generally been held fortnightly and been well attended. Minutes and actions are noted and followed up. We have contributed to numerous calls for parent / carer participation.

Steering Group has welcomed Noreen and more recently Claudia to the team taking our member numbers from 6 to 8. This is the minimum level set in our constitution.

### Update February 2021

The group has continued to meet regularly online, but pressures of the 3<sup>rd</sup> lockdown have seen meetings attendance drop slightly.

The Steering Group has welcomed Liz, Rob and Kelly to the team in the last three months and Annabel formally stepped down from the SG in January and Liz in February. Our SG number is therefore currently 9, plus admin support from Carrie.

Louise, Claudia and Rosy are all taking a small step back with regard to meetings until March for personal / pressure/ lockdown reasons.

### Set up and maintain a Facebook presence and contacts list

- Develop structure to post news and information 3 or 4 times per week
- Develop structure to gather views and examples via messages

### UPDATE November 2020:

Facebook was set up and postings initially put up by Carrie on the SG's behalf. Rosy has since taken this over and completes extensive research posting interesting and relevant content on a daily basis. Membership of this group has risen to over **150** and is gradually gaining momentum in the local SEN community .

### Update February 2021

Rosy continues to research and post a wealth of amazing news and content, which our facebook community of over 252 enjoy and benefit from. The new website will use this as the basis for the 'news section' on an on-going basis, keeping the website current without additional work.

- **Engage parents and carers**
  - Conduct Survey – to pinpoint needs in Kingston
  - Agree themes to adopt and action on behalf of Parents
  - Rescheduled launch event – October 2020 or January 2021
  - Two workshops for parents and carers – proposed topic – the legal framework (more snapper title TBD) from the IPSEY team, due to lockdown – proposed for Feb and March 2021

### UPDATE November 2020



Survey was written and sent out by Louise. Results were discussed by the SG and formally fed back to statutory partners.

Themes have guided the groups thinking and highlighted issues such as therapies, mental health and housing have informed our targeted feedback and monitoring of developments with our statutory agencies.

### Update February 2021

Three on line legal workshops were held in January and February – these were very well received and feedback has been excellent. This is a good basis for holding more events in the coming year.

- **Write brief and appoint a website developer**
  - Agree project plan and leader (to be paid for their time)
  - Determine resources to review and edit content
  - Appoint website developer and set targets and timeline for research, development, and launch

### UPDATE November 2020

A review of other PCF websites and related content was undertaken by Rosy and Agnieszka and added and discussed by the SG. A priority preference exercise was set up Agnieszka and managed by Carrie. The results were used to write a tender / specification document.

It was agreed by the SG that Bev will be the paid SG lead on project managing the website to launch, including running the tender exercise. This must launch by 31/03/21 at the LATEST. The tender process is to run in November and preferred developer appointed in December 2020.

### Update February 2021

March Branding and Aint got Jack were selected to conduct a branding exercise, website design and build and project manage / support SG decision making, to get us to launch before end of March 2021.

Since January 2021 - a new logo and branding has been designed and approved, domains chosen and purchased, website design agreed and content required has been identified.

A smaller subgroup of the SG has formed to quickly create the content in the early part of March 2021, so the website can be launched by the end of March 2021, as scheduled.

- **Upskill Steering Group members, as desired**
  - Offer and support steering members to undertake IPSEA courses to build knowledge and confidence.
  - Be open to additional options as requested by steering group

#### **UPDATE November 2020**

Three places were booked for the autism on line conference in November 2020

A relaxation session was booked and held

#### **Update February 2021**

A relaxation session was booked and held

One SG member has signed up for the IPSEA on line programme starting February 2021

One SG member is in the process of sourcing a safeguarding course

#### **Agree and appoint representatives to liaise with key agencies**

- Create or refocus consortium meetings as a link in to give feedback
- SEND partnership board (max 2 reps)
- Thematic development strands – such as therapies review etc

#### **November 2020**

Consortium meetings agreed to continue with a theme each month and have been consistently attended by SG member.

Bev And Louise are the SEND PB reps and have both attended meetings

AFC has provided a spreadsheet of where they would like parent / carer input and all SG members have self-selected areas where they can provide input.

#### **February 2021**

Consortium meetings have continued to be held and well attended reps from SG.

All other work has been patchy – due to the pandemic