



KPCF Steering Committee Meeting Minutes (09/06/21)

Date of meeting: 09 June, 2021, 9pm

Present:

Agnieszka Czerwinska (AC)
Beverley Pass (BP)
Claudia Isaby (CI)
Christine Flowers (CF)
Noreen Ahmad (NA)
Rosy Farzana Ahmad (RA)
Rob Harris (RH)

Apologies:

Kelly J

Purpose:

Fortnightly steering committee meeting to share updates and discuss key goals.

Previous Actions Items:

No outstanding actions.

1. AFC Capacity Building Grant

BP confirmed that she has put together a proposal to suggest how the allocated funds from AFC's capacity building grant should be spent. All SC members confirmed that they had a look at the proposal and were prepared to share their opinions.

AC enquired if the grant is a one-off payment or an on-going agreement. BP shared that this year is the initial stage, with the expectation that the grant will continue next year after being reviewed at a later date.

BP asked if any SC members had any suggestions or comments on the proposal. CF mentioned that the proposal will help facilitate work they are already doing, and agreed that it appeared to be a good use of funds.

BP asked all present SC members to confirm if they are happy to approve the proposal and use the funds as stated. All present SC members agreed to the proposal with no objections or amendments.

BP offered the opportunity for SC members to express interest in the officer roles, which are included in the proposal.

After an expression of interest from RA, all present SC members agreed that RA will assume the officer role concerned with overseeing the external functions of the KPCF.

After an expression of interest from CF, all present SC members agreed that CF will assume the officer role concerned with overseeing the internal functions of the KPCF.

BP mentioned that the grant proposal will be reviewed in 8 months time.

BP mentioned that a portion of the grant could be utilised for projects that were previously not financially realistic, and asked SC members if they had any ideas for projects they wanted to see implemented. CI suggested that a few SC members could take part in training about how to conduct valuable quantitative and qualitative research. BP agreed that this would be possible, and assigned CI and NA the responsibility of booking this training.

2. Short Breaks Survey Report

All SC members agreed that the short breaks survey report put together by the KPCF looks good and is ready to be sent to AFC.

AC enquired if AFC have got the results back from the short breaks survey they conducted, and NA confirmed that AFC are still waiting on their results and that the SC should expect to find out more details in the next meeting.

3. Consortium Meeting

The SC members shared their opinions on the consortium meeting, and agreed that both the time and content of the meeting needs to be advertised better to parents.

It was also mentioned that the timing of the meeting may need to be amended to ensure that all parents have the opportunity to attend. RH mentioned that as representatives of the parents, it is important to consider if SC members can attend first, so that they can accurately represent the opinions and concerns of all parents, before considering the schedule of each individual parent. RA added that the availability of parents should still be considered where possible. It was agreed that BP will ask AFC to continue holding one meeting in the evening, and one in the afternoon, as it appears to make the most sense for all parties involved.

It was also suggested that the new parent officer at AFC could possibly help advertise the consortium meeting to parents, as well as accurately communicate the view of parents at the meeting.

It was also agreed that AFC needs to be reminded to advertise the consortium.

4. Parent Talks



TB mentioned that the first parent talk in partnership with Sensational Kids was held today, and that it appeared to run smoothly. Other SC added that they enjoyed the event.

TB mentioned that the event was recorded, a copy of the recording will be sent to all attendees, as well as added to the KPCF Youtube channel and website.

It was agreed that the other upcoming talks in the 5-part series will be posted to SM, with a greater emphasis on the fact that the talks are being held by a qualified occupational therapist.

5. AOB

TB agreed to start sending an announcement of all upcoming events and updates to SC members at the start of each week.

Meeting concluded at 22:10