

Agenda Item	Notes	Action By
1. Attendees	Ruth Hobbs, Tina Emery, Kerry Leydon, Richard Hobbs, Claire David, Tanith Barrett, Rachel Saunders, Claire Cole, Nicky Rowley, Helen Brumpton	
2. Apologies	Bev Burling, Marcia Wilcox, Sally Simpson	
3. Office Move - Update	RH discussed office move had gone well and thanked Reps for help and said that it is almost completed, with just a few items in the kitchen to bring over from Langport to Yeovil. The business rates have been sorted by RH. Phone contract is to be signed with new SIP lines (internet based). We will be having more than 1 line, which will make things easier when more than 1 rep in office and always have a line free for incoming calls – 3 rd line can be accessed via PC. Will have the new number within a week and members have been notified re move.	
4. Budget Update (new item)	Richard reported budget (as at end Dec. 18 and excluding office rent – 3 months in advance new premises plus 1 year paid up until March 2020). Contact grant £6,000 of £9,000 remaining. The £4000 rent will come out of next year's Contact grant. LA grant £12,000 remaining, excluding 5 roadshows and another large event (to be arranged). This budget will be reduced therefore over the next couple of months. The forum is now being commissioned for any other work carried out over and above work in pre-agreed workstreams, as a lot of work was going unpaid. We will be getting the £15,000 for 2019-20 from DfE and will apply straight away for discretionary grant.	

Steering Group Meeting – 21st January 2019

	<p>CCG gave us a recent “one-off” grant of £10,000 for various workstreams inc. Autism strategy, Behavioural pathway, maternity (SEND) services, Paediatrics (Fit for my Future). There is currently £9,000 of this funding left. Of the Educarers budget of £3,300 there is £2,900 left. We will be utilising this by working with Schools, currently not compliant – On checking currently 13% of Schools websites have no SEN Information Report etc. The balance of the SPCF reserves were at £1354 and £1105 at todays’ date. From April 19, Swindon forum will be running totally independently and we will no longer be holding those funds. We still hold a balance for the Region at this time for regional meetings.</p>	
<p>5. Roadshows – Venues, Attendees & Workshops</p>	<p>There are 5 roadshows booked as follows: 30/1 -Minehead 5/2 – Bridgwater 1/2 -Frome 11/2 -Compton Dundon 15/2 – Wincanton. Main Stands include Engagement Participation Team, SPCF, Healthwatch, SENDIAs, Local Offer, Short Breaks, Capital Funding, Preparation for Adulthood, Community Connect, Public Health, Home Education, Carers Service and DWP (tbc). Workshops include Structure of SEND team, Ofsted, Autism Strategy, Short Breaks</p>	
<p>6. Information Day March 2019</p>	<p>Location – Westlands (tbc) and on 29th March (tbc) Note: date subsequently set for Mon 25/3 at Westlands. Lots of discussion about what we can do as a forum – Decided that we will have a wellbeing/pamper area. A short survey monkey previously carried out on FYW and SPCF Facebook pages to ask parents/carers what information they would like to see and suitable times for them. There will be information stands (as per roadshows), workshops of varying</p>	

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	topics and the wellbeing hub. A further meeting to be arranged to plan this event.	
7. Health Parent Programme	Ruth mentioned this briefly (Marcia – absent from meeting - involved with). It is a 6 weeks course being piloted in Minehead – more details to follow.	
8. Approval of Last Meeting's Minutes	Completed	
9. Discretionary Grant - Decision	Contacts Discretionary Grant (£8500) to be applied for to be used for another PC for office, 2 x ipads to sign up members at events, Information Event and Report Writing.	RH
10. Support Group Forum - Update	No update discussed. Dates agreed for this and Steering Group meeting may be changed.	RH
11. Carers Alert Card - Update	Hope to have these ready for Roadshows/Information Day. To be promoted to fire stations etc. Via email. Ruth asked for Volunteers. Tan & Kerry volunteered to do this and Ruth to sort a list to divide	RH
12. A.O B	“KLOE” (Key Line of Enquiry) Groups – There are 24 groups of professionals meeting to look at key questions Ofsted are likely to ask. Ruth suggests that everyone pulls together and handover to ask what is going to be done with ie: therapy . It was felt that the forum does not need to be involved in the actual meetings at this point in time.	

Next Committee meeting date - **Tuesday 19th March 12.30-2pm**

Minutes agreed by the Steering Group and Signed on behalf of the Steering Group by:

..... Ruth Hobbs..... Director

..... Tina Emery..... Director