

Kent PACT

Steering Group Meeting Minutes

Date: 28/04/2021

Venue: Zoom

Attendees:

Alison White (Chair)
Fiona Handsome (Vice Chair)
Clare Winwood (Secretary)
Sharon King
Brian Griggs
Vicky Edwards (Operations Manager)
Aylee Richmond (treasurer)
Rachael Manser (Finance Admin)
Jen Thomason (Membership and Participation)
Amy Brooker (Marketing and Comms)

1. Welcome and Apologies: FP sends apologies.
AW welcomed everyone to the meeting.
CW signed the minutes of the last meeting as a true account of the meeting.

2. Minutes of last meeting:

The old computer was wiped and given to SK.
The constituted group was dissolved.
Kent PACT is now a CIO and has a registered status with the Charity Commission. Kent PACT's charity number is: 1194016.
Moving forward CW will provide the agenda and the minutes for future meetings one week ahead of the meeting dates.
VE extended thanks to AW for all her hard work and all the members of the meeting also extended their thanks.

3. Outstanding actions:

Still to be completed:

Membership form/leaflet still needs to be completed, VE/BG/JT to meet to design the leaflet.
VE suggested there could be columns on one side and the other side a one-sided membership form.
BG mentioned the leaflet could be trifold.
AW and SK suggested to make it small enough to fit into a handbag.

4. Recruitment:

Kent PACT now have a full team and the Trustee members welcomed those staff who joined the meeting.
The Quadrant Ambassadors have now been appointed and will be in post on 5th May.

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5. Finances:

Space 2 BE Me have now transferred some of Kent PACT's finances which has activated the CAF Bank account.

RM will be closely monitoring finance from now on focusing on what Kent PACT are spending and will advise accordingly. Also, AR will be kept in the loop via RM re finances. RM will share her PACT email until AR gets her own Kent PACT email.

AW mentioned that when needing another signatory, CAF Bank would not accept another signatory that did not appear on the bank's opening mandate straight away and new signatories could take up to 3 working days to approve, which is time consuming and frustrating all at the same time. Once this has been done the first time it should be easier.

AW mentioned that staff were unable to be paid until she could set up authorisation for another signatory. Kent PACT is still awaiting an HMRC PAYE Reference to enable PAYE tools to be set up. AW was hoping it would be rectified A.S.A.P.

AW also mentioned that if there was a holdup, she would pay staff from her own personal account and claim back the money afterwards. AW was mindful that staff will have bills to pay.

DFE:

Kent PACT had an underspend which has yet to be fully quantified, but which will have to be handed back to DFE. It should then be paid back to us with the first tranche of funds for the new year.

An Application to the Department for Education funding for 2021/2022 will shortly be sent and Kent PACT should receive the first set of funds along with the underspend in June.

KCC (Including EOI):

Kent County Council advance underspend is around £9000.

Kent PACT will also receive the rest of the £68,265.00 funding for this year paid quarterly. £17,066.00 each time, starting in May then July, October, and January 2022.

Keyworker Project:

The Keyworker Project is worth £300,000.00 to KCC. Kent PACT and Antimob are working closely together to co-produce job descriptions for 4 Peer Associates and a Manager to work closely with young people and their families in or at risk of being placed in Tier 4.

Questions are being drafted from input via questionnaires for parents and professionals. This role will require lived experience as well as professional experience.

JT offered to be a parent's voice. Job descriptions and applications will be sent out mid to end of May. Then interviews will take place in June with job offers end June/early July. Posts will hopefully be operational by August.

Professional Support:

Kent PACT has employed Simon Mayberry a senior associate in Employment Law, from Lex Leyton for HR support. AW has secured David Weller to produce Kent PACT accounts with the first year being on a pro bono basis. AW hoped that he could stay on again in the years to come.

6. Marketing:

AW thanked CW for the groundwork she has put in. This included getting costings for various items and 4 pieces of work for the newsletter.

CW will work closely with VE/AB moving forward.

AW mentioned the CCG are keen to have Kent PACT'S logo asap for the leaflet.

VE to talk to the Logo people and ask to be billed on a 30-day invoice.

VE to send Kent PACT's logo on a JPEG to AB.

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AB mentioned the consistency of the website needs changing.

7. Launch Event:

VE told the meeting that Kent PACT are no closer to the launch event due to the underspend being given back.

AW said to do as much planning as possible to be ready to go when funding in Bank.

VE to bring AB/JT up to speed on where Kent PACT is on planning for the launch.

8. AOB:

RM told the meeting it can be confusing on where to access a service and where to go to get signposted and/ or where a parent carer is starting a SEND journey. She went on to suggest a flow chart.

CW suggested the local offer.

VE suggested FAQs on the Kent PACT website.

SK and AW both suggested The Local offer, IASK and Contact go onto the website.

FH suggested posting in social media.

The meeting talked about doing a podcast with professionals and other guest speakers, and the possibility of myth busting.

The meeting also discussed the myth busting idea could also be undertaken by the Quadrant Ambassadors when they are in post.

RM also got confused by acronyms.

VE asked CW to source an up-to-date acronyms guide to send to AW/VE for approval and then send the guide to all staff for future reference.

SK had a GDPR concern that when the invites were sent round to everyone regarding the Strategic Outcomes Framework meeting on 26th April showed everyone's email address.

VE informed the meeting that the KCC lead had been informed of the GDPR issue.

JT told the meeting there are 186 members on mail chimp.

126 members on the Podio Database.

JT said she is marrying up members from Mailchimp, Facebook and the Podio Database.

JT updated the meeting that memberships/ likes have increased significantly.

The closed group on Facebook has a 34% increase in memberships.

The closed group on Facebook has 585 likes and has 642 followers.

923 posts reached.

There are 1003 post engagements up 88% from the previous 28 days.

There are 27 New pages likes up 19% from the previous 28 days.

There are 288 page views up 78% in the last 28 days.

AR informed the meeting children's eye tests in special schools were not happening.

AR also informed the meeting there is a long-term plan which has now gone live to provide a fully funded eye care and glasses service to all special school students.

AR said children with learning disabilities are 28 times more likely to have a serious eye problem.

Teaching Assistances will receive training over time to upskill their knowledge.

AR is trying to push for the long-term plan to be implemented in the South East.

AR to give JT details on "A change in sight" for the Facebook page.

JT informed the meeting she attended a SEND advisory group for Health Visitors. She reported there seemed to be lack of being able to sign post families to services the children and their families needed.

JT also reported that it was clear more training needed to be given to help support the Health Visitors and also there were things that the Health Visitors could do differently in the future.

AW said that there will be a piece in the newsletter titled "What we PACT In!"

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What We PACT In:

AW mentioned the things that we have been doing since 1st April (Independence Day) and they are:

- Inducted our new Financial Administrator – welcome Rachel. (AW)
- Meeting with Sue Gibbons, Designated Clinical Officer for Kent & Medway CCG to continue work on coproduction of leaflets re Early Notification and the role of the HCO – Healthcare Coordinators. (AW)
- Re drafting of the HCO leaflet for Sue Gibbons. (AW)
- Inducted our new Membership & Participation Coordinator – welcome Jen. (AW)
- Meeting with Emma Hanson and Activmob to follow up the work on the Key Worker Project (AW)
- Meeting with Sholeh Soleimanifar to agree wording for parent questionnaire on the STLS Specialist Teaching and Learning Service. (AW)
- Send Informal Meeting with Mark Walker, Penny Pemberton (SEND Improvement Programme Manager), Graham Genoni (Project Director CYP Education Change Programme and Jane O'Rourke (NHS Kent & Medway CCG) covering preparation for the Improvement Board, discussion on quality assurance of EHCPs and issues parents are raising on our FB page – reassurance that capacity issues are being addressed. (AW)
- Discussions with Fiona Pender re finance and funding. (AW)
- Training from Fiona Pender and Jane Clarke (S2BM) for Vicky and Rachel. (AW)
- Review of the Membership Database. (AW)
- Follow up to Facebook requests to join closed group with messages, emails, and applications forms. (AW)
- Discussions with Simon Mayberry (Lex Leyton) leading to signing of instruction to appoint as HR legal support for PACT. (AW)
- Registration as Employer with HMRC – started and now awaiting PAYE reference number to progress. (AW)
- Start registration for NEST Pension Scheme for employees – stalled until PAYE reference received. (AW)
- Work on manual payroll calculations in case PAYE reference not received in time to set up Basic PAYE Tools and run payroll for April. (AW)
- Registration for Charity Tax Status with HMRC. (AW)
- Following up Bank application with CAF Bank. Now confirmed as open and active. Register for internet banking access. (AW)
- Forecasting funding requirement through to June and negotiating transfer of first quarter funding from KCC to ensure salaries are covered. (AW)
- Joint Strategic Outcomes workshop – including work to promote parental engagement in the workshop. (AW)
- Induction of new Communications and Marketing Co-ordinator – welcome Amy. (AW)
- SEND Improvement Board. (AW)
- Meeting with Activmob to progress the keyworker project and produce job descriptions for the manager role and peer associate roles. Preparation work for meeting including revisiting the Keyworker bid and trying to establish exact funding that PACT will receive to manage the project. (AW)
- Meeting with Simon Mayberry to introduce Vicky and establish what we need in terms of policies. (AW)
- Daily monitoring of Facebook groups to ensure parental concerns are captured and responded to. (AW)
- Preparation of newsletter. (AW)
- Trustee Steering Group Meeting. (AW)

CW mentioned that she had 11 things to add to the list.

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AW asked CW to add them to the list.

CW's list is below:

- Collated meet the team statements for the newsletter. (CW)
- Designed a poster to invite volunteers to help us with the Kent Pact launch. (CW)
- Produced a Members needed flyer to be added to the newsletter. (CW)
- Encouraged members to share their positive stories with Kent Pact to share in future newsletters. (CW)
- Assisted Jenny Kent PACT's Membership and participation co- Ordinator with member request to join our closed Facebook groups. (CW)
- Monitored Facebook requests and approved when appropriate. (CW)
- Attended the South East Regional meeting with the National Network of Parent and Carer Forums. (CW)
- Attended the Strategic Outcomes Framework. (CW)
- Reviewed and check the membership database (CW)
- Attended Trustee meetings and produced the minutes for the meetings. (CW)
- Part of the interview panel for the quadrant ambassadors (South). (CW)

Name of person filling in form: Clare Winwood

Summary (2 sentences) for NEWSLETTER/WEBSITE:

Kent PACT are now a registered charity (No: 1194016) and have got off to a strong start since their independence and are continuing to work closely with KCC, CCG and other organisations to improve the outcomes for children and young people and their families.

Signed on behalf of Kent PACT Trustee Members:

Name:

Position:

Date: