

Kent PACT

Steering Group Meeting Minutes Charity Number: 1194016

Date: 26th May 2021

Venue: Zoom

Attendees:

Alison White (Chair)
Fiona Handsome (Vice Chair)
Clare Winwood (Secretary)
Sharon King
Brian Griggs
Vicky Edwards (Operations Manager)
Tracy Playforth
Matthew Weaver

1. Welcome and Apologies:

Louise Kirkman and Amanda Oliver sent their apologies.
AW welcomed all to the meeting.

2. Minutes of last meeting:

All actions were completed except:

Membership form/leaflet – It is still on going.

Membership form/leaflet not to be sent out via Facebook or Email.

The form awaits the new logo.

AB/AW/VE to revamp the wording on the leaflet.

Take out advocate.

Leave in Champion.

Leave in Trustee- with the wording “be involved in the governance of the forum”.

Also, the wording “We need you to volunteer”.

Remove the Totius Charities.

Change Co-operatively to collaboratively.

SK to look at leaflet.

Keyworker Project – Update:

Feedback for the job descriptions is now complete.

Aim is to have someone in post by September.

3. Quadrant Ambassadors:

AW welcomed the Quadrant Ambassadors to the meeting.

They introduced themselves.

They got to meet their local Trustee member.

VE advised it was not necessary for them to stay for the whole meeting and they left.

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4. Acronym Update:

CW explained about the acronyms and talked about the different categories:

- Education.
- Health.
- Social Care.

They will be posted on the website and Facebook fortnightly.

CW talked about how easy it was to forget that new parents starting their SEND journey did not know what the acronyms meant.

CW to ask everyone at the meeting for suggestions of acronyms.

5. Launch:

The launch date has been confirmed for 7th July 2021.

10 am – 2pm for staff and Trustees.

10.30 am – 1.30pm for everyone else.

AW was concerned that the launch arrangements were being dealt with by too many people.

AW asked for a small number of people to form launch committee headed by AB.

The people involved in the launch committee are AB/VE/JT and a Trustee member which is CW.

AW/RM have been copied in for information purposes only.

The launch committee will make the final decisions on the preparations of the launch.

VE/AB visited The Ashford International Hotel to find out how the rooms would be set up.

One room will be partitioned off creating a smaller room, which will hold 30 people.

There will be a Market Place with 10 stall holders to provide services.

VE suggested sending out 20 invites as she was mindful if the launch committee only sent out 10, they would have to source more companies to ask.

AW said the launch committee should be mindful that the launch should serve parent carers and NOT the children.

AW mentioned that Involve were not on the list of suggestions.

VE suggested Totius Charities could provide leaflets to put on the tables, so if parent carers wish to take them or look at them.

VE mentioned that 1,000 Kent PACT leaflets are needed but it depended on the budget available.

AW said we should be catering for the diverse and mentioned The Children with Learning Disabilities Team.

SK mentioned Portage for the younger children.

SK also mentioned KM CAT – Provide joysticks, I pads and other equipment. They are based in Ashford.

AW mentioned Social Care – Young Persons Team.

AW suggested 3 or 4 partner organisations.

AW suggested Legal guidance as a speaker who could speak about mental capacity and power of attorney.

KDCS was suggested as a guest signer.

AW and Mark Walker to do a joint welcome and introduction at the start of the launch.

AW suggested someone from health could do the close. Jane O'Rourke was a suggestion.

SEND HUB – It was suggested the launch could have a laptop with the SEND Hub running on it and someone to be near the laptop so demonstrations can be given if required.

AW said the launch was not for parent carers to just to grab the freebies, she wanted parent carers to be able to get information about services and help their children/young people they look after.

AW was concerned about the white polo shirts and asked that it could be another colour.

The Trustees agreed it could be pale/powder blue.

VE to get samples of the colour blue for the Trustees to select a shade.

VE to liaise with Image Ink for the banners and polo shirts.

VE mentioned that a decision needed to be made about the Banner information, Strapline to appear on banner, website, Facebook, promotional materials.

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The vote was between:

1. Talk, listen, change.
2. Shaping services for a brighter future.
3. Shaping positive change.
4. Moving forward together.
5. Taking strength from shared experience.
6. Connect, share, influence.
7. Moving on from the past to ensure a better future.
8. Being direct at a strategic level.
9. The Voice for parent carers.

It was decided that the following three should appear:

Number four – Moving forward together, was a must and can go on the work wear.

Number six – Connect, share, influence.

Number nine – The voice of parent carers.

CW updated the meeting with the companies she has approached by email with AW's letter attached and they are:

- Body Shop
- Lush
- Boots
- Selfridges
- Eastwell Manor
- House of Fraser
- Superdrug
- Hotel Chocolat
- Flying Tiger
- Thorntons
- John Lewis
- Tesco
- Not On The Highstreet
- 123 – hampers.co.uk
- Baylis and Harding
- Taste of Bath
- Lovely soap Company
- Greggs Foundation
- Coca - Cola

AW mentioned that there should ideally be 2 small hampers for the draw and felt that the committee needs to concentrate on the wellbeing instead of having a goody hamper.

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VE to approach The Ashford International Hotel about a pamper voucher.

SK suggested Teas and doing four mini hampers, one for each quadrant.

6. Newsletter Update:

The newsletter has gone out ahead of schedule.

SK noticed an error with JT's email address on the newsletter.

JT to amend the error.

The newsletter was sent to 143 members.

Next newsletter to go out in July.

7.AOB:

Joint CCG and Medway Forum:

VE attended a meeting with Sue Gibbons, Jane O'Rourke, and the Medway Forum.

Medway informed VE and the meeting she attended what to expect.

Medway were given 10 days 'notice, for a SEND Inspection.

EHCP audits/Invision:

Invision is a EHCP tool devised by 2 Education Psychologists.

AW/VE representative of Kent PACT are auditors.

It rates the quality of the EHCP's in the following categories:

- Good.
- Acceptable.
- Requires Improvement.

The appendices need to be included.

Each EHCP takes 20 minutes to audit.

The data generates a report.

Areas that need improving are:

Geographically and Sections

AW mentioned Invision felt like more of a compliance check than quality assurance.

CO Production of SEND Strategy /MCS and Co – Production Charter:

There have been significant changes made which have been approved and it has improved the charter immensely. Everyone was happy with the changes.

The Mainstream Core Standards are done.

Tender Moderation:

Leadership for all schools in Kent.

There are 4 tender bids for nurture resources in all schools.

VE was 1 of 12 moderators, she read through and scored it against the criteria.

This does not come into force until January 2022.

Interview Panel for KCC and health:

The interviewee did not turn up for their interview, so questions were not able to be asked.

IPSEA and Contact training:

VE informed the meeting that there was training for free and professional training available.

Contact website has webinars that can be accessed and encouraged the meeting to have a look.

VE/AW/RM to look at the budget re IPSEA training.

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RM also looking into grant applications.

Myth Busting/Meet the Professional:

AW suggested this could be arranged for the Quadrant Ambassadors.

GDPR:

The Quadrant Ambassadors do not like their tablets.

VE to find out the details and report back to the Trustee Group.

AW said GDPR guidelines and the following of them needed to be a priority.

GPDR/DPO to be confirmed.

JT has been asked to become Kent PACT's DPO (Data Protection Officer).

SK to proofread ICO's GDPR guidelines.

Parental Engagement Award:

It will be a Kent PACT award, which will be awarded to schools for parental engagement.

The meeting suggested the following:

- **A gold award.**
- **A silver award.**
- **A bronze award.**

The engagement award is in the early stages.

Interviews for Interim Assistant Director of Disabled Services:

There are interviews taking place for 2 interim Assistant Directors of Disabled Services. VE/AW will be on the panel.

Inspection Meeting:

VE/AW are invited to planning meetings for the SEND Re-inspection.

The date for the next meeting is: Wednesday 23rd June 2021 at 7.30 PM

Name of person filling in form: Clare Winwood.

Summary (2 sentences) for NEWSLETTER/WEBSITE:

Kent PACT is very excited and extremely busy with the preparations for the launch on 7th July 2021. The newsletter is out for members to read and have an insight into what has been happening with Kent PACT. Stay tuned for more exciting developments.

Signed on behalf of Kent PACT Trustee group

Name:

Position:.....

Date:.....