

Kent PACT

Steering Group Meeting Minutes

Date: 23rd June 2021

Venue: Zoom

Attendees:

Alison White (Chair)
Fiona Handsome (Vice Chair)
Clare Winwood (Secretary)
Sharon King
Brian Griggs
Vicky Evans (Operations Manager)

1. Welcome and Apologies:

AR sent apologies.
AW welcomed all to the meeting.

2. Minutes of last meeting:

All actions were completed except:
The launch – see item 4.
CW declared the minutes of the last meeting an accurate account and has signed the minutes to that effect.

3. Loophole in the Constitution for the Chairperson:

This is still to be completed.

FH to look at the Constitution to see if it allows the Chairperson to stay on longer if the young person, they care for reaches 25.

4. Launch Update:

Due to the Coronavirus restrictions not being lifted, Kent PACT's 7th July launch has been postponed. A notice went on the website and Kent PACT's Facebook pages to let members know of the postponement until further notice. Guest speakers and stall holders have also been informed.

VE/AB have contacted The Ashford International Hotel separately and received different responses when asked if the last 2 weeks were available in September 2021.

VE was told they were available but at double the price that VE was originally quoted for the July launch.

AB was told the dates were not available at all.

VE has made initial contact with other Hotels in the Ashford area.

VE to inform the Trustee Members as and when she knows what they have said.

5. QA's Tech:

VE informed the Trustee Group that the Quadrant Ambassadors were experiencing technical problems with their tablets. They were freezing and when in meetings they would either not work or there was a poor connection and the Quadrant Ambassadors resorted to using their own personal laptops etc.

VE suggested that the Quadrant Ambassadors receive laptops instead of tablets as they would be more reliable, especially when in meetings and recording data.

VE went onto explain that there was wiggle room in the budget for the purchase of the laptops.

Alex – Technical support has given Kent PACT a quote for laptops and Matthew Weaver the Quadrant Ambassador for the North is sourcing a Quote for laptops as he is tech savvy.

AW said there was £4,000 in the budget that could have been used to update Kent PACT's database but felt it not necessary to spend it on the database. However, AW thought it was important that the Quadrant Ambassadors need laptops to complete their jobs and suggested a vote take place to allow Vicky to get the laptops with a budget of £2,000.

Kent PACT

Steering Group Meeting Minutes

The Trustee's vote was unanimous.

VE to get quotes and purchase the laptops for the Quadrant Ambassadors.

6. Wokingham PCF:

AW/VE was informally contacted by and attended a meeting with Wokingham SEND Voices Parent Carer Forum.

They were not sure about whether to be a CIC or a CIO.

AW/VE said that a CIC was best fit for them, also told them to go to the Local Authority for funding so they could be remunerated for their efforts.

AW/VE mentioned that Wokingham SEND Voices PCF had been established for nearly 12 years and they had 1,000 members, which equates to around 100 members per year.

7.DFE Funding Update:

VE updated the Trustees with the Funding Bid, it was put in 2 weeks before the deadline and we should hear back soon.

Other Finance:

The second portion of money is due from KCC in July and another portion is due in October.

VE mentioned the finances are being kept in an orderly fashion.

AW met with RM to go over the PAYE HMRC Tool and was confident RM knew how it worked.

AW mentioned that Nest Pensions need to be set up for VE as she is full time, and it is optional for the other paid staff.

AW informed the Trustee Group that the deadline was missed for the Tax and National Insurance but does not believe that Kent PACT would be fined on this occasion.

AW proposed the Finance Policy has a spend limit of £100 which allows VE to spend up to £100 without seeking authorisation.

AW asked the Trustee Group to vote to allow VE to do this. The Trustee Group's vote was unanimously in favour and the policy will be amended to reflect this.

8. EOI Funding Update:

£149,008.06 which is due to be funded by KCC/DHE was expected between 6 and the 15th of June, to date it has not been received.

VE is happy to chase but informed the meeting that the new recruits would not start until September.

VE/AW have reviewed the job descriptions.

AW shared the funding forecast for the Peer Associates x4 for 37 hours per week full time.

After the costs had been allocated there would be £2,500.00 left for unforeseen costs.

9. AOB:

Kent is awaiting their SEND re inspection.

KCC are busy preparing and Kent PACT have produced a road map at the start of the inspection to where Kent PACT are currently.

AW also said she would let the Trustee Group know the date as soon as she knows.

AW said that the inspection would be announced 10 days ahead of time.

VE shared quotes from the road map.

The road map also details Kent PACT's involvement and their impact.

AW/VE and any other people who attended the SEND Improvement Board meetings will have to fill out a self-evaluation form to see where KCC believe they are with their WOSA.

Kent PACT

Steering Group Meeting Minutes

AW/VE are approved for Quality Assuring EHCP's, and they both have another batch to Quality Assure by Friday of this week.

At the start of the new academic year some parents will also be trained.

AW/VE have been invited to take part in a case summary for the auditors re the Quality Assurance of the EHCP'S.

AW to attend a webinar hosted by Contact and the NNPCF with Josh McAllister delivering his initial report of findings three months into the Review of Children's Social Care.

Name of person filling in form: Clare Winwood

Summary (2 sentences) for NEWSLETTER/WEBSITE:

Another busy month for Kent PACT. They are still preparing for a launch in September, the date has yet to be announced. Look out for the link to the Review of Children's Social Care to have your say at a national level.

Signed on behalf of Kent PACT Trustee group

Name:

Position:.....

Date:.....