

Kent PACT

Steering Group Meeting Minutes
Registered Charity Number: 1194016

Date: 20th July 2021

Venue: Zoom

Attendees:

Alison White (Chair)

Clare Winwood (Secretary)

Sharon King

Vicky Evans (Operations Manager)

1. Welcome and Apologies:

FH/AR/BG sent their apologies.

AW welcomed all to the meeting.

2. Minutes of last meeting:

Minutes from the last meeting were signed off as accurate by CW.

All actions were completed except for the following where VE gave an update.

Update on Hotels:

VE has booked The Holiday Inn Hotel, Ashford. Please see launch update (item 3) for more details.

QA Tech:

VE said that she had received prices from Alex at QIT and Matthew Weaver the Quadrant Ambassador for North Kent. Alex quotes were more expensive than Matthews so the laptops will be bought using Matthew's quote.

AcQult will provide set up and protection for each item.

The surplus tablets will be held onto for potential Trustees in the future.

3. Launch Update:

VE updated the meeting with the organisation of the launch event and has confirmed the hotel has been booked and will now take place on 30th September 2021 between 10.30am – 1.30pm at the Holiday Inn, Hotel, in Ashford.

Staff and volunteers are to be there from 10.00am – 2.00PM on the day.

The cost of the hotel is £500.00. There will be an extra charge of £3.50 per head for tea/coffee and biscuits.

VE thinks there will be some wiggle room for negotiation and will suggest getting some urns for the tea and coffee to go into.

The rooms Kent PACT has hired are suites 1 and 2, which consist of a small theatre room and a larger sized room.

Out of the original stall holders 6 responded and Kent PACT awaits a response from the four others.

Totius Charities are welcome to attend but will not have a stall as they provide similar support for their area of Kent. They will be able to give out leaflets to parent carers in the small theatre room.

There is no change to guest speakers, Kent PACT will reinvite:

Pam Stevens – SB Law.

Jane O'Rourke and Mark Walker.

The meeting thought it was a good idea to also invite the 2 newest members of Kent County Council. The Assistant Directors to introduce themselves to the parent carers attending the event.

The banners, t-shirts and business cards are with AW.

VE to distribute the T-shirts to all staff and volunteers in the summer but will check with everyone ahead of time to make sure that are available to receive them.

CW has ordered the pens and Trolley coins from Totally Branded.

These will be delivered to AW at her husband's business address.

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VE shared with the meeting the email that had been sent to CW from Totally Branded re the design of the pens and trolley coins.

The meeting decided that the pens on side one should have moving forward together in front of the logo.

On side 2 Kent PACT's website should be added – www.kentpact.org.uk.

The trolley tokens Side 1 has the Kent Pact logo and is fine the way it is.

Side 2 of the trolley token should be Kent PACT's Registered Charity Number: 1194016.

CW to send the amendments to the design back to Totally Branded that Kent PACT need for their merchandise.

4: Staff hours and appraisals:

All staff end of year appraisals to be held the second week of September.

All meetings are to be carried out by the Operations Manager and one Trustee.

5. Finances:

DFE:

Kent PACT received an email from Ben Bennett at Contact to say that Fiona Pender from Space 2 Be Me needs to transfer over the money that was left over to Kent PACT.

The second portion of the DFE funding can be applied for with the under spend being deducted from the amount due.

EOI:

Still not received.

6. One to One Grant Support:

Kent PACT have been contacted by Rachel King, the parents' participation team grants administrator, who is working alongside Ben Bennett.

Rachel is setting up dates for one to support and has a different variety of dates for Kent PACT to book.

They are either in July/August or September/October.

FH/AW/VE will arrange an appropriate time to have a meeting.

7. Membership update:

CW updated the meeting with the following concerns that she felt needed to be brought to the table.

She reported that there were a few people not willing to fill their children's data in and in some cases the year of birth was presented.

CW felt it right to respect their wishes but was concerned the database was left a little incomplete. The concern about how we get round the date of birth was discussed and the group agreed any date of birth not given will be presented as the following on Podio 01/01/and the current year. if no child's name is given then the meeting agreed Annon will be entered into the database.

CW also mentioned the closed group and told the meeting there were currently 91 people waiting to be admitted into the group. She said it was difficult despite repeated requests either through private message or email to get a response from people.

The meeting concluded that the following should apply to people been waiting more than 4 weeks, there would be one more attempt to contact them all and if after the end of August, they have not submitted a membership form then they will be deleted from the pending requests and will have to re-apply.

A message also appeared on Kent PACT's main Facebook page to remind people to send their membership forms in before the end of August if they have been waiting 4 weeks or more or risk being deleted and will have to re-apply.

8.QA Update:

The Quadrant Ambassadors hours are 10 hours per week term time.

VE updated the meeting and reported that the Quadrant Ambassadors will be concentrating in terms 1 and 2 on their strengths for 1 each hour per week

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Matthew will concentrate on schools where Louise had asked to concentrate on mental health. The others will do the same with their chosen strength.

9. AOB:

CW asked the meeting in the absence of FH, if we needed a VPN to secure our database, it was concluded that Alex had secured our tech and did not seem to be a need for one at this time.

Ollie and his superpowers:

AW mentioned that CAF Bank had contacted her and discussed a mandate that had been signed by FH did not match her signature on the original application to become a signatory. The bank has sent CW the mandate to sign so that it can be put through.

CW to sign mandate and return it back to the CAF Bank by post ASAP.

Sharon informed the meeting that a friend of hers who is a social worker had training regarding children with respect to child abuse and neglect but nothing on disabilities. They get two placements, but they observe/ look at paperwork and may not see disabled children. 1 in 400 children have cerebral Palsy and many more have autism etc. Sharon felt it was wrong that disabled children are classed and treated as a "child in need" by social workers but they have no real knowledge unless they have family etc with a condition.

VE said she had quite a list of Any Other Business and would email it to the meeting to read at their convenience.

Name of person filling in form: Clare Winwood.

Summary (2 sentences) for NEWSLETTER/WEBSITE:

The new launch date has been announced for 30th September, Kent PACT has been busy behind the scenes getting ready for the launch. It will be a huge success.

Signed on behalf of Kent PACT steering group

Name:Fiona Handscombe.....

Position:.....Vice Chair.....

Date:.....23/8/2021.....