

# Kent PACT

## Steering Group Meeting Minutes Charity number:1194016

**Date:** 1<sup>st</sup> September 2021

**Venue:** Zoom

### **Attendees:**

Alison White (Chair)  
Fiona Handsome (Vice Chair)  
Clare Winwood (Secretary)  
Sharon King  
Vicky Evans (Operations Manager)  
Aylee Richmond (Treasurer)

### **1. Welcome and Apologies:**

BG sent his apologies  
AW welcomed all to the meeting  
SK noticed an error with the hotel address within the last set of minutes.  
It should have read "The Holiday Inn Hotel, Ashford" instead of The Holiday Inn Hotel in Central Wye, Ashford.

#### **CW to amend this error immediately.**

The last set of minutes were signed off by CW as an accurate reflection, considering the error.

### **2. Minutes of last meeting:**

All complete except:

**QA Tech** – has now been ordered.

**VE to liaise with Alex, the laptops should be ready by the end of the week.**

**VE will let the Quadrant Ambassadors know when the laptops will be delivered.**

Alex has agreed to disable the security from the tablets and shift it to the laptops at no extra cost.

**T- Shirts for the launch** -it was agreed AW would hold onto the T-shirts and they will be ironed and transported in AW's car where staff/Trustees will be able to collect their T-shirt from the venue on the morning of the launch.

**AW asked CW to collect everyone's T-shirt size and email the sizes to AW.**

### **3. Membership – Paper copies/ locked cabinet:**

CW/VE explained that paper copies needed to be stored electronically.

VE has sourced two locked cabinets and they will hold any physical paper copies for now.

AW mentioned it would be a good idea to store them electronically.

CW suggested that the paper membership forms could be uploaded to the members Podio file.

CW said they was a lot to upload.

VE said the uploading of the forms onto Podio was JT's job and so the task was assigned to her.

VE also mentioned that the job would take time to complete and would not be done quickly.

### **4. Current Updates:**

#### **Launch:**

AB is in overall charge of the operations of launch.

Merchandise – the pens and the trolley tokens will be in baskets.

A comments box in the shape of a post-box will be available for anyone who wishes to fill in a slip with comments/concerns or questions that were not asked at the launch.

CW sent over 250 invites from the Podio Database with a flyer attached.

10 market stall holders have been confirmed – AB has the details.

There is a lot of professional interest.

Everything should be ready to go by 17<sup>th</sup> September.

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The Launch Committee will meet on Monday 13<sup>th</sup> September.

**Guest speakers to be confirmed by AW/VE ASAP.**

There was a discussion on Trustees roles on the day.

CW confirmed that she could take the role of meet and greet for the first hour or so and then someone to replace her afterwards.

**Other Trustee roles for the launch need to be decided ASAP.**

### Tech:

AR has the old laptop and has access to Kent PACT's finances.

AR also has been given a Kent PACT email address.

### DFE Funding (Contact):

VE met with Julie Singleton this week.

Kent PACT is strong and financially secure.

VE reminded the Trustee Group not to take it for granted.

**VE to apply for the 2<sup>nd</sup> Tranche of funding by the end of September.**

VE to meet Rachel King next week to view monitoring but everything is in hand.

### Keyworker project:

**VE to check with RM to see if £149,000 has gone into Kent PACT's bank account.**

Two applicants applied – 1 retracted so the deadline for applicants is being extended to the end of September 2021.

One applicant has been approached to consider a temporary contract and aid the mobilisation.

Considering the need for four Peer Associates and one Peer Associate Lead, RM's hours have doubled, and this will take effect from 1<sup>st</sup> September onwards.

The extra money will also pay for the hours VE is managing the Keyworker Project.

### KCC/NHS:

Kent is still awaiting its revisit not a reinspection as previously stated.

VE to let the Trustee Group know the date as soon as she knows.

Kent PACT is to prepare and expect a direct call from Ofsted.

KCC are busy preparing and Kent PACT gave an update and was highly commended at the Improve Board.

AW/VE continue to quality assure EHCP's.

**At the start of the academic year some parents will also be trained to quality assure EHCP's and this will be followed up to ensure it happens.**

AW/VE were invited to do a case summary for the auditors re the quality assurance of the EHCP's.

This case summary has been completed.

AW attended 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.

NHS want to be a part of future Meet The Professionals meetings. Early dialogue is taking place.

Jane O'Rourke, Assistant Director for Children's Services is keen to be a part of Meet the Professionals too.

There is also an interest to have Health Visitors, Therapies, School Nurses and KCC to take part.

**VE schedule these meetings ASAP.**

VE said The NHS wish for Kent PACT to consider a bigger scale event.

VE continues to sit on the Appreciative Enquiry Panel linking health to EHCP's.

VE mentioned that there is not enough input from health professionals regarding EHCP's.

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### 5. AOB:

VE asked for the trustees' feedback and informed the meeting that the founders of Ollie and his Superpowers would like to host workshops for parent carers. There is a website for Ollie and his Superpowers [ollieandhissuperpowers.com](http://ollieandhissuperpowers.com).

AW did not want them to charge Kent PACT too much for their services.

The meeting thought that it was a good idea.

**VE to follow this up and report back to the trustees.**

VE/AW continues to work with CB on the Parent Engagement Awards.

AW mentioned the awards will have to meet a certain criteria and be of a good standard.

There will be another push for the engagement awards next week.

**AW/VE to revisit in October.**

VE is working with Sharon McLoughlin on Co Production training for SEND KCC staff.

VE invited the trustees to share case studies with her.

VE shared a presentation.

AR is going to engage with and share findings, Ben @Ourboards CIC group. 'Transforming the lives of people with neurodiverse conditions such as ADHD, Autism, Learning Disabilities. One of Ben's roles is to work with parent support groups to provide funded workshops to inspire, inform and educate parents about the benefits of visual communication tools and how effective they can be in increasing the communication skills of family members needing such support.

The trustees thought it would be a great benefit to SEND parent carers.

Potential tender opportunity coming Kent PACT's way and Director Stuart Collins has approximately £400k to invest into parenting programmes and or similar to ensure support is available whilst on Neuro Developmental Pathway.

VE will watch this closely and is thinking Cygnet, Family Support etc.

VE is attending a Management Boot Camp 1 day Course – organised by Lex Leyton mid-September SEND transport is a particular issue always around this time of the year and Kent PACT has been hearing of the issues parent carers are facing regarding getting their child/young person to and from their setting.

The meeting agreed that Kent PACT needed to gather feedback and present their findings to KCC.

AW/VE suggested that Kent PACT allow people into the Transport focus Group without completing a membership form but impose a deadline for them to send the membership form back to Kent PACT.

Any people who have not completed their form in time will be removed from the Transport Focus Group.

**Name of person filling in form:** Clare Winwood

**Summary** (2 sentences) for NEWSLETTER/WEBSITE:

The Kent PACT launch is drawing ever closer, the organisation of the launch is starting to take shape. Kent PACT is very excited and look forward to meeting our members and prospective members.

**Signed on behalf of Kent PACT steering group**

Name: .....

Position:.....

Date:.....

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