

# Kent PACT

*Parents And Carers Together*

Charity Number: 1194016

## Minutes of Trustee Meeting

**Date:** 13<sup>th</sup> October 2021

**Venue:** Zoom

### Attendees:

Alison White (Chair)

Fiona Handscombe (Vice Chair)

Sharon King

Aylee Richmond (Treasurer)

Vicky Evans (Operations Manager)

### 1. Welcome and apologies:

Apologies received from Clare Winwood (Secretary) and Brian Griggs. To facilitate Alison taking notes, Vicky chaired the meeting and welcomed everyone

### 2. Minutes from the last meeting:

DFE funding – monitoring in on time and 2<sup>nd</sup> tranche expected end October. Reminder that this will be minus the underspend from last year.

Keyworker Project – Please see item 4 on this agenda

MTP – first one will be multi professionals (Kerry Green, SEND Strategic Manager; Alison Farmer, Director Educational Psychology and Steve Tanner, Assistant Director of SEND. This will be in November within quadrants and Matt is leading. Trustees raised the need to seek permission for this to be recorded for YouTube.

Ollie and his Superpowers – Please see item 5 on this agenda.

Minutes agreed and signed as a true and accurate copy.

### 3. Launch Reflection: A chance for all to reflect how the meeting went.

- Clare was asked at the launch by at least two people whether we would be hosting another one in the future.
- Everyone agreed it was a good event attended by so many people
- Stalls were pitched right but it was felt next time the market hall could be bigger offering even more choice
- Having refreshments as a central island worked well in terms of flow to the stalls and enabling conversation
- Next time bigger room for speakers
- Seeability reported meeting lots of people including professionals who had not heard of their services; lots of interest in how to make eye tests accessible
- Maybe invite SENSE next time
- Car parking has raised an issue with lessons to be learned on PACT being more proactive in ensuring people have followed the signage. Holiday Inn have been extremely helpful in agreeing refunds

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- Alternative venues touched on – maybe special needs colleges; Mid Kent/North Kent college – **ACTION FOR ALL TRUSTEES** brain dump ideas for alternative venues
- Consider using a special needs college catering service for a full day event providing buffet lunch i.e., Grow19 or similar
- If full day, consider incorporating our AGM into the day or Parent Participation Training.
- Call a future event an ImPACT Day
- Covid guidelines – hotel guidelines in place which we followed
- Disclaimer needed for photo and video for participants at future events – suggestions included a sticker or wristband to identify those that should not be included
- Jane O'Rourke reported back that it was a really good day with a positive buzz. That she dealt with 7 queries from the event and followed them up personally

#### **4. Keyworker Project:**

Funding now received after a considerable delay. Brief outline of project as a reminder: This is a KCC/NHS project with PACT co-producing. PACT have committed and received funding to recruit a Peer Associate Lead and 4 Peer Associates. This is a project for Learning Disability & Mental Health where young people are in crisis and either in Tier 4 or at risk of moving to Tier 4 acute care. The aim is to reduce the number of acute admissions and to get those children and young people that are currently in acute beds across the UK back home closer to their families. There are only 17 medically acute hospitals for wellbeing spread across the UK with some Kent youngsters as far away as Scotland. NHS England have commission 16 pilots nationwide with funding for three years. Kent is one of the 16. Our Peer Associates will work alongside the NHS LDA Co-ordinators across the 12 districts of Kent – roughly aligned to our quadrants. Siobhan Lyall was employed by PACT as the Lead and started on Monday. We have 4 applicants for Peer Associate roles which Siobhan will now follow up and drive the project forward for PACT working alongside Vicky. Our funding agreement includes extra hours for Vicky as well as counselling services for all our project staff, mileage and car parking. There will be an element of unsociable working hours for the project as crisis do not happen between 9-5 weekdays!

#### **5. Ollie and his Superpowers:**

Agreed to fund a half day virtual event including interactive activities and breakout rooms from the parent participation DfE budget. We need to spread the word via mailchimp. Suggested we ask parents what they want from the session – i.e. do they want advice for siblings. Agreed non members would be welcome to attend but that they should be encouraged to join PACT prior to attendance.

#### **6. Sleep Training:**

Vicky has been approached by providers to consider commissioning them to deliver sleep training sessions at a cost to PACT. Suggest we approach Cerebra or Caliber also signpost to them for resources. **ACTION FOR SHARON** send info to Vicky. **ACTION FOR VICKY** include in newsletter.

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### 7. Parent Training for SEND staff:

This is a piece of work for Kent PACT to co-produce. Training for all Local Authority based SEND staff across the five themes of the Parent Charter. Presenting a case study for each theme. Info to be put out for parents to share case studies. Aylee to be part of the task and finish group for this. **ACTION FOR VICKY** info and request for case studies to parents.

### 8. AOB:

- Vicky keen to pursue future projects with NHS funding
- Acronyms discussed. AW is focusing on the transport work at the moment. It was suggested a Facebook page be set up for exchange of acronym info i.e., we post acronyms with their meaning and encourage parents to do the same also encourage parents to post acronyms they come across and ask for meanings. **ACTION FOR VICKY** see if this is a project Clare would like to manage
- Aylee advised of Seeability vision foundation funding for London incorporating a Vision Pathway Co-ordinator post for someone with lived experience of learning disability, autism, and sight loss. Agreed this could be share via our pages with the standard PACT disclaimer. **ACTION FOR VICKY**
- Discussion around running a Facebook poll of members to find out what topics for speakers they would be interested in moving forward. Suggestions included sleep, meltdowns, and sensory issues. **ACTION FOR AYLEE** create poll and post. **ACTION FOR VICKY** ensure Aylee is able to post directly onto our pages
- Membership & Participation up-date. AW shared some wonderful statistics from Jenny showing growth in membership from 103 in April to in excess of 300 to date. Trustees were very impressed with the growth and other statistics. **ACTION FOR VICKY** ensure full data set shared with all trustees and thank Jen on behalf of trustees and other staff for all their hard work in promoting membership and interest in the Facebook pages.
- Finance Up-date – Vicky and AW reported they had recently met with Rachel. All finances are in good order and there are good systems in place to make monitoring easy and to ensure we are not faced with future underspends on DfE funding. Aylee to be invited to future reviews with Thursdays and Fridays being the best days for her.
- Discussion around strategic management support from Fiona Pender, Space2BeMe. Agreed this was no longer required and it is to Vicky's credit that she has not called on support for the first 6 months in post. Funding application and monitoring for DfE have been successfully completed, a number of successful bids and projects are underway. **ACTION FOR AW** write to FP.

**Name of Person filling in form:** Alison White **Summary** (2 sentences) for

NEWSLETTER/WEBSITE: Trustee meeting recorded a very successful launch event with positive feedback from many areas and some lessons for next time. Trustees are delighted with the growth of Kent PACT to date.

**Signed on behalf of Kent PACT Trustee Group**

Name/Position.....

Date.....