

## Parent Partnership Advisory Board

Notes of the meeting held on Thursday 29<sup>th</sup> January 2009 at 11.30am

<b>PRESENT</b>	Bridget Mork	Co-ordinator PPS
	Sara Smithson	Parent
	Lynda Anderson	Parent
	Val Waite	Principal Officer Educational Psychology Team
	Val Cain	Families and Schools Together Team
	Rachel Harwood	PPS SEN Officer
	Anne Kearsley	Early Years service
	Patrick Spencer Salami	Reemap
	Robert Stephenson	Family Hub
	Robert Lake	Family Hub
	Jo Odu	Extended Services
	Anne Marshall	Parent & IPS
	Stephanie Rayford	Marketing – Education Leeds
	Chris Bennett	Family and Schools Together Team
	Barbara Newton	
	Jo Warwick	Education Leeds (Minute Taker)

<b>1.00</b>	<b>INTRODUCTIONS</b>	
	Those present were welcomed to the meeting and introduced themselves.	
<b>2.00</b>	<b>APOLOGIES</b>	
2.01	Apologies were received from Joanna Barnes, Sarah Sullivan, Angela Bernard-Ferguson and Louise Snowdon.	
<b>3.00</b>	<b>MINUTES</b>	
3.01	Minutes were a true record.	
<b>4.00</b>	<b>MATTERS ARISING</b>	
4.01	<b>Arising from Item 2.03</b> Bridget mentioned that she is still waiting to see which two Councillors would be voted onto the group.	
4.02	<b>Arising from Item 3.10</b> The colour blue is corporate so advised to no longer to be used for the logo.	

4.03	<p><b>Arising from Item 2.01</b> Bridget asked if any parent of the group would like to put themselves forward to represent the Chair or Vice-Chair of this Advisory Board. No one came forward.</p>	
4.04	<p>Bridget looked to the group for ideas on how to get more parents onto the Advisory Board. It was suggested that a financial incentive may encourage parents, Things to consider are travel, hourly rate of pay, lunch and child care costs (because the meeting is at midday, child care costs would have to be for a full day).</p>	
4.05	<p>It was commented that parents need to have a clear understanding of what the Advisory Boards objectives are and to be able to identify the difference between the group, the service and Education Leeds. Bridget explained about the Parent Partnership Service and informed the group all parent partnership services should have an advisory board who should aim to eventually advise the Parent Partnership Service.</p>	
4.06	<p>Bridget asked that if people could not make a meeting, could they please send a suitable representative.</p>	
4.07	<p>It was noted that in future parents should be voted and elected onto the Board.</p>	
4.08	<p><b>Arising from Item 6.01</b> Rachel Harwood advised that the Parent Partnership website does have the facility for an e-forum, which can be opened to the public. Rachel is looking into strategies to police it. A discussion was held on how parents could access the site and keep their identities private. A suggestion was to give parents a login password when they first registered with the service. It was agreed the first few postings should be by somebody the service so as to assess and regulate procedures.</p>	<b>RH</b>
5.00	<p><b>LOGO / SERVICE IDENTITY / RE BRANDING</b></p>	
5.01	<p>Parents who attended the last advisory Board meeting were asked to come up with some logo ideas. The brief that was given to the designers was to create a logo to reflect the 'partnership' element, that was non corporate, that would appeal to families.</p>	
5.02	<p>The brief for the logo was sent out to three designers for their input, the resulting designs were shown to the board . A discussion took place on which logo people thought to be the best representative of the Parent Partnership Service.</p>	
5.03	<p>The Parent Partnership Team discussed their preferred design with the different coloured people that represented the different services.</p>	

5.04	This was because the design was less corporate and had a family friendly element to it. The title however would need to stand out more.	SR
5.05	The design with the hands was liked in terms of partnership.	
5.06	The two people coming out of the flower represented togetherness, but looked more like an adult and child. A view was that this works instantly as it does not require thought. A negative is this design is very similar to that of Leeds Library Services.	
5.07	The design with the different coloured people was the preferred design liked by most of the group, but one comment suggested it looked like the Education Leeds Logo. The blue writing also looked too corporate. It was agreed by the group that there should be no blue and the Parent Partnership writing should be in black instead of grey with colours supporting.	
5.08	Stephanie Rayford suggested that she would take the preferred design back and play around with the people. E.g. move them to the left hand side and make them look more like people and less like stars, make them 3-D. She would also play around with the colours. Stephanie will re-present three different variations of the preferred logo and email to everybody.	
6.00	With regards to photographs, Angela mentioned the date of 12 <sup>th</sup> February 2009.	
6.01	<b>COORDINATORS REPORT</b>	
6.02	The report had previously been distributed to the group by Bridget Mork. The following was discussed:	
6.03	<b>Dyslexia Action</b> The Parent Partnership Team is working with Dyslexia Action in drawing up guidelines for parents and carers around support and diagnoses. This is a big issue in schools at the moment as parents are spending hundreds of pounds to pay for tests.	BM
6.04	<b>Sexual Relationships Education Team</b> The Parent Partnership team is working with this team by looking at ways to reduce teenage conceptions. They are looking at how it is being taught, views of parents etc. A questionnaire was circulated and feedback will be out in the next few weeks.	BM
	Parents of children with SEN have shown interest in receiving training on how to talk to children freely on sexual relationships. This will be looked into.	

6.05	<p><b>BUZZ Conference</b>  Feedback was given by the group on the BUZZ Conference held at The Royal Armouries. People felt it was more productive this year for parents, but the venue was not big enough and there were access and parking issues. Parents could not cope with the car park being a distance from the venue.</p>	
6.06	<p>Discussion took place about accessible venues for parents and carers. It was suggested that in future a large High School could be used to host an event and the possibility of transport buses could be hired to get people to and from the venues. (Availability coordination and cost implication)</p>	BM
7.00	<p><b>TEAM PLAN</b></p>	
7.01	<p>The Team Plan had previously been circulated to the group. It is still in draft. It was suggested that within the document, a definition should be provided of the term 'stakeholders'. The overall format of the plan was liked</p>	
8.00	<p>.</p> <p><b>QUARTERLY STATISTICS</b></p>	
8.01	<p>A breakdown of the statistics had previously been circulated to the group. Bridget commented that the statistics are still in their early stages as this was the first proper quarter where information had been pulled off the new data base.</p>	
8.02	<p>A few questions were raised as to why they had only been targeting certain groups, but Bridget explained this was not the case and further statistics were being produced to evidence areas of work other than schools.</p>	BM
8.03		
8.04	<p>The statistics do not go as far as reporting the schools that had referred to the service. Bridget intends to write a report for the Children in Leeds Partnership Board to report this information.</p> <p>The statistics show where the service has done training and who they have met with. It was clarified that referrals to the service are mostly made by parents rather than professionals. The team promotes the service to professionals, but a question was raised, do other professionals promote the service to parents? A discussion took place on who the service could target their training at in order to promote themselves. The following were ideas:</p> <ul style="list-style-type: none"> <li>- SenCo Forums.</li> <li>- Health Professionals – parents have a strong relationship with the PCT. It could be linked in with the early support package.</li> </ul>	
		VW

<p><b>9.00</b></p>	<ul style="list-style-type: none"> <li>- Contact Leeds Staff – Golden No 4 Leeds City Council – people ring here when they do not know who to go to. Contact name is Bill McCarthy.</li> </ul>	
<p>9.01</p>	<ul style="list-style-type: none"> <li>- One Stop Shops – already do drop-ins.</li> <li>- Child Development Centres – Val Waite will invite Parent Partnership Team to a CPC meeting.</li> </ul>	<p><b>P.P.T.</b></p>
<p>9.02</p>	<p><b>ANY OTHER BUSINESS</b></p>	
<p>9.03</p>	<p>Leaflets were distributed to the group advertising the ‘Parent Power’ support group for families of children with additional needs. An email will also be put onto the Parent Partnership website.</p>	
<p>9.04</p>	<p>Barbara Newton gave a brief update on the Leeds Inclusive Learning Strategy (LILS). Margaret Cooke has been appointed as LILS Parent Information Officer. Margaret will work in partnership with Rebecca Trumble the Parent Unit manager and all parent groups across the city.</p>	
<p>9.05</p>	<p>The Every Child Matters Update was given out to the group along with the latest newsletter.</p>	
<p>9.05</p>	<p>If anybody wants to be on the distribution list for correspondence, please get in touch with Bridget Mork.</p> <p>A request was made to have a cheesecake at the next meeting.</p>	
<p><b>10.00</b></p>	<p><b>DATE &amp; TIME OF NEXT MEETINGS</b></p> <p><b>Wednesday 22<sup>nd</sup> April 2009 – 11.45 – 1.30</b></p> <p><b>Tuesday 7<sup>th</sup> July 2009 – 11.30 – 1.30</b></p> <p><b>Thursday 8<sup>th</sup> October 2009 – 11.30 – 1.30</b></p> <p>All of the meetings will be held at Carr Manor Children’s Centre, Carr Manor Primary School, Carr Manor Road Leeds, LS17 5DJ Lunch will be provided.</p>	