

**PARENT PARTNERSHIP ADVISORY BOARD**

Notes of the meeting held on Wednesday 19 March 2008 at 11.30am

<b>PRESENT</b>	Olive Mills	Parent
	Anne Marshall	Parent
	Joanna Barnes	Parent
	Bridget Mork	Co-ordinator PPS
	Angela Bernard-Ferguson	Information Officer PPS
	Chris Bennet	FAST team manager
	Susan Rautenburg	Head of Planning and Partnerships Leeds PCT
	Sally Threlfall	Chief Officer EYYS
	Judith Khan	Transformational Programme Manager (disabled children)
	Kathryn Wilkinson	EL GSS

**NOTES**

<b>1.</b>	<b>INTRODUCTIONS</b>	<b>Action</b>
	Those present were welcomed to the meeting and introduced themselves.	
<b>2.</b>	<b>APOLOGIES AND MEMBERSHIP MATTERS</b>	
2.01	Apologies had been received from Val Waite (Senior Educational Psychologist) and Edith Stitlinton (Foster Carer)	
2.02	Bridgett outlined the role and function of the Parent Partnership Service. The Service had a dedicated budget and remained confidential from Education Leeds – Education Leeds would receive statistics as necessary, but individual details remained in locked files and would not be communicated to others. The PPS was a small team with a dedicated help-line which was manned daily from 10am – 3pm. It was noted that many calls were with regards to support for exclusions and appeals and that a post for a behavior and exclusions officer was being advertised. Schools that were in Special Measures or that had been given Notice to Improve were allocated a Parent Champion. The PPS also had a choice advise service which was for all parents, not just those with children with SEN.	
2.03	It was felt that the Board should have representation from CAMHS, however this had not been forthcoming. Susan Rautenburg agreed to pursue this.	Susan Rautenburg

2.04	It was agreed that Pat Baldwinson from Leeds Inclusion support scheme should be contacted with regards to representation from the VCF sector, as Leeds Voice had failed to obtain a volunteer.	Kathryn Wilkinson (actioned 25/3/08)
2.05	It was felt that the Board would benefit from representation from the DCS. Kathryn Wilkinson agreed to contact Barbara Newton.	Actioned 25/3/08
2.06	Kathryn read an email from Kevin Tompkinson which advised that he had been unable to secure an appointment to the Parent Partnership Advisory Board Member Management Committee(MMC) as the Members felt that they required further information. Kathryn would respond that she would attend the next meeting on the 10 <sup>th</sup> June 2008.	
2.07	It was noted that more parents needed to be recruited to the Board. Olive would bring the matter up at the next parents' forum and Chris through his contacts with the STEPs facilitators. it was also felt important that there be representation from the BME community and that REEMAP would be a good medium for this.	(2 contacts received 26/3/08, plus another parent and Patrick Salami, through Angela.)
2.08	It was agreed that the Board should have representation from the Disability Group. Susan agreed to contact Chris Finnigan or David Cundell.	Susan Rautenburg
2.09	It was agreed that the Board would need to meet quarterly to function effectively.	
<b>3.00</b>	<b>OUTLINE OF THE PARENT PARTNERSHIP SERVICE</b>	
3.01	This had been discussed under item 2.02. Further information was given about the role of the IPS and the support available to them from the PPS.	
3.02	It was noted that the PPS received phone calls in relation to a number of issues; those which did not relate directly to PPS were signposted to the relevant service. The Board felt that it would be of value to monitor the referrals to see what support other services could give and to identify the needs of the parents. Bridgett agreed to bring this to the next meeting.	Bridgett Mork (agenda item)
3.03	It was noted that there was no database of SEN children in order to identify need in different areas. Bridgett agreed to collate the information using the UPN numbers of children on FFI or with statements.	Bridgett Mork
3.04	Those present were of the opinion that the PPS services were not always advertised fully by schools. It was suggested that this ought to be a responsibility put on	

schools through the Inclusion Strategy. Kathryn agreed to forward this to the Inclusion Team. It was noted that PPS staff were present at a great many events, such as KidsCope, Healthy School's events and extended services information sessions to publicise the Service. A newsletter, This is News! had also been produced by the Family Hub, which was distributed. A new website had also been put on line which could be accessed on <http://www.leedsparentpartnership.co.uk>; any information documents should be available on the website.

Email sent to  
Susan Morgan  
7/4/08

*Should info  
about the  
advisory board  
be on the  
website?*

3.05 As PPS had made 230 referrals this quarter, a question was raised as to whether there was scope for the PPS to expand. There were already other services who should be fulfilling this role such as Parentline Plus and Contact Point.

3.06 Sally Threlfall informed the meeting that there was a legal requirement for all information with regards to 0-25 year olds to be coordinated and that this was something that the parenting unit must address. Early Years were already supporting parents who were concerned about their child through the Independent Parental Supporters (IPS) and Portage.

3.07 It was agreed that the present aims of the PPS were to increase parental awareness of the Service and to extend their remit. Work was already been undertaken with the cluster managers, with varying degrees of engagement. There was a degree of difficulty envisaging how the PPS could be involved at a local level with the cluster development plans.

#### 4.00 **DATE AND TIME OF NEXT MEETING**

It was agreed that the next meeting would take place in the Boardroom, 10<sup>th</sup> Floor west Merrion House on **Wednesday 25 June 2008 at 11.30am**. It was noted that this was the day following the West SILC event to be held at the Civic Hall from 12 noon – 6pm, to which all were invited.