

Parent Partnership Advisory Board

Notes of the meeting held on Friday 10 October 2008 at 11.30am

PRESENT	Bridget Mork	Co-ordinator PPS
	Joanna Barnes	Parent
	Sarah Sullivan	Parent
	Anne Marshall	Parent
	Kathryn Wilkinson	Education Leeds Governors Support Service
	Lynda Anderson	Parent
	Val Waite	Acting Assistant Principal
	Angela Bernard-Ferguson	Information Officer PPS
	Val Cain	Families and Schools Together Team
	Susan Rautenberg	Head of Planning & Partnership Leeds PCT
	Theresa Spellman	SENCO
	Rachel Harwood	PPS SEN Officer

APOLOGIES Apologies had been received from Chris Bennett and Val Cain will be arriving late.

MINUTES Minutes were a true record

MATTERS ARISING No matters arising

NOTES

1.00	INTRODUCTIONS Those present were welcomed to the meeting and introduced themselves.	Action
2.00	APPOINTMENT OF CHAIR AND VICE-CHAIR	
2.01	Bridget asked if the parents present at the meeting were willing to set the agenda and chair future meetings. Bridget suggested 2 or 3 parents put themselves forward for the meetings which would take place 4 times per year. Sarah Sullivan, Anne Marshall and Lynda Anderson raised their concerns about how much work and time would be involved in the role as they already volunteer and participate in many meetings.	
2.02	Bridget and Angela suggested that training for the meetings could be arranged.	

2.03	Bridget informed everyone present that council members would be coming on board, and would elect two members, not sure when this will happen.	
2.04	At future meetings everyone puts forward agenda points, admin to take minutes, Parent Partnership to chair and collate agenda items. Advertise the Advisory Board in the February newsletter with a view to more parents coming on board. The question of chair to redressed at a later date.	B M A B-F
3.00	PARENT PARTNERSHIP LOGO	
3.01	Joanna raised concerns that people didn't know what PP is!? what does the photograph of children represent!? (the photos on the web change every 3 years).	
3.02	Val Waite suggested to use additional needs on the logo or additional educational needs.	
3.03	Joanna noted that the Henry Moor Institute Sculptor logo represented Leeds and was recognisable, which is what PP should be aiming to achieve.	
3.04	From the logo examples Val Cain likes the PPS SEN logo (blue & orange with children holding hands). Val also liked the PP Working Together (blue) text, but not the logo. It was agreed that the majority liked the PPS SEN logo.	BM A B-F
3.05	Lynda was in favour of the Portsmouth Parent Partnership service logo (hand shake). Lynda feels the logo needs to reflect children in need – such as a wheelchair. Also suggested to use silhouettes but in wheelchairs etc, not necessarily pictures covering black or white kids .	
3.06	It was agreed that PPS should be on the front of the leaflet and not Education Leeds. Also the logo needs to be used on everything.	BM A B-F
3.07	It was noted that the pictures/photographs are used on all of the PPS education Leeds marketing. Therefore, it was agreed to take the photos off the leaflets and use 'our own' photos so that PPS will be instantly recognisable.	BM A B-F
3.08	Susan Rautenberg suggested to use photos (kids) on the net which aren't copyright protected. Possibility to ask in the newsletter for parents to consent the use of photos of their children.	
3.09	Bridget to get some logo examples drawn up from the fore	BM

	mentioned discussion to review.	
3.10	<p>It was agreed to use the colour blue for the logo and that the title inside the leaflet should be “Working together to support a culture of co-operation” Lynda likes the sound of the new title as it encompasses what PPS is about as opposed to the title in the current leaflet ‘to raise children and young people’s achievement’ which sounds too academic.</p> <p>LUNCH TIME DISCUSSION</p> <p>It was agreed that it would be beneficial to give leaflets out when the annual review invitations dates are sent out, and with the FFI letters. Also workshops to target parent governors and to make them aware!</p> <p>Big discussion on how to get information/PPS across to parents. PPS need feedback from people at this meeting and to work with Education Leeds.</p>	BM AB-F
4.00	PARENT PARTNERSHIP SERVICE REPORT	
4.01	To be put on the next agenda – Parent Partnership input children/young peoples plan.	SR
4.02	Feedback from parents on PP service report.	
5.00	POLICIES: AMENDED TO BE PASSED	
5.01	Bridget has updated all policies as amended by the Advisory Board, everyone is in agreement and happy with the policies	
	DISCUSSION ON FUTURE WORKING PARTIES	
6.00	Bridget would like to look into ways of developing a Parent e forum	
6.01	Leaflets need to be developed to show services provided by Education Leeds. Leaflet are also needed to explain Education Leeds policies and processes. Val Waite discussed previous good practice and will work with the service again around early years SEN	VW
6.02		
6.03	Susan Rautenberg discussed the Common Assessment Framework (CAF) Susan agreed to invite Mary Armitage to the next meeting to inform the board fully of how the CAF could be used	SR
	PROGRESS AGAINST PRIORITY	
7.00		
7.01	The booklet for Progress Against Priority was distributed showing the statistics from 1 st July – 30 th September 2008. The booklet is on the website for reference and is produced quarterly.	

7.02	It was noted that if there are a lot of referrals from a school or the same issues keep coming up the service would feed this information into Education Leeds and seek clarification of any progress on the matter.	
7.03	Val Waite – interested in any issues being raised at school. This is so Education Leeds/Val can arrange support/training. If any particular school has re-occurring issues such as bullying then it must be passed onto whoever is responsible at the school in that particular area.	
7.04	It was noted that Joanna Barnes objected to producing the results for the ethnicity statistics in the booklet. It was suggested that it would be beneficial if the ethnic minorities list included all ethnic minorities even if a zero was marked down. Lynda noted that people will look and see that we aren't just working with white British if there is a full list of all ethnic minorities.	
7.05	It was agreed to advertise in "A Brighter Future Newsletter for more IPS to support parents and carers at tribunal.	A B-F
8.00	<p>DATE & TIME OF NEXT MEETINGS</p> <p>Thursday January 29th 11.30 – 1.30</p> <p>Wednesday 22nd April 11.45 – 1.30</p> <p>Tuesday 7th July 11.30 – 1.30</p> <p>Thursday 8th October 11.30 – 1.30</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>	