

PARENT PARTNERSHIP ADVISORY BOARD

Notes of the meeting held on Wednesday 25 June 2008 at 11.30am

PRESENT	Sarah Sullivan	Parent
	Anne Marshall	Parent
	Linda Anderson	Parent
	Bridget Mork	Co-ordinator PPS
	Angela Bernard-Ferguson	Information Officer PPS
	Chris Bennett	FAST team manager
	Susan Rautenberg	Head of Planning and Partnerships Leeds PCT
	Judith Kahn	Transformational Programme Manager (disabled children)
	Val Cain	Families and Schools Together Team
	Patrick Salami	Reemap
	Kathryn Wilkinson	EL GSS

NOTES

1.00	INTRODUCTIONS AND ELECTION OF CHAIR	Action
	Those present were welcomed to the meeting and introduced themselves. It was felt by all, that in keeping with the aims of the advisory board, it would be appropriate for a parent to become Chair. Sarah Sullivan agreed to chair the current meeting: this would be reviewed at the next meeting.	
2.00	APOLOGIES AND MEMBERSHIP MATTERS	
2.01	Apologies had been received from Joanna Barnes and Sally Threlfall and Olive Mills	
2.02	Membership matters would be covered under matters arising from the meeting of the 19 March 2008	
3.00	MINUTE OF THE MEETING OF THE 19 MARCH 2008	
3.01	The minutes of the meeting of the 19 March were agreed as a true record subject to the following amendments: Present: Susan Rautenburg should read Rautenberg Chris Bennet should read Bennett	
4.00	MATTERS ARISING FROM THE MEETING OF THE 19 MARCH 2008	

4.01	2.03 Co-option of a representative from CAHMS. This was ongoing.	Susan Rautenberg
4.02	2.04 Co-option of a representative from the voluntary sector. Kathryn had contacted Pat Baldwinson but received no response; further contact to be made.	Kathryn Wilkinson
4.03	2.05 Co-option of a representative of the DCS. Kathryn had contacted Barbara Newton but received no response; further contact to be made. (emailed 8/8/08)	Kathryn Wilkinson
4.04	2.08 Co-option of a representative from the inter-agency disability group. Susan agreed to contact Chris Finnigan or David Cundell	Susan Rautenberg
4.05	3.04 The duty of schools to inform parents and carers about the PPS. It was agreed that schools should be responsible for informing parents through the Inclusion Strategy. Kathryn had emailed Dorothy Smith on the 27 June (now referred to Sue Morgan 8/8/08)	Kathryn Wilkinson
5.00	PARENT PARTNERSHIP SERVICE COORDINATOR'S REPORT	
5.01	Bridget highlighted elements of the report which had been circulated previously.	
5.02	Staffing It was noted that Imogen Lawson, been appointed as an Exclusion Officer and had delivered excellent training for the IPS.	
5.03	Amy Williamson, the Choice Advisor, had also delivered some training. Bridget informed the meeting that the Choice Advice Service was grant funded until 2011 and was now looking to appoint an assistant. Around five hundred families in Leeds had not been aware that they had to complete a choice form to preference a primary school.	
5.04	Margaret Cook was employed as Parent Champion City-wide. Margaret arranged consultations with parents for any school that was in an Ofsted category.	
5.05	Angela Bernard-Ferguson as employed as Information Officer for the PPS; sits on the working party for "A Brighter future" newsletter the 2 nd edition has had now been published.	
5.06	The Market Place Event The Market Place event at the Civic Hall, which had taken place on 23 June, had been hugely successful, with over 100 personal invitations having been sent out. An evaluation would take place and parents consulted about a future event.	

5.07	The event next year would be led by the East SILC. Those present were asked for ideas about funding, as it was hoped that the event would become self-sustainable and could therefore be an annual event. It was suggested that stall-holders be asked to contribute towards the cost; it was noted however that some would not be able to pay. Patrick Salami confirmed that there was a continued commitment from REEMAP, it was assumed that the same would be true for IGEN. Aiming high had donated £2,000 to this event; it was suggested that it could possibly be funded through them.	Market Place event working party
5.08	Judith Kahn enquired as to whether the Civic hall was the best venue for such an event, as it was difficult for some people to access. This would be considered by the working party.	Market Place event working party
5.09	Chris Bennett would make a request by letter to the Parenting Unit once the manager had been appointed.	Chris Bennett
5.10	It was agreed that a questionnaire would be sent out to parents about the their requirements for the venue, for example ante-rooms for children’s activities, Anne Marshall confirmed that she would be willing to assist with this.	
5.11	It was further noted that the Advisory Board would have a big part to play in future events as receptionists to meet and great attendees.	
5.12	A question was raised as to whether a separate event would be useful for families with children below school- age. Louise Snowden was to re-launch the Early Support Package in the near future; it was suggested that an event could be centered on the launch. It was agreed that this suggestion would be included in the consultation.	Market Place event working party
5.13	A member of the board referred to the fact that there was nothing specific at the event for families with children with SEN due to behavior, and that this was often overlooked. Angela agreed that the PSA from the BESD SILC would be included in the working party for the newsletter.	Angela Bernard-Ferguson
5.14	<p>Classes of referrals</p> <p>Bridget informed the meeting that the PPS had now changed. Wendy Winterburn had moved on and Till Wright was now the strategic link and Head of Service for Safeguarding, Looked After and Vulnerable Children (SLAViC). Bridget circulated the monthly statistics for the number of stage 1 and stage 2 referrals. The Board requested that they be given the full statistical information prior to the next meeting and that the categories and methods of recording be an agenda item for this meeting.</p>	Bridget Mork Agenda item
5.15	<p>Relocation of the Service</p> <p>A survey had been carried out with regards to the relocation of the Service to a central local authority building. Many</p>	

5.16	<p>concerns were raised as to the challenges this might bring to some families. The Board were informed , that the PPS did not have access for families and that parents who contacted the service by phone could be visited in their own homes or another suitable place of their choosing. Bridget agreed to bring the response to the Board once it was known.</p>	Bridget Mork
	<p>Multi-agency parent help-line Liz Jeffries had been leading on this with John Wells and Ian Green. Once they had confirmed the commitment of the services, a report would be forwarded to Barbara Newton or the Parenting Unit. Hilary Farmer from the Bullying Helpline had also been approached to see whether the multi-agency help-line could be moved forward through them, however if was felt that it would be too much for them to undertake. It was requested that the report be circulated with the next agenda and minutes.</p>	Bridget Mork
6.00	POLICIES	
6.01	All the policies had been forwarded to the Board members prior to the meeting. Named Board members had been allocated specific pollicies to consider in greater depth.	
6.02	Behavior Officer (CB and SR)	
	It was agreed that the wording be amended to read “ Can provide support by doing the CAF or referring to another person they are comfortable with.”	
6.03	It was agreed that the form and wording of the policy be amended in order form the aims to be put forward as positives; words such as “failure” would be removed, “should not” would be amended to “should”; in this way the policy would state what would be done.	
6.04	It was agreed that an explanatory note or foot-note should be given for “re-opening cases” which would be called repeat referrals.	
6.05	It was agreed that the policies would take some time to consider carefully and this would best be dealt with at an extraordinary meeting .	
7.00	In line with the exemplification of minimum standards January 2008, the Parent Partnership Service should have it’s own identity including e.g logo, colour, style strap line etc, please consider and bring ideas to the next meeting.	
8.00	DATE AND TIME OF NEXT MEETING (to review policies)	
	It was agreed that the next meeting would take place on Monday 14 July from 1pm – 2.30pm at Wortley.	
8.01	DATE AND TIME OF NEXT MEETING	
	Thursday 2 October 11.30 – 1.30 10 th Floor Merrion	

