



**MINUTES OF PARENT PARTNERSHIP STEERING GROUP MEETING**  
**Held on 11<sup>th</sup> October 2011**  
**PDC, Woodside Road, Norwich NR7 9QL**

<b>Steering Group</b>	<b>Title &amp; Organization</b>	<b>Attended</b>
Jenny Parsonage (JP)	Indigo Dyslexia Centre	✓
Gill Hiles (GW)	Service Development Manager Statutory Assessment & Reviews	✓
Karen Stitt (KS)	Family Voice (Norfolk)	✓
Lesley Chapman (LC)	Independent Parental Supporter (Vice Chair)	✓
Jason Myhill (JM)	Parent Governor at Chapel Road School (Chair)	✓
Matthew Hall (MH)	Family Voice (Norfolk)	✓
Belinda Crayston (BC)	Manager, Shine	✓
Nicky Dawson (ND)	Partnerships Parenting Adviser, Children's Services	✓
Anne Ebbage	Autism Anglia	✓
<b>Norfolk Parent Partnership</b>		
Sarah Merrick (SM)	Parent Partnership Officer	✓
Janina Schiebler (JS)	Parent Partnership Officer	✓
Elizabeth Fletcher (EF)	Parent Partnership Admin Assistant (Minute Taker)	✓

# Agenda

	Item		Following Action By
1	<b>Welcome</b>	Apologies from DW, LW, AE and CJ. Jennie Sage, Helpline Adviser was thanked for her work and is now training to become a primary school teacher.	
2	<b>Minutes from last meeting and Matters Arising (14-06-11)</b>	<p>Ruth Howitt has resigned as representative of Autism Anglia not Asperger East Anglia. Minutes to be amended.</p> <p>IPS time monitoring improved with monthly slip sent with travel claim form.</p> <p>Newsletter promoted on Facebook for summer edition. Autumn edition to be added.</p> <p>Check if Green Paper circulated to members by email.</p> <p>Place newsletter on Facebook</p> <p>Members suggested venues for Spring and Autumn 2012 volunteer training courses. Autumn 2011 course going well and will have 6 new volunteers. A caseworker and a member of Autism Anglia also attended.</p> <p>Next IPS Support Group training to be held at New Eccles Hall School and future training with caseworkers when the White Paper comes out. This will be organised with Gill Hiles.</p> <p>Helpline Sessional Workers, drawn from IPS group, are covering Jennie Sage's post until vacancies advertised.</p> <p>Area Workers not possible in this financial climate but will keep in business plan.</p> <p>Post from NPP now being franked at county hall. Parents post being posted separately. Investigate cost of franking machine.</p> <p>New NPP disclaimer now on emails from team.</p> <p>JS and SM attending Governor Training sessions to give talk on NPP. Unable to attend meetings in the West. Meeting to be arranged with Julie Westropp, SEN Governor Training in November.</p> <p>NPP contributing to workshop for Anti-Bullying Week Conference in November.</p> <p>Minutes from Eastern Region Parent Partnership (ERPP) not available for distribution to group. NPP to feedback to NPPN. ERPP met with Contact a Family (CAF). Encouraging SENCOs to signpost eg. DLA, support for sleeping problems, CAF. Directory will be free to SENCOs in the future. More information on website.</p> <p>Mediation Works are contracted for a set amount of hours and if demand exceeds this, there is an arrangement for extra hours to be paid for. Statistics are available once a month which shows Norfolk is very proactive. There are sometimes delays in setting up meetings due to work pressures on caseworkers.</p>	<p>EF</p> <p>EF</p> <p>EF</p> <p>EF</p> <p>NPP</p>

<p>3 <b>Service Development Plan</b></p>	<p>SM and JS talked through SDP.</p> <p>Volunteer coffee mornings held prior to the autumn training sessions were very successful. 6 candidates on course plus a caseworker and Autism Anglia support worker. Feedback from spring course was not enough time for everything to be covered, as usual.</p> <p>Venue for next IPS volunteer training course to be arranged in North Norfolk. Suggested venues: Benjamin Foundation, North Walsham High School Atrium, Sheringham Woodfields.</p> <p>June IPS Support Training well attended by new IPSs. Next support training to be held at New Eccles Hall School. Future training may cover Special Resource Bases, Exclusions and Transport. Also future training with Gill Hiles and caseworkers when the White Paper comes out.</p> <p>Helpline vacancies being filled temporarily by sessional workers who are IPSs. Posts to be advertised as soon as possible when procedures are completed. Jason said he would be monitoring team regarding impact of staff shortage.</p> <p>Area Workers still on plan but not possible in present climate.</p> <p>NPP works with Academies, Free Schools and Independent Schools as all parents of children with SEN are to be supported by NPP as stated in the Code of Practice. Postage costs will increase due to sending newsletters to them, as not covered by NCC school post. Also post from office will increase as franking machine at PDC has been removed. All post goes to County Hall and is stamped with NCC logo. All mail to parents sent separately incurring extra costs. Investigate cost of department franking machine.</p> <p>New NPP disclaimer now on emails and NCC disclaimer removed.</p> <p>PPOs are to be involved in governor training where possible. NPP involved with Anti-Bullying Week Workshop in November.</p> <p>Contact a Family service provider for information and signposting. SENCOs receiving free directories. Group felt more updated information available on internet, so not used as much as in the past. The contact for Norfolk is Lindsey Goward whose specialism is benefits and they have an excellent website.</p> <p>Parent Partnerships in the Eastern Region met in Cambridge with parents and volunteers from across the region to prepare a form for parents to take to meetings. This form was based on the notes pad that NPP volunteers use and is now available on the website. This form can be sent to the school with the questions and concerns that the parents are looking to address at the meeting and used to record actions agreed at the meeting. This form to be sent out on Management Information Sheets and caseworkers emailed to bring their attention to this form.</p> <p>Mediation Works gives statistics monthly, as additional months added and is demand led. The contract went over hours agreed. Norfolk uses their service more than many others. Sometimes there is a delay in responding as the need to organise all parties can be difficult due to work pressures. Any concerns about service to be given to NPP. Leaflets to be sent to Indigo and Autism Anglia.</p> <p><b>Terms of Reference</b> – A discussion took place regarding the terms of reference, the role description for members, the role description for Chair and Vice Chair and the Matrix. The agreed amendments will be taken to the Chair and implemented by the next meeting when some people will</p>	<p>EF</p> <p>JM</p> <p>EF</p> <p>SM/JS</p> <p>EF</p>
<p>4.</p>	<p><b>Terms of Reference</b> – A discussion took place regarding the terms of reference, the role description for members, the role description for Chair and Vice Chair and the Matrix. The agreed amendments will be taken to the Chair and implemented by the next meeting when some people will</p>	<p>EF</p>

	5.	<p>leave the group and letters of thanks will be sent. Matrix to reflect changes to terms of reference. Agreed terms of reference to be put on PP website. PPSG minutes to be sent to Primary and Secondary School headteachers through LDD Board.</p> <p>Business Plan will be updated at termly Steering Group Meetings for approval by members.</p> <p><b>Special Resource Bases (SRBs)</b> information distributed to group, which is accessible on Norfolk Schools website. Discussed impact on statements and schools implementing school action and school action plus. Need to promote early intervention to avoid the need for a statement.</p>	<p>EF</p> <p>NPP</p> <p>SM/JS</p>
	<b>AOB</b>	Written agreement with LA and NPP completed and signed by Michael Bateman. Green Paper issue to be put on Agenda – Hertfordshire is pilot county and will feedback to ERPPs.	
		Meeting dates agreed – Tuesday 21 <sup>st</sup> February 2012 at the Norwich PDC Woodside Road and Tuesday 26 <sup>th</sup> June 2012 also to be held at the Norwich PDC.	