

**Minutes of a meeting of the PiP Parent Forum
Held on Thursday 20 April at 10.00 am**

Present: Agnieszka Gebka, Vijaya Gonsalvez, Jane Henderson, Louise Jones, Karen Reid, Catherine Webb

Apologies: Diana Albiston, Sarah-Jane Orr, Jane Poulter, Nicole Sowrey-Lewin, Jane Speller

ACTION TABLE

Item No	ACTION	BY WHOM	WHEN
4	Ask Astrid from Family Lives for copy of report about working with families and ask if she can attend parent reference group meetings	JS	Asap
4	Ask Natasha (ppl consultant) for final copy of parent ref group terms of reference	JS	Asap
6	JS to email Amanda Tuke	JS	Asap
6	AG to add the issue of OT/SLT contracts to parent ref group agenda as their current contact with the SEND dept is coming to an end	AG	Asap
6	AG to raise the Chatterbox issue at a Best Start steering group meeting w/c 24 April	All	26 April
6	AG/JS to seek clarity regarding 2 year health checks and lack of continuity amongst community paediatricians	JS	26 April
8	Schedule 'solution circles' for parents in autumn term 2017 to be facilitated by PiP staff	AG	Asap
8	Build in more time at PiP events to provide details about PiP services and the parent forum	AG/JS	Ongoing
8	Ask Kirsty Townsend at NAS about training courses being offered to parents	AG	Asap

1. Welcome and Apologies

Agnieszka welcomed everyone to the meeting and gave apologies from members unable to make it.

2. Minutes of last meeting

The minutes had been circulated from the meeting on 28 February. The March parent forum meeting was dedicated to a small group looking at the Reasonable Adjustments booklet (revised brief attached to these notes).

3. Actions from previous meeting

In JS's absence the actions weren't covered at the meeting.

4. Matters arising

A meeting to agree a second draft of the reasonable adjustments booklet had taken place with Judith Lunnon in March.

5. Review of 0-25 SEND service

AG updated the group on the review and in particular on the parent reference group being established.

PiP will be chairing this group and it is hoped that after the first meeting, which JS and AG will be attending, different members of the forum can come to subsequent meetings with JS to contribute and listen to what is on the agenda.

LJ informed the group that Astrid from Family Lives has written a report about her experience of working with Croydon parents and it would be useful to ask her to feed that into the parent reference group.

6. Engaging with local Health partners

The group discussed LJ's complaint to Health about diagnosis lead times for under 5s and the subsequent response from Amanda Tuke. A wider discussion took place about the need to get to grips with accountability locally for Health. Amanda Tuke is the joint commissioning officer and PiP will contact her to start building a relationship ahead of the parent ref group which she will be attending.

A parent shared their experience of trying to access Chatterbox at a children's centre and being told that they needed a letter of referral from a paediatrician to get a 1:1 session. The group didn't understand why this was the case and PiP agreed to follow it up.

A parent also shared their experience of requesting a 2 year check for their child and being told there was a capacity issue and health visitors would therefore be unable to do the check. The quote from the practitioner was 'we are not here to tell you how wonderful your child is...'. This is clearly unacceptable and PiP would follow this up.

Parents also commented on the lack of continuity when seeing paediatricians locally and how they often don't see the same person twice.

7. Update on reasonable adjustments booklet

This wasn't discussed in JS' absence. Please see attached revised brief following meeting with Judith Lunnon in March.

8. Feedback from recent events/activities

Croydon Council Leadership Conference.

Vijaya fed back to the group her experience of speaking at the conference on 23rd March. Her contribution was very well received by the audience of Council leaders and AG thanked her for her hard work.

PiP's Challenging behaviour conference

AG told the group about the behaviour conference and that whilst the turnout was less than hoped (ie 65 rather than 90) there were a lot of new faces there and attendance was still good.

JH highlighted that advice for managing behaviour of older children would be very useful and wondered if your child needs a diagnosis of ASD to be able to access any training offered by NAS.

At future conferences/events PiP will schedule time to talk about their own service in more detail and promote the parent forum.

9. A.O.B.

Nothing to add.

10. Date and time of next meeting

The next meeting is at 10.00 on Wednesday 17 May.

Reasonable adjustments booklet
Revised brief following meeting with Judith Lunnon 23 March 2017

Timing

Final draft to be produced by July (before end of term).
Booklet to 'go live' in print and in digital format in September 2017.

Audience

Schools and parents/carers

Purpose

To promote inclusive practice and ensure children have full access to all aspects of school community life

Scope of booklet

This first version will be for schools (5-16)
Subsequent versions based on this one can be tweaked for post 16 FE and Early Years

Where it will live

On the local offer, PiP, parents, parent forum, SENCOs, link advisers, Headteachers (parents to present it
at both primary and secondary HT breakfasts)

Actions

Jane to arrange a meeting with Judith and Agnieszka in a few weeks' time to look at progress
Jane to arrange a meeting with pupils from Woodcote High about inclusive practice for physical access issues
Jane to test content of booklet with some parents representing different ages/needs
Jane to ask Lisa James for examples to include in Visual section
Jane to ask Luisa Saddington for examples to include in Hearing section
Jane to ask OT for examples for 'curriculum access' section
Jane to ask HT of Chaffinch Brook to contribute to sensory processing section
Judith to provide helpful links to resources, information and training to be included
Jane to change spirit of booklet to be about 'desired outcomes' and 'good practice' rather than problems that need to be solved
Parent Forum to sign off content by end of term July 2017

Different sections to be included

1. Introduction, including brief overview of Equality Act and a couple of FAQs
2. Guiding principles
3. Physical access
4. Sensory – visual
5. Sensory – hearing
6. Sensory processing issues
7. Access to daily lessons/curriculum access
8. Extra-curricular activities/unstructured time
9. Behaviour policy and practice
10. Keeping safe and well (bullying?)
11. Attendance (anxiety?)
12. Helpful questions to ask
13. Useful links