



Minutes of the Suffolk Parent Carer Network Annual General Meeting 19th June 2019 Lowestoft Community Church

The Suffolk Parent Carer Network Annual General Meeting took place on 19th June 2019 at Lowestoft Community Church, The Depot, 8 Hadenham Road, Lowestoft, NR33 7NF.

A presentation from the Co-Chairs covered the following areas highlighting some of the work we have been involved in since the last AGM.

Achievements

- Joint OfSTED/CQC (Care Quality Commission) SEND (Special Educational Needs and Disabilities) re-visit
- Speech, Language and Communication Needs Pathway Redesign
- Working on the Neurodevelopmental and behaviour that challenges pathway
- £43 million capital grant for Specialist Education Placements
- Assessment Centres
- Transitions Guide
- Regional and national recognition as gold standard Parent Carer Forum including the SEND re-visit letter
- Successful, over-subscribed annual emotional wellbeing and mental health conference for the whole system
- Mental health strategy #AVeryDifferentConversation
- Over 150 open forum / drop ins
- Training Days across the county attended by parents, carers and practitioners
- Increase in parent carer membership of over 700% in two years to 1,040 parent carer and over 300 associate members. This represents over 1200 children and young people across Suffolk.

Challenges

- Not all services engaging with us – but we are working on it.
- Waveney
 - Two local authorities
 - Engagement can be with Norfolk only
- Differences in services depending where you live
- Pace of change and impact on lived experience as evidenced in the SEND re-visit.
- Committing to things and then not
- Mental Health services

- ADHD (Attention Deficit Hyperactivity Disorder) services
- Capacity of SPCN given the programme of work we are involved in.
- Getting more SPCN Parent Representatives – new people coming on board but we still need more.
- Developing a neurodevelopmental and behaviour that challenges pathway
- Co-production in some areas and lack of understanding of what this is.

Looking forward to the next 12 months

- Driving the SEND Priorities and action plan from SEND re-visit forward at pace
- Continuing to improve Local Offer website
- Widening membership
- Using our survey more effectively
- #AVeryDifferentConversation stage two
- Specialist Education placements implementation
- Continuing to develop the neurodevelopmental and behaviour that challenges offer
- Developing our data management and analysis
- Training offer to families and practitioners. We will be deciding our training schedule for the 2019/20 academic year at our next Management Board meeting in July and welcome ideas from members about what training they would like us to provide.

Changes to the SPCN Management Board and Parent Reps

A number of people have applied to be SPCN Parent Reps and attended our training and information days. Their training will continue over the next few weeks and we may have as many as 10 new reps joining us. We will continue to run training days throughout the next academic year and encourage all of you to think about becoming one or encouraging your friends to do it.

Joanna Hammond announced that she is stepping down as Co-Chair of SPCN. She was thanked for the significant and vital contribution she has made to the development of the Parent Carer Forum and to the SEND work across Suffolk.

Member approval of those applying to be on the SPCN Management Board

The following SPCN members were voted onto the SPCN Management Board for 2019/20:

- Lucy Buckle
- Kate Chate
- Clare Kingaby-Lewis
- Anne Humphrys
- James Nunn

The roles within the Management Board will be decided at the next SPCN Management Board meeting in July and a communication to members will go out after this notifying them of the decisions.

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Financial Report
Financial Year ending 31st March 2019 presented to the Annual
General Meeting
19th June 2019

Suffolk Parent Carer Network (SPCN) has been well supported financially over the last year which has supported our work as the Parent Carer Forum for Suffolk. This includes enabling our membership to continue to grow, offering drop ins to parent carers, making links with schools, statutory services and voluntary and community services, providing training to parents, carers, professionals and our Parent Representatives and running conferences. This has taken place alongside our main role of representing the views of parents and carers across Suffolk in order to improve and redesign services across education, health and care for children and young people with special educational needs and disabilities and their families.

We have carried out a full range of activities on behalf of our members in the last 12 months. This has included a Family Fun Day at Thorpe Woodlands, training on Preparing for Adulthood, inclusion, school transport, SEN Support, Education, Health and Care Plans, SEND Tribunal and reasonable adjustments. Our Ambassadors have attended over 200 events including coffee mornings, open forums, parents evenings, open evenings, festivals, fetes and much more. We also ran our annual Emotional Wellbeing and Mental Health Conference at Trinity Park which was attended by over 500 parents, carers and practitioners from the voluntary and community sectors and across statutory services. This has also included mental health transformation where SPCN was one of the partners co-leading the #AVeryDifferentConversation work. We also attended regional and national events to represent the views of our members.

Whilst we have received significant funding, it should be noted that our expenditure has been more than our income and we have had to use some of our reserves to cover the shortfall. We try and save costs wherever we can by having only a virtual office and carrying out the majority of our meetings at the homes of members of the Management Board, car sharing where possible etc.

Our funding comes from 4 main sources:

- Department for Education via Contact
- Suffolk County Council
- Clinical Commissioning Groups
- Paid places at our training days and events

Some of the funding SPCN receives is for specific purposes and, therefore, restricted. This means we cannot spend it on anything other than the purpose for which it has been given. Other funding is given to support the work of SPCN and we can use flexibly at our discretion. Whether the funds are restricted to certain uses or not, we are always clear to the organisation who fund us that the monies are given to support us being an effective Parent Carer Forum and they do not prevent us from providing challenge to those services where appropriate.

We currently have three types of roles within SPCN which are fulfilled by self-employed SPCN members who are paid for to carry out these roles. These are our Ambassadors, our Business Support Administrator and our project lead for #AVeryDifferentConversation. Our Parent Representatives / members of the Management Board are volunteers. All members of our team are entitled to have their out of pocket expenses e.g. travel, parking, childcare, support worker (for the person they care for whilst they are in a meeting) reimbursed. Parent Reps / members of the Management Board can claim remuneration for representing SPCN in strategic meetings and some of the team do so. We do have Parent Reps who choose to claim nothing or to claim for only some of the hours they dedicate to SPCN. The entire SPCN team freely give many hours of their time voluntarily and over and above attending meetings. The team, whether self-employed or volunteers, do not claim for their travel time or meeting preparation time. Parent Reps / Management Board members do not claim for their admin time. We have worked out the following:

- Our Ambassadors have had over 1,000 hours of face-to-face time with parents, carers and practitioners across the whole county.
- Our Parent reps / Management Board have participated in over 1,900 hours of meetings and events.
- Through our rough calculations we estimate that the SPCN team have given more than double this amount i.e. over 3,000 hours of their time in voluntarily travelling to meetings, preparing and reading documents, helping at events and generally supporting the forum in its' work.

We would like to take this opportunity to thank the SPCN team for everything they have done in the last year and to acknowledge that the forum could not have achieved as much as it has without the donation of your time, effort and support. The reality is that SPCN would not have enough funding to remunerate the team for all of the time they spend on SPCN and, by some of our team giving all of their time voluntarily, it allows our funds to go even further.

	BALANCE BROUGHT FORWARD	
	Balance brought forward from unrestricted budget	9,442.77
Restricted	2017-18 SEND Implementation Grant Funding for Business Support Administrator (8 hours per week) & SPCN Ambassadors	24,432.84
	Total Balance brought forward	33,875.61
	INCOME	
	Great Yarmouth & Waveney Clinical Commissioning Group	£2,267.00
	Ipswich & East Suffolk & West Suffolk Clinical Commissioning Groups	£10,000.00
	Suffolk County Council SEND	£15,000.00
Restricted	Department for Education via Contact	£15,000.00
Restricted	Mental Health Engagement #AVeryDifferentConversation	£13,000.00
	Income from events and training days	£1,231.24
Restricted	Emotional Wellbeing & Mental Health Conference funding from clinical commissioning groups and Norfolk & Suffolk NHS Foundation Trust	£7,200.00
	TOTAL INCOME	£63,698.24
	EXPENDITURE	
	Parent Rep Remuneration	£10,915.00
	Parent Rep Expenses	£9,061.16
Restricted	Business Support Administrator	£9,712.59
Restricted	Ambassadors including expenses	£14,763.68
Restricted	Mental Health Engagement #AVeryDifferentConversation	£13,000.00
	SPCN events including training days, emotional wellbeing and mental health conference and open forum / drop ins	£10,257.05
	Infrastructure	£5,232.30
	TOTAL EXPENDITURE	£72,941.78
	BALANCE CARRIED FORWARD	£24,631.87

ekingaby-Lewis

Arundell-Boys

HM

Lewis

Arundell-Boys

Signed by the SPCN Management Board at their meeting on 10th July 2019
as an accurate record of the SPCN AGM 2019