



# Parent Carer Forum Devon

## Connect, Empower, Influence

### Steering Group

11 November 2020

#### 1. Welcome, Introductions and Apologies

- Apologies: Faye Maylam, Jen Heskin-Martin
- 10am-12noon
  - Present: Victoria Mitchell (Cochair), Julia Bonell (Cochair), Linda Taylor Cantrill, Jane Ring, Ursula Easton Pool
- 8pm-9.45pm
  - Present: Victoria Mitchell (Cochair), Julia Bonell (Cochair), Hannah Fujita, Gemma Cook, Claire Thorne, Nina Weyman, Julia Sanchez
- Ground rules agreed

#### 2. Update from Cochairs

- Summary of activity and growth over the last year
- 2019 Joint Local Area SEND Inspection, no working PCF
- Ofsted was critical and asked for a Written Statement Of Action from the Local Authority
- We want the Forum to be parent led, independent, representative, evidence based and solution focused
- Aims are to Connect, Empower and Influence
- 2 Cochairs, 5 Steering Group Members
- 167 Mailing list subscribers
- 380 Members on Facebook
- 33 Trained Ambassador Volunteers
- We've just set off on our journey and have started to make connections
- We need to widen the net, grow our membership, hear when things go right, huge potential in the AVP, and make the most of opportunities to work in partnership
- Discussion about how the LORG sits with the Forum going forward. VM explained that the LORG was very much Local

Authority led, specifically focusing on the Local Offer. This model hasn't been used for some time and probably won't be used going forward. There will still be engagement but this will be through the Parent Carer Forum supported by the Participation team rather than under the LORG.

- HF raised a question about how representative the current Forum is. Discussion around ensuring that parent carer reps are appropriately trained and supported in order to fulfil this role effectively. This is currently in progress. Plan to create and agree an online feedback form that will be used to create a database to collate information.

### 3. Governance Decision making

#### 3.1 Policies

- Terms of Reference
  - Suggested changes agreed unanimously
- Data Protection
  - CT recommended that the Forum register with ICO in future
  - Agreed unanimously
- Social Media
  - Suggested need to include information clarifying copyright
  - The following wording is proposed for agreement  
“Copyright law supports the fundamental idea that if a person created something, they can decide who else has access to it. This applies to the online world just as it does the real world. The use of a photo or video posted online without the permission of the creator could be a breach of copyright.”
  - Current content agreed unanimously – it is assumed that all agree with the proposed additional copyright wording. Please get in touch via [admin@parentcarerforumdevon.org](mailto:admin@parentcarerforumdevon.org) if you have any concerns or suggestions
- Acceptable Usage
  - Additional statement suggested by UEP added to section headed Unacceptable Behaviour “Fundraising or petitions for any organisation, group or business that is not the Forum without agreement from the Steering Group
  - Agreed unanimously including above change
- Code of Conduct
  - Agreed unanimously
  - Will be sent out to all Steering Group members
  - Needs to be signed and returned
- Declaration of Interest
  - Agreed unanimously

- Will be sent out to all Steering Group members
- Needs to be signed and returned
- Website Privacy Notice
  - Agreed unanimously
- Parent Carer Representative Agreement
  - Unanimously agreed to replace this with the Code of Conduct
- Feedback Form
  - Agreed unanimously to create an online form and encourage use of this
  - UEP suggested that a paper option remains necessary and available
  - Content to be discussed and agreed at next meeting
- All agreed Policies to be uploaded to the PCFD website

### 3.2 Membership Management Software

- Unanimous decision to proceed with Charity Log

### 3.3 New appointments

- Treasurer
  - Suggested appointment Linda Taylor Cantrill
  - Was Treasurer for PTFA at Millwater School until Summer 2020
  - Runs own family architectural business since 2007 and does her own accounts
  - Proposed by JB
  - Seconded by JR
  - Agreed unanimously
- Secretary
  - Not appointed

## 4. Wellbeing boxes

- Outline
  - UEP raised that some items will not be appropriate for all members and suggested an opt out eg nut, or latex allergies
  - LTC suggested a coaster, charity band etc, “dry goods” that won’t affect allergy needs
  - Notebook suggested by JR
- Timeline
- Volunteers
- Distribution
  - LTC happy to help with distribution
  - Some Short Breaks Providers have also offered to help
  - Possibly also through the Ambassador Volunteers
  - These arrangements will make connections in local communities which is an advantage over using a courier

**5. Partnership working with DIAS**

- Brief presentation planned but not enough time to cover the content
- Pushed forward to next meeting

**6. Plan going forward**

- Update and Discussion
  - Finances currently held by Somerset. We are keen to become independent by April 2021. Banking sector is struggling and is not offering charity bank accounts for the foreseeable future
  - Cochairs exploring different options and are hopeful that the Forum will be in a position to be independent for the next financial year
- IPSEA Training for PCFs 8<sup>th</sup> December 10am-3.30pm

**7. Any other business**

- Zoom subscription – change to annual subscription agreed unanimously

**Documents shared prior to meeting:**

Terms of Reference 2020 Draft (proposed changes in red italics)

Data Protection Policy

Social Media Policy

Acceptable Usage Policy

Code of Conduct

Declaration of Interest

Website Privacy Notice

Parent Carer Representative Agreement

Feedback Form

Membership Database Options Nov 2020