



Steering Group Meeting

28th June 2019

At The Bungalow, Shepway Centre,
Oxford Road, Maidstone, ME15 8AW

MINUTES

Attendees:

Jan Gray, Parent (Co-Chair)

Dana Aris-Carter, Parent

Daniel Heard-White, IASK (Minutes)

Louise Langley, Head of SEN

Kerry Miles, IASK

Fiona Pender, Space2BeMe

Karen Ponte, Parent

Emma Sedgwick, IASK

Janis Smith, Parent

Matthew Wellard, Commissioning Officer for Social Care

Apologies

George Whitney, Young person (Co-Chair)

Sharon King, Parent

Sarah Selby-Bird, SNAAP

Item		Action
1.	<p>Welcome, introductions, apologies:</p> <ul style="list-style-type: none"> George Whitney, Sarah Selby-Bird and Sharon King were unable to attend and sent their apologies. 	
2.	<p>Feedback regarding last Steering Group meeting 1st March 2019 (group not quorate):</p> <ul style="list-style-type: none"> The previous steering group meeting was not quorate therefore no final decisions were made. Kerry applied for the Information, Advice and Support Programme funding last year. The programme aims to ensure every Information, Advice and Support Service follows the minimum quality standards. The service is working towards having an IASK website which is separate from Kent County Council. Money has been allocated to run events, training and to work towards getting the service jointly commissioned by Health. IASK has recruited Emma Sedgwick as the service Engagement and Participation Officer. A website taskforce session took place on 4th April. George Whitney and Charlie Randell researched the designs of other IASS websites and came to similar conclusions about the designs to be shared in a survey to capture other service user views. A survey asking for feedback on website designs including sample websites sent to people who have contacted the service to other organisations and shared on Facebook. Emma Sedgwick will be able to meet with focus groups in her role. 	
3.	<p>Date of next meeting:</p> <ul style="list-style-type: none"> A provisional date of 4th October suggested. 	
4.	<p>Annual Report:</p> <ul style="list-style-type: none"> The report should include a sentence stating that IASK are looking for more parent steering group members. Janis Smith was missing from the list of parents on the steering group. Members were asked whether they would mind their surnames being on the annual report. Kerry to speak to those who did not attend to ask their permission to include their surnames The list of steering group members could mention groups parent member are affiliated with. Due to time constraints, members took copies of the annual report to read. Steering group members to send any comments to Kerry prior to sharing the report on the website. 	<p>KM</p> <p>KM</p> <p>KM</p> <p>KM</p> <p>All</p>
5.	<p>Service income generation opportunity:</p> <ul style="list-style-type: none"> IASK received an email from Medway Council stating that their Information, Advice and Support will be going out to tender at £90,000 for a three-year contract. IASK will be applying for this, it was noted that the service already has some crossover with Medway. The service will need to look into what would be needed e.g. information on the website for Medway parents and a note to say the service is funded by Kent and Medway. A different project would be used on the database for Medway casework and enquiries. Medway parents could be invited onto the steering group. The steering committee were in agreement that IASK should apply for the Medway tender. 	

