

## Group Advisory Board

Venue: Arundel House  
Date/Time: Wed 14th Jan 2015 12:30pm

<b>Welcome &amp; Apologies</b>	<b>Action</b>
<p>Martina welcomed everyone to the meeting and introductions were made and apologies read out.</p> <p>Jane S made everyone aware that she is also on the board of the Graham Adams Centre.</p> <p>Manjit handed out Advisory Board Membership forms for everyone to complete and asked that members please declare any conflict of interest to the end of the form.</p>	<p>Sarah to re-type membership form to include conflicts of interest.</p> <p>All members to return forms to Manjit asap</p>
<p><b>Previous Minutes</b></p> <p>Voluntary contributions from parents have been forwarded to the Parenting Project, but they will still be for the sole use of Southam Children's Centre.</p> <p>John commented that it was great to see 'under 5's in rural isolation' as a target group.</p> <p>Southam CC now has 174 'likes' on Facebook.</p> <p>John stated that there are still a number of people in the local area that were not aware of the move to new premises. He suggested that we make more use of local publications such as parish magazines and newspapers etc to promote the service.</p> <p>Manjit stated that signage was in the process of being made and will chase this up and look into other forms of advertising. She also advised everyone that there will be an Open Day on 28th January 10am - 2pm.</p> <p>The last meeting minutes were agreed as a true record.</p>	<p>Manjit to chase-up signage and to look into advertising</p>
<p><b>Terms of Reference</b></p> <p>John asked who was paying for maintenance on the building and whether the outdoor space would be used and whether the Board would be seeing any</p>	<p>Caroline to check what financial</p>

# MINUTES



<p>finance details as they have done previously and it is stated in the 'terms of reference'. Caroline stated that this was a sustainable building in terms of rent and that maintenance costs are paid by the landlord, but costs may be shared depending on what changes would be needed in the future. Caroline is to check with Head Office about what financial information would be made available to the Advisory Board in future and to get clarity on the statement in the 'terms of reference'.</p> <p>There was a discussion about the current health and safety risks to the outside space at the moment and general discussion about how the sessions were going this week.</p> <p>Vicky commented that it good to see a Board challenging things and that is exactly what a Board should be doing.</p> <p>The 50% membership of parent representatives was questioned as too high, as it has proven very difficult to get parents onboard previously. Caroline will feed this back to Head Office. Discussion took place about the need to engage parents who are actively attending the Centre now and to make them aware that they can influence decision making. It was decided that this needed looking at in new ways. Suggestions included informally getting a parent focus group together to ask their opinions which would then be fed back to meetings and then decisions would be fed back again to parents.</p> <p>Vicky suggested that Manjit speak to the Leamington Group who have been very successful at getting parents opinions in an informal way.</p> <p>Vicky nominated John as Vice Chair. Jane seconded the motion. John has been voted in as Vice Chair and has agreed to hold the post for a year.</p> <p>Jane asked whether the Advisory Board needed to know what everyone was feeding back to their organisations. It was agreed that the Board didn't need to know and that members should only be reporting back appropriate and relevant information to their organisations. Christine asked whether the wording of point 16 could be changed. Caroline will look into this.</p>	<p>information is to be shared with the Advisory Board.</p> <p>Caroline to feedback that 50% may be too high.</p> <p>Manjit to contact Leamington Group and to look at new ways of getting parents opinions</p> <p>Caroline to look into changing the wording of point 16.</p>
<p><b>Children Centre Update</b></p> <p>Manjit fed back about small teething issues from the first few sessions, most of which will be rectified in the next week. Manjit will be looking at the timetable with a view to making changes after the February half-term and making more use of the barn where there are currently no sessions running. Caroline suggested that staff go to other Centres and see how the space is used.</p> <p>Manjit went through the data for the Centre. This is available in the office if</p>	

# MINUTES

<p>anyone would like to see it. Currently the Centre has 76% of under 5's in the reach area registered.</p> <p>Manjit shared the document about the priority target groups: The 3 target groups have now changed to following:</p> <ol style="list-style-type: none"><li>1. Children under 5 living in rural isolation</li><li>2. Families experiencing economic and social disadvantage</li><li>3. Families experiencing mental ill health wellbeing</li></ol> <p>John questioned why our area was not rural 80. His question was 'are we defined as significantly rural because we have fewer than 37,000 people or because more that 26% of the population live in rural settlements? Manjit will get clarification from Elaine Johnston on this.</p> <p>Jane asked why some of the boxes were blank. It was explained that this would be completed once data had been calculated.</p> <p>Discussion about the areas with highest deprivation took place and the fact that the Children's Centre had to offer all of the Core Purpose but that there would be an increased focus on target groups/areas of priority. Vicky shared the new Performance and Quality document that Manjit will be completing quarterly for WCC. Softsmart data will populate the boxes and the Centres will then comment on the data.</p> <p>Manjit confirmed that the SEF had been submitted to WCC.</p> <p>John questioned whether Manjit needed to produce a Manager's Report as well as the other documents, especially as her hours have been reduced.</p> <p>With regard to Family support, the Centre has supported 71 families in the last year and we had 32 open cases (11 of those will be closed by the end of Jan 15). We are also contacting all families receiving the 2 help funding to offer our support and services. Currently, 11 settings in our reach area have 23 children. 10 children are eligible but not attending any early years settings as yet.</p> <p>There is a proposal for the Centre to deliver 2 year provision at St Marys Primary School. Discussions are ongoing at the moment.</p> <p>The cleaner is now back from his sick leave.</p> <p>Risk assessments are in place for any health and safety issues.</p> <p>1 referral has been made to Social Services and Manjit is chasing-up 4 previous referrals for outcomes.</p>	<p>Manjit to clarify with Elaine about 'significant rural'.</p>
---	---

# MINUTES



<p>The timetable will be reviewed in the coming weeks and potentially changed after February half-term. Discussion about the length of sessions and ideas about separating Childminders and Speech &amp; Language drop-in onto different were put forward. Staff will speak to the relevant parties to discuss this further. Caroline confirmed that if parents drop-in a member of staff would need to be present in the barn.</p>	
<p><b>Information Sharing</b></p> <p>Christine - The Health Visitors hosted a Foodbank awareness day in October for professionals and volunteers. A large number of local organisations attended and all were reminded about the procedure of referring families to the Foodbank. It was a very successful day.</p> <p>John - There are lots of new housing developments being built in a number of villages and Southam. A percentage of these have to be Social Housing, which could provide the Centre with more families. A list of developments should be available from Stratford District Council.</p> <p>Jane - noted that there is no disabled toilet facility available at the new premises. Manjit and Caroline stated that this has been addressed with the Landlord.</p> <p>Vicky - Graham Lowther has left and Tracey Charles will be filling his post on a temporary secondment. Vicky is working 2 days a week for Children's Centres in the South and 2 ½ days for the Family and Parenting team to cover an extended absence. Mary Pettit will be working for Children's Centres in the Central area and Simon Dance will be covering Mary's post.</p> <p>Martina - there is a training room available free of charge at Tesco which holds about 15 people. Please contact her if you would like to use it. It is in the staff quarters and so it would be for professionals only.</p> <p>Emma - Congratulations on the Centre's move and well done for all the hard work from the team in moving and getting set-up so quickly.</p>	
<p><b>Date of next meeting</b></p> <p>Wednesday 22nd April 2015 12:30 - 2:30pm</p>	

## Summary of Actions

Item	Action	To be actioned by
1.	To complete Membership form	All Board Members



# MINUTES



2.	Add conflict of interest declaration to form	Sarah
3.	Signage and advertising	Manjit
4.	Finance info, percentage of parent representatives and wording of 'terms of reference'	Caroline
5.	Contact Leamington Group and looking at ways of getting parents involved in decisions	Manjit
6.	Clarity on 'significant rural'	Manjit
7.		
8.		
9.		
10.		