

## Southam Children’s Centre Advisory Board Meeting Southam Children’s Centre

*Wednesday 5<sup>th</sup> April 2017*

*12:30 – 2:30pm*

### MINUTES

Item:	Action
<b>1. Welcome and Introductions</b>	
<p>Introductions were made and Margo welcomed everybody.</p> <p>Guest speaker - Julie, a case-worker from Stratford’s CAB (called Citizen’s Advice South Warwickshire) introduced herself. Julie highlighted the Smart Start project – a small pilot project focusing on early intervention work with a small group of mums in partnership with St. Wulfstan Surgery in Southam:</p> <p>20 mums during pregnancy or with babies up to the age of 3 months were contacted as part of the scheme. Referrals were sent out and 1 out of the 20 was received and passed on to Manjit. Julie reported the uptake had been poor and will therefore not be extended. It finished 31<sup>st</sup> March.</p> <p>Julie discussed another project they are working on till September 2017 in South Warwickshire to support families – ‘We are Digital’ funded by ORBIT. The digital company are providing digital training called the ‘Don’t Burn It’ campaign. For free one to one support for families, to reduce their bills, Julie shared some useful guides with the Boards and sign-posted useful information for families which can be accessed #EarnItDontBurnIt. Email: <a href="mailto:money@we-are-digital.co.uk">money@we-are-digital.co.uk</a> or call 0800 802 1056 or text MONEY to 07537 416944 followed by name and interest.</p> <p>Margo asked what age range the project is aimed at and Julie confirmed it is for age 18 and over.</p> <p>Jackie asked whether CAB can come to families’ homes and Julie confirmed, because of their funding, they are unable to.</p> <p>This support is not casework; rather supporting with household bills and logging online for example. ORBIT will supply I-pads based on criteria.</p> <p>Jackie asked whether CAB could visit the Graham Adams’ Centre to advise Food Bank clients. Julie explained it is support not for families in crisis but for ‘Just About Managing</p>	

Item:	Action
<p>Families' (JAMS) and for people on benefits. Manjit asked Jackie whether the Children's Centre could be involved with the visit from Cab to the Graham Adams Centre.</p>	
<p><b>Matters Arising from Previous Minutes:</b></p>	
<ul style="list-style-type: none"> <li>• Emma Longworth has not yet contacted Manjit regarding the project they would like to run.</li> <li>•</li> <li>• Margo read out the amendment made by Gemma Proctor.</li> <li>• Margo asked if anyone else would like to amend the minutes and everyone present declined.</li> <li>• The minutes were agreed and signed off by Margo.</li> </ul>	<p><b>MKE to chase</b></p>
<p><b>2. Centre Update:</b></p>	
<p>Manjit explained the Children's Centre's funding has been extended to March 2018.</p> <p><b>Southam Profile &amp; Service Delivery Plan:</b></p> <p>The Southam Profile and Service Delivery Plan were shared with the Board prior to the meeting, in preparation for discussion, and Manjit asked the Board for their comments.</p> <p>Vic Jones asked how the Children's Centre is using the data and suggested the gaps in the Children's Centre's services' reach area could be filled through promoting services through other local early years' provision. Manjit is aware of where attendance needs to be increased, this includes Harbury, Long Itchington, and West Ufton.</p> <p>Diane questioned the figures for new births in Harbury. Diane explained the data for Health covers a large area; including Birmingham.</p> <p>Manjit asked the Board what targets they feel the Children's Centre should focus on next.</p> <p>Margo asked Manjit what recommendations she had. Manjit read out the targets from the Development Plan and suggested fathers need more focus but service strategies include 'Dads in the Womb.'</p> <p>Manjit gave out copies of the Children's Centre's current timetable to highlight our programme of services on offer to families within our reach area. Adult courses REAL and REAM were highlighted as successful projects.</p> <p>Manjit said there were changes to the programme – there is no longer a childminders' group running or Stonham group. Vic explained Stonham were commissioned by the Local Authority and that Refuge had put in a tender which should, hopefully, go through.</p> <p>Margo asked whether there was capacity within the programme to deliver more services. Manjit offered HENRY but Diane explained HENRY is not running as a group service anymore; just offered on a 1:1 basis. Manjit explained the Children's Centre can</p>	

Item:	Action
<p>refer families to support from Health and that one family is already receiving support for helping with healthy eating.</p> <p>Jackie offered running healthy eating course for families on a budget because they have the facilities. It was agreed that families benefit from the support. Manjit highlighted the popularity of the counselling service on offer. There are 18 counsellors covering the 8 children’s centres.</p> <p>Diane explained a new Health Visitor is starting as Gemma has left.</p> <p>Manjit read out referrals/requests for services:</p> <p>E-Wheels have delivered 27 appointments for 14 families. Jackie said E-Wheels have worked for Food Bank too; delivering food from TESCO. The Board agreed E-Wheels are an invaluable service.</p> <p>Families with complex needs – Manjit said there are currently 19 open files/cases.</p> <p>Manjit highlighted a Celebrating Children Event taking place. Diane asked whether it was an option to run a Summer in the Park event. Manjit explained the events are not always popular but would schedule drop in visits to the park during the Summer..</p> <p>Manjit explained there is a new over 5s worker who has started with the Parenting Project – Tracy Cooper.</p> <p>Vic asked whether Baby Massage could be added under the umbrella of Mental Health and Wellbeing. Diane suggested speech and language could also come under Mental Health and Wellbeing.</p> <p>Margo expressed how important it is for parents to stimulate and support their children’s speech and language development. Manjit explained we have trained staff delivering a course called ‘Chatter Matters’ and that ‘Bi-Lingual Chatter Matters are coming to train parents to become parent ambassadors.</p>	<p><b>Manjit and Jackie to have a meeting to set up a course on Healthy Eating.</b></p> <p><b>Manjit to send Jackie the Counsellors’ information sheet.</b></p> <p><b>Manjit to add to document (pg 25 &amp; 26)</b></p>
<p><b>3. Safeguarding:</b></p>	
<p>Manjit reported no updates except Single Assessment training and training on Family Support taking place.</p>	
<p><b>4. Parent Feedback – Evaluations:</b></p>	
<p>Manjit read-out feedback:</p> <p>Stepping Stones Triple P had very good comments on improving outcomes for families.</p>	<p><b>Michelle to produce a sign</b></p>

Item:	Action
<p>Compliments and complaints were read out. Complaint about the security door sticking was discussed. Families do not always allow for the door to click before trying to open the door and the safety catch therefore does not release straight away.</p> <p>Manjit explained how the Children’s Centre is working with the local community café to run projects to enhance children’s early literacy and mathematical development (REAL and REAM) and having refreshments alongside encourages attendance.</p> <p>Diane highlighted the importance of the social and cultural importance for families to have the opportunities to have refreshments on offer and Margo agreed.</p> <p>Manjit highlighted that the Children’s Centre’s evaluation forms were now going to be universal across all the centres.</p> <p>Diane suggested the Centre should build on the positives and replicate the service in the other villages within our reach area; to attract more attendance to services.</p>	<p><b>to inform parents and carers of door instructions and place on security door.</b></p>
<b>5. Information Sharing:</b>	
<p><u>Jackie</u> explained Food Bank were busy with Shoe Boxes for Southam – 150 boxes had been received. At the Christmas Lights Switch On at Fire Station, the boxes were given to everyone who came. It was suggested these may be changed to pump bags as the shoe-boxes are difficult to store. Boxes have to be checked by the team for Health and Safety purposes. 130 Easter eggs had been received and advent calendars.</p> <p>Food bank have received one referral but none from the Children’s Centre for 5 weeks. Jackie will work on advertising.</p> <p><u>Diane</u> discussed new health visitor starting - She will be coming to the clinic at the Children’s Centre. Diane alerted the Board to the Baby Boxes which have been put together by Public Health. They have come from Sweden and being promoted through the Health Team. Baby boxes will not be given out to parents unless they attend the courses. There are trial antenatal and postnatal online parenting courses which are funded till March 2017.</p> <p><u>Vic</u> explained 2020 was agreed by Councillors. There is to be a re-design of Children’s Services. There are no savings – budget for Children’s Centres being maintained till March 2018. A consultation will take place in the Summer. Health’s Core practices carry on and a monitoring meeting taking place in March.</p>	

# MINUTES

Item:	Action
<b>6. Date of Next Meeting:</b>	
Wednesday 19 <sup>th</sup> July 12.30 – 2.30 pm at Southam Children’s Centre.	