

Lancashire Round Table

Monday 20th January 2025 10am – 1.30pm

Meeting held at Jack McLaughlin Centre, Preston

Present:

Cath Ratcliffe – Associate for Contact and meeting Facilitator.

Miranda Hyman – LPCF, runs a group and setting up one at a high school.

Paula Hignett – PDA Lancashire. Close link with EOTAS group.

Emma Bonney – LPCF, committee of Tiggers, runs holiday program.

Alisa Wilson – Neurokin Family (started Sept).

Joan Bill – Trinity Snap. Runs a mailing list and courses. SENDIAS Steering Group.

Rachel Shatliffe - East Lancs DS Support Group. Liaise with North Lancs DS Group.

Phil Shatliffe – East Lancs DS Support Group.

Emma Jones – Splatter Dance and Makaton tutor. Governor at SEN secondary school.

Sam Jones – LPCF Chair

Gemma Cogwell – mainstream teacher.

Clive Groves – LPCF Associate

Julie Lynette – Spectrum of Light Rossendale

Michelle Pye - LPCF

Apologies:

Lucy Ellis – North Lancashire Directions Group

Jennie Rowley – Parent Rep

James Harris – Finding Common Ground Project

Nicola Kay – Lancaster and Morecambe Deaf Children's Society

Welcome and Introductions

Everyone welcomed and thanked for attending the first meeting of the Lancashire Round Table.

Teas, coffees, refreshments and pastries available throughout the meeting. Welfare facilities and fire safety covered.

Cath asked everyone to check agenda to see if anyone wants to add.

Every attendee introduced themselves and explained a little about themselves and/or the group they are involved with.

Role of the Forum

Cath explained an overview of collecting the voice across the whole of Lancashire across all needs to influence services for children. She clarified the strategic role that a parent carer forum plays.

Sam explained how LPCF are strategic partners on the SEND Partnership board.

Purpose of a Round Table

Cath explained how other Round Table groups work, they tend to meet half termly. The Directors etc. (depending on set up of Forum) come along to the start of the meeting to meet all groups. Each group bring their thematic issues to present to the Directors.

Joan shared how it used to work - Parent carer development workers – one in each district – they would organize local parent carer meetings. And they would feed back to the termly meeting with the Forum. Health, social care, directors etc. would be there. Chaired by the forum, it would be recorded and minutes would be sent out. Everyone was aware of the dialogue. The link person used to be someone from the Family Hub.

Talked about resources to run it. General consensus that Participation Workers are needed.

Conversation about communications between the Forum and the wider community. How do individual parent carers find out about things etc?

Clive highlighted that we are here with a blank piece of paper to build the Forum.

Emma – in her experience, some parents that feel they can't attend a formal group, they don't have the confidence to do so. They are alone in their journey.

Cath – issue with capacity within the Forum. Recruitment is needed. Overlooked the Four Cornerstones:

Welcome and Care
Value and Include
Communicate
Work in Partnership.

Some people highlighted the importance of LPCF having an up to date and maintained website.

****BREW****

Discussion on how we can all work together

Cath asked who wants to be involved with the Round Table, some people would like to understand the expectation and what would be involved.

Cath clarified that initially the requirement is to bring their groups voice to the Round Table and attend the meetings.

Sam gave the example of 'Waiting Well' work – the Forum could bring this to the Round Table to ask if they can or if any of their group can work on this.

Alisa made the point that language is important in terms of what the 'work' is. Could be worded as an 'opportunity'.

Cath – Suggested that once the Round Table is established, we could invite the professionals/practitioners in to meet with the Round Table.

Cath gave an example of another area, they have three meetings per year and hold them in different areas. Practitioners come along to update on law/changes, commissioners etc. They also have a 'question time' and people could book ten minute slots with the practitioners.

Draft Terms of Reference

Cath handed around a draft version of a Terms of Reference (TOR) so that we can look through it together. We read through each part of the TOR and worked co-productively to reach a point where everyone was happy to have this initial review written up as a second draft. We had a discussion about what is missing, what is needed and what isn't needed.

Agreed that the TOR second draft can be looked at again at the next meeting, once that is agreed the TOR will be reviewed at the summer meeting in case any changes are needed.

It was agreed that Cath Ratcliffe would fulfill the Facilitator role and Michelle Pye would carry out the Secretary role as mentioned in the TOR for the time being. The idea is that this wouldn't always continue like this, but while the group is being established, everyone is happy to proceed.

Next Steps

Cath mapped out locations on the map for where this Round Table represent at the moment, Michelle explained she is working on contacting more groups to be involved. There have been groups that have missed session two so is planning to re-do this session.

Everyone confirmed that they are ok for their emails to be shared. Michelle asked them to email her if they are not comfortable with this.

TOR to be tidied up and discussed next time.

Is a simple confidentiality agreement needed for the group?

Terms and conditions around the Facebook group and communications. i.e to clarify what information is confidential and what can be shared. We agreed at this moment to make it clear in the private FB group if you would like other members to share.

Michelle asked if the groups could do some positive interacting with the LPCF Facebook page.

Group leads to gather their members voices before the next meeting, to test the process – thematic voices.

Questions

Julie asked if there is anything they can do in the meantime. Sam said that there are definitely areas where help is needed. Sam talked about the 'Waiting Well' project and the Communications Group. Sam explained that the Local Offer are also looking for parent reps and also young people. There is also Family Hub work and help needed with the FIND newsletter editorial team.

It was requested if two or three lines for each of these could be produced so that the members can have a look.

It was asked if a list of jobs could be put together of the help that we need so that groups can look through and see where their skills/knowledge could be best used.

Can we get together a number of how many people in Lancashire were represented at the meeting today?

Any Other Business

Everyone commented on how great the venue is. Everyone happy with the location and the drinks and food provided.

Next Meeting

Wednesday 19th March 2025 7.30pm

To be virtual, suggestion that the meeting is recorded so it can be passed on to the people that can't make it. This will be discussed at the start of the next meeting, recording will not start unless everyone is happy.