



ANNUAL REPORT

2017/18

“Working together to improve provision and outcomes for children and young people (0-25) with special educational needs and disabilities”

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Introduction

Welcome to PaCiP’s first ever annual report! And may it be the first of many!!

This report covers the period from 1st April 2017 until 31st March 2018.

During this time PaCiP’s committee has remained constant and the Management Committee Members were: -

- | | |
|-------------------------|---------------------|
| • Liz Kelsall | Chair |
| • Helen Gregory-Osborne | Vice-Chair |
| • Catherine Powell | Treasurer |
| • Judith Ineson | Secretary |
| • Lisa Vickers | Events co-ordinator |
| • | |

We’ve also have had up to 4 additional committee members working with us at various stages, bringing lots of enthusiasm and skills to the group.

- Karen Simpson, Leah Mitchel, Liz Matthews and Chris Tate

During this year we have also celebrated our 1st Birthday – at the beginning of March 2018 we were officially 1 year old, and we celebrated in true PaCiP style with cake, chocolate making and capturing your views!! More of that to come in further in this report....



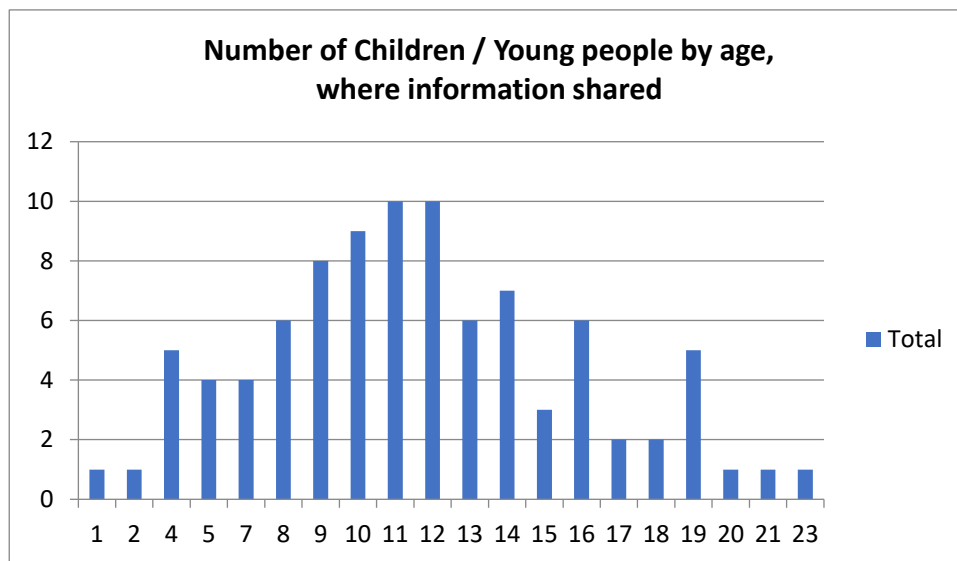
I hope you find this report useful and informative

Liz Kelsall
 Chair

Membership

Over the past year we have focussed a lot of our energy in ensuring that our membership is truly reflective of the local SEND families.

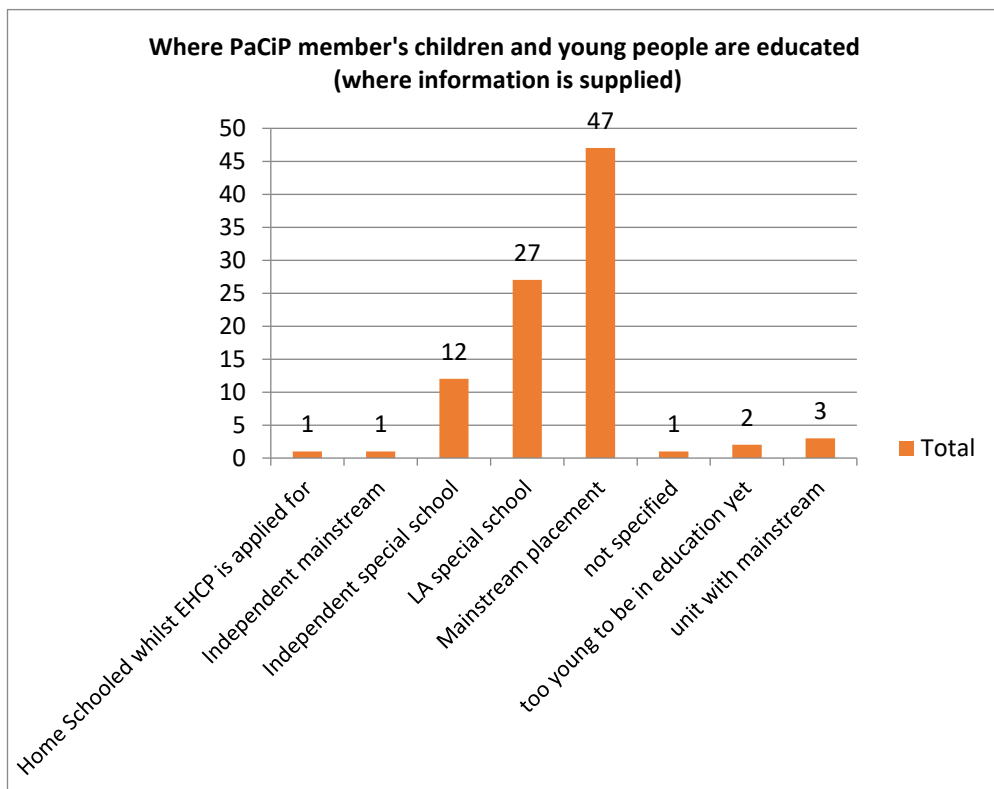
Upto the end of the last financial year – 31st March 2018 we have 85 member families, who in turn represent 100 children and young people, plus their siblings.



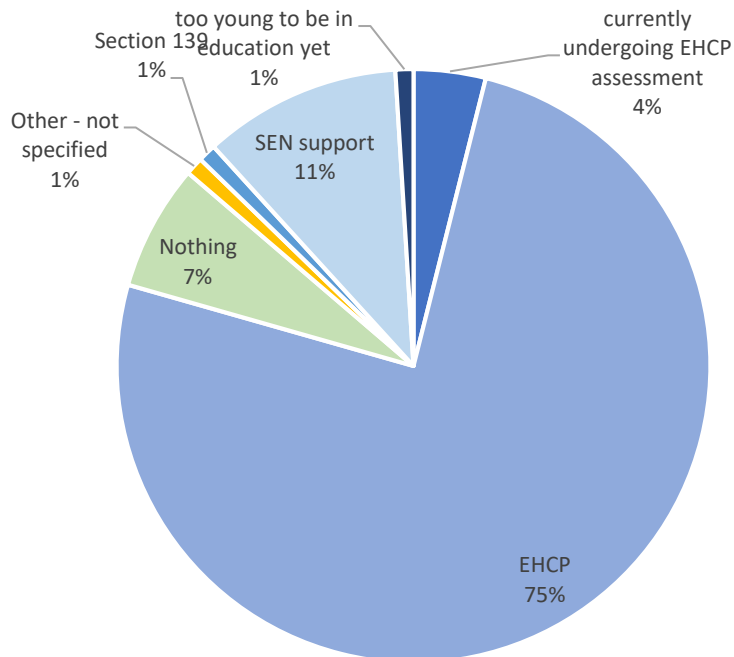
You can see from this graph that the key times families reach out and join the forum are at points of transition – starting school for the first time, the biggest peak being at transition from primary to secondary, then around year 9 and 11 with preparing for adulthood and finally aged 19 when in many cases formal education ends.

This graph shows that when you add the different mainstream placements together 57% of our members are in mainstream education and 43% in special schools.

This is not a very true representation of our local area and therefore towards in January we did a mailout to all school SENCo's to increase awareness of PaCiP and what we do.



How is your child or young person supported?

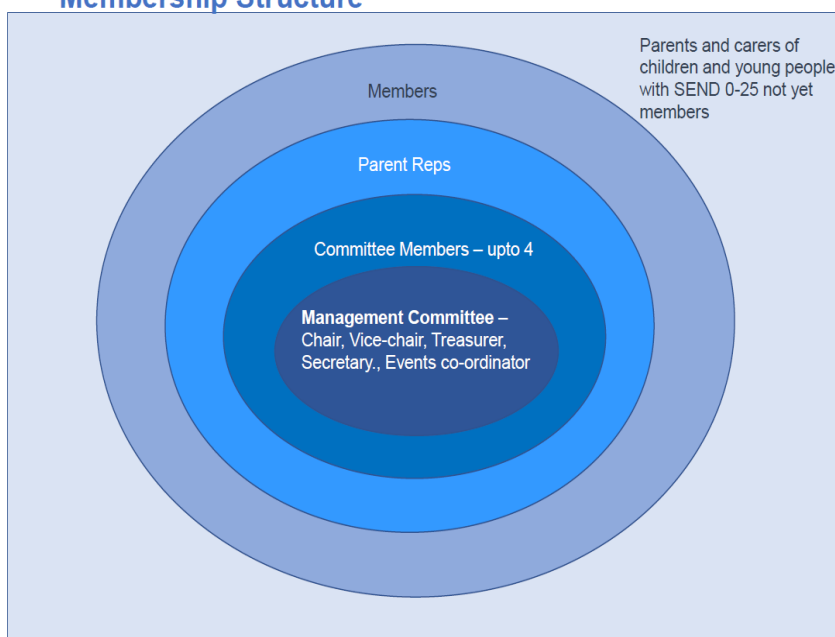


We feel that this chart is representative of how parents and carers have been challenged with the SEND reforms over the past year and in particular with the transfer from Statements to EHCP's.

Obviously again it's not representative of the local area SEND population and we need to do some work to address this.

We have also spent some time talking to our members about what our structure should be like and what different level people want to engage with us. This chart shows the different levels of membership and the different ways you can get involved and support the forums “work”

Membership Structure



The majority of **Members** will be just that – members who very importantly share their experiences and opinions and feed into the activities the forum is involved with – whose voices get heard through other members. Without YOU there is no forum.

Parent Reps - are those members who attend our participation and coproduction training workshop and who then attend meetings, working parties and so on to represent local area parents and carers in participation and coproduction.

Committee Members - these are sometimes parent reps but not always. These are people who have something they would like to offer to the running of the forum – it maybe they love crunching data and want to help with data analysis, it might be have a strong marketing background and they can help with spreading the PaCiP word further, it might just be they are passionate about what we do and want to help as much as they can but can't commit to taking on an officer role. Or they aspire to take an officer role in the future and want to find out more.

Management Committee Members - these are the officer roles of the forum – they are the ones in our constitution that it says we must have. The treasurer and the chair are responsible for the grant we get from the DfE. You as parents and carers can select your committee if more than one person stands for each post. Each Management Committee Member can – according to our constitution – only hold the same position for a maximum of 3 years.

As serious and as daunting as all this might sound – we have some great fun, we're doing something constructive, everyone's so supportive of each other and ultimately, we're improving things for the local children and young people with SEND.

Liz, Helen, Catherine, Judith, Lisa and Chris

PaCiP Committee

Reflections.....

A year ago, planning for our first AGM if you'd have told me what was going to happen in the next year for our new forum I'd have looked at you in disbelief and said – yes in 3 or 4 years' time..... Let's just take it one step at a time.

After the AGM was over a few of us sat in the bar at Norden's talking about our plans for the forum over the next year – we still had a lot of work to do around putting some structural bits in place and building the website and developing ourselves as a new management committee – we were positive and fired up after positive feedback from parents and professionals a like.

There were a few things to sort out before taking a well-earned break for the summer holidays – we had our first Family Awareness planned for September and that was big event to get sorted. However..... The phone rang and guess what? We'd just had notification that The Local Area SEND inspection was happening NEXT week! And could the lead inspector have my number as he wanted to speak to me!

So, all our plans went out of the window for the next 2 weeks – we really wanted to make sure that parents and carers got their voices heard – not just the ones who we knew could shout the loudest and we knew could tell their tale, but also those who would need encouragement to come and talk on the day..... We also wanted to make sure that the Inspectors knew our plans and understood our passion for getting parents and carers voices heard and especially what you had told us about in the first few months we had been running....



Fast forward now to September.....

So, the Local Area SEND Inspection Report was published and there were some areas that required improvement, therefore Ofsted and the CQC (Care Quality Commission) required the Local Area to produce a Written Statement of Action (WSOA)

One of the areas that required improvement was “effective co-production with parents when designing and delivering services and when planning for their children’s individual needs”

A steering board was formed and as the Chair of PaCiP I was invited to sit on the board and volunteered as a “non” service provider to be vice-chair of the board. I also managed to get a seat for an additional parent to join the board with me – adding to the power of parent / carer voices.

At this stage the forum’s activity began to increase and hasn’t stopped since.

I personally- and I think I can speak for many of our members – have been on a huge learning curve – and still am.

I have felt like I’ve been a real nuisance to many many people over the past year – to the steering board to whom I have thrown challenge after challenge and said “have you asked parents and carers about that? To get involved in developing that? Their opinion about..... to be a part of that working group?”

To my family who have sometimes lost sight of the dining room table under a sea of carefully arranged papers for days on end, not to mention the making up of information packs, delivery and storage of merchandise and goodness knows what else.

And finally.... The committee who have had to calm me when I’ve been ranting, wipe tears of frustration and despair, feed cake for sustenance, tell me to say, “no and why” and to carry on it’ll be ok!!

*However, amidst all the above what PaCiP is achieved last year was **awesome** – to use my 8-year old’s words!!*

We have built some really good links with the Local Authority /Achieving for Children, with the CCG (Health – Clinical Commissioning Group), with the Information Advice Service, with several school heads including the local special school, the Local Access Advisory Group and numerous support groups and charities. And what’s important about all these relationships

is that we can co-produce and collaborate, whilst also being able to challenge and hold them to account for providing the best possible services and outcomes for our children and young people.

I think I’ve just about finally stopped pre-facing everything I say with – “I know I’m just a parent.... But.....”

Thank you to everyone who has taken to time to read my reflections on the last year and has supported the forum. Here’s to another fabulous year – with plenty of cake!!



Liz
Chair

Treasurers Report

Before applying for our first Grant from the DfE via Contact in April 2017, I needed to ensure we had in place a robust Finance Control and Expenses Policies and a bank account. Working together with our Associate Support at Contact the Financial Control Policy was approved by Contact enabling me to apply for last year's Grant of £15,000. Both policies are embedded and will be reviewed regularly.

To raise awareness of the new parent carer forum (PaCiP) we needed initially to arrange events to engage with parents/carers and to find out how you would like us to spend our Grant to represent your views and concerns around provision for your children and young people, therefore to influence change to improve outcomes for our children and young people.

From the table below, you will see we spent a large portion of our Grant on Events and Training. To enable us to do this effectively, in November we needed to apply for a Discretionary Grant of £2920 from Contact which was successful as we were demonstrating how we were managing our main grant to engage with families and our joint working involvement with professionals and practitioners.

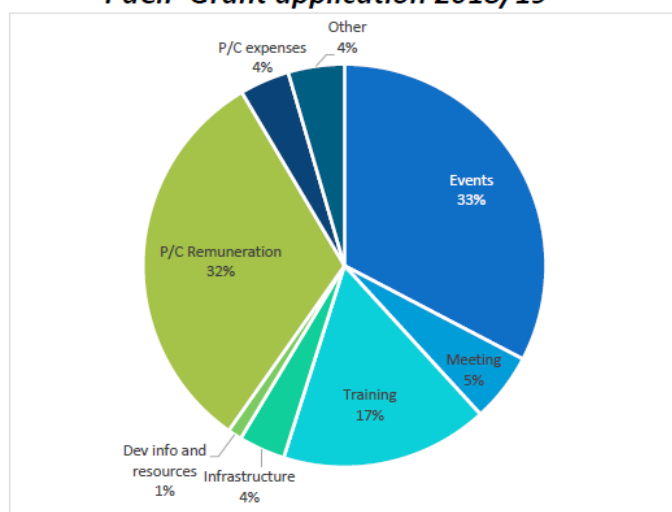
PACIP END OF YEAR GRANT SUMMARY 2017/18

grant heading	grant requested	discretionary grant	New total for year	Actual spend	Variance	Comments
web development	300	0	300	0	-300	website development to take place 2018/19
training	900	870	1770	1825.62	55.62	
Infrastructure	704		704	1361.18	657.18	purchased new laptop for use by chair and for training as ongoing issues with presenting with chairs personal laptop
meetings	800		800	717.5	-82.5	
Events	8400	815	9215	9376.58	161.58	inclusion summit costs £236 higher than anticipated
developing information	400		400	414.98	14.98	
parent / carer remuneration	1200		1200	880	-320	workstreams for WSOA much slower than anticipated getting started
parent /carer expenses	599		599	573.99	-25.01	Due to above this was large underspend, however used opportunity to purchase lanyards for all trained parent reps
other	1697	1235	2932	2531.47	-400.53	decided not to purchase survey monkey option as google surveys offer same foc
total	15000	2920	17920	17681.32	-238.68	

In April 2018 following the end of the financial year, I submitted our Monitoring Form to Contact showing exactly how our Grant was spent and the Outcomes that have been achieved to date. Once this has been approved by Contact we will receive the second half of this year's Grant. Our first half of this year's Grant has been received as Contact were very impressed with our detailed grant application and our aims for 2018/2019.

This is a summary of our application

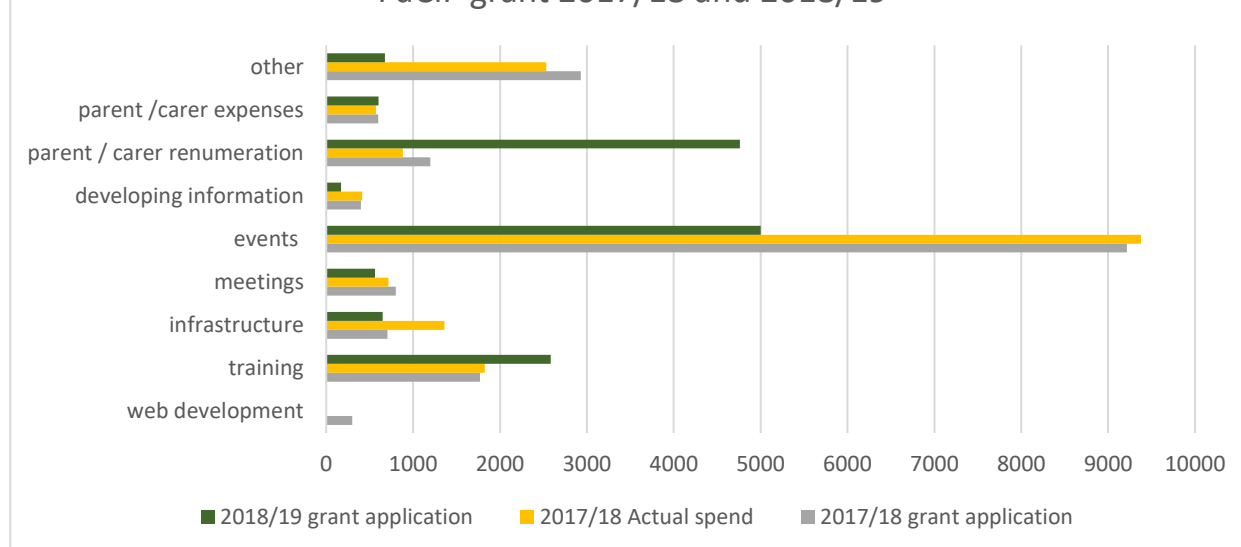
PaCiP Grant application 2018/19



Category	Grant application amount
Events	4900
Meetings	830
Training	2503
Infrastructure	560
Dev info and resources	170
Web Dev	0
Parent / Carer Reps Remuneration	4760
P/C expenses	600
Other	677
Total	15000

During the last 12 months you have told us how you would like us to spend this year's grant and you can see from my graph how different it looks to last year.

PaCiP grant 2017/18 and 2018/19



We will be increasing the amount of parent/carer remuneration due to last year's training and participation events attended by parents enabling them to become Parent Reps.

More of our parents are now sitting on steering groups, SEND working parties etc to ensure co-production and evaluation.

You have asked for further Training to increase your confidence in participation and co-production.

As you will see from my graph there is a huge reduction in the amount spent on Events, however you have asked for on-going development of the pathways around Preparing for Adulthood through events and roadshow style events to help families look at various options, plan and make informed choices.

As, per this year, later in the year we will survey parents and carers asking you “How would you like us to spend next year's Grant”

I look forward to another successful financial year for PaCiP.

Catherine Powell

Treasurer

Events Round Up

Wow what an incredibly busy first year!! We have developed our own sense & style and we are extremely proud of our achievements.

We've held a variety of events, met a lot of new people, asked your opinions and had some fun. Behind the scenes we've overcome our fair share of challenges too, thought outside the box and fed your opinions into a variety of service providers.

Ultimately, our focus has been to stay true to our mission, values and aims whilst enjoying ourselves.

We began the year with our first **AGM** in June sharing our vision for the future. Kevin McDaniel , Director of Children's Services addressed our concerns about news that Achieving For Children were RBWM's chosen partner to deliver children's services, amongst other children's services developments.

The **local area SEND inspection** followed shortly after, and we'd like to extend a huge thank you to all those parents and carers who contributed.

Our first **Family Awareness Day**, held at Camp Mohawk, in September was a huge success. Fabulous sunshine, fish and chips, cute animals and great company topped off a thoroughly enjoyable afternoon.



We were delighted to welcome Sarah Bellars, who is the Director of Nursing and Quality, with specific responsibility for SEND within the CCG (Clinical Commissioning Group) and were greatly honoured to be visited by The Deputy Mayoress of RBWM, Councillor Eileen Quick, who spent some time talking to the children and young people and their families; whilst enjoying the sunshine and relaxed atmosphere of Camp Mohawk.



One of the most important parts of the day was our first annual survey enabling us to start benchmark family experiences and to begin our own self-evaluation.

The PaCiP teddies proved to be a huge motivation for the families to complete their survey pack.

The **Health Services Workshop**, in the same month, presented an opportunity for parents and carers to let healthcare professionals know what is working well and what is not and to come up with suggestions for improvement. Small group discussions led by a variety of professionals from East Berkshire Clinical Commissioning Group (CCG), Berkshire healthcare foundation trust (BHFT) and the Local Authority captured this feedback and you were able to highlight your priorities.

PaCiP celebrated **Christmas** early and at the beginning of December, hosted a series of events combining crafts and homemade cakes in exchange for views on preparing for adulthood and what needs to be improved with current school provision?

With several months having past since the Local Area Inspection we also asked you to tell us the one thing that you remember from the Local Area SEND Inspection. Your feedback formed some of the content for the Local Area SEND Inspection Event, at Moor Hall Cookham, in January.

Manor Green Promotional Events in December and at Easter gave us an opportunity to meet parents and carers, talk about PaCiP and hear their views. These events have enabled us to strengthen our relationship with our local Special School and to reach out to other local families.

PaCiP co-produced the **Local Area SEND Inspection follow-up event** with Education and Health in January. Parents and carers heard about the progress made and future planned changes since the local area SEND inspection and had a chance to ask questions. We were delighted by the number of attendees and the quality of contribution you gave.

Parents and carers were divided into groups led by representatives from health, education and the Parent Carer Forum. It was a wonderful introduction to co-production and saw the beginnings of collaborative working.

PaCiP's **1st Birthday celebrations** came around quickly and we used this occasion to say a great big **THANK YOU!!!** to all the parents and carers who had supported PaCiP and been a part of our first year!



We took this opportunity to ask you about communication and feedback, barriers to participation and your thoughts on how PaCiP could widen its reach to represent the local area SEND population.

The final event of our financial year focused on ‘**preparing for adulthood**’. Representatives from the Preparing for Adulthood AfC team met with parents and carers and answered questions about adult social care provision, further education and employment and in turn encouraged them to get involved in shaping the Preparing for Adulthood Pathway. Future events are planned for the Autumn.

Very many thanks to everyone who has attended our events, supported us, given advice and guidance, encouragement, answered surveys and posed challenging questions.

Lisa Vickers
Event Co-ordinator.

Our Vision for 2018/19

I hope having read the previous section of this report our vision and aims for the coming year are fairly obvious. We have 2 main aims – both focussed on consolidating and embedding what we have started so far.

The first aim is to continue to build our membership base.

Why? We feel that we need to be more reflective of the following to really represent the views local area; -

- We need to address the EHCP Vs Send support balance and the Mainstream vs Special school balance
- We need to ensure our members reflect the diversity of pupils in the local area
- We feel that children before they start school / pre-school are under represented

How? We plan to start going to where the parents and carers are rather than holding events and asking them to come to us. Some of our ideas are: -

- To build relationships with existing parent / carer groups that already run in our local area special schools
- To use our parent / carer reps to visit support groups to talk about PaCiP and the advantages of becoming a member. To support this, we have invested in some A3 presenters to support reps in explaining what we do and to keep the messages consistent.
- To make links with children's centres and other places where babies and toddlers might meet up for group therapies etc
- To continue to build our relationships with school SENDco's by attending cluster meetings, supporting events where they talk to their SEND parents, offering a coproduction training package for the school and their parents to attend together.

Our Second Aim is all about developing our parent reps and ensuring sustainability of the forum.

Why is developing our reps important? Without our members and our parent /carer reps we are nothing. We are all volunteers and therefore, as we give of our time so freely the forum feels that this should be recognised in some way.

So, this year we will: -

- Review our expenses policy to ensure that remuneration is awarded in a way that is directly related to the time spent in participation and co-production with professionals.
- Continue to provide participation and co-production training for new parent / carer reps that will delivered by our Contact Associate
- Commission a new workshop in response to parent / carer feedback as a follow on to this first one about building confidence and handling conflict whilst participating.
- We will have regular parent rep meetings to support each other in current activities, to share and capture views and to offer individual supervision if it's needed.

And **what about sustainability?** **Why** is this something to think about? As I've said above we're all volunteers – PaCiP is a voluntary organisation, with a small grant of only £15,000. No one takes a salary. Realistically people are not going to stay doing a management committee role for years and years..... and is this a healthy place for a group like ours to be anyway?

Therefore, we need to think about how to manage and share the workload out amongst many of us, so key people don't "burnout" Some readers of this report will be aware that often Parent Carer Forums fold because the existing committee just can't keep going and no one wants to take over. What we're doing is too important for us to allow for that to happen – so we need to plan the next step now when we don't need it and we're not in crisis.

This is exactly why we've thought carefully about our membership structure.

Things for the committee to consider is getting an office space – somewhere for us to meet – not in each other's homes and for parent reps to meet up and work together on a project, without having to book a venue. Sharing the creation of information packs etc.

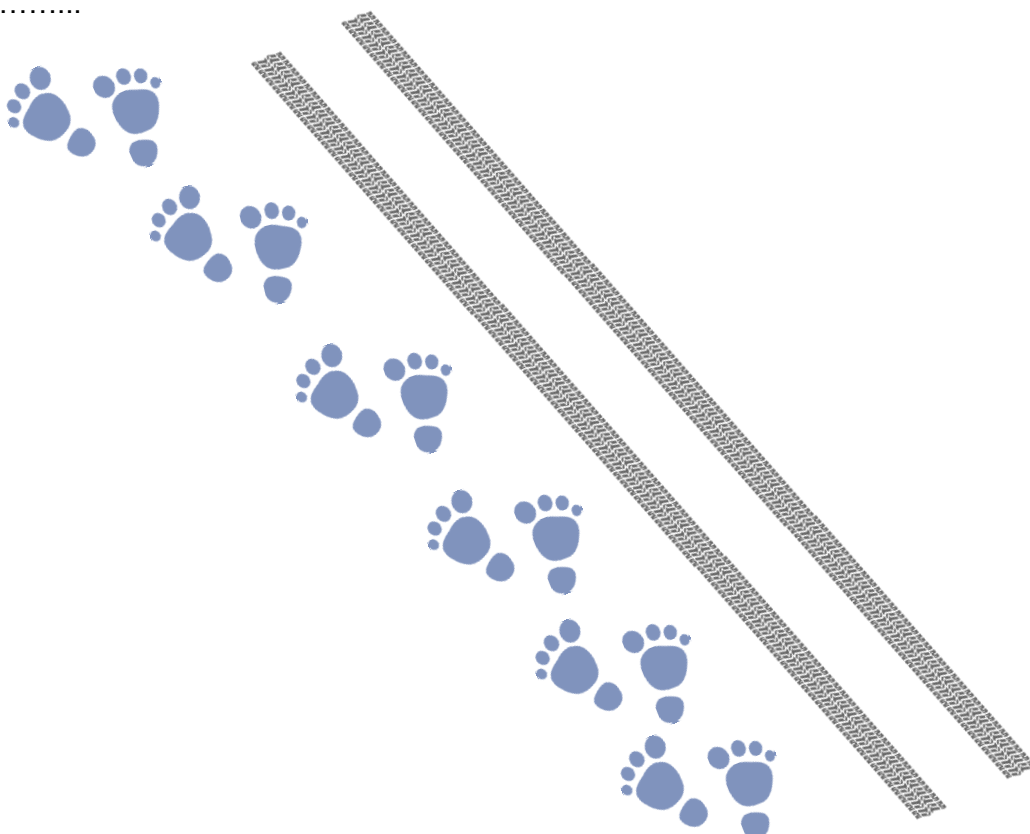
But also having a central place to store all our assets – our display equipment, merchandise, printer and so on, so the forum doesn't rely on having a committee member who has space to store it and then thinking about how to recover everything when they leave.

Our Children and Young People need a Parent Carer Forum so that you can share their experiences and needs with the people that provide their services and ultimately impact upon their outcomes – therefore we need to make sure there is a succession plan always.....

Little steps.....

Liz

Chair



Ripples.....

In conclusion.....

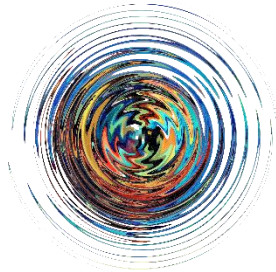
Firstly, I commend your staying power if you've got this far in our first annual report and you're still with us!!



Some of the biggest impact PaCiP has on the Local Area, are the ones which are really hard to measure.....

It's all those "I didn't realise x,y,z – ok! So now I understand a,b,c, a bit better" moments, that can come from school staff, directors, councillors, parents, business support – anyone and everyone. And these moments tend to be repeated and shared hence.....

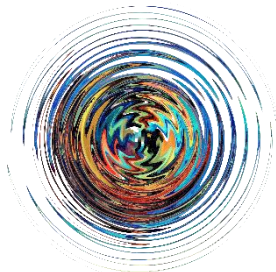
Ripples.....



Our parents who have attended participation training have also said how it has helped them personally when meeting with schools and professionals with regards to their own child – one parent reports how she always used to end meetings in tears, however she now feels empowered.....

SENDCos at a recent meeting commented that PaCiP were "the people of the moment" and really want to engage with us. All of this is as a result of the Inclusion summit where PaCiP had equal status along with education and health, it felt as though, suddenly attendees realised the importance of PaCiP and role of parent / carer voices.

Again.....



Ripples.....

Finally, thank you very much to everyone who has supported us in the last year, we look forward to collaborating with you in the coming year.

Your PaCiP Committee