

## **Positive Parent Action (PPA)**

### **Annual Report**

#### **April 2015 to March 2016**

##### **Summary**

This report gives an overview of Wandsworth's parent forum, Positive Parent Action, over the last year and outlines our plans for 2016/2017.

##### **Background**

We received a £15k DfE participation grant in two phases. We planned to use the grant to fund activities similar to those that we had carried out in 2014/2015, including a sum to pay parent/carers for their time participating in Council/Health meetings. We also administered payment to 4 parent reps, taking part in the EHC and Complex Needs Panel. By the end of the financial year we had spent all of the DfE grant, largely in line with our initial budget.

##### **Forum Details**

###### **1. Number of forum members**

At the end of the year, the number of steering group members is 19; 12 of these are active and the others receive all communications to the steering group.

We have 6 parent/carers Co-Chairing or acting as reps in the Council's three SEND Reforms implementation workstreams and up to 6 additional parent/carers working on task based groups, like WIKIS, Short Breaks, and Commissioning of Children's Therapies etc. We also have one parent/carer participating in the NHS South West London Children and Young People's Network Mental Health workstream. The Co-chairs and reps continue to participate in meetings and they generally attend PPA Steering Group meetings to provide feedback. Approximately 10 PPA Steering Group members continue to meet each month, during term time. Additionally, they take part in local and regional events, training and consultations. See **Appendix A** for an indicative PPA activities/meetings schedule.

In addition to participating in workstream meetings, 4 parents also act as members of the EHC and Complex Needs Panel. Funds to pay parents on Panel were received from Wandsworth Borough Council in November 2015 and a summary of what has been spent to end of March 2016 is summarised in **Appendix B**.

###### **2. Parents available for consultation**

There are now approximately 310 parents on PPA's contact list, for consultation purposes, 230 are contacted regularly by email and the remainder by post. There are another approximately 800 families who are reached by PPA, using Wandsworth Contact a Family's mailing list.

### **3. Parent Activities/Events to develop participation:-**

Over the year PPA has carried out the following activities:

- Sending out 3 newsletters. Approximately 1200 copies of the 3 newsletters were sent out - directly to families and more through special schools and SENCOs in mainstream schools. They are also available on the PPA website, which is linked to the Local Offer.
- Running 2 parent/carer events. The first was in Roehampton - a joint event with Contact a Family, it focussed on the SEND reforms in Wandsworth. Speakers from CaF (Including Independent Supporters), WIASS and LA talked to parents. 26 parent/carers attended. The second event was in Earlsfield and 23 parents attended. The aim of this meeting was to promote PPA and establish priorities for next year.
- Holding monthly PPA meetings, during the term.
- Delivering 1 Day 'Outcomes' training by 'In Control' to 21 parent/carers.
- 400 Parent carer hours participating in Council/Health meetings: - the 3 SEND workstreams and sub-groups, SEND Reform Steering group, NHS South West London Children and Young People's Network and other task based working groups e.g. WIKIS, Short Breaks, policy and document reviews etc. PPA has remunerated parents for their attendance. Also PPA's facilitator has attended Task group meetings with the Head of Special Needs, Disability and Psychology service.
- Responding to 1 SEND readiness survey and the Ofsted Framework consultation.
- Attending regional meetings of the National Network of Parent Carer Forums.
- Attending Contact a Family/NNPCF, DfE conferences and In Control Residentials.
- Helping develop the Wandsworth SEND Handbook and other policies and documents.
- Procuring PPA branded goods for handing out at events.
- Taking part in London Strategic Managers meetings.

### **4. Parent Participation within Wandsworth Borough Council**

PPA has a strong, committed group of members, most of whom are paid a small sum for attending Council meetings. Feedback from meetings is recorded and is disseminated through our meetings, newsletters/bulletins and

website. We continue to work with the Council's Family Information Service (FIS) and Wandsworth Information Advice and Support Service. The FIS information is linked to our website and helps to distribute our newsletters and information.

## 5. Meetings with other forums across the UK

We continue to be part of the National Network of Parent Carer Forums and regularly attend their South London Cluster meetings. Through these meetings we get an understanding of national issues and strategies and share our experiences of provision in Wandsworth. Wandsworth have shared with other boroughs their practice of involving parent/carers through their Parent Champion scheme and their continued support of the parent forum and inclusion of parents on Panel.

## Budget

For the financial year April 2015 to March 2016, PPA successfully applied for and received two phases of DfE grant funding of £7500 and £7500. Funds were paid directly into PPA's bank account. In addition to this funding, the forum has been supported by a part-time (17.5 hrs per week), term time worker, whose salary is circa £8800. This role is funded by Wandsworth Borough Council and the Clinical Commissioning Group. Below is an approximate summary of how we spent our 2015/2016 £15000 grant. Detailed accounts have been submitted to Contact a Family.

<b>IT</b>	800
<b>Info and resources</b>	2500
<b>Parent/carers events</b>	1700
<b>parent expenses</b>	800
<b>Participation payment for parents/carers</b>	4900
<b>Honorarium payment for core work of steering group members.</b>	350
<b>Infrastructure/Admin</b>	2400
<b>training</b>	1100
<b>Refreshments (training, meetings, cluster group)</b>	450
<b>Total</b>	<b>£15000</b>

Additionally, PPA received £3475 from the Council for Panel payments in November 2015. Up to end March 2016, approximately £1400 has been spent and £2075 remains for future payments. A detailed breakdown of the payments is in **Appendix B**.

The DfE is offering a grant of £15K to forums for 2016/2017. We have reviewed how we spent the funds in 2015/2016 and will be making a grant application, based on the following budget for 2016/2017:-

<b>Item</b>	<b>Budget</b>
IT	<b>200</b>
Develop info and resources	<b>2500</b>
Parent/carer events	<b>2000</b>
parent expenses	<b>750</b>
Participation payment for parents/carers	<b>4750</b>
Honorarium payment for core work of steering group members. (Payment policy to be agreed by forum)	<b>450</b>
Infrastructure	<b>2500</b>
training	<b>1500</b>
Refreshments (training, meetings, cluster group)	<b>350</b>
<b>TOTAL</b>	<b>£15000</b>

This level of funding, together with funding for a paid, part-time facilitation worker, will allow PPA to carry out planned activities, whilst maintaining a high level of participation in SEND implementation.

#### **Future plans:-**

We have reviewed our performance over the last year and have identified what we have done well and where we need to make improvements:-

**Successes:** - increased participation and have had more requests for parental involvement. Increased knowledge and skills. Successful co-production in some areas. We have also begun to build links with other local parent/carer support groups.

**Areas where we can improve:** - continue to develop our website and use of Face book, improved links with health providers. Development of an annual action plan and effective communication strategy, so that we can represent more parent/carers.

## **Conclusion**

Like last year the SEND reforms have taken significant time and budget resources, but the process has also provided a great opportunity to strengthen participation and embed the practice of co-production. PPA has worked hard to continue to provide a voice for Wandsworth's parent/carers and we hope that our ongoing partnership working within the local area will contribute to a favourable outcome for young people with SEND.

## Appendix A

NB This schedule is not exhaustive. It does not include all workstream meetings and sub-groups, or Panels.

Ones hi-lighted in yellow are Council/Health meetings.

date	Nature of meeting	Location	Participants		Payment?
20.4.15 1.00pm	Task Group meeting	Town Hall	EN		N/A
28.4.15	PPA meeting	EYC	All		N
11.5.15 11a.m	Task Group meeting	Town Hall	EN		N/A
18.5.15 10.30-12.30	Joint commissioning	Town Hall	BC	LA	Y
19 <sup>th</sup> May 10.00-12pm	Personal Budgets	Town Hall	ES	SA	Y
21.5.15	PPA meeting with Transport	EYC	All	All	N
2.6.15 11a.m	Task Group meeting	Town Hall	EN		N/A
2.6.15	NHS SWCYP network meeting	Wimbledon	COF	BC, SC	Y
11.6.15 10am	SEND steering group meeting	Town Hall	Co-Chairs	EN	Y
10.7.15	NNPCF South London Cluster meeting	Croydon	EN	BC	N
19.6.15	Specialist Provision planning day	Professional Centre	ES, LA		Y
30.6.15 1pm	Task Group meeting	Town Hall	EN		N/A
7 <sup>th</sup> /8 <sup>th</sup> July	Residential	Leeds	BC		Y
10.7.15	NNPCF South London Cluster	Croydon	EN	BC	N

	meeting				
20.7.15 11am	Task Group meeting	Town Hall	EN		N/A

date	Nature of meeting	Location	Participants		Payment?
8.9.15	Task Group	Town Hall	EPN		N
15.9.15	PPA meeting (Osteopath talk)	EYC	All		N
22.9.15	Parent forum talk	Enhanced Children's Centre	EPN		N
30.9.15 10.30-2.00pm	CAF AGM/PPA meeting	Kairos Centre	All		N
30.9.15 10.00-12.30pm	Quality EHC plans	Camden	SA		Y
7.10.15	PPA meeting (IS consultation)	EYC	All		N
12.10.15 10am	Task Group	Town Hall	EPN		N
15.10.15 10am	SEND Steering group meeting	Town Hall	Co-Chairs and reps		Y
19.10.15 1.30pm	Wikis working group	Town Hall	MR, ES		Y
17.11.15 10am-12pm	PPA Meeting (WIASS consultation)	EYC	all		N
23.11.15	South London cluster meeting	Sutton	EPN	BC	Y
7.12.15	PPA lunch meeting	Southside	All	All	N

<b>date</b>	<b>Nature of meeting</b>	<b>Location</b>	<b>Participants</b>		<b>Payment?</b>
12.1.16 10am-12pm	PPA meeting	EYC	All		N
20.1.16 10am	Preparing for Adulthood	TH 1B	BC/SP		Y
25.1.16	Safeguarding Disabled Children	TH 3A	SD		Y
27.1.16 10am-2pm	Outcomes training	Professional Centre			N
28.1.16	DCR Parent Champions event	TH			N
1.2.16 11.30am	SEND Steering Group	TH	BC, ES, NM, EPN		Y
2.2.16	NNPCF South London Cluster meeting	EYC	BC, EPN, ES, AM		Y
25.2.16	London Forums event	DfE	BC		Y
5.2.16	London Regional Event	London	BC	NM	Y
3.3.16	Workforce development	TH	SP		Y
7.3.16	Local Offer workshop	Motts			Y
8.3.16 10am-12pm	PPA meeting	EYC	All		N
8.3.16	In Control Residential		BC		Y
11.3.16	Further Education conference	DfE	SP	LA	Y
14.3.16	NNPCF/CAF/NHS Health event	London	NM		Y
21.3.16	Short Breaks	EYC/TH			Y



	review				
11.3.16	Cerebra Mental Health workshop	London	LA	SC	N
16.3.16	London Strategic Managers	London	BC		Y
22.3.16	Children's Therapies workshop	Merton Road	SC/BC/AD		Y
23.3.16	PPA Parent consultation lunch	CLGC	All		N

## Appendix B

### Payment of parent reps on EHCP and Complex Needs Panel.

<b>date</b>	<b>claim form</b>	<b>amount</b>	<b>type</b>
23.6.15	Parent Payment 2015/2016 ES001	50.00	Parent Payment
23.6.15	Parent Payment 2015/2016 ES001	6.00	Parent Expenses
24.6.15	Parent Payment 2015/2016 MJC 001	175.00	Parent Payment
24.6.15	Parent Payment 2015/2016 MJC 001	17.60	Parent Expenses
7.9.15	Parent Payment 2015/2016 MJC 002	225.00	Parent Payment
7.9.15	Parent Payment 2015/2016 MJC 002	12.60	Parent Expenses
15.9.15	Parent Payment 2015/2016 SA001	62.50	Parent Payment
7.10.15	Parent Payment 2015/2016 ES002	75.00	Parent Payment
15.10.15	Parent Payment 2015/2016 MJC 003	75.00	Parent Payment
9.11.15	Parent Payment 2015/2016 ES003	75.00	Parent Payment
30.11.15	Parent Payment 2015/2016 SA002	75.00	Parent Payment
8.12.15	Parent Payment 2015/2016 MJC 004	75.00	Parent Payment
8.12.15	Parent Payment 2015/2016 MJC 004	4.80	Parent Expenses
5.1.16	Parent Payment 2015/2016 ES004	75.00	Parent Payment
5.1.16	Parent Payment 2015/2016 ES004	4.80	Parent Expenses
2.2.16	Parent Payment 2015/2016 MJC 005	75.00	Parent Payment
2.2.16	Parent Payment 2015/2016 MJC 005	17.40	Parent expenses
4.2.16	Parent Payment 2015/2016 SA003	68.75	Parent Payment
23.2.16	Parent Payment 2015/2016 MJC 006	75.00	Parent Payment
23.2.16	Parent Payment 2015/2016 MJC 006	4.80	Parent expenses
7.3.16	Parent Payment 2015/2016 ES004	75.00	Parent Payment
7.3.16	Parent Payment 2015/2016 ES004	6.40	Parent expenses
23.3.16	Parent Payment 2015/2016 SP003	62.50	Parent Payment
23.3.16	Parent Payment 2015/2016 SP003	3.00	Parent expenses
	<b>Total</b>	<b>£1396.15</b>	
	<b>Remainder from original £3475</b>	<b>£2078.50</b>	