Minutes of meeting : 19th April 2015

Present : Kim Philpotts, Scott Philpotts, Rebecca Baddeley, Andrew Baddeley, Cheryl Clarke-Phillips

**Minutes of last meeting:**

 Discussed and accepted as correct. Action points from last minutes discussed :

* Lottery license applied for and received by Kim
* 100 club advertised
* Mailing list and booking form now in use
* All events successful and well attended
* Thankyou to Rebecca for producing the posters for the events

**Events:**

Ice skating, popular and a success

Motown Night was successful and raised vital funding for the group

Easter party was very well attended, it is felt that this was however too busy for the needs of the children and numbers can be monitored now that the booking form is in use. We are very grateful for the provision of food by families for this event as this cut the costs to the group.

Indigo Music a suitable date could not be found for this activity as they could only offer a session on Easter Sunday.

Cooking session was a great success. It was felt the numbers were just about right for this. Concerns raised with cancellations for places that had been booked but not paid for as this poses a cost to the group for ingredients. Although situations are unavoidable through illness etc, we do need to make sure places have been paid for due to those places already having been catered for. Cost to group for this session was £48 and not fully covered by attendance, hire of room covered by lottery funding.

Events coming up :

Bingo to take place on 9-5-15, this is the revised time now taking place from 5-7pm due to families feeling the original time was too late for the children. The aim of this event is to allow families to enjoy an evening out with the children.

Fun day to take place on 6-6-15 11am-2pm to raise vital funding for the group. We still need volunteers to help from 9.30am onwards and also donations for tabletop sale. **Rebecca to design a poster asking for help**. Langland county councillor is coming to open the event and Fortis Living have donated £700 to cover the running costs so all monies raised can be put into the group funds.

Brean trip on 4-7-15 bookings for this are coming in

Hollywood Ball on 6-10-15

Events still to look at : Horseriding, Swimming, Summer end of term disco

It was noted that some events are difficult for families who also access MSF and New Hope. **Cheryl to provide list of MSF dates to Kimberley to try and avoid events clashing.** It was felt that events on a Sunday are better attended.

**Raffle prizes :**

More donations needed from group members to fill hampers, 1 item from each family registered would be enough to put together a large prize. This to be discussed further, suggestions are a hair/beauty product or a chocolate bar.

**Coffee mornings**

Malvern coffee morning is very quiet. It was trialled at Osbourne Court to take advantage of their sensory equipment for younger children attending these sessions but it is felt that this is not a suitable venue and will now remain at The Octagon.

Outside speakers to be brought in at Malvern coffee mornings, limited lottery funding is available for this but attendance needs to be better to offset the cost to the group.

Worcester coffee mornings working well at New Hope. It is felt that we need further events for Worcester parents. **Cheryl to look for suitable venues in Worcester for stay and play events.**

**Charity Status**

Forms have been requested by Kimberley to complete application for Charity status. The same name will be kept.

**Committee Members**

We are very sorry to be losing Rebecca who is standing down as secretary after 18 months of service. Our thanks to you Rebecca for all of your hard work and we are really grateful for your continued help with posters. Cheryl will be taking over the post of secretary.

Andrew is continuing as treasurer.

**Hollywood Ball**

A number of tables have already been reserved. Lots of interest still for further tickets. The event has to be paid for at Stanbrook Abby by the end of July.

Entertainment has been booked with local group “Come together band”, £400 has been pledged by Startin Skoda towards this cost.

Letters have gone out to local companies asking for sponsorship and support for raffle prizes, no responses.

Table centers to be balloons sourced from Malvern Party and Balloons. **Kimberley to organise these with Sarah Grout.**

Further advertising to be done via flyers going into local businesses.

**Sibling group**

Kimberley would like to look at providing further support for siblings through regular activities. Groups to be split into 3-5 years and 6-8 years.

It would be good to tie these in with MSF/New Hope/respite days for families to have a complete break.

The cost of these will vary with activity. Ideas were bowling, Ghullevelt park, Green Frog Pottery, bouncy castle and stay and play at The Octagon.

For this to run, we need OFSTED registration at £140 plus CRB checks for all adults. Safeguarding policy is already in place and Kimberly has up to date safeguarding training.

Before this is considered we need families to register their interest to decide if it is feasible.

**Rebecca to design a poster to ask families to register their interest.**

**Mainstream information packs**

This is a large project just beginning to look at providing SEN information packs to all mainstream schools. It was also discussed that they may be useful in nursery settings too.

Info to include all local and national sources of support, these will be further broken down into categories if need specific.

We need families input into these to find out the avenues of support they have accessed. Family engagement into these packs is being launched at 2 roadshows to take place at the coffee mornings on 30th April at New Hope and 11th May at The Octagon. A family support worker will be attending the roadshow at The Octagon to give further input.

Also to include the Worcestershire Local Offer , SEN code of conduct and legal advice for schooling issues. It is felt that all families with a child who has additional needs should have these resources provided to them no matter what the need.

More general advice in the form of recommended reading, disability friendly places to visit and practical advice at home from handling meltdowns and behavioural issues, to setting up a sensory friendly play time at home. **Rebecca to look at a “pinboard” design and layout for these pages.**

Leaflets to be included from sensory centres locally and other therapy resources. It was discussed that asking for an advertising fee would help to cover the huge cost that creating these packs will incur.

**Funding**

Henrys trust fund applied for

Green token application form handed in to Waitrose

Wikinsons helping hand form handed in, **Cheryl to ring and chase the outcome as no response within 8 weeks**

Through to second round of Warburtons funding. £400 available for cooking equipment. This will provide a better range of equipment for the sensory sessions and cover the cost of aprons. **Kimberley and Cheryl to look at the response sent from Warburtons.**

Chris Pinder from football club is sponsoring £250 per month and will become a trustee once charity status is received. He will be focussing on working with us on the buildings appeal and is very proactive about supporting events.

Lottery grant received for £9500, we must show that this money has been used to achieve a point where we can self fund to continue running to stand any chance of future funding. There are specific things that this can be spent on set out by the funding body so we still need to fundraise for other activities not included in the terms of this grant.

£700 from Fortis Living for the Funday

Children in Need funding has been applied for

**Date and time of next meeting to be confirmed**