



HCFF HAVANT BRANCH FORUM MEETING

23rd January 2007
10.00 am -12.00 noon
Sharps Copse Children & Families Centre
Minutes

Present:

Jayne Ashberry – Havant Branch Co-ordinator (HCFF) havant@hcff.org.uk
Jean Carrick – Chairperson HCFF j-carrick@ntlworld.com
Tracy Strowger – Oral Health Promotion (East Hants PCT) tracy.strowger@ports.nhs.uk
Mary Jones – Early Years Co-ordinator (Libraries) mary.jones@hants.gov.uk
Alison Doody – Surestart Leigh Park (Libraries) alison.doody@hants.gov.uk
Lucy Redfern – Community Development (Park Community School) lucy.redfern@pcs.hants.sch.uk
Lorraine Boyes – Clinical Team Manager (East Hants PCT) lorraine.boyes@ports.nhs.uk
Cathryn Row – Co-ordinator (Havant & Petersfield SN Forum) handpsnf@hcff.org.uk
Rachel Ralls – Fareham & Gosport Co-ordinator (HCFF) fareham@hcff.org.uk
Caroline Devlin – (PALS) caroline@wearepals.org.uk
Cllr Ted Gale – Councillor for Hayling Island
Angela Branchell – Nurture & Behaviour Support Teacher (Warren Park Primary) e.branchett@btinternet.com
Lorrae Leonard – SP Development Worker (PLA) lorrae.leonard@hants-pla.org.uk
Emma Kelsall – Senior Development Officer (Hampshire Children's Fund) emma.kelsall@hants.gov.uk

Speakers:

Jan Groom - Full Service Cluster Co-ordinator (Community Partnership) jan_groom84@hotmail.com
Margaret St George – Hat Co-ordinator (Hampshire County Council) margaret.stgeorge@hants.gov.uk

1. Welcome by Chairperson – Jean Carrick

Jean welcomed everyone.

2. Introduction & Apologies

Attendees introduced themselves. Apologies were received from: Sam Severe, Wendy Eves, Judith Woolley Anita Taylor, Barbara Cooke, Wendy Harrison, Scott Hickman and Anna Lewis.

3. Minutes and Matters arising

Minutes were checked for accuracy and it was reported that all the action points had been completed. The minutes were agreed as an accurate record. JC reported that Tracey Sanders had now been appointed as Head of the Early Education and Childcare Unit.

4. Branch Co-ordinator Report

Jayne read her report explaining what she had undertaken since the last meeting (attached).

5. Speakers

Margaret St George – Co-ordinator for Havant sub-group HAT – Hampshire Action Teams

Margaret, introduced herself and gave a very informative talk on the Hampshire Action Team, she distributed the Terms of Reference, Briefing Notes, Contact List and a handout of slides. She explained that the Action part of the title was important, the team had been set up to insure "actions" and not as a talk shop. Duplication of what was happening in localities would be avoided, an example of this was to link into Havant's Community Boards (this structure is not the same in other boroughs of the county). Cllr Ted Gale was also present and able to explain the HAT initiative too. See slides and handouts attached.

Members had an opportunity to ask questions. A county example that has impact locally was given to Margaret, JA mentioned that it was very difficult to get hold of hard copies of the Hampshire Children and Young Peoples Plan and that it was important to be able to refer to it when thinking about local issues. Other members also stated they had had difficulty obtaining copies, Margaret stated that she would feed this issue back. Margaret and Cllr Ted Gale were then thanked for joining us as speakers.

Jan Groom – Full Service Cluster Co-ordinator (Community Partnership)

Jan Groom apologised for being late, due to work commitments at school, she then handed out details of the work she has been undertaking since being appointed in October 2006. She explained that she was being

funded by 14 schools in the Leigh Park Area, to build community partnerships under the extended services agenda. A key part of her role was putting people together with the school in the middle, getting everyone knowing about each other. She showed her directory which is currently paperbased and each of the 14 schools will have 2 copies each. She explained some of the things included in the directory, for example Childminders clustered around particular schools. Jan explained that they had linked with Wildern School, Hedge End to create a virtual learning environment that will include this information in the future.

Jan mentioned a meeting organised on the 14th February 2007, 10.00 – 12.00 noon at Sharps Copse Children and Families Centre for any organisations that offer out of school / holiday support. The next meeting to be organised will be on Parenting Support.

Members were given an opportunity to ask questions. JC mentioned that it showed the need for information on paper, she also expressed her surprise that Children's Information Service hadn't been mentioned, did this show that this service wasn't providing the information required at a local level?

Jan then explained that she had a request for Lorraine Boyes, Sharps Copse School were talking about Drugs/Healthy lifestyle and would appreciate some input from a school nurse before the end of term, could Lorraine advise her on whom to contact?

ACTION(1) LB to forward contact to JG

JC thanked JG for informing us about her role.

6. HCCF Newsletter

Jayne reminded members that she is currently writing this term's newsletter and any articles members would like to included should be with her by 15th February 2007, preferably sent electronically. The spring newsletter will be 2500 in number and distributed throughout Havant in mid March, so all items on activities for the Easter Holidays would be welcomed. A few copies of the autumn newsletter were made available for members to get an idea of the format. JA reminded members that feedback on what people thought of the newsletter would continue to be beneficial, any comments either email or feedback to Jayne direct.

**ACTION(2): a) Members to forwards articles asap
b) Members to give feedback on the Havant HCCF newsletter**

7. HCCF Website / Directory / Special Needs Event (parents of children aged 5-13)

JA explained that the website continues to have information added to it in the form of a web database in order that searches can be made for aspects of childcare etc. The data is still in no way complete and it takes time for authorisation of some data to be gathered. She again showed members the Directory/website consent form and asked if they could complete for settings they were involved in and return to her asap. She explained that forms had been sent out in the Autumn with newsletters but as yet only 10 had been returned. Feedback on the site would be welcomed. She reminded members that there is a local links element which if you have any events, sessions etc that you would like to go on the site please forward them to Jayne at havant@hccf.org.uk

**ACTION(3) Members to forward completed consent forms asap to
JA so data can be included on HCCF website**

JA told members that she had applied for an application form from Local Network Fund in order to seek funds to create an up-to-date HCCF Havant Directory, she showed members the 2003 directory. She explained that a committee would need to be set-up and a Child Protection Policy adopted. She was asked whether there was any other committees already set-up that could oversee this, for example the Links Children Centre Parent Forum. It was explained that this would then preclude the Parents Forum seeking their own funding via LNF. It was decided that a committee setup from members of HCCF Havant would be a suitable approach. JA asked whether any members present would consider doing this, Jan Groom, Emma Kelsall, Cathryn Row and Angela Branchett volunteered. JA asked whether any members from Health would consider joining as many of the directories, in the past, have been used by health professionals to give information to parents.

**ACTION(4): Lorraine Boyes to find out whether any health professional
would be interested in joining the committee.**

JA explained that she would contact those who had volunteered to arrange a meeting to take this item forward.

ACTION(5): JA to arrange meeting

JA gave preliminary details of an event she is organising for Parents of Children (aged 5-13) with Special Needs, provisionally it is booked for Saturday 21st April 2007, to be held at Oak Park Children's Services,

Havant, 10.00 am – 3.00 pm. Final details will be confirmed. The event is funded via the EECU and the purpose is to give a little pampering to the parents/carers in this category and also to consult with them on their needs for childcare provision. The budget is limited and cannot at present stretch to lunch or crèche facilities. A request for anyone who has skills in reflexology, facials, nails, aromatherapy etc or has a hobby doing card making / ceramics / memory books etc and is prepared to volunteer their help on the 21st April was made. Information stalls will also be required, so if anyone has this cliental as their market and would like to be involved they should also contact Jayne Ashberry.

ACTION(6) Members to inform colleagues or local contacts of the need for services to be part of the event

EK mentioned that local Lions or Rotary Club might be willing to support the lunch element of the day.

ACTION(7) Any members having knowing links with these groups to forward details to Jayne Ashberry

Flyers and posters will be made available once details are confirmed.

**ACTION(8) a) JA to create flyers and poster and distribute to Members
b) Members to display posters and distribute flyers when produced.**

8. HCCF AGM feedback

JA confirmed that she attended the event on behalf of the Havant HCCF members, she explained that part of the AGM had included a parking lot exercise where those present were asked to give their views on the objectives of HCCF, divided into four main categories Representation of Children, Young People and their Families (CYPF), information to CYPF, Community Development and Support & Training. She had the feedback available and explained that a lot of it reiterated the need for printed directories and that some of this could be used to support the LNF bid. Members then gave other comments about what could be used to support the bid..

9. Local Issues / Information Exchange

Emma Kelsall – Each Children’s Fund project has recently been reviewed. Those working in the statutory sector are better placed to sustain themselves once CF funding ends. The Voluntary sectors have much more difficult and at present Emma is working with them to make sure they have the right tools and collect the right information to try and become sustainable, evidence of outcomes in alignment with Every Child Matters is important. The Havant Children & Young People’s Locality Partnership are currently working on the Havant priorities for the Children’s & Young People’s plan using the Hampshire CYP Plan as a model of points to focus on. Any data sets that support evidence for this would be greatly appreciated.

ACTION (9) All to identify if they have any data that will support the Havant CYP Plan

Lorraine Boyes - nothing new to report, she will see if there are any printed copies of Hampshire CYPP available through health

Tracey Strowger - 5-year dental survey on children’s oral health position, is due to published in March. Tracey will feedback results at next meeting.

Caroline Devlin – All going well in Havant & Portsmouth areas, we continue to get new referrals and try out new activities. Funding -did not get Young People’s Lottery – despite developing project into new areas, implementing some new systems and developing our young people’s forum it was considered our project was not different enough from what we are currently doing and it needed to be. Some consolation 77 projects applied from the South East area and only 26 went through to be fully considered and only 13 of those received funding!

Have put in bids to Children in Need, telephone interview went very well but will not know outcome until April time. Other bids in with Lloyds TSB for 2 years funding of £5,000 per annum for Activities Coordinator, Portsmouth City Council, Hampshire Youth service revenue Grant. Will not know outcome on any of these until March/April time

Still need to find funding for our Disability Awareness Training into Colleges/Universities.

Developing into new areas - this is going very well, have started running activities in East Hants, we have been attending meetings and doing presentations in Fareham & Gosport and will run our first activity there in Feb ½ term at Explosions museum.

I will be doing my Child Protection 2 day training to enable me to be the Child Protection officer for PALS, this is 14th & 15th Feb

Lucy Redfern – there has been a good uptake on the Adult & Family Courses at Park Community Schools with some classes over subscribed. Lucy handed out new leaflets, which have had a positive effect as has word of mouth now courses are in full swing.

The Fun Day in October was attended by 60 families and there will be another in the Easter Holidays – 4th April 10.00am – 3.00 pm

Lorae Leonard – Havant Toy Library has moved into a larger room at Mill Hill Children's Centre. The move has been a mammoth task, all toys will be cleaned as many were in a Storage Container whilst work at the Centre was being undertaken. It has taken 2 ½ weeks of cleaning so far and they are only half way through. There is a Play & Stay Session on a Monday 10.00 am – 1.00 pm (term time only). There are now also a selection of toys specifically designed for children with special needs.

Cathryn Row – she is now the Development Worker for Havant & Petersfield Special Needs Forum the next Forum meeting will be on 28th February 2007 10.00 – 12.00 noon at Sharps Copse Children and Families Centre. She explained that she is in the process of writing a newsletter that will go out with the HCFF Havant newsletter, if any one has anything they would like to include please forward it to Cathryn at handpsnf@hcff.org.uk.

10. Any Other Business

CAF & Information Sharing Seminars

JA reported that she had attended the Havant Stakeholders Common Assessment Framework(CAF) event.

Information Sharing Seminars to be held, the course is essential for all practitioners who work with children and young people. It is designed to raise awareness and promote confidence of practitioner's working in a range of agencies in sharing information. Dates have been arranged for 26th, 27th & 28th March, all are just ½ day. Times and Venue have yet to be arranged. If anyone wants more information contact Viv West, Training Consultant, Children's Services, HCC at viv.west@hants.gov.uk or Irene Livingstone at irene.livingstone@hants.gov.uk

Both Library representatives had to leave the meeting early but left the following information:

Havant Library:

½ Term Activity– Horrid Henry Saturday 24th February 9.30 am – 1.00 pm

Baby Rhymetime – Second Tuesday of every month at 10.30am, next ones are 13th Feb, 13th Mar & 10th April

Toddler Rhymetime – Fourth Tuesday of the month at 10.30 am, next ones are 27th Feb, 27th Mar & 24th April

Bookstart Book Crawl (for children 0-4 years) Saturday 17th Feb – Sat 28th April, Each time you borrow books collect a sticker. Collect four stickers and you will qualify for a certificate, which will be presented at a special event.

JA pointed out the Childcare booklets and Children's Information Service pens, pencils, magnets, leaflets available for members to take back to their services.

Future speakers were not discussed however as Richard Broadhurst – Children's Services, had been mentioned at the previous meeting, he would still be of interest.

ACTION(10): JA to arrange speaker

11. Date of next meetings

Tuesday 1st May 2007 – 10.00 to 12 noon at **Mill Hill Children's Centre**.

12. Network Opportunity

There was an opportunity for people to network at the end of the meeting.