



# Lincolnshire Parent Carer Forum

Registered Charity No: 1141060

LPCF AGM Thursday 24th June 2021 10.30am Virtual Zoom Platform	
<b>Attendees:</b>	
Carol Wilson (CW) Trustee	William Cooper (WC) Volunteer
Coralie Cross (CC) Trustee Chair	Lorraine Stimson (LS) Volunteer
Michelle Cooper (MC) Trustee Secretary	John Chambers (JC) Volunteer
Rachel Rollinson (RR) Trustee Treasurer	Sam Danyluk (SD) Volunteer
Tim Barzycki (TB) Trustee Vice Chair (late)	Christina Love (CL) Volunteer
Eileen McMorrow (Professional and Parent, LCC Special Schools Strategy Programme Manager)	Stephanie Haynes (SH) Volunteer
Kate Osbourne (SENCo Boston High School)	Sheridan Dodsworth (Head of SEND Lincolnshire County Council)
Louise Kirby (late)	Jamie Issitt (JI) Chapmans Business Solutions
Victoria Allen for Emma Baggley	Kate Daniels
Anna Miller (Mobilise)	Carol Moore (LCC Early Years)
Suzy Davey late)	Alice Husband
<b>Apologies:</b>	
Sarah Swords (SS) Trustee	William Cooper (WC) Volunteer
Russell Outen- Coe (DCO CCGs)	Paul Belliere- Wilson (PB) Trustee
Hil Gibb	
<b>Abbreviations</b>	
LPCF Lincolnshire Parent Carer Forum, LCC Lincolnshire County Council. GDPR General Data Protection Regulation, SEND Special Educational Needs and Disabilities, EHCP Education and Health Care plan, SENCo Special Educational Needs Co-ordinator, CQC Care Quality Commission, OFSTED Office for Standards in Education, DofE Department of Education,	
<b>Welcome</b>	
CC Chair of LPCF welcomed everyone to the "Virtual" AGM. A diverse range of both parents and professionals were in attendance. Attendees were encouraged to use the Zoom chat facility for any questions or feedback during the meeting and to mute microphones when not speaking to avoid feedback / noise. Attendees were asked to introduce themselves on the chat facility.	
<b>Matters Arising</b>	
Previous minutes no actions, all agreed. The Minutes were agreed as Final and signed off by the Chair (CC).	
<b>Presentation of Annual Accounts</b>	
<b>Jamie Issitt Accountant present from Chapmans Business Solutions Ltd</b>	
<b>Income</b> CC displayed the accounts on screen share so attendees could view and then gave a summary of grants received:	

Lincolnshire County Council,  
Department for Education

Other income received from other sources include: -

**Lottery and fundraising activities** – Lottery club subscriptions.

**Charitable & Fundraising Events** -Signposting & Information events stands.

**Donations.**

**Outgoings**

CC gave a summary of outgoings: -

**Staffing** – includes Admin & Hub.

**Training** – Parents workshops, Behaviours of concern workshops etc

**Development Information & Publicity** – 352 Christmas newsletters and other stationary items.

**Room Hire** – Refund for cancellation due to Covid.

**Lottery Fundraising Activities** – lottery Prizes

**Hard to reach** – Hypnotherapy sessions & training with Hil for members & LPCF Volunteers

**Parent Carer expenses** -Outreach project.

**Infrastructure**-Phones, PO Box, Insurance, Laptop

**Website & Database Maintenance**– Annual fee

There were no questions from attendees

**See Annual Accounts report for further details.**

Accounts have been agreed and signed off by the Trustees.

**Re-Election of Trustees**

All current Trustees have agreed to continue if agreed by the membership.

Trustees were introduced and a vote was conducted for each Trustee individually.

Trustee CW nominated by RR and seconded by CL

Trustee CC nominated by CW and seconded by SD

Trustee LS nominated by CC and seconded by CW

Trustee MC nominated by CC and seconded by RR

Trustee PBW nominated by CC and seconded by MC

Trustee RR nominated by CC and seconded by CW

Trustee SS nominated by RR and seconded by CW

Trustee TB nominated by CL and seconded by MC

**All Trustees were individually elected and recorded by the membership via the zoom chats by signifying Yes/No.**

Trustees were thanked by CC for their commitment especially during the challenging times of Covid.

**Presentation of Annual Report**

A presentation of **LPCF's Year in Numbers** was shared on the screen which demonstrated how Trustees and Volunteers have given their time for the charity. Please see page 26 of the Annual Report available in the LPCF Information Library.

## Co-production various examples that the LPCF have been involved in this year.

**Transformation in SEND with the Local Authority** – CC gave examples of co-production throughout this work, with LPCF being involved at every level including strategic level, to ensure that the parent carer views of the membership are represented.

**Co-production with Health** - CC gave an example through the Sensory Processing Difficulties project, which has now delivered its last workshop and is shortly to be evaluated.

Anna Miller from the **Mobilise project** shared with the meeting how LPCF were invited to be part of the parental engagement module during the project. LPCF were able to share parents' experiences and help to promote positive partnerships. Anna thanked LPCF for our involvement.

**Liaise** work closely with LPCF and attend our Signposting & Information days and support LPCF by offering workshops for parents and professionals. LPCF are also part of the Liaise Steering group.

Carol from **LCC Early Years Team** shared how LPCF attend all the SENCo briefings with Early Years providers. It has really raised the profile of LPCF. We are also working together on paperwork for Inclusion funding to ensure the voice of the parent is at the centre. Carol thanked LPCF for our involvement.

Lincolnshire Young Voices also work alongside LPCF to promote the voices of Young people. LPCF attended a conference with Young Voices to promote the partnership and CC thanked them for working alongside LPCF.

Thanks were given to all partners who co-produce with LPCF including those not mentioned above.

CC thanked parents on the membership, Trustees and Volunteers who have gone out of their way to support LPCF during these challenging times and recognised that we are very lucky in Lincolnshire that our forum is thriving, as in many other areas that is not the case.

CC – wished to thank the following: -

- LPCF Volunteers and Trustees – without you we wouldn't exist.
- Families of LPCF Volunteers & Trustees who support us while we support parents.
- LPCF members who help at our events.
- LPCF members who publicise our forum and deliver our leaflets.

### Funders

- LPCF grant funders –
  - ◆ Department for Education (DfE)
  - ◆ Lincolnshire County Council (LCC)
- LPCF Lottery club participants who have kindly supported our lottery over the last year.
- People who have raised money through Easy Fundraising and Amazon Smile for our Charity.
- Individuals and organisations that have made donations.

**Businesses**

- Hil Gibb - Independent Trainer.
- Jamie at Chapmans Business Solutions Ltd (Accountants).
- Nicole from Hummingbird Hypnotherapy
- Chris Foster from Aspens

**Partners**

- All partners working to co-produce the strategy “Building Communities of Support”.
- LCC business support who work behind the scenes to keep LPCF well informed.
- The hard-working Local Authority SEND team.
- Everyone who attended the LPCF “Week of SEND”.
- Liaise, who work closely with LPCF to provide content for the workshops.
- Schools, SENCo’s and organisations who promote LPCF to parents.
- Health - especially the Designated Clinical Officer who is responsible for the communication pathway with health.
- All organisations, businesses, charities, support groups and individuals who support and attend our events.

**LCC SEND Team Presentation**

Sheridan Dodsworth (Head of SEND Lincolnshire County Council) and Eileen McMorrow ( LCC Special Schools Strategy Programme Manager) were invited to talk about Co producing SEND transformation in Lincolnshire.

SD firstly gave thanks to LPCF for the amount of work co-produced with LCC and also the support given to parents. SD also recognised the enormous amount of volunteer hours given to support LPCF and the work we do.

A presentation on the transformation work was given and questions followed.

The slides are available on the Parental resources page of the LPCF website.

**AOB**

A poll was undertaken to evaluate whether attendees felt informed.

All attendees reported yes!

The AGM finished at 12.20 pm.