



Lincolnshire Parent Carer Forum

Registered Charity No: 1141060

LPCF AGM
Thursday 7th July 2022
10.30am
Virtual Zoom Platform

Attendees:

Carol Wilson (CW) Trustee	Lorraine Stimson (LS) Trustee
Coralie Cross (CC) Trustee Chair	Stephanie Haynes (SH) Volunteer
Michelle Cooper (MC) Trustee Secretary	John Chambers (JC) Volunteer
Rachel Rollinson (RR) Trustee Treasurer	William Cooper (WC) Volunteer
Tim Barzycki (TB) Trustee Vice Chair	Christina Love (CL) Volunteer
Louise Kirby (Member - late)	Jamie Issitt (JI) Chapmans Business Solutions
Martin Smith – Assistant Director Children’s services LCC (MS)	Jo Tolley (JT) Lincolnshire Young Voices
Emma Cross (EC) Lincolnshire Young Voices	<i>(NB voting members present are highlighted bold)</i>

Apologies:

Sarah Swords (SS) Trustee	Paul Belliere- Wilson (PB) Trustee
Nicole Woodcock – Hummingbird Hypnotherapy	Hil Gibb
Hil Gibb	

Abbreviations

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, DoE Department of Education,

Welcome

CC Chair of LPCF welcomed everyone to the “Virtual” AGM and informed everyone that the meeting would be recorded for minute taking purposes only.
Both parents and professionals were in attendance.
Attendees were reminded of the Zoom protocol and CC shared her screen

Matters Arising

Previous minutes no actions, all agreed.
The Minutes were agreed as Final and signed off by the Chair (CC).

Presentation of Annual Accounts

Jamie Issitt Accountant present from Chapmans Business Solutions Ltd

Income

CC displayed the prepared accounts on screen share so attendees could view and then gave a summary of grants received:
Lincolnshire County Council, increased from last year
Department for Education, increased from last year
National Lottery – straddled 2 accounting years

<p>Other income received from other sources include: -</p> <p>Lottery and fundraising activities – Lottery club subscriptions, easy fundraising, Amazon smile etc.</p> <p>Donations. Healthwatch for participation work and other donations</p> <p>Outgoings</p> <p>CC gave a summary of outgoings: -</p> <p>Staffing - includes Admin, Hub & SCLP</p> <p>Training - Parents workshops, Behaviours of concern workshops, Hypnotherapy sessions, Toileting workshops</p> <p>Lottery Fundraising Activities - Lottery Prizes</p> <p>Hard to reach - Publicity, advert in Parent Times etc</p> <p>Parent Carer expenses - Outreach project.</p> <p>Infrastructure - Running costs of the forum</p> <p>Website & Database Maintenance - Annual fee</p> <p>TB asked about the amount of lottery being £781</p> <p>CC shared the bank account position and explained the position regarding the £1600 still in restricted being a grant from National Lottery straddled over two accounting years.</p> <p>Also the reserves situation was explained.</p> <p>Jl – confirmed the explanation was correct.</p> <p>See Annual Accounts report for further full details.</p> <p>Accounts have been agreed and signed off by the Trustees.</p>	
<p>Co-production in Lincolnshire</p>	
<p>Martin Smith Assistant Director of children services spoke about the level of challenge, support and co-production with the LA. The immense amount of work LPCF do is making a difference to families of CWD and LCC is grateful for LPCF’s input.</p> <p>Technical gremlins interfered with the presentation so Martin kindly added this to the chat.</p> <p>“Good morning, everyone, apologies for my technical barriers with Zoom - if you didn't hear me, a huge thanks for your contributions and hard work within LPCF. The co-production across our transformation work has been invaluable and greatly appreciated. Your views inform and contribute strategically and operational to how things are done in Lincolnshire. The peer reviews and our other work have proven the high-quality challenge and co-production we achieve together is superb. Although, not always easy, it really does shape the future in a complex landscape. Thank you for the invitation today. Martin.”</p> <p>CC thanked Martin for LCC’s co-production</p>	
<p>Resolution</p>	
<p>Resolution – Constitutional change</p> <p>From - 19(4) is absent from all their Trustee meetings held within a period of six consecutive months and the Trustees resolve that his or her Officer role or Trusteeship be vacated.</p> <p>To - is absent from all their Trustee meetings held within a period of nine consecutive months or three consecutive meetings and the Trustees resolve that his or her Officer role or Trusteeship be vacated</p> <p>Agreed by all members present</p>	<p>CC to contact the Charity Commission to amend the Constitution</p>
<p>Re-Election of Trustees</p>	

Trustees were thanked by CC for their commitment especially during the challenging times of Covid and Trustees and volunteers had their own issues

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 CW and seconded by RR

Trustee CC nominated by CL and seconded by RR

Trustee LS nominated by CC and seconded by CW

Trustee MC nominated by CC and seconded by CW

Trustee PBW nominated by CC and seconded by CW

Trustee RR nominated by CC and seconded by MC

Trustee SS nominated by CC and seconded by CW

Trustee TB nominated by CC and seconded by JC

All Trustees were individually elected and recorded by the membership.

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 36 of the Annual Report available in the LPCF Information Library.

CC explained the purpose of the Annual report and the fact that it is used as a comprehensive summative historical document capturing the work LPCF undertakes during the year.

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

Co-production with Health - CC gave an example of how LPCF co-produce with health in certain areas e.g., with the DCO and importantly LPCF now has a seat on the CYP Transformation board. Heather Sandy was thanked for supporting LPCF in obtaining a seat on the board.

Liaise thanked for working closely with LPCF and attend our Week of SEND and support LPCF by offering workshops for parents and professionals.

SENCo briefings – **Carol & Nicola** thanked for inviting LPCF to attend the briefings.

Lincolnshire Young Voices

EC spoke about their work alongside LPCF in promoting the voices of young people.

LYV also attended the Week of SEND to promote their group.

A joint consultation on the Autism Strategy and the SEND Green paper gathered the views of young people.

EC mentioned the training they have developed and LPCF were invited to attend the launch.

CC thanked LYV for working alongside LPCF.

Thanks were given to all partners who co-produce with LPCF including those not mentioned above. Please see page 38 of the Annual report.

CC mentioned the priorities for the coming year which were: -

- To continue to co-produce with the Local Authority and increase the amount of positive co-production with Health.

<ul style="list-style-type: none"> • To ensure that parents on the membership continue to feel supported, especially during these challenging times. • To hold the annual “Week of SEND” in January 2023. • To deliver and promote the “State of SEND in Lincolnshire” survey in January-March 2023 <p>CW expressed thanks to CC from the team.</p>	
AOB	
<p>None</p> <p>The AGM finished at 11.10 am.</p>	