**Parent Carers Together**

**Feedback Form**

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| Name: Louise Middleton & Nikki Jacques |
| Meeting description: Parent Champion Coordinator Role discussion  |
| Where was meeting held: via Teams |
| Date of meeting: 3rd November 2020 |
| Start & finish time: 10:30-12:00 |
| Any future meeting dates, if known: N/A |

Feedback can be in any format; it should contain important points that came out of the meeting, your opinions, any related work that you think overlaps, action points that you might be involved with, any areas of concern. This will be shared with all PCT reps and committee.

Please email to bethcallis@parentcarerstogether.org.uk within 2 weeks of meeting

**FEEDBACK & COMMENTS** *(please use further pages if necessary)*

Attendees: Victoria Hunt – SENDiass Manager, Kirsty Fisher – SENDiass Senior Officer, Nikki Jacques and Louise Middleton – PCT

Purpose of the meeting: to draft a Job description for the role of Parent Champion Coordinator

We used the job description for the Young Person’s Development Officer role within SENDiass to give some pointers.

We discussed what we considered to be the most important aspects of the role.

SENDiass have secured funding for the role and the project is expected to last for 18 months initially, but consideration has been given for it to be extended.

The Coordinator for this project will take the lead on developing induction training for Parent Champions within schools and develop feedback mechanisms (in collaboration with Parent Champions) that enable parents to share their views in local priorities.

We discussed how we would enable this – including whether we should fund tech (ipads or similar) or the parent champions. In the end we decided that this would eat into a limited budget and put an added pressure on the Coordinator to monitor who had these items (and the condition etc). It was felt that schools had internet access and most parent had phones with internet access so we could use these. We suggested that schools may be interested in hosting a workshop with Louise Chiles to look at the Local Offer.

We discussed how we would deliver this project – we originally planned for these to be face to face meetings hosted by schools, however in current climate it will require a mix of virtual and face to face (as and when allowed). IOf we do them virtually we could do them outside school time (parents may feel more able to give feedback).

We had previously identified 6 schools to take part in the pilot project:

Bournemouth: St Lukes

Christchurch: Somerford Primary

 Burton Primary

 Christchurch Primary

Poole: Baden Powell

 Manorside

A letter will be developed to send to these schools in January 2021.