

Nuts & Bolts



A Library of Resources to run your Forum



Welcome to this Contact Webinar

If there is a technical hitch, please do bear with us

Those of you joining by pc, laptop, tablet or smart phone should now be able to see this introduction slide

Welcome



Q & A

Further relevant questions, not covered in the time allowed, will be answered and posted on the Contact website along with the recording of this Webinar, details of which will be circulated next week

At the end of the Webinar a short questionnaire will launch, please take the time to complete this as this will assist with future online training events



Timings and Questions

As there are so many attendees, it is not practical for verbal questions to be taken, therefore you will all remain 'muted' throughout

If at any point you have any questions, please use the question icon on your GoToWebinar tool bar on your screen

This will allow you to type your question in to the text box and submit this to the Webinar administrator

I will select as many relevant questions to answer as time allows, if similar questions are received, I will condense these where possible





WELCOME

Lara Roberts and Fazilla Amide
27th March 2020



Why are we doing this?

Background

In developing the Leading Your Forum work shops, Forums have told us they need a “how to guide to run a forum” exploring the practical aspects of running and managing a forum.

There are lots of resources available, so we have put them all in one place here in this webinar



Purpose of this webinar

To signpost to the resources and guidance available to support the day to day running of a forum.



Content of Webinar

- History of Parent Participation
- Why Co-production?
- Contact's Offer & Support
- Getting Started
- Where to find news to support forums work?
- Dept for Education Grant
- Recruiting, supporting and developing staff and volunteers
- Good governance
- Growing your forum/making your forums resilient
- Challenges
- Sharing ideas/good practice



Running your forum



Influencing services/commissioners
(making your case).



Building active members



Partnership working with support
groups



Building an inclusive forum &
Engaging seldom heard groups



Fundraising



Using the media to reach
more parent carers



History to Parent Carer Forms



- What is Parent Participation
What is Strategic Coproduction

<https://contact.org.uk/get-involved/parent-carer-participation/introduction-to-parent-carer-participation/>

- What is the Role of parent carer forums

[https://contact.org.uk/get-involved/parent-carer-participation/how-we-support-forums-\(england\)/](https://contact.org.uk/get-involved/parent-carer-participation/how-we-support-forums-(england)/)

- What is the Role of Contact

- Who is the National Network of Parent Carer Forums(NNPCF)

http://www.nnpcf.org.uk/?LMCL=qf5_d2

<http://www.nnpcf.org.uk/useful-information/frequently-asked-questions/>

- How does it work

<http://www.nnpcf.org.uk/about-the-nnpcf/nnpcf-structure/>

- How Contact & NNPCF work together

<http://www.nnpcf.org.uk/wp-content/uploads/2014/03/Contact-NNPCF-infographic-August-2017.pdf?LMCL=Yh6eDg>

Why co-produce?



What is co-production?

<https://contact.org.uk/get-involved/parent-carer-participation/introduction-to-parent-carer-participation/#co-pro>

How can our forum use co-production with partners and in our forum?

<http://www.nnpkf.org.uk/about-the-nnpkf/nnpkf-key-documents/wow-moments/>

Can we measure Co-production?

<https://contact.org.uk/get-involved/parent-carer-participation/introduction-to-parent-carer-participation/#co-pro>

How does the NNPCF work in co-production?

<http://www.nnpkf.org.uk/lets-talk-about-coproduction/>



Contact's Offer & Support



Understanding what support you can get from Contact

Also Contact have a wider offer to support forums such as:

- Regional Advisors
- Support with DfE grant administration
- Face to face training and webinars
- Access to resources and information
- Associate pool

[https://contact.org.uk/get-involved/parent-carer-participation/how-we-support-forums-\(england\)/](https://contact.org.uk/get-involved/parent-carer-participation/how-we-support-forums-(england)/)

Good governance

How do I manage volunteers?

How can governance support the forum?

What does it look like?

How do I deal with conflict?

We need guidance on payment of parent carer's?

Why do we need good governance?

What are Top Tips on good governance?

Getting Started

**Start
Here**

Parent Carer Handbook gives a good overview of setting up and running a forum. It also has templates to support your work

https://www.contact.org.uk/media/816817/support_for_parent_carer_forums_parent_carer_forum_handbook.pdf

Webinar's on how to run a forum. This includes legal structures, staffing, safeguarding, workforce development ...and much more

[https://contact.org.uk/get-involved/parent-carer-participation/resources-\(general\)/#run_forum](https://contact.org.uk/get-involved/parent-carer-participation/resources-(general)/#run_forum)

Forums contact details can be found here

https://contact.org.uk/media/1550923/contact_lists_for_website_dec_19.pdf

Where to find News to support your Forum's work?



Joint Newsletter with NNPCF(subscribe to the Contact/NNPCF Joint Bulletin here)

<https://us2.list-manage.com/subscribe?u=9eee2b1f9768ecfa9240bb161&id=1616de104a>

Contact News for Forums Page

<https://contact.org.uk/get-involved/parent-carer-participation/news-for-forums/>

NNPCF Website

<http://www.nnpcf.org.uk/>

NNPCF News Page

<http://www.nnpcf.org.uk/news/>



Department
for Education

Understanding the Grant

Being a leader within the forum means understanding where how to apply and manage your grant

What do I need to consider when applying for the grant

I am having trouble understanding that grant it, would be good to hear someone talk it through

[https://www.contact.org.uk/get-involved/parent-carer-participation/parent-carer-participation-grant-and-monitoring-\(england\)/](https://www.contact.org.uk/get-involved/parent-carer-participation/parent-carer-participation-grant-and-monitoring-(england)/)

2019-20 - [Grant application form](#)

2019-20 - [Terms and responsibilities](#)

2019-20 - [Managing your grant](#)

2019-20 - [Grant application 2019-20 - guidance notes](#)

<https://www.youtube.com/watch?v=wY4oMahr4ao&feature=youtu.be>

Growing your Forum



To help build your forum and to sustain it, we have developed a range of methods such as

Getting more parents involved within the forum is always encouraged so there is a way of projecting yourself to this group via use of these slides

[Engaging Seldom heard](#)

[Partnership working with support groups](#)

[reach out a little further](#)

[fundraising](#)

[GDPR](#)

[Template MOU](#)

A host of webinars available on various aspects relating to the law. Working with strategic health partners

Dealing with Challenges

One of the hardest challenges of running a forum, when you come up against internal and external challenges as a forum

Having a clear Code of Conduct in place that is regularly reviewed to meet Forums needs, is essential in preventing and managing conflict

Another challenge is when we have external parent groups asking how the forum is making a difference and why they don't campaign



https://contact.org.uk/media/1064636/understanding_and_resolving_conflict_webinar_presentation.pdf

<http://www.nnpf.org.uk/coproduction-and-campaigning-a-guidance-document/>

<https://www.facebook.com/groups/320862841385467/?epa>

<http://www.nnpf.org.uk/get-involved/annual-conference-and-agm-2018/>

Peer to Peer Support

Where can I get peer to peer support from?

For Peer to Peer support on practical aspects you might want to use the closed FB page of NNPCF which you can access as a leader of the forum



There regional network meetings held several times a year link in with your Contact Advisor to find out more-

https://www.contact.org.uk/media/1532930/ppt_contacts_sep_19.pdf

<https://www.facebook.com/groups/320862841385467/>

Sharing ideas/Promoting your forum



Making Your Case

<https://www.youtube.com/watch?v=lwqv4DAEWEo&feature=youtu.be>

Building Active Members

<https://www.youtube.com/watch?v=RZ2JqzFFWyc>

It is not easy talking to wider stakeholders about what the role of the forum is so there are useful webinars to support you?

Good Practice in Volunteer Management

<https://www.youtube.com/watch?v=MyjZVbBVk5U&feature=youtu.be>

Presenting Your Forum
https://contact.org.uk/media/1047842/webinar_presentation_presenting_your_forum.pdf

Resources from NNPCF

Talking Points

- These are documents which detail the information on specific SEND topics and explains the NNPCF's position on this
- It provides evidence and research to help you influence at a strategic level

[CAMHS – Children and young peoples Mental Health Service](#)

[Employment](#)

[Education Health and Care Plans](#)

[Joint Working](#)

[Health Engagement](#)

[Preparing for Adulthood](#)

[School Inspections](#)

[SEN Support](#)

[SEND Local Area Inspections](#)

[SEND Resourcing](#)

[Short Breaks](#)

[Transport](#)

Questions



What Next?



- Use resources where you can Share with your Steering Group
 - Use for induction
 - Team development
 - Succession planning
- To be more efficient and effective

Close and thank you!

