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.
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 workshops, 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).
- Partnership working with support groups
- Fundraising
- Building active members
- Building an inclusive forum & Engaging seldom heard groups
- 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)/

• What is the Role of Contact
  
  http://www.nnpcf.org.uk/?LMCL=qf5_d2
  http://www.nnpcf.org.uk/useful-information/frequently-asked-questions/

• Who is the National Network of Parent Carer Forums (NNPCF)
  
  http://www.nnpcf.org.uk/about-the-nnpcf/nnpcf-structure/

• How does it work
  
## Why co-produce?

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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)/
Good governance

How do I manage volunteers?

What does it look like?

How do I deal with conflict?

How can governance support the forum?

Why do we need good governance?

What are Top Tips on good governance?

We need guidance on payment of parent carer’s?
Getting Started

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

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

Forums contact details can be found here

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

https://contact.org.uk/get-involved/parent-carer-participation/resources-(general)/#run forum

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=9eee2b1f9768ecf9240bb161&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/
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)/

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

- 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

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
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


https://www.facebook.com/groups/320862841385467/?epa
Peer to Peer Support

Where can I get peer to peer support from? For Peer to Peer support on practical aspects you might wish to use the closed FB page of NNPCF which you can access as a leader of the forum.

There are 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

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

Making Your Case
https://www.youtube.com/watch?v=lwqv4DAEWEo&feature=youtu.be

Building Active Members
https://www.youtube.com/watch?v=RZ2IqzFFWyC

Good Practice in Volunteer Management
https://www.youtube.com/watch?v=Myj7VbBvk5U&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!