

Minutes of BPV AGM Meeting

Wednesday 1st July 2020 via ZOOM 8PM

Trustees Present: Acting Chair: NW– Acting Chair, FA, RA, HA, YC (Outgoing Chair), SH, IL, LM, YS, TS

Attendees: KD, CM, KM - LLB, JS, LS - Dyslexia Association, MM, JA

Operations Manager – PR, Administrator – AC

Apologies: None

Item		Action
1.0	INTRODUCTIONS BY THE BPV TRUSTEE BOARD	
	All trustees named above introduced themselves as well as those in attendance. Nick White presided as Chair of the BPV 2020 AGM. Nick welcomed everybody to the AGM and explained that due to the unprecedented coronavirus pandemic, this AGM was the rescheduled March 2020 AGM. The March AGM would have closed the BPV financial year with the 18/19 annual report and financial report.	
2.0	ADOPTION OF THE MINUTES FROM AGM 11 MARCH 2019	ACCEPTED
	Adopted without amendment. Please see attached document.	ADOPTED
3.0	MATTERS ARISING FROM THE MINUTES OF THE LAST AGM	NONE
	Appointment of new Trustees for 19/20 took place and the Charity Commission informed of new and outgoing trustees.	ACCEPTED

4.0	CHAIR'S REPORT – Yvette Connor (OUTGOING)	
	<p>Yvette welcomed everyone and explained that she was resigning due to personal reasons after five years in service. Yvette thanked Bromley Parent Voice and wished them all well for the future.</p> <p>It was agreed that decisions could be made based upon with the Trustees present.</p> <p>Yvette presented the Chair's report.</p> <p>The Chairs Report:</p> <p>This year BPV has further established its status as a charity, recruiting new trustees, with broader experience and increasing capacity to hold a more diverse range of events. We have continued to meaningfully contribute to the direction of change and champion the voice of parents and carers in Bromley. In particular, we have followed through with representation on the LBB Executive Board and SEND Governance Board, promoting outcomes and aspirations developed through the SEND4Change review.</p> <p>We anticipate our Cake & Share project to come to an end in Summer 2019, as we look to develop a fresh approach to engaging parents and carers who may be considered harder to reach and therefore less represented. However, a great deal has been achieved through these sessions for many individual parents and carers who may not have otherwise had the confidence to access our larger forums and events. Future planning will take this into consideration, so there remain avenues for parents and carers to have their voice heard in a more discreet and personal manner, as well as promote opportunities for peer support.</p> <p>From an operational perspective, BPV has benefited from incredible dedication of its newly appointed employees and increasing numbers of parent reps. Their unwavering support has enabled us to source greater funding and develop more sophisticated platforms for recording progress towards our Key Performance Indicators (KPIs). We have also been able to secure a new office space in Community House. This has allowed us to work alongside key charitable partners in Bromley and we hope in the future to share expertise and help our parents and carers with signposting to the many services available.</p>	ADOPTED

Our proudest achievement this year was holding our first ever BPV Awards Ceremony at Bromley Court Hotel. We were overwhelmed by nominations for our eight awards, which made the work of our deciding panel that much harder. The event brought together parents, carers, young people, professionals and community organisations to share inspirational stories and celebrate individuals who are dedicated to championing families of children and young people with Special Educational Needs and Disabilities (SEND). We aim to make this a biennial event and hope to secure funding from the DfE and further sponsorship from businesses and organisations in our local community for 2021. Quotes from our Parents & Carers “This was fantastic to hear what resources are available, to meet other parents.” “Very well organised. First event attended - great service you provide.” “Lots of information provided for someone new to the world of SEND.”

What Next? While we have recruited new trustees, there remains a need for some specific key skills that can support our path to fundraising and influencing positive change. Furthermore, we continue to expand our parent and carer membership and will be targeting greater diversity and experiences of SEND.

We will be looking to replace the Cake and Share sessions with an approach that draws together parents, carers and education provision. We wish to support local mainstream schools to reach out to parents and carers, promoting BPV and facilitating a more united front. We hope to influence a positive change in culture which shares much of the good practice in settings, so more parents and carers report feeling listened to and supported.

With a local area inspection on the horizon, we continue to share the views of our parents and carers with our strategic partners and aim to help shape services for families. We will continue to work in partnership with LBB, Bromley CCG and their statutory partners, including schools/academies and the voluntary sector.

The BPV ‘Offer’ As we looked beyond March 2019 was aimed at delivering the following activity (subject to continued funding) to ensure parent carer engagement across the London Borough of Bromley. •

- Host a website including events calendar and holding information around the EHC processes developed as part of the Independent Support (IS) consortium

	<ul style="list-style-type: none"> Partnership working with other third sector organisations e.g. Dyslexia Association, CASPA, Bromley Mencap and support groups Gather parent voice through social media/online forums/workshops/focus groups/conferences Cake and Share sessions/School Roadshows Maintain an issues log Signposting/promoting peer to peer support Promote and contribute to the Local Offer Facilitate parent representation on strategic boards and coproduction events Contribute to relevant Government surveys, consultations and reviews including the Local Area SEND Inspection Continue to network with other parent forums via South London Cluster group and the National Network of Parent Carer Forums, including the NNPCF AGM & National Conference Attendance at London Regional Events Continue to spread the reach of BPV across communities to expand membership and ensure views are representative of minority groups <p>After over 10 years of service I have decided to step down as both a Trustee and as a Chair and wish everyone involved with BPV the best of luck for the future.</p> <ul style="list-style-type: none"> Nick White thanked Yvette Connor for her service to Bromley Parent Voice over the past ten years and wished her well for the future. 	
5.0	OPERATION MANAGER'S REPORT – Pip Rastall	ADOPTED
	<ul style="list-style-type: none"> Operations manager thanked the BPV team for their hard work Verbal report – full report can be found in the annual report 18/19 	
6.0	ADOPTION OF AUDITED BALANCE SHEET AND INCOME/ EXPENDITURE ACCOUNT FOR YEAR ENDING 31ST MARCH 2019	Inge Lake

	<p>Inge Lake presented the annual accounts from the summary page of the financial information from the annual report. Please see attached document.</p> <p>Adopted. Balance as of 31st March 2019 £19,914.80</p>	
7.0	PROPOSED TRUSTEE STRUCTURE AND NOMINATION FOR TRUSTEES FOR 2020/21	
	<p>Nick White explained that after careful consideration and discussion with the BPV Trustee Board, it was decided to adopt a new flatter & cooperative structure for the future.</p> <p>All Trustee meetings would be chaired by an existing Trustee but there wouldn't be an overall Chair of the Board as in previous years.</p> <p>Decisions would be made collectively and tasks divided amongst the trustees.</p> <p>The Chair opened the voting process for appointment of trustees. It was noted that only existing trustees could take part in the voting process.</p> <p><u>Voting of Trustee Management Committee</u></p> <p>It was required for all existing trustees to step down from their current positions & express an interest to be reappointed or to resign</p> <ol style="list-style-type: none"> 1. Appointment of Treasurer for 20/21: Inge Lake nominated by Nick White and seconded Hayley Andrews, Funke Adeloyle and elected by all 2. Appointment of Secretary for 20/21: Hayley Andrews Nominated Nick White and seconded by all Trustees. 3. Appointment of New Trustees for 20/21: Sally Hodgson & Tanya Smith 	<p>All in Agreement</p> <p>All in Agreement</p> <p>All in Agreement</p>

	<p><u>Nomination of current trustees to remain as trustees</u></p> <p>Hayley Andrews</p> <p>Nominated Nick White by Seconded by Funke Adeloye</p> <p><u>Voting process of new Trustees</u></p> <p>Sally Hodgson – former local authority professional & carer of relatives with SEND</p> <p>Tanya Smith – Currently IT professional & co-chair of Bromley X BY X & parent of child with SEND</p> <p>Nominated by Yvette Connor Seconded by Jackie Mitchell</p> <p><u>Resignations</u></p> <ul style="list-style-type: none"> • Yvette Connor resigned as Chair of Trustees after several years in post & a member of BPV for 10 years • Resignations accepted by the Board of Trustees <p><u>Action</u></p> <ul style="list-style-type: none"> ➤ To follow up with trustees who have resigned as the Charity Commission need to be advised. ➤ Paperwork to be sent to new Trustees and DBS checks undertaken 	<p>ACCEPTED</p> <p>ACCEPTED BY ALL TRUSTEES</p> <p>ACCEPTED</p> <p>AC</p> <p>AC</p>
8.0	A.O.B	
	<p>Kay Moore – London Borough of Bromley SEND</p> <p>LBB would like to thank BPV for its hard work for families with children & young people with SEND</p>	
9.0	<p>Date of Next Trustees Meeting 8 July 2020 8pm</p> <p>Via ZOOM</p>	