



Minutes

Name of meeting	CAF Steering Group Meeting (Integrated Working Steering Group)
Date and time	Monday 14 th July 2008 9.30am – 11.30m
Venue	333a, Floor 3, County Hall
Present	Nicolas Crick, Alison Dempsey, Clare Messenger, Mark Bell, Helen Lewis, Mark Paine, Keith Lane and Gill Kennett.
Apologies	Di McNaught, Rachel Hayes
	Non attending – Irene Woodford and Alex Hicks
1	<u>Minutes from last meeting</u> Approved as a true record of the meeting.
2	<u>Matters Arising</u> <ul style="list-style-type: none">○ Learning e-module rolled out to schools available from now. Jessie Charlton is able to monitor access to the e-Learning. Requests for an update – Jessie Charlton to come to the Steering Group on a regular basis identifying which schools have accessed. Action – Mark Paine.○ Terms of reference discussed and amended – to be circulated with minutes.○ Agreed from the Steering Group that the group will be renamed the CAF Implementation Steering Group to avoid confusion.○ Helen Lewis to take chair of Steering Group in order to retain governance line to the Integrated Working Board which Clare Messenger currently chairs.○ Current action – visits arranged for Barton Primary and Childrens Centre, Youth Groups and Pan Neighbour ship partnership to discuss future use of CAFs. The remainder of the meeting is recorded in the CAF action plan which is also attached to the minutes.○ The project plan that was not updated at this meeting is attached for people to update and complete their actions. These two documents will be used to progress the next meeting.

Date of next meeting 14th August at 2pm- 4pm, Childrens Service Meeting Room, Floor 3, County Hall.
