

Board Meeting
Monday 8th July 2019
Granfers Community Centre
2pm - 4pm

MINUTES

Members of the Board present;

Chair - David Williams (DW)
Vice Chair - Barbara McIntosh (BM)
Treasurer - Adrian Attard (AA)
Adrian Bonner (AB)
Derek Yeo (DY)
Shri Mehrotra (SM)

Staff Team present;

Pete Flavell (PF)
Gemma Thatcher (GT)
Alison Navarro (AN) (*Community Action Sutton*)

Apologies;

Pam Howe (PH)
Lorraine Davis (LD)
Launa Watson (LW)

1.	Welcome and Apologies DW opened the meeting. Apologies were noted. No other business.
2.	Minutes from the Board Meeting held on 13th May 2019 The minutes from the Board Meeting held on 13 th May 2019 will follow. ACTION: PF to finalise minutes from meeting held on 13th May 2019.
3.	Matters Arising (<i>not covered elsewhere on the Agenda</i>) No matters arising.
4.	Project Updates Children and Young People's (CYP) Mental Health Project Since the report was published in January, we have received responses and action plans from LBS, SCCG and South West London St George's Mental Health NHS Trust. These are available to read on our website. PF presented the report at the LBS Health and Wellbeing Board Meeting on 24 th June 2019. Greenshaw High School and the SCCG have used the findings from the report to influence the support the Trailblazer will be provide in local

schools. The Trailblazer will be piloted in a specific group of primary secondary, and specialist schools, and will look into ways to provide support to students to improve their overall mental wellbeing. This includes looking at ways to improve young people's sleep and providing additional support to LGBT students.

PF has also been working with *Free to Be* on a proposal to submit to the SCCG to improve support for LGBT young people.

PF will be presenting the report at the next Secondary Heads meeting in September.

There was a discussion around whether it would be possible for the Board to have access to 'never events' data from SCCG to measure impact.

ACTION: GT to liaise with the Board to develop a document outlining why it would be helpful for the Board to have access to 'never events' data from SCCG.

Primary School CYP Mental Health Project

PF has met with local primary school teachers and finalised a survey which has now been agreed. The survey is now on SurveyMonkey, and pupils will be able to complete it on tablet computers with the help of a teacher.

3 schools have agreed to pilot the survey in Year 5 and 6 classes this term.

PF will be speaking at the Primary Heads meeting to let them know that their survey is ready, and to encourage them to sign-up to the project.

We are aiming to officially launch the project in September.

Care Homes Project

Nearly all volunteers have completed Enter and View training. Some volunteers now need to undertake a Project Briefing. The project will be piloted in one care home in Sutton.

Homelessness Project

PF and GT have recently met with Community Works, Sutton Mental Health Foundation and the SCCG to develop recommendations for the report. They are planning to speak to Nightwatch and Inspire, too.

PF has been invited to present the report at the Practice Managers Forum in September.

AN advised that the report will be useful intelligence in helping with the developing homelessness strategy and services in Sutton.

NHS Long Term Plan

	<p>PF presented at a Clinical Conference in April. The next step is to engage locally about the Sutton Health and Care Plan.</p> <p>Sutton Health and Care (old and new) We are providing the SCCG with quarterly reports and this will continue into next year.</p>
5.	<p>Annual Report <i>(for agreement)</i></p> <p>The Annual Report 2018-19 was agreed.</p> <p>We have submitted the Children and Young People’s Mental Health Project for a Healthwatch England award in the category ‘Helping more people to have their say’.</p> <p>The Healthwatch England conference is from the 1st - 2nd October 2019 ACTION: GT to email Board members with preferences for attending the conference. ACTION: PF to enquire whether more tickets are available for the conference (only 3 allocated). ACTION: GT & PF to apply for bursary to attend conference.</p>
6.	<p>Finance</p> <p>It was agreed that in order to balance the budget, Healthwatch Sutton would need to generate additional income.</p> <p>AA agreed to reflect this in the revised budget for 2019/20.</p>
7.	<p>Away Day Report - Next Actions</p> <p>There was a discussion around the feedback from the Away Day held on 10th June 2019. ACTION: PF, GT and AN to develop Action Plan for the year.</p> <p>There was also a discussion around the number of meetings where staff and the Board represent Healthwatch Sutton. ACTION: GT to create a Doodle Poll to find out preferences around representations in order to agree future reps.</p>
8.	<p>Trustee Recruitment</p> <p>We are in the process of recruiting a new Trustee. There was also discussion around other people who may be interested in joining the Board. ACTION: AB to approach another potential applicant. ACTION: GT to send AB role description.</p>
9.	<p>Important/Urgent Highlights from Boards/Committees/Groups/Other</p> <p>GT gave an update on the new website. We’re aiming to launch the new website on 29th July 2019, with the support of Healthwatch England.</p>

	<p>GT gave an update on the new database and is currently in conversations with Healthwatch England about transferring our existing data to the new content management system (CiviCRM).</p> <p>SM gave an update on his involvement with the Digital Kings Fund.</p>
10.	<p>Any Other Business</p> <p>BM talked about her idea of engaging with SEND children, following the review in Sutton.</p> <p>DW feedback on the Community Safety Day event (at Sutton Library) and ASDA Sutton in June, as Healthwatch Sutton were present with outreach stands. Both had good footfall, and it is hoped that we have succeeded in raising awareness of Healthwatch Sutton.</p> <p>There was also a discussion around the possibility of registering our report with an ISBN number for citations, in order to monitor how our data is being used and referenced.</p> <p>ACTION: GT to send Annual Report to the British Library.</p> <p>ACTION: GT to look into the possibility of including ISBN numbers on future reports.</p>
11.	<p>Date of next meeting - Monday 9th September 2019, Granfers Community Centre, TIME TBC</p> <p>ACTION: GT to re-organise time for Board meeting.</p>