

## Dacorum

### Minutes of Dacorum DSPL Meeting

**Date: Wednesday 22<sup>nd</sup> March 2017, 9:30am – 12:00pm**  
**at John F Kennedy School, Hollybush Lane, HP1 2PH**

#### **PRESENT:**

Paula Harris – Head, Kings Langley Primary and DSPL Dacorum Lead Head (Chair)  
Katharine Ellwood – Head, Greenway Primary and Nursery  
Richard Haynes – Head, Hobbs Hill Wood  
Gary Lewis – Head, Kings Langley School  
Debbie Stevens – Head, Goldfield  
Gill Waceba – Head, Woodfield School  
Patricia Wheway – Parent Representative  
Judith Pace – Educational Psychologist Manager  
Sara Lalis – Head, Dacorum Education Support Centre (DESC)  
Mel Stanley – INCO, JFK  
Jackie Hood – Head, Chaulden Infants and Nursery School  
Pauline Kirtley – Head, Heath Lane  
Jo Brown - Parent Representative  
David Canning, ISL Manager  
Maria Oliver – DSPL Manager  
Ashley Fabray – Administrator/Minutes

#### **In Attendance**

Ruth Mason – SEND School Family Worker, Kings Langley Partnership & Gade Family Services

#### **Apologies Received**

Leianne Bayliss – Early Years SEND Manager  
Vikram Hasrani - West Herts College  
Vicky McKirgan – SEND DSPL Lead

Agenda Items	Actions
<p><b>1. Welcome and Introductions</b> PH welcomed everyone &amp; introductions were made.</p> <p><b>2. Approval of minutes from previous meeting 25.01.16</b></p> <p><b><u>Minutes were approved by DSPL Board as presented</u></b></p> <p><b>3. SEND School Family Worker – Ruth Mason</b> RM's post has been funded by DSPL8 Board, and she has been in post since September 2017. RM presented a report on her cases. RM is currently working with 45 families, of which 24 are in primary schools and she has closed 9 cases to date. RM is looking at what is effective in addressing anxieties and the impact this has on school and will look at 'what to do to reduce anxieties' as her next piece of work to share with the board. RM is working with a large number of girls with ASD or ADHD. There is an issue around getting a diagnosis, as there is a very wide and varied process with no straight forward pathway, and the process and times for the same outcome are often different. RM has</p>	

## Dacorum

asked Vicky McKirgan to feed this back to the County DSPL SEND Leads group, as the County Lead for Autism, John Short, is working on defining a diagnostic pathway. JP shared there are national guidelines for diagnosis and she will also take this information back to County.

RM is looking at evaluating and the effectiveness of her job role and has proposed carrying out a month-long evaluation, which can be shared with SENCo's, families and the DSPL Board. RM works with families who have a SEND presenting need in the family and can refer cases back down, whilst acting as an advisory to other Schools Family Workers and to families.

MO explained that Cathy Agnihotri, RM's equivalent at Dacorum Family Services, has been in post since February. Her post is also funded by DSPL8. She is handling complex cases and also acting as an advisor to the other Schools Family Workers in the team.

The following points were made:

- GL said he would also like to see similar feedback from counsellors.
- Concerns were raised over safe practices on conducting home visits. It was noted that RM's Social Work background allows her to make judgments and take necessary precautions, it should be ensured that all School Family Workers are following similar guidelines.
- JP said the AET training will help schools support girls with ASD/ADHD. KE explained she has only received an email for Tier 1 training, MO will follow this up. DC explained that there is currently no training co-ordinator in post; interviews for the AET Lead Trainer/Coordinator are taking place next week.

**Action – MO to ask Counsellors to provide feedback on anxieties in children**

**Action – MO to follow up with John Short regarding the Tier 1 training for schools**

**Action – MO to send RM's case study electronically**

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#### 4. Matters Arising from minutes and review of previous actions

Item 5)c) - MO has not invited a Mental Health Support Worker to the next Mental Health Sub group, however, has a proposal from CAMHs to part fund a Mental Health Worker, this will be discussed at the meeting next week

Item 6)a) – MO explained she is still trying to work out what SENCo groups are currently running. Some of them are very well organised and does not feel she can dictate to them how they should be run. MO will continue to map the SENCo groups.

**Action: MO to bring the DSPL8 Area Profile to the next meeting**

MO

#### 5. Review of Sub Group meetings and next steps

##### a) Primary Behaviour Service

KE reported the Primary Behaviour Service Management Board continue to meet and hold productive meetings. The board are clear on the tracking systems in place and improvements are suggested each time. They are aware of which children are not in education and are working on the systems in place which are blocking this. The one-stop shop is working really well. The Primary Behaviour Service board have agreed with Haywood Grove that they will continue to support the high end need children. The funding will go to DESC, which they will

## Dacorum

then pass to Haywood Grove. DESC and Haywood Grove will then meet every 2 weeks and Integration will be invited if necessary. KE shared there is an outstanding issue where Heads struggle with the Admissions forms and ask the DSPL board if they would be happy to pay £45 for Legal to look at the forms and a list of questions to support when meeting with families. The DSPL Board all agreed.

### **b) Autism Review Working Group**

MO shared the DSPL SEND Lead report from Vicky McKirgan, who has given apologies for today. The DSPL Board discussed whether Vicky should be a member of the board and it was decided to give her a slot at the beginning of the Agenda to make the best use of her time.

PK shared how effective and very well communicated the Outreach service at Woodfield School has been. MO explained Emma McKenna at DESC is regularly meeting with Woodfield Primary School.

MO reported that the leaflet for parents and carers of children with a suspected or recent diagnosis of Autism is being finalised before it goes to print. PW shared concerns over getting the information for families who are out of the system. JB suggested distributing the leaflet to SENCOs, as they are a good point of contact in schools. MO is hoping to distribute copies to the Pat Lewis Centre and other healthcare professionals, as well as using local parents' networks.

JB shared concerns as to whether AET Tier 1 training was compulsory or not. RH explained it is not compulsory, however is recommended by Hertfordshire County Council and would expect most schools to take the training up. Even schools who have invested a lot of time in upskilling their staff will benefit, as there will be changes to staffing and the training is a useful refresher.

### **c) Mental Health sub group**

MO reported there have been a few opportunities made available since the last meeting:

#### **i) CAMHS Mental Health Worker**

Deborah Sheppard, CAMHS Link Manger has a proposal to bring to the next Mental Health Sub Group which to part fund Mental Health Workers across Hertfordshire's DSPL areas.

RH explained that as part of the strategic plan DSPL would not be allowed to fund a CAMHs Mental Health worker, as they are a separate service.

#### **ii) Step2 Mindfulness Pilot**

MO explained Step2 have approached DSPL8 to work with them on a Mindfulness project for pupils in years 3-6. They would like help in identifying suitable schools by looking at children on their waiting list or children with open cases. MO will continue to work with them on setting this up and approaching head teachers.

PW shared the government are funding training for mindfulness. MO will look into how we can get involved

SL stated that DESC have 2 staff which are trained in mindfulness and could link in to the training.

JP would like to attend future sub group meetings, however, is unable to attend the meeting next week. MS shared there was a Mental Health

## Dacorum

<p>Leads meeting last week and they meet every half term, which is coordinated by the Deputy Head at Kings Langley Schools. MO is unaware of this and will find out more information.</p> <p><b>iii) CAMHS Schools training</b> Deborah Sheppard, CAMHS Schools Link Manager, approached all DSPL areas offering free training for school staff. AF is currently working on dates and venues to run all the Workshops and more details will be coming out soon.</p> <p><b><u>Action: MO to look into government funding for Mindfulness training</u></b> <b><u>Action: MO to contact the Deputy Head at Kings Langley School for more information on the Mental Health Leads meetings</u></b></p> <p><b>6. Strategic Plan 2016/17</b></p> <p><b>a) SENCo groups</b> MO explained she is trying to find a baseline of who attends which SENCo groups and where. She is currently mapping out the groups and does not want to dictate to the SENCos, so is using what is already existing.</p> <p><b>b) Hertfordshire Steps – new training Model and funding</b> MO, KE, DS and SL met to devise a funding model for Hertfordshire Steps training costs. This was presented to the Board and agreed. There is one course booked for October in Hemel Hempstead so that local colleagues do not have to travel to Stevenage, and MO will ask Adam Hayes whether further local courses can be booked. The board would like to know what is the impact and how will monitoring continue. KE shared concerns on how schools can access Step On training and what is the criteria. MO will ask Adam Hayes.</p> <p><b><u>Action: MO to speak to Adam Hayes regarding local training dates</u></b> <b><u>Action: MO to ask Adam Hayes what is the impact and how will monitoring continue and how schools can access Step on training and the criteria</u></b> <b><u>Action: MO to communicate to all schools their funding allocation for Hertfordshire Steps training</u></b></p> <p><b>7. Strategic Plan 2017/18</b> MO shared she is working on next year's strategic plan and the underspend is approximately £20,000. MO explained from 1<sup>st</sup> April Hertfordshire County Council are giving DSPL areas more Leadership and Management funding. This has been calculated by HCC as being the equivalent of employing a DSPL Manager on M1 for 24 hours a week, and an administrator on H2 for 10 hours a week. As the current postholders are both on 15 hour a week contracts, MO has explored other options such as all three team members increasing their hours to 20 hours a week. This would allow MO to delegate more work and focus more on strategy, as required by HCC. RH questioned whether increasing admin hours it would directly benefit the child and get the right outcomes. There will be more strategic capacity in the plan for Behaviour, Autism and Local offer. The DSPL Board agreed it would be best for MO to meet with PH, DSPL Lead Head and GL, Line Manager to look at job descriptions to discuss further. SL said she would be happy to attend the meeting if GL was unable to attend due to capacity.</p>	<p>MO MO</p> <p>MO MO MO</p>
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## Dacorum

MO shared a suggestion from Vicky McKirgan to provide schools with funding once they have completed the AET standards and action plan. The board disagreed and felt the funding would be used effectively elsewhere. PK also shared how helpful it was when Vicky came out to her school to help with the AET standards.

MO suggested to continue funding the ADD-vance coaching next year. However, it was felt that a more robust evaluation methods were required. JB had trialled the service as a parent, and offered to give formal feedback. The Board requested that MO meet with them to discuss further. JB and KE said they are also happy to attend the meeting.

RH suggested changing some of the budget headings. For example, SEND School Family Workers' salaries and costs should come under Strategic Planning, which frees up the underspend from previous years.

The board discussed problems around children being out of education and families not engaging. RH suggested adding this to the strategic plan, including barriers and how to get over them. RH, PH and MO will arrange a meeting to discuss the strategic plan.

MO discussed funding Wellcom training packs from Leianne Bayiss, which is a tool for early intervention speech and language. The cost is £4,500 for 10 packs, which can be lent out to early years settings. JH has used this in her school and it has a huge impact. The Board agreed that this could be funded.

**Action – MO to arrange to meet with PH & GL/SL to look at Job descriptions**

**Action – MO to arrange to meet with RH & PH to look at the strategic plan**

**Action – MO to arrange a meeting with ADD-vance**

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### **8. AOB**

PH shared she has been approached by Rosemary Inksipp at Kings Langley Partnership and Gade Family Services, as she is struggling with capacity for supporting Schools Family Workers and would like to know if she can use the DSPL Administrator to help her. The board discussed and felt it would not be appropriate for the DSPL to support Rosemary's team with administration and to take it back to her Line Manager.

### **9. Date of meetings for 2017:**

21st June 2017 at 9:30am – Venue TBC

There being no further business, the meeting closed at 11:40am