

**Minutes of Dacorum Area DSPL Board Meeting
Date: Wednesday 20th June 2018, 9:30am – 11:30am
at Link Community Room, Hobletts Manor Junior School, Hemel Hempstead**

PRESENT:

Gary Lewis – Head, Kings Langley School and DSPL Dacorum Lead Head (Chair)
Sara Lalis – Head, Dacorum Education Support Centre (DESC)
Mel Stanley – INCO, JFK
Pauline Kirtley – Head, Heath Lane
Richard Haynes – Head, Hobbs Hill Wood
Katharine Ellwood – Head, Greenway Primary and Nursery
Jackie Hood – Head, Chaulden Infants and Nursery School
Sarah Winter – Head, South Hill Primary School
Debbie Stevens – Head, Goldfield
Sally Short – Head, Hobletts manor Junior School
David Canning, ISL Manager
Silvia Hundell - Area Lead 0-25, Integrated Services for Learning
Gareth Styles, Head of Foundation, West Herts College
Patricia Wheway – Parent Representative
Maria Oliver – DSPL and Partnership of Dacorum Schools Manager
Vicky McKirgan – DSPL SEND Lead
Ashley Fabray – Administrator/Minutes

In Attendance:

Emma McKenna, DPBS Lead and DESC Outreach Manager, Dacorum Education Support Centre (DESC)
Nicola Saunders, Therapeutic Services Manager, Dacorum Education Support Centre (DESC)

Apologies Received

Jo Brown - Parent Representative
Gill Waceba – Head, Woodfield School
Eleanor Bevan – Assistant Head, Hemel Hempstead School
Melanie Flay – Educational Psychologist Manager
Hayley Collett-Gorton - Parent Representative

Agenda Items	Actions
<p>1. Welcome and Introductions GL welcomed everyone to the board meeting.</p> <p>2. Matters Arising from minutes of previous meetings 28.03.18 Item 4. MO met with Lynne Shine, Commissioning and Contracts Officer from Hertfordshire County Council to discuss the funding model for the Partnership of Dacorum Schools. As Hertfordshire County Council are aiming to align DSPL Areas and Local Partnerships, and as there are many more Local Partnerships than DSPL areas, this would be a useful model to replicate elsewhere in the County. Item 6. MO explained she will be leaving her role at the end of term to pursue her yoga teaching business. MO has been working with PW, DS, KE, RH and Jo Brown on the structure of her role and the strategic plan has now been submitted.</p>	

All other actions are covered under the Agenda items.

Minutes were approved by DSPL Board as presented

3. DSPL/PoDS Review and Budgets

RH handed out the 'DSPL/PODS Review – June 2018' paper and explained he was tasked with looking at ways to work more efficiently and support the management. RH went through the review and explained the recommendations. The board discussed the following and agreed:

1. KE to take on the Operational role for work streams and RH to take the Operational Role for Leadership and Management etc.
2. GL, RH & KE will meet to review the Manager's job description.
3. The Administrator role has grown considerably and will be reviewed with clear outcomes.
4. The Board agreed the title Projects Officer should be changed to Projects Manager.
5. The school support (strategic) figure in the budget does not currently have any identified projects.
6. 2 Pupil Support worker roles have been included in the Strategic section of the budget, rather than in the Underspend, to make their position sustainable year on year. SL requested to have involvement in the Pupil Support worker roles.
7. The Board agreed the DSPL budget.
8. The Board agreed the PoDS budget and to increase the per pupil fee to 50p.
9. The PoDS strategic plan is to be developed to include what the Partnership will look like in 3 years' time
10. Board and all sub group meeting dates will be set for the academic year and will only be changed in exceptional circumstances.
11. Projects should not be committed to, if they are not in the currently plan.
12. Reports from sub groups will be submitted prior to each board meeting.

4. Local Partnerships – feedback from HCC

MO shared that not all schools are buying back in to the family support services and will be employing their own Family Support Workers. The board discussed concerns around supervision for these workers. MO explained DSPL currently employs SEND School Family workers (SFW) available to all schools and asked whether schools who are not buying back into the family support services, should still be able to access the support. The board discussed and decided that the families receiving support from the Specialist SEND Workers who attend schools who are not buying in, will be supported until the case is closed. Schools who do not buy into a service can not make any new referrals to the SEND Family Workers. MO will feed this back to the Family Service Managers.

Action – MO to feedback to the Family Service Managers that the SEND SFW will not be available to Schools who are not buying back into the service, after any current work is finished.

MO

5. DSPL updates

a) Autism Review Working Group and report from DSPL SEND Lead

MO explained there has not been an Autism Review meeting this term and that previous meetings have not been well attended. The original purpose of the group was to look at the

recommendations from Dr Glenys Jones’s Autism Review which was published in 2014. VM now attends county meetings and all DSPL SEND Leads have been given an action plan. There is still a need for an Autism Sub Group to discuss how to implement the plan locally. VM updated on the following:

- Training has been organised for the Autumn term and a range of providers are being used.
- There have been changes to the Outreach service and VM has a meeting later today to discuss this and organise training for schools. SH shared that the Secondary Outreach service provided by St Luke’s school was a pilot only taking place in the Autumn term, however the pilot demonstrated that there was not sufficient need for Secondary School outreach and this has now been discontinued. VM is concerned that schools were not aware of the Secondary Outreach service and will discuss this when she meets with Woodfield school today. VM and SH will also discuss the Secondary Outreach after the meeting.
- The mentoring is going well, the 6th form mentors have now been recruited and training starts on Monday delivered by ADD-Vance.
- VM is working with ADD-vance to offer a Psycho Social programme for Autism children. This is a 12 week programme for 1 hour per week for children to understand their diagnosis, the positives of Autism and strategies to navigate the neuro-typical world.
- The sibling group will run again in the Autumn term and will be held in Tring/Berkhamsted, details are currently being finalised.
- SENCo briefings have been organised with Louise Barrrell from Herts for Learning, these will run the same as the SEND briefings including 1 hour for DSPL updates. Dacorum SENCos will be able to attend these free of charge, rather than travelling to Stevenage and paying an attendance fee.

Action – VM and SH to meet to discuss the Secondary Outreach

VM & SH

b) Primary Behaviour Service

SL, EM & NS presented to the Board about the Primary Behaviour Service. SL handed out information packs. SL explained the Primary Behaviour service has been running the ‘One Stop Shop’ for two years and has aligned the Primary support base and DESC Outreach services. SL explained the staffing structure and funding for the Primary Behaviour Service, which now all comes into DESC.

When the PSB has been decommissioned the locality space will be built onsite at DESC Tenzing Road.

The following points were discussed:

- EM works with children, families and schools offering a whole package to support the child/young person.
- DESC now covers a wide range of support not just behaviour.
- All schools are aware of the service and 58 of Dacorum schools have used the service.
- All referrals are sent to EM on a Service Request form and are then triaged.

- The services is funding through the local authority and schools do not pay into the service.
- The therapeutic services complement the work of Family Support Workers, who would be working at a lower level. The counselling service and Parent practitioners are different roles which also complement each other, counselling is offered weekly and the Parent Practitioner works in a solution focussed way with the parent.
- DESC have taken on Mental Health nurse placements and could potentially have 1 per term.
- The service is evaluated regularly including Strengths and Difficulties and Boxall Profiles.

DC shared the Therapeutic service is very good and he has not seen this in any other DSPL areas. He suggested using external evaluation to provide evidence to other areas.

KE stated that this presentation will also be presented to the Primary Dacorum Heads on 6th July 2018.

Action – SL to provide information on how the Primary Behaviour Service Management Board plan to invest the additional funding

Action – EM to highlight the current cases on the ‘Primary Coverage Grid

c) Mental Health sub group

MO explained the Mental Health sub group has not met this term and dates will be arranged for the next academic year. The Pupil Support worker posts have been agreed with one based at Kings Langley Partnership and one with Dacorum Family Services/Link Family Services.

6. DSPL and PoDS Conferences

MO shared the DSPL Conference has been provisionally booked and suggested the theme ‘Communication’ for this year’s DSPL Conference and all agreed. MO will book Ashridge for the PoDS Conference for a similar time of year, and will pass on details of speakers who have been previously suggested to her.

7. Dates of meetings for 2018-19:

KE, RH and GL will discuss the board meeting dates at their next meeting and will circulate to the board.

JH thanked MO on behalf of the board for all her hard work for DSPL and PoDS and wishes her every success with her future.

There being no further business, the meeting closed at 11:30am.

SL

EM