

## Dacorum

### Minutes of Dacorum DSPL Meeting

**Date: Wednesday 21<sup>st</sup> June 2017, 9:30am – 12:00pm  
at DESC, Barncroft Campus**

**PRESENT:**

Paula Harris – Head, Kings Langley Primary and DSPL Dacorum Lead Head (Chair)  
Gary Lewis – Head, Kings Langley School  
Patricia Wheway – Parent Representative  
Sara Lalis – Head, Dacorum Education Support Centre (DESC)  
Pauline Kirtley – Head, Heath Lane  
Jo Brown - Parent Representative  
David Canning, ISL Manager  
Maria Oliver – DSPL Manager  
Vicky McKirgan – SEND DSPL Lead  
Ashley Fabray – Administrator/Minutes

**In Attendance**

Cathy Agnihotri – SEND School Family Worker, Dacorum Family Services

**Apologies Received**

Katharine Ellwood – Head, Greenway Primary and Nursery  
Richard Haynes – Head, Hobbs Hill Wood  
Debbie Stevens – Head, Goldfield  
Gill Waceba – Head, Woodfield School  
Judith Pace – Educational Psychologist Manager  
Mel Stanley – INCO, JFK  
Jackie Hood – Head, Chaulden Infants and Nursery School  
Leianne Bayliss – Early Years SEND Manager  
Vikram Hasrani - West Herts College

Agenda Items	Actions
<p><b>1. Welcome and Introductions</b> PH welcomed everyone.</p> <p><b>2. Approval of minutes from previous meeting 22.03.17</b></p> <p><b><u>Minutes were approved by DSPL Board as presented</u></b></p> <p><b>3. SEND School Family Worker – Cathy Agnihotri</b> CA’s role is funded by Dacorum DSPL and has been in post since February 2017. CA handed information on her case load at Dacorum Family Services (DFS) plus details of her employment history and training to show her extensive background. CA explained the allocations procedure at DFS. She takes on the more intensive, high level of need referrals, which is reflected in her case load. She currently has 13 cases and works 30 hours per week. MO explained that Schools cannot refer directly to CA and referrals come through the normal</p>	

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<p>process to DFS. There is a similar set-up for Ruth Mason, SEND School Family Worker at Kings Langley Partnership.</p> <p>CA gave an example of a case she is working on which has involved intensive work. It was noted that the family involved is known to the Dacorum Primary Behaviour Service and some sharing of information would be incredibly helpful.</p> <p>CA shared concerns about the Triage meetings held by Families First, as cases are not being taken up as they do not meet their criteria, which means they are being held by the Family Services. Services such as Step 2 and the intensive family support team have access to client records, which DFS do not have.</p> <p>MO shared there is an underspend on the SEND SFW posts and Ruth Mason has also reduced her hours and suggested looking to see if it is possible to create another post. The DSPL team are currently conducting an evaluation of CA and Ruth Mason’s work.</p>	
<p><b><u>Action – MO to shared CA and Ruth Mason’s details with SL</u></b></p>	MO
<p><b>4. Matters Arising from minutes and review of previous actions</b> All items are covered under the Agenda</p>	
<p><b>5. DSPL Lead School</b></p> <p>PH explained in the Partnership of Dacorum Schools (PoDS) Board meeting it was agreed to merge PoDS and DSPL. The PoDS Board voted unanimously to merge and PH asked the DSPL Board if it would also approve this decision. Kings Langley School would therefore become Lead School for DSPL8 and GL would become Lead Head. MO already reports to GL and he is her Line Manager. The DSPL board voted unanimously to merge PoDS and DSPL.</p>	
<p><b><u>Action: MO to inform Debbie Orton at Hertfordshire County Council of the change of Lead Head</u></b></p>	MO
<p><b>6. Review of Sub Group meetings and next steps</b></p> <p><b>a) Autism Review working Group and report from DSPL SEND Lead</b></p> <p>VM updated on the following:</p> <p><b>ADD-vance coaching:</b> there have been 35 referrals since January and 25 since March. A meeting with ADD-vance has taken place to change the criteria and prioritise cases. ADD-vance will also offer Information course to parents on the waiting list, followed by 2 sessions of coaching plus drop in surgeries. MO raised an issue regarding whether it is appropriate for ADD-vance to offer surgeries and coaching on ADHD also, rather than just Autism. JB and PW shared their views and felt if ADHD is not addressed also then it will fall through the gap. ADD-vance have expertise in ADHD as well as Autism and parents should be able to access their support. The board all agreed to include ADHD.</p> <p><b>SENCo Groups:</b> VM has been attending SENCo group meetings and has been to all except 1 which was cancelled due to sickness. VM has been discussing the AET standards at the groups and will also attend the Dacorum Heads meeting. VM is keeping a database of schools and reported that 49 have identified Autism Leads, 12 have started the AET standards, 5 have requested help and 5 are completed. VM explained at the last board</p>	

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meeting she asked to be able to offer a financial incentive to encourage schools to complete their AET standards. This is offered in other DSPL areas and has proven effective, as schools are able to claim match-funding for items in their AET action plan. The board discussed this and felt offering VM's time would be more valuable than offering schools money. SL suggested using DSPL money to fund additional hours for VM to go into schools to offer support, which could be grouped together in groups of 3.

**Transition:** VM is developing transition materials and leaflet with other DSPL Leads and John Short.

**Yo'tism:** Two Yoga workshops for parents have taken place and the feedback has been very good, MO is currently evaluating the workshops. VM is also considering the possibility of setting up parent & child workshops.

**Social Skills Group:** VM is setting up a socials skills group combined with drama with Herts Inclusive Theatre from September.

**Strategies Flyer:** VM is working on a flyer for teachers, which includes 2 pages of strategies, with issues and ideas and is meeting with Ian Burgess from Woodfield to discuss it further.

**Focus Group:** VM has run a focus group for Girls with Autism, looking at the needs and how to raise the profile.

**Future work VM is working on:**

- Developing a Mentoring system in school. VM is arranging to visit Ashlyn's to see how their mentoring system works.
- Best Practice Next Term - Incorporating AET standards for parent and teachers to discuss strategies

MO shared the Autism Leaflet that has been put together by herself, VM, JB, PW and Jo Whitlock, which has been distributed to all schools. MO would like to contact the Pediatrician who CA has a good relationship with, so she can have copies available at the Pat Lewis Centre. MO has spoken to John Short and he is interested in adapting the leaflet for other DSPL areas. The leaflet will be added to the website, so it will be available to download.

**Action: VM to contact schools to offer support with their AET standards**

**b) Primary Behaviour Service**

SL updated the one stop is going well. Dacorum Heads have had input in the County Behaviour strategy which recommends a Tiered approach. The expectation is for schools to have tried strategies at Tier 1 before they approach the service for Outreach.

SL explained Martin Smith, County Behaviour Lead is working on the decommissioning of all PSBs. The Reddings school no longer wants the PSB on site and would like to speed up the process. The Primary Behaviour Board has proposed that DESC at Tenzing Road build a unit on-site and SL was tasked with finding out how much funding is required. A sub group of the Primary Behaviour Board has been set up to work out the logistics of this and they will meet on Monday to discuss. The Board discussed whether Schools' permanent exclusions are justifiable and it was suggested for DESC to go in to schools to offer training and

VM

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support, SL will take this proposal back to the Primary Behaviour Board.  
 PW raised a query around what happens to a child if they can't cope in Mainstream due to their disability, could they be sent to another provision. VM shared John Short is looking into small units connected to schools. SL also suggested the new building could also be used as a respite in the afternoons.  
 SL asked if DPSL8 funds could be used to support the new building works. DC has looked into it and funding can be used for building work. Everyone agreed, however, if DSPL8 are funding it must only be for Children in a DSPL8 school. MO has included £40,000 in the strategic plan, which has already been set to County.

**Action – MO to ask John for more information on small units connected to schools**

**MO**

**c) Mental Health sub group**

MO updated she has started working on a 1 page handout of resources for Teachers and will be start one for Parent/carers too. Rosemary Inskipp, Student & Family Service Manager for Kings Langley Partnership, attended the last Mental Health sub group meeting to talk about her Pupil Support Workers and will be sharing her resources for the handout too. MO will also have a discussion with Sharon Wallerson, Partnership Manger for DFS, to see if the Pupil Support worker role is needed across Dacorum, which could possibly be funded by DSPL in the future.

Shelley Taylor, Young People's Public Health Officer, also attended the Mental Health Sub Group meeting to talk about the Pastoral Leads group that she is currently running at Kings Langley School. She would like help to increase awareness and is looking to set up a group for Primary Schools also and will be sending a survey to give out at the next Primary Heads meeting.

CAMHS have provided a menu of workshops, which have been set up in Dacorum and will run until March 2018.

MO shared she is considering creating a Mental Health Co-ordinator post, as the workload for this group is increasing. MO was asked to give this further consideration and discuss at the next Board meeting.

**i) Step2 Mindfulness Pilot**

MO explained the Step2 Mindfulness pilot, which will run at George Street Primary School starting in September for 10 weeks. The school will identify 10 of their pupils and Step2 will also identify 10 children on their waiting list to attend. A clinician from Step 2 will run the pilot along with a member of staff from George Street. The member of staff would like to train in mindfulness and George Street would like to run this across the school. Judith Coulson from DESC thinks there is funding available for this and will let MO know.

**7. Strategic Plan 2016/17**

**a) SENCo groups**

This was covered under Agenda item 6a.

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<p><b>b) Hertfordshire Steps – new training Model and funding</b></p> <p>MO updated that Hertfordshire Steps are moving on with the new funding model and there is local training in October, with another course to be arranged for the Spring Term. PH shared she has been receiving queries from Dacorum Heads regarding the training and will forward these to MO to look into.</p> <p><b><u>Action: PH to forward Hertfordshire Steps queries to MO</u></b></p> <p><b>8. <u>Strategic Plan 2017/18</u></b></p> <p><b>a. DSPL Team Post</b></p> <p>MO explained there is more funding from County coming into DSPL for more Strategic work. MO has discussed this with the team and all have agreed to increase all their hours, with MO increasing from 15 to 20 hours and AF &amp; VM from 15 to 18 hours. The board unanimously agreed to the increased hours and PH thanked the team and said how grateful the Board is that the three staff members involved are happy to meet the needs in Dacorum.</p> <p><b>9. <u>Date of meetings for 2017-18: to be discussed:</u></b></p> <p>The board agreed to keep with a similar timetable for the next academic year, with PoDS on the agenda first and then moving onto DSPL.</p> <p><b><u>AOB</u></b></p> <p>MO updated that the DSPL Conference has been booked for Wednesday 18th October at the South Hill Centre and the theme of Anxiety has been proposed. Last year the workshops were run by presenters, and the feedback received was that delegates preferred workshops run as focus groups for parents, carers, organisations and school staff. MO will go back to this format for this year's Conference.</p> <p>MO formally thanked PH the Chair for her hard work, as she is now stepping down.</p> <p>There being no further business, the meeting closed at 12noon</p>	<p><b>PH &amp; MO</b></p>
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