

**Minutes of Dacorum Area DSPL Board Meeting
Date: Tuesday 9th October 2018, 9:30am – 11:30am
at Hobbs Hill Wood Primary School, Peascroft Road, Hemel Hempstead**

PRESENT:

Gary Lewis – Head, Kings Langley School and DSPL Dacorum Lead Head (Chair)
Richard Haynes – Head, Hobbs Hill Wood
Katharine Ellwood – Head, Greenway Primary and Nursery
Judith Coulson, Assistant Head, Dacorum Education Support Centre (DESC)
Mel Stanley – INCO, JFK
Pauline Kirtley – Head, Heath Lane
Jackie Hood – Head, Chaulden Infants and Nursery School
Sarah Winter – Head, South Hill Primary School
Debbie Stevens – Head, Goldfield
Eleanor Bevan – Assistant Head, Hemel Hempstead School
Suzanne Stace – Head, Westfield Primary School
David Canning, ISL Manager
Gareth Styles, Head of Foundation, West Herts College
Patricia Wheway – Parent Representative
Vicky McKirgan – DSPL SEND Lead
Ashley Fabray – Administrator/Minutes

Apologies Received

Jo Brown - Parent Representative
Gill Waceba – Head, Woodfield School
Sara Lalis – Head, Dacorum Education Support Centre (DESC)
Sally Short – Head, Hobletts manor Junior School
Silvia Hundal - Area Lead 0-25, Integrated Services for Learning
Melanie Flay – Educational Psychologist Manager
Hayley Collett-Gorton - Parent Representative

Agenda Items	Actions
<p>1. Welcome and Introductions</p> <p>GL welcomed everyone to the board meeting and introductions were made. JC is attending on Behalf of Sara Lalis, Head of DESC. KE explained as part of the new DSPL structure, new Chairs have been appointed for the sub groups. SS is the new Chair for the Mental Health Sub Group, however is not currently a member of the board, which is important for the strategic overview. All agreed to co-opt SS onto the DSPL board. GL thanked SS and welcome her to the DSPL board.</p> <p>GL thanked RH & KE for all their hard work as operational Group Leads.</p> <p>2. Matters Arising from minutes of previous meetings 20.06.18</p> <p>Item 5.a) VM explained she met with Silvia Hundal and Silvia agreed for VM to email all Secondary SENCo's regarding the outreach service asking them to email Silvia with feedback on whether they found the service helpful or not. VM has not received any feedback from this.</p> <p>Item 5b) JC clarified the Mental Health nurse is not a new placement and is currently one of DESC's staff members who is studying for his masters.</p>	

RH shared an email has been sent from Hertfordshire County Council to confirm the Lead school for the alignment of the Local Schools Partnership. AF confirmed she has responded to this email.

Action – AF to ask Silvia for an update from Secondary SENCo’s regarding the outreach service

AF

Minutes were approved by DSPL Board as presented

3. Financial update for DSPL/PoDS

RH shared the DSPL budget was submitted with the monitoring report at the end of the Summer term and the budget is currently on track.

RH explained the wrong version of the PODS budget was sent out via email and the correct version is available in hard copy at the meeting, which was presented with the DSPL plan in June 2018. AF is waiting for an update from the finance team on which schools have paid their PoDS invoices and will chase the remaining unpaid schools.

4. DSPL strategic plan

RH updated on the following:

Continuity of service – There is currently a saving as there has not been a Manager in place, this will be used towards the induction of the new Manager.

Autism Spectrum Disorder – SEND School Family Workers are in place and supporting families. The Pupil Support Worker post has been appointed and will be starting with Dacorum Family Services/Link Family Services mid-October. Kings Langley Partnerhsip for School also has a Pupil support worker coving the rest of Dacorum.

Effective provision for Speech, Language and communication – An Early Years sub group has been set up. No money has been spent on WellComm to date. VM will look into this.

Specific Learning difficulties – VM shared Lyndsey Hooper, Link Family Services is running a monthly dyslexia support group and the feedback has been very positive.

Further sibling support – there was confusion over an addition sibling group, VM and RH will discuss this further.

Most of the plan is ongoing and the few projects which have not yet taken place, need to be started by the end of the year.

GL thanked RH for his work on the strategic plan.

5. DSPL/PoDS Staffing

GL confirmed the DSPL positions have now been appointed – Carole Hassell, is the new DSPL Manager and Patricia Wheway is the new Projects Manager, both will be based at Hobbs Hill Wood Primary School and employed by Kings Langley School. RH shared he has an office space available at Hobbs Hill Wood Primary School for the DSPL team to move into until September 2019, when they will permanently relocate to Greenway primary School. RH shared he is also considering relocating the Link Family Services team back to Hobbs Hill Wood Primary with Dacroum Family Services, so they are not on their own without any Leadership. KE reported she is attending the Link Family Services Heads meeting next week, which Neil Jones from Jupiter Community Free School will be chairing.

6. DSPL updates

a) Autism Review sub Group

JH shared she is the new Chair for this sub group, which only met for the first time last Thursday. Due to the short time frame she was unable to pre-submit her report and handed out a hard copy for the board to read. The board discussed the following:

- Issues around schools completing their AET standards
- Tiered approach - Where do Headteachers go when at crisis point?
- Alternative provision for children with autism. ESMA can support highly anxious ASD children if they met their criteria. DJ-H explained as a parent she was unaware of this service and she runs a support group where the feedback from parents is they want anxiety to be recognised.
- GL suggested for PW to support both this sub group and the Mental Health sub group when she starts her role as Project Manager.

b) Primary Behaviour Service

KE pre-submitted the report for the Primary Behaviour board.

JC handed out the Secondary Behaviour board report from Sarah Lalis for the board to read. JC explained DESC also work with Townsend Secondary school, as they take pupils from Hemel Hempstead. Some pupils are dual registered and the aim is to have all pupils on full time provision this year. RH suggested looking at the data to track the destination of Year 6 leavers 2 years after they have left the service and Year 7, 8 or 9 pupils that never previously used the service in Primary School.

KE suggested overtime for the Primary and Secondary Behaviour service to become one board, with Leads Heads from Secondary Schools as Board members also. The board discussed this and how the Steps approach needs to be tailored for Secondary schools. KE will discuss this with Adam Hayes, HCC. RH suggested bringing the answers to the following questions for the next board meeting:

- (1) Why merge the Primary and Secondary Behaviour board?
- (2) What would the impact be?
- (3) How would this effect the Primary behaviour board?

Action – KE to bring answers to the questions regarding the merger of the Primary and Secondary behaviour board

Action – JC to provide data for the destination of Years 6 leavers after 2 years plus Years 7, 8 & 9 service users, who did not previously use the service in Primary school

c) Mental Health sub group

SS pre-submitted the report for the Mental Health sub group and shared how the group discussed a one stop shop and have drafted an action plan. AF updated the previous CAMHS Link Manager has left and they are currently recruiting for the post. SS is keen to disseminate information to schools. GL suggested asking James Shapland, Head at Ashlyns to put it on the Agenda for the Secondary Heads meeting.

KE

JC

d) Early Years Sub Group

DS shared the sub group is due to meet for the first time next week. At a recent Primary Heads meeting DS gathered the views of the Heads and the common issue for early years. PW has joined the sub group.

e) Schools Family Worker sub group

RH shared he has met with Rosemary Inskipp, Partnership Manager of Kings Langley Partnership and Sharon Wallerson, Partnership Manager for Link/Dacorum Family Services and the sub group is due to meet for the first time before half term.

7. Report for DSPL SEND Lead

VM updated on the following:

- Kids Hub - have been commissioned to run one course to support parents to write an EHCP.
- Mentor pilot – Mentors have been training and have a guide to work through with their mentees. Going forward an eligibility criteria needs to be written for both parties, as there was an issue with a more challenging student, who should be mentored by a staff member rather than a young person.
- ‘All about me’ course is being written by ADD-vance for children with ASD, to look at the positives. An information evening for parents has been organised for 27th November.
- SEND SFW –VM raised an issue where some schools have not bought back in to the family service and therefore are not receiving support from the SEND SFW and wanted to reconsider all schools having access to them. The board discussed this and unanimously voted to stick with the original decision for schools who have not bought into the Schools Family Service cannot have access to the SEND SFW. Currently open cases can continue until they close. RH suggested speaking to the schools again, who have not bought back into the service and explaining in detail what services they would receive if they bought back in. VM suggested looking at the allocation of the schools, as some SEND SFW now have more schools than others.
- Sibling group – VM has found a placement and will organise another Sibling group for the spring term.

KE raised a concern with ADD-vance regarding conflicting advice and will discuss with VM after the meeting.

8. DSPL and PoDS Conferences

VM shared the conference is on 7th November and the theme is speech and language. Emma Read, Chaulden speech and language base Leader and Kate Purser, Longdean speech and language base Leader will be presenting Word Aware. Dr Kathryn West will be talking about raising resilient children. There will also be discussion groups, divided between early years, primary, secondary, further education and professional.

AF shared the PoDS conference has been booked at Ashridge on 25th April 2019, however there is currently no theme or speakers organised. The board discussed the idea of Mental Health and to send any speaker suggestions to AF for the New Manager to consider.

<p><u>Action – AF to resend DSPL Conference flyer</u> <u>Action – ALL to send speaker suggestions to AF for the PoDS Conference</u></p>	<p>AF ALL</p>
<p>9. <u>AOB</u> PW suggested a replacement parent Rep, as she will be taking up the post of Project Manager and will email the details to AF. <u>Action – PW to email replacement parent rep details to AF</u> <u>Action - AF will contact Jo Brown to confirm she is still able to be a parent rep on this board and the Autism sub group.</u></p>	<p>PW AF</p>
<p>10. <u>Dates of meetings for 2018-19:</u> 12.12.2018, 9:30-11:30am – Hobbs Hill Wood Primary School 07.02.2019, 9:30-11:30am - Hobbs Hill Wood Primary School 27.03.2019, 9:30-11:30am - Hobbs Hill Wood Primary School 15.05.2019, 9:30-11:30am - Hobbs Hill Wood Primary School 10.07.2019, 9:30-11:30am - Hobbs Hill Wood Primary School</p> <p>There being no further business, the meeting closed at 11am.</p>	