

Minutes of Dacorum Area DSPL Board Meeting
Date: Thursday 7th February 2019, 9:30am – 11:30am
at Hobbs Hill Wood Primary School, Peascroft Road, Hemel Hempstead

PRESENT:

Richard Haynes – Head, Hobbs Hill Wood and DSPL Dacorum Operational Lead (Chair)
 Pauline Kirtley – Head, Heath Lane
 Jackie Hood – Head, Chaulden Infants and Nursery School
 Katharine Ellwood - Head, Greenway Primary and Nursery and DSPL Dacorum Operational Lead
 Mel Stanley - INCO, JFK
 Sarah Winter - Head, South Hill Primary School
 Suzanne Stace - Head, Westfield Primary School
 Debbie Stevens – Head, Goldfield
 Sara Lalis - Head, Dacorum Education Support Centre (DESC)
 Sally Short – Head, Hobletts manor Junior School
 Melanie Flay – Educational Psychologist Manager
 Silvia Hundal - Area Lead 0-25, Integrated Services for Learning
 Alison McLauchlin - Parent Representative
 Danielle Jata-Hall – Parent Representative
 Carole Hassell - Dacorum Schools Partnership Manager
 Patricia Wheway - Dacorum Schools Project Manager
 Ashley Fabray - DSPL Dacorum & Partnership of Dacorum Schools Administrator (Minutes)

Apologies Received

Gary Lewis - Head, Kings Langley School and DSPL Dacorum Lead Head
 Gill Waceba - Head, Woodfield School
 Eleanor Bevan – Assistant Head, Hemel Hempstead School
 David Canning - ISL Manager
 Gareth Styles - Head of Foundation, West Herts College
 Jo Brown - Parent Representative
 Hayley Collett-Gorton - Parent Representative

Agenda Items	Actions
<p>1. Welcome and Introductions RH explained he is chairing on behalf of Gary Lewis, who has given his apologies. RH welcomed everyone to the board meeting and introductions were made.</p> <p>AOB request: PW – courses & budgets</p> <p>2. Matters Arising from minutes of previous meetings 12.12.18 Item 6a – It was queried as to who the Autism questionnaire was sent too, as some Headteachers have not received the questionnaire. AF will resend this to all Dacorum Head teachers. SL explained she is attending the Secondary Heads meeting and will feedback any information from this board.</p> <p>Item 6c – SH updated the Elected Home Education representative was not available to attend this board meeting and will attend the next meeting in March. Sally Glossop is still investigating the possibility of opening specialist provision bases.</p>	

Item 7 - RH explained it was decided it would not be appropriate for Pauline Hickey to present Word Aware at this time.

Item 8 – SH shared she received feedback on whether DSPL areas can add additional support to the tiered document and it was decided for DSPL areas to have their own separate document, rather than changing a county document.

All actions covered in the Agenda items.

Minutes were approved by DSPL Board as presented

Action – AF to re-circulate the survey monkey questionnaire to all Dacorum Headteachers with a deadline of 28th February 2019

AF

Action – AF to add Elected Home Education information to the next board meeting Agenda

AF

3. Financial update for DSPL/PoDS

RH & CH are struggling to obtain finance information to complete the Hertfordshire County Council (HCC) return. AF is keeping her own records, however, this does not match the finance held by Kings Langley School, and therefore CH has not been able to complete county return, which was due 31.01.19. RH explained the DSPL budget 2018-19 is a stand still budget, which will be used for the action plan for 2019-20 and it is likely the same projects can continue next year. RH and CH are continuing to work on this and they will have finance figures and proposed spend available by the March board meeting. RH explained the 'DSPL 2019/20' document and at the March board meeting will set out what DSPL plan to spend money on and will discuss with board members how the money should be spent. RH reported the PoDS budget is the same as last year, with no increase and will work on how every area of Dacorum gets best out of the funding. RH is working to re-establish Link Family Services, so schools in the area receive a good service. Neil Jones, Head at Jupiter Community Free School is the current Chair for Link Family Services and by the end of term there will be a plan for Link Family Service to be established for 1st September. RH will try to encourage schools not bought in to the service, to buy back into the service with an attractive offer. SSt shared she has received positive comments for the new Pupil Support Worker (PSW) and asked if there will be a need to increase financial funding going towards this to cover more posts. RH explained this is a permanent post and there is no funding to employ further posts. The board discussed how the two PSW posts work differently in the 2 family services and how they differ to DESC outreach workers. RH suggested looking at this piece of work under the Mental Health sub group, to see if they are covering the gaps. The impact of the PSW's will be evaluated and Sharon Wallerson and Rosemary Inskipp, School Family Worker Partnership managers, will send completed evaluation forms to CH. SSh suggested recirculating the email regarding PSW's, as she is not aware of this post.

4. DSPL strategic plan

CH reported the monitoring visit is booked for 1st April with Mark Partridge and Jenny Newman from HHC and she will have draft strategic plan for 2019-20 ready by then. In the next plan CH would like to directly align the SEND strategy with the sub groups, with targets to deliver on. CH has arranged benchmarking training for AET from March and will offer more dates. The SEND School Family Worker cases loads are currently high and CH would like to review cases, as some are open longer than others and would like it to have more structure. CH is meeting with ADD-vance regarding referrals, as she is currently inundated and would like to look at way to ensure we can deliver to the people in need. AF has looked into Event Brite and will be setting this up to trial how it works for the summer term course bookings, which will hopefully free up some of AF's time. CH explained with Hertfordshire Steps training, some schools are asking for a second round of funding for training, as

current trainers have left. There is currently no funding for this, however this might need to be re-considered. SL shared Adam Hayes, Hertfordshire Steps is coming to the Secondary Heads meeting on 5th March, with two Secondary schools who have incorporated the Steps approach in their schools.

RH explained the timeline for the strategic plan is to have this in place by 1st April 2019. CH will need to evaluate the current plan, speak to sub groups for resourcing issues and costs, with RH and KE. Then present the plan to board in March for members to comment on and it will be signed off at meeting.

CH asked for all sub group Chairs to email her their action plans to embed into the new strategic plan.

Action – All Chairs to send sub group action plans to CH

JH/KE/SSt
/DS/RH

5. DSPL/PoDS Staffing

CH explained VM left due to a personal family situation, not because of the job. The job advert is currently being advertised through TES, CH will check it is also advertised on Teaching in Herts. The grade for the SEND Lead post is H9 and the interviews will be held on 8th March.

6. DSPL updates

a) Autism sub Group

JH pre-submitted the report for the Autism sub group and explained the main issue is with Vicky McKirgan leaving, as most of action plan was covered by her, however CH will pick this up in the interim. The group has looked at the action plan and there is an issue around the cross over with county and the group does not have enough information on this. SH explained she can help with that and will discuss with JH. The group are also looking at creating help flow chart and tiered approach. JH would like to look at what funding is available to use and will discuss with CH. SSt asked if the information from the questionnaires sent to schools, is shared with the sub group. JH will address this at the next meeting.

Action – JH to submit a draft action plan 1 week prior to the next board meeting

JH

b) Primary Behaviour Service

KE & SL pre-submitted the report for the Primary & Secondary Behaviour Services. KE said overall it is good to see how many Primary schools are using the service and accessibility at each tier. KE shared at the last Dacorum heads meeting she gave an update on reduce timetables with Emma McKenna, DESC and Richard Woodward, HCC and explained when it is agreed a child goes onto a reduced timetable, schools need agree this with a signature from the parent/carers, to safeguard themselves. On the back of the reduced timetable document there is now a space for parent to sign. A key question from the meeting was raised on what to do about children who are non-statutory school age and Emma and Richard said it best practice to still obtain a signature for their records. KE will circulate the new form, guidance and information for reduced timetables.

SL reported on a permanent exclusion child in the locality space, who had a named place at special school with no space. The time line was until end of January, and fleet tutors have now been put in place to bridge the gap until September, when the child will go to a special school. This has now freed up a place in the locality space. SL explained the building plan was hand delivered before Christmas, however, was told it was not received.

<p>This has been re-submitted and pressure has been put on. The current plan is to start construction in May for a 6 week build and 4 week fit, which is a tight deadline. DESC has received additional funding of £50k, which will be used for electric fencing, security and play area for children. RH said he would like to see how the funding, which was increased to £150k, will be invested this year. SL explained at the next Primary Behaviour board meeting the group will be looking at the funding.</p>	
<p>SL explained within the Secondary report the element which has not been included is the therapeutic support, which is highly invested in working with children and families. SL will ask Nicola Saunders to provide information for the next meeting. SL will also expand on the training element and include a breakdown of permanent exclusion children for the next report. RH said the transition work is looking very positive and he would be interested to unpick Primary to Secondary to see what work is going on, how the impact is working and how the two services join up. KE shared she has data from Adam Hayes for Hertfordshire Steps for Primary and is looking at how to support Secondary schools.</p>	
<p>SL shared good news that DESC will be increasing their capacity from 1st April, with 5 additional places available at secondary level.</p>	
<p><u>Action – KE to circulate the new form, guidance and information for reduced timetables, including information about non statutory aged children, to all Dacorum Headteachers by 28th February 2019.</u></p>	KE
<p><u>Action – SL & KE to submit a draft action plan 1 week prior to the next board meeting</u></p>	SL & KE
<p>c) Mental Health sub group SSt pre-submitted the report for the Mental Health sub group and explained the group made the decision change the tiered approach to graduated approach with stages, due to cross over with CAMHs. It will consist of 2 documents - Guidance with different stages and good practice with directory alongside it, this is currently in draft format. Two Primary and Secondary Headteachers have been invited to come and review the documents on 30th April to provide feedback. RH suggested including the tiers alongside the document, so it still fits in with language used by HCC. MF and SSt commented the group also needs to be mindful of what they are working on and capacity of the members.</p>	
<p><u>Action – SS to submit a draft action plan 1 week prior to the next board meeting</u></p>	SSt
<p>d) Early Years Sub Group DS pre-submitted the report for the Early Years sub group and explained the last meeting didn't go ahead, due to cancellations. DS has spoken to Jane Keech and she has new members joining the group. A key message from the Dacorum Primary Head meeting is Headteachers want to know what is happening to the children/family centres. The board discussed this and decided it would be useful to invite a representative from the Inspireall service to present on what the service looks like, how it is access and how it will be delivered.</p>	
<p><u>Action –CH to invite a representative from Inspireall at the next board meeting</u> <u>Action – DS to submit a draft action plan 1 week prior to the next board meeting</u></p>	CH DS

<p>e) Schools Family Worker sub group RH pre-submitted the report for the School Family Worker sub group. RH explained the sub group has not met since the last board meeting. The sub group still requires a Parent Representative and asked board members to let him know if they know of anyone suitable.</p> <p><u>Action – RH to submit a draft action plan 1 week prior to the next board meeting</u></p>	<p>RH</p>
<p>7. <u>DSPL Conference – 23.10.2019</u> CH explained the document which shows the impact from the DSPL conference in November 2018. The majority of the feedback and evaluation is positive, with only a few negative comments. CH is also working on collating the information from the afternoon group discussions. DJ-H raised a concern that only 23 parent/carers attended the conference. RH suggested looking into how to market the conference better and possibility of changing the location. CH shared the South Hill Centre has been provisionally booked for 23rd October 2019. The board members agreed to run the conference again and to discuss the theme, venue and date at the next board meeting.</p> <p>8. <u>PoDS Conference – 25.04.2019</u> CH updated the venue is booked at Ashridge House for 25th April 2019. The PoDS planning meet went ahead on 30th January with Dr Kathy Weston, who is able to join the Conference for the day. Sir Antony Seldon and Cathy Cresswell have also been confirmed to speak at the conference and will not be charging for their time. SS has also recommended Andy Instone to speak at the conference, he leads urban street dancing, is a key note speaker for a resilience conference and is looking at delivering training and INSET training for staff. CH will speak to Andy to discuss his availability and price. The PoDS planning group will be meeting again after half term. The board discussed ways to increase Headteachers attendance at the conference and RH suggested creating a flyer for the conference, rather than just an email invite. This should be sent to all schools invited apart from 3 schools that have not currently paid their PoDs invoice, which are Broadfield Academy, The Collett and Maple Grove School. RH suggested for CH to write to the three schools on behalf of Gary Lewis.</p>	
<p><u>Action – AF to email all headteachers with a save the date for the Conference before half term</u> <u>Action – AF to create a PoDS conference flyer to circulate after half term</u> <u>Action – CH to write to the three schools, outstanding their PoDS invoices, on behalf of Gary Lewis.</u></p>	
<p>9. <u>AOB</u> PW explained she has picked up the mentoring programme since Vicky McKirgan has left and gave some context to the pilot. PW feels it is a very important pilot and is going very well, however it has been challenging getting the feedback. ADD-vance has some verbal feedback from schools and Year 11, but none from Year 7. MS will send feedback from her SENCo. PW has had a quote for £6.5k to roll out to all secondary. JH explained the Autism sub group action plan is currently looking at the possibility of linking with DSPL7 to combine the mentoring programme across the two DSPL areas, which could make a cost saving. JH will feedback on this at the next meeting.</p> <p>10. <u>Dates of meetings for 2018-19:</u> 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 11.05am.</p>	