

3. DSPL Strategic plan update; 2018-19 & 2019-20

CH shared the strategic plan now includes structured headings and should make it clearer. RH explained the finance relating to the strategic plan for 2018-19 and there are some projects which have not been delivered on in the plan. All approved the budget for 2018-19.

RH explained on the finance sheet relating to the 2019-20 strategic plan, the income is slightly lower and the money spent on the SEND School Family Workers was overspent last year due to an historic agreement, however, there is not enough funding to cover 3 posts, this will be discussed further to agree how to realign the roles within budget. RH also explained the underspend plan balance figure, because not all of underspend was spent last year there is a risk the local authority could claim the money back and CH would need to argue reason for keeping money. CH can justify the money for ADD-vance, as she has had to hold referrals for ADD-vance due to the large waiting list and has agreed for them to run a summer term course to clear the back log of referrals and will look into a plan going forward. CH will be discussing with ADD-vance that, in future, they will be required to send in their evaluation reports before submitting their invoice. CH is also looking into other providers.

KE updated on Hertfordshire Steps, which has now separated from the Norfolk license and HCC now have their own license, which will give more scope to expand. The key area is now Secondary Schools, which Adam Hayes is working hard to adapt the model but with the same basic principles. The new Ofsted framework will be examining exclusions. KE also sits on the Managed Moved group and it includes Hertfordshire Steps training within the paperwork, so these both may help support in the signing up of the Secondary Schools. CH explained DSPL are working on which schools haven't invoiced for the training and there is also a rising trend in requests for an additional round of funding for schools whose Hertfordshire Steps trainers have now left the school. AF will promote DSPL funding for Hertfordshire Steps training the newsletter and CH will also write to each Secondary School to explain Hertfordshire Steps. KE suggested sending a copy of the letter the Head at Ashlyn's, as he is the chair for the Secondary heads and can share it with the schools also.

RH explained the 2019-20 strategic plan and budget need to be signed off; it just requires some additional information on how to achieve the outcome. All approved the strategic plan and finance for 2019-20.

Action – AF to promote funding for Hertfordshire Steps Training on the newsletter

Action – CH to write to each Secondary Schools to explain the Hertfordshire Steps offer

AF
CH

4. DSPL/Pods Staffing

a) Partnership Management Structure

RH explained the Partnership Management structure was a recommendation from the last board meeting, as there is disparity across the Partnership, which is very difficult to monitor. CH talked through the proposed structure, where the Partnership Managers will report to the DSPL/PoDS Manager, which it will give more clarity and consistency; bringing the services together with effective monitoring. There are 2 Partnership Managers, as the service would be too big for 1 person to manage the capacity alone. KE request to included staff names on the structure. CH has this information she can share with the board. The board discussed ways of tracking the impact on the support given to families from the service. CH will ask the Partnership Managers to draft up an outline of 6 weeks intervention and create a frame work to cost out the hourly rate. The family service can then offer families a specific amount of hours of support. This can be amended to decrease or increase hours, if need be, as long as the hours can be justified. This can also be made

clear to families, so they know the support they will be receiving.
RH discussed whether the SEND Lead should have some leadership of SEND SFW and PSW, to set out their job description and outcomes, as they are funded by DSPL. The Mental Health sub group has the responsibility for monitoring the impact. All agreed.

RM explained the local Partnership boards for each service, which could be included in the structure. GL attends the meetings in Kings Langley, however, they seem to meet less regularly. RH attended the DFS/Link meetings, where the Headteacher received reports around case management, so they can challenge if the funding is being spent correctly. The budget for the services will also be set at these meetings.

All agreed the new Partnership Management Structure. CH will add to the structure a budget layer and lines to show the Leadership of the SEND SFW and PSW. Including a layer with the staff details and for the model to be the same over both Partnerships.

Action – CH to update the Partnership Management Structure with the information above

CH

5. DSPL updates

a) Autism sub Group

JH pre-submitted the report for the Autism sub group and there were no questions raised.

b) Primary Behaviour Service

Sara Lalis pre-submitted the report for the Primary & Secondary Behaviour Services, as KE was unable to attend the last board meeting. RH requested information to show how the funding will be spent, for the next board meeting.

Action – KE/Sara Lalis to include how the funding will be spent in her report for the July Board meeting.

KE/Sara Lalis

c) Mental Health sub group

SS pre-submitted the report for the Mental Health sub group. MS explained the Graduated approach has been shared with a group of Headteachers and there are a few further amendments, with the view to circulate to schools in the Autumn term.

d) Early Years Sub Group

Debbie Stevens pre-submitted the report for the Early Years sub group and AF explained Debbie has included two actions she would like to be discussed today. The board discussed the Makaton training and Attention Autism resource bags and would like to see costings for both before a decision can be made. Also, Early Years inclusion funding was suggested for schools to apply for and use towards these resources. AF will circulate the email to schools relating to the new application process.

Action – Debbie Stevens to provide costings for Makaton training and Attention Autism resource bags

Action – AF to circulate Early Years Inclusion funding application process to all Schools

Debbie Stevens
AF

e) Schools Family Worker sub group

RH explained there is no report as the next sub group meeting is tomorrow.

<p>6. <u>DSPL Conference – 23.10.2019</u></p> <p>a) <u>Venue</u> CH reported Patricia Wheway has obtained three quotes for other venues for the DSPL Conference, however they are way over budget, therefore as the SouthHill Centre meets needs, this has been provisionally booked for 23rd October 2019. All agreed.</p> <p>CH shared the idea of a Resilience film about ACEs, Adverse Childhood Experiences, as she can access the film for free. CH explained ACE’s in more detail. The film would run for an hour followed by a Panel, which could be shown in two sessions either everyone together, or one for Parents and one for Professionals. The board had a lengthy discussion around how this would work, how to engage the audience and what the outcome from it would be and suggested for CH to bring a plan for the Conference and how to engage with audience.</p> <p><u>Action – CH to create plan for the conference how to engage with audience for the July board meeting</u></p>	CH
<p>7. <u>PoDS</u></p> <p>a) <u>Conference 25.04.19</u> GL thanked the working party for organising the conference and for the evaluations. AF shared she received very good feedback on day and all the speakers were very well received. The only negative comments were venue issues around the creaking doors and the coffee lounge not being accessible.</p> <p>b) <u>PoDS Conference 2020</u> KE also thanked the working party for their hard work organising the Conference and suggested from the feedback using conference tables instead of rows next year and to also look at how to engage the Headteachers who have not previously attend. The board discussed this and the following suggestion were made:</p> <ul style="list-style-type: none"> • Circulate the date as soon as possible, as Headteachers diaries become very busy • Well known speakers, who Headteachers will want to see • Use vocabulary from the new Ofsted frame work e.g. Ambition. GL shared he is appointed as Policy Advisor for DfE and there is a need to see a greater explanation of why you’re doing what you’re doing, and would be happy to be booked to open the conference from that view point. 	CH
<p><u>Action - CH to book the conference and create a flyer to circulate to Schools in September</u></p> <p>c) <u>Pods Budget</u> RH explained the budgets for the 2018-19 outcomes and 2019-20 proposals. All approved the budgets. CH/AF will organising invoice all schools next half term.</p> <p><u>Action – CH/AF to invoice all schools next half term.</u></p>	CH/AF

<p>8. AOB</p> <p>a) HCC DSPL Conference – 06.06.19 RH explained this conference is an opportunity for all board members to attend to see direction of the SEND strategy across Hertfordshire and for an update on the SEND strategy workstreams. AF will email the board members again to request their attendance at the Conference. KE explained there is some confusion about what she is presenting for the Behaviour Service, as she has been asked to complete a poster, however this will not convey the message of how well the service is working and the data to demonstrate it. KE will meet with Sara Lalis to work out the best way to show this.</p> <p>b) RMD will ask Silvia Hundal to report on the review for changes at the next board meeting.</p> <p>c) CH requested £250 for a Specialist Advisory teacher to support children with down syndrome at St Paul’s School. RH explained the DSPL money has been ring-fenced for specific projects and it would make it difficult to manage if other schools start requesting funding. The Local authority view is Schools should be able to access the service from the local authority. The board discussed ideas and it was suggested to contact other Schools to pair up for support.</p> <p><u>Action - AF to email board members requesting attendance at the DSPL Conference</u> <u>Action - RMD to ask Siliva Hundal to report on the review for changes at ISL</u></p> <p>9) <u>Dated for Board & sub group meeting 2019-20</u></p> <p>All agreed to keep with the same format for the board meetings for 2019-20, avoiding SATS week. AF will work out a schedule for the sub groups and board meeting dates and will circulate to all members.</p> <p><u>Action – AF to create a scheduled for sub group and board meeting dates for 2019-20 and circulate to all members will circulate dates</u></p> <p>10) <u>Dates of meetings for 2018-19:</u> 10.07.2019, 9:30-11:30am - Hobbs Hill Wood Primary School</p> <p>There being no further business, the meeting closed at 11.10 am.</p>	<p>AF RMD</p> <p>AF</p>
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