

Minutes of Dacorum Area DSPL Board Meeting
Date: Wednesday 27th March 2019, 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 and DSPL Dacorum Operational Lead
 Katharine Ellwood - Head, Greenway Primary and Nursery and DSPL Dacorum Operational Lead
 Jackie Hood – Head, Chaulden Infants and Nursery School
 Suzanne Stace - Head, Westfield Primary School
 Debbie Stevens – Head, Goldfield
 Sara Lalis - Head, Dacorum Education Support Centre (DESC)
 Mel Stanley - INCO, JFK
 Gill Waceba - Head, Woodfield School
 Gareth Styles - Head of Foundation, West Herts College
 Melanie Flay – Educational Psychologist Manager
 Silvia Hundal - Area Lead 0-25, Integrated Services for Learning
 Danielle Jata-Hall – Parent Representative
 Alison McLaughlin - 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

Eleanor Bevan – Assistant Head, Hemel Hempstead School
 David Canning - ISL Manager
 Hayley Collett-Gorton - Parent Representative
 Pauline Kirtley – Head, Heath Lane
 Sarah Winter - Head, South Hill Primary School
 Sally Short – Head, Hobletts manor Junior School
 Neil Jones – Principal, Jupiter Community Free School

Agenda Items	Actions
<p>1. Welcome and Introductions GL welcomed everyone to the board meeting.</p> <p>AF shared best wishes to the board from Pauline Kirtley, as she is retiring at the end of Spring term.</p> <p>AOB request: None</p> <p>2. Matters Arising from minutes of previous meetings 07.02.19</p> <p>All actions have been completed or covered in the Agenda items.</p> <p><u>Minutes were approved by DSPL Board as presented</u></p>	

3. Financial update for DSPL/PoDS

RH reported the financial budget is still being finalised for 2018-19 and 2019-20. AF keeps records of the current budget, which needs to be cross reference with the information held at Kings Langley School. There is currently an underspend, as there was a saving due to no Manager for part of the year and Vicky McKirgan, SEND Lead left her post at the end of January. There is also a saving as DSPL have not undertaken two projects – Siblings and Autism parent support group. RH has an indicative carry forward from Kings Langley School, however, this is currently more than the carry forward from last year, this may be because not everything is on their system yet. RH and CH are in discussions with the finance lady at King Langley School to set up a robust procedure from 1st April 2019. RH and CH have started to look at budget for 2019-20, however, there are two issues which need addressing by September:

- SEND School Family Workers – it was agreed to appoint 3 posts across the Family Services, however, there is not enough money in the budget to cover 3 posts
- Link Family Services – there is currently £20k current staff costs more than what is in the current budget. Neil Jones, Principal of Jupiter Community Free School is taking responsibility for Link Family Service, which will become its own entity and he will be working on the sustainability for the service from September 2019. Neil Jones is also working hard on engaging schools who did not buy back into Link Family Services.

The board discussed the two issues and there are currently two posts being advertised – SEND SFW for Kings Langley Partnership/Gade Family Services and Partnership Manager for Dacorum Family Service and it could be possible to look at a restructure for the whole Partnership. All decided it would be useful to have a staffing structure of the family services, staff, grades and skillsets, to look at the Management structure of the Partnership. AF will ask Kings Langley School to hold on the recruitment of the SEND SFW for Kings Langley Partnership/Gade Family Services, until the new plan for the Partnership is agreed. RH asked SL to join the SFW sub group, along with Neil Jones, Jupiter Community Free School.

RH will work on a plan and budget on how to move forward, for the next board meeting. GL thanked RH for all his hard work.

Action - CH to produce a staffing structure for PoDS for the next board meeting

Action - RH to produce a plan and budget for PoDS for the next board meeting

Action - AF add an agenda item for the Management structure of PoDS

Actin – AF to ask King Langley School to hold the recruitment of the SEND SFW

- RH explained the Kings Langley Finance Manager needs approval to transfer the funds for the Pupil Support Worker between the DSPL and Family Services accounts, all agreed this can be approved.

4. DSPL strategic plan

CH explained Hertfordshire County Council have restructured the format of the Strategic plan. CH has updated the plan, which is in draft format and now has all the sub group action plans to add to the plan. CH raised a concern over the increase in ADD-vance referrals and how referrals are also coming in from Health services. The board discussed this and agreed only referrals from education should be accepted. CH will email the Health services to say resources are limited and DSPL are unable to accept any more referrals. RH explained the strategic plan for 2018-19 needs to be submitted by 30th April. CH will circulate this to the board for comments prior to submitting. The strategic plan for 2019-20 also needs to be ready by 30th April, CH will also circulate the plan for comments. RH asked the board if anyone wants to add to the strategic plan for next year. The board discussed this and agreed for each sub group to have £1,000 each, to run termly meetings for the

CH
RH
AF
AF

<p>Leads to share good practice. CH & RH will update this on the strategic plan for 2019-20.</p>	
<p><u>Action – CH to email Health services to say DSPL can no longer accept ADD-vance referrals from them</u> <u>Action - RH & CH to add £1,000 for each sub group to the strategic plan for 2019-20</u> <u>Action - CH to circulate the strategic plans for 2018-19 and 2019-20, for the board to review and submit comments before 30th April</u></p>	<p>CH RH & CH CH</p>
<p>5. DSPL/PoDS Staffing CH reported the SEND Lead has been recruited and is Ruth Mason, current SEND School Family Worker for Kings Langley Partnership/Gade Family Service, who will hopefully be joining the team in the Summer term. The Partnership Manager for Dacorum/Link Family Services has handed in the notice and the job will be re-advertised on Friday.</p>	
<p>CH asked if the SEND School Family Workers, who are funded by DSPL, should they be supervised by DSPL? The board discussed this and agreed a working party should meet to discuss this as part the restructure for the Partnership, following on from the discussions under Agenda item 3. RH will arrange a meeting to discuss the restructure of the Partnership</p>	
<p><u>Action – RH to organise a working party to discuss the restructure of the Partnership</u></p>	<p>RH</p>
<p>6. DSPL updates</p> <p>a) Autism sub Group JH pre-submitted the report for the Autism sub group and reported the last meeting was mainly to discuss the contents of action plan. RH shared the future work of the local authority is looking at ASD Hubs, which can be added to the action plan.</p> <p>b) Primary Behaviour Service KE pre-submitted the report for the Primary Behaviour Service. SL shared the report for the Secondary Service. KE explained Adam Hayes attended the Secondary Headteachers meeting to present on Hertfordshire Steps with two Secondary Schools who shared cases studies and how to overcome barriers. RH asked for feedback from the visit with Kerry Scripps. SL explained there was a set of questions, which she will get written feedback from, however was asked how the behaviour services are challenging schools about embedding and holding schools to account for Hertfordshire steps training. Adam Hayes has produced an audit, which could be used randomly on schools, to show evidence of attending training and what impact it has had in schools.</p> <p>RH queried why the number increases significantly from Key stage 3 to 4. SL explained DESC have a proactive approach with Secondary schools and meet with schools to identify children, for whom the curriculum will not meet their needs in KS4 and transition willingly to DESC. DESC also run hubs in Year 6 to identify children who will struggle starting Year 7, however, traveller children at KS3 are issue, as there is not a lot of provision to meet their needs.</p> <p>c) Mental Health sub group SS pre-submitted the report for the Mental Health sub group and is attending the kitemark launch next week to find out how Dacorum Schools get involved. SS has invited Rosemary Inskipp and Sharon Wallerson, Family Service Partnership Managers, to the June sub group meeting to explain the work of the Pupil Support Workers. RH clarified the Pupil Support Worker posts comes under the remit of this sub group, as it is funded by DSPL. MF queried</p>	

this as Mental Health is not part of the job description. RH will investigate this with CH and both will meet with SS, SL, and MF, before the 20th June, to look at the job description.

GW shared Woodfield school have pupils with severe learning difficulties and Mental Health issues and there is not much support available and would like to join the sub group. SS is happy for GW or her Mental Health Lead to join the Mental health sub group. GW will email SS.

The board also discussed Mental Health of post 16 SEND pupil. GS has asked the SEND department to see if someone can attend the next sub group meeting on 30th April.

Action – RH and CH to look at PSW job descriptions

Action – CH to arrange a meeting with RH, SS, SL and MF to look at the Pupil Support worker job description before 20th June

**RH & CH
CH**

d) Early Years Sub Group

DS pre-submitted the report for the Early Years sub group and has created a logo for equity across settings for Early Years when sending information. The first full meeting went well and the issues around Early were discussed at length. DS, KE and PW went to the Partnership meeting for new Family Service Centre, run by Inspireall. KE has invited Karen Rudman from Inspireall to attend the next board meeting and will ask her to give a brief presentation of the service. CH shared they have a termly newsletter, and the next one is available from 4th April, which she will circulate.

Action – KE to invite Karen Rudman, Inspireall to present at the next meeting

KE

e) Schools Family Worker sub group

RH pre-submitted the report for the School Family Worker sub group. The group will be meeting again after Easter. The sub group members are currently RH, CH, Sharon Wallerson and Rosemary Inskipp. SL will also join group with Neil Jones, Jupiter Community Free School. The School Family work is not in the strategic plan, as it is part of the Partnership of Dacorum School element.

7. DSPL Conference – 23.10.2019

CH explained there has been slight criticism on the venue, the South Hill Centre due to the parking, not the actual venue. CH will look into alternative options. The group discussed the following ideas for this year's theme:

- Anxiety & parenting
- Building resilience/character building
- Supporting parents in how to handle social media

The board also discussed how to have an equal balance of Professionals and Parents, as not many parents attended the last conference and whether to have separate Conference. It was agreed to keep it as one, as Professionals and Parents should be working together. However, they could have separate workshops in the afternoon.

D J-H suggested Harry Thomson, a child with PDA who talks about living with PDA. He is very inspiring, and is powerful to see someone talking about the negatives and positives of his experiences.

CH will work on an outline plan for the Conference to share at the next board meeting.

<p><u>Action – CH to look into alternative venue options</u> <u>Action – CH to bring an outline plan for the Conference to the next board meeting</u></p>	<p>CH CH</p>
<p>8. <u>PoDS Conference – 25.04.2019</u> CH reported the planning for the Conference is all going well. AF update on the current numbers, with current 49 schools booked and 6 on the waiting list. AF will resend the flyer to schools who have not yet booked a place, also offering the place to someone from their Senior Leadership Team.</p>	
<p><u>Action – AF to resend the Conference flyer to schools who have not booked a place, offering to their Senior Leadership Team</u></p>	<p>AF</p>
<p>9. <u>AOB</u> a) Complex needs case worker update RH explained Complex Needs Case Worker update was on the Agenda for the Dacorum Primary Behaviour Board meeting, however, David Canning and Rhona MacDonald were unable to attend and therefore was asked to update at the DSPL board meeting instead. SH shared an internal paper, on behalf of David Canning, providing an update on the Complex Case workers. There are 2 part time teachers, covering Hertfordshire, who are dealing with complex cases with time limited interventions. They started in January and have received 14 referrals in February, coming in from different routes. 4 of the 14 were school referrals and most children have a fixed term exclusion with risk of permanent exclusion. Most children have an EHCP and only 2 have ENF funding. Currently schools have to wait 14 days for response and the local authority are looking at how to speed this up. The complex case workers are working along-side the other teams within ISL. Their work will be evaluated in April, giving an idea of the needs and progress the case workers are making and what the trends are, to see if the pilot is making an impact. SL and KE questioned why the workers are working across the whole of Hertfordshire, rather than piloting one area where the Behaviour service is doing well. MF will take this back to the team. SH asked if anyone has any questions, they would like to be raised, to email them directly to her.</p>	
<p>10. <u>Dates of meetings for 2018-19:</u> 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 11:30am.</p>	