

**Minutes of Dacorum Area DSPL Board Meeting
Date: Wednesday 10th July 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
 Katharine Ellwood - Head, Greenway Primary and Nursery and DSPL Dacorum Operational Lead
 Mel Stanley - INCO, JFK
 Neil Jones – Principal, Jupiter Community Free School
 Jackie Hood – Head, Chaulden Infants and Nursery School
 Suzanne Stace - Head, Westfield Primary School
 Debbie Stevens – Head, Goldfield School
 Sara Lalis - Head, Dacorum Education Support Centre (DESC)
 Gill Waceba - Head, Woodfield School
 Silvia Hundal - Area Lead 0-25, Integrated Services for Learning
 Gareth Styles - Head of Foundation, West Herts College
 Patricia Wheway - Dacorum Schools Project Manager
 Carole Hassell - Dacorum Schools Partnership Manager
 Ruth Mason - DSPL SEND Lead
 Ashley Fabray - DSPL Dacorum & Partnership of Dacorum Schools Administrator (Minutes)

In Attendance

Karen Rudman, Deputy Head of Family Support Services, InspireAll

Apologies Received

Gary Lewis - Head, Kings Langley School and DSPL Dacorum Lead (Chair)
 Melanie Flay – Educational Psychologist Manager
 Sarah Winter - Head, South Hill Primary School
 Alison McLaughlin - Parent Representative
 Sally Short – Head, Hobletts Manor Junior School
 Hayley Yendell – Head, Heath Lane Nursery
 David Canning - ISL Manager
 Hayley Collett-Gorton - Parent Representative
 Danielle Jata-Hall – Parent Representative

Agenda Items	Actions
<p>1. Welcome and Introductions KE welcomed everyone and introduced Karen Rudman, Deputy Head of Family Support Services from InspireAll</p> <p>2. Karen Rudman, Inspireall – Family Centre presentation KR thanked the board for inviting her to the board meeting and explained her back ground is nursery nurse and social worker. She has been with Children Centre’s for 19 years, where there has been lot of change, but the last year has seen the biggest changes. KR shared her presentation slides with the board and explained the following;</p> <ul style="list-style-type: none"> • The link on the front page is for a 5 minute You Tube video explaining the Family Centers, with 3 different scenarios. • The Family Centres are now run by 3 providers – Barnados, YMCA and InspireAll • Family Centres work in Partnership with the NHS. • Support is available to families with a child under 1 up to age 11, however key support is 	

under the age of 5, the support will carry on past age 5 if this is still the right service for the family and have relationship with them.

- In each district there is 1 main delivery hub – Windmill Family Centre in Hemel and 2 main satellite bases – Little Hands & Little Feet and Green Lane Family Centres.
- The Family Centres took a 20% reduction in funding, and therefore do not have volume of staff to man all children centres.
- Public Health Nurses (previously health visitors) see every family, and have 5 mandatory contacts with a child.
- The new model has been adopted by public health, the service providers and Hertfordshire County Council, which is a 6 year contact with a possible 2 year extension.
- There are two teams in the new model - Early Start Team and Family Support Team and both teams will integrate with public health nurses. KR heads up Early Start Team.
- The targeted funding budget will pay for the work with the Public Health Nurses and for targeted services.
- Some universal services will still continue - stay and play, rhyme time and baby, sing and play, as these help identify any Speech & Language issues. The family centres are also looking to introduce baby talk. It was agreed the sessions can continue to run if they are cost recovery. There is a voucher scheme, so if money is a barrier, families can register to get voucher. The family centres can give out 6 vouchers at a time.
- Staff members have received lots of training since September, including oral health talks in schools, staff have to deliver 3 sessions and then will be observed on the final session. This will be offered to all schools all year round, from September.
- The 2 year review will now be part of a group with an assessment.
- Family Centre Professionals – this is a hidden area in on the website and the direct link on slide on page 2. The contact details for the Center are also available on the slide.
- KR recommended professionals to call the hub to talk to team leader/deputy regarding referrals, to see if they meet their package of care, as this will save time and help get the right outcome.
- This presentation has not been delivered to the Family Support workers yet and KR will be working on a plan to get them all together to present.
- KR has another handout of packages available for board members to take.
- Referrals are very tightly managed and come with a 6 week package of care then are reviewed.

The following questions were asked:

a) What are the percentage of families having to re-register compared to previous families who registered and how are the satellite hubs being used?

KR explained Dacorum is quite spread out as a district, there is a summer programme available and this has been spread across the centres as much as possible. However, work is happening to look at how else to use centres and other services. Each district has a room hiring system, with no cost to partners, as DSPL would be a partner, there will be no charge for room hire.

Everyone has had to re-register and the numbers are currently low. There is a new campaign out to register families with the Family Centres.

DS asked if someone from the Family Centre would be able to join the Early Years sub group. DS and KR will discuss this.

b) PW met team few weeks ago and ask if something could be put on family centre doors, so families know where to go and who to contact.

KR will follow it up to ensure contact details and programmes are put on all centre doors. KR

explained even though the family support team are all base at Windmill Family Centre, parents don't have to go there, schools can call the Windmill Family Centre and a family support team member can come and meet families.

All agreed for KR to stay for the remainder of the board meeting and to join the board from September. KE thanked KR for attending today.

Action- KR to organise to present to the Family Support Workers

Action – DS and KR to discuss someone from the Family Centre joining the Early Years sub group

Action – KR ensure contact details and programme are put on all Family Centre doors

Action – AF to send board papers, Early years sub group and DSPL Conference stand information to KR

KR
DS & KR
KR
AF

3. Matters Arising from minutes of previous meetings 22.05.19

SL queried that there are no Parent Representatives present and asked if there was a reason. PW shared there are lots of aspects, including wanted to feel more included. RM explained she will be discussing Parent Representatives with team, to work with them more and provide them with support. CH will also be meeting with HCPI to see who is available and understand what training and support they have and will come back to SS. KE suggested for RH and herself to also be included in inductions with Parent representatives, to ensure they are fully supported.

All actions completed or covered under agenda.

Minutes were approved by DSPL Board as presented

4. DSPL Strategic plan update 2019-20

CH provided a quick overview:

- DSPL has as full team of staff.
- ADD-vance and Autism offer is under control.
- SEND School Family Workers – the hours have now been reduced in Dacorum Family Services/Link Family Services and the vacant post at Kings Langley Partnership/Gade family support can now be recruited for.
- Pupil Support Workers will send their report to the Mental Health sub group, to show their work and how they are meeting the mental Health agenda. The Mental Health sub group will be looking the PSW role in September and SS has invited Carole to sit on sub group as link.
- DSPL conference is on 23rd October at South Hill Centre, as due to the cost it wasn't viable to move the venue. CH has secured resilience film and will invite Cathy Cresswell to speak linked to film, followed by workshops relating to film and parenting. So far there has been a good uptake for information stands and there will be more time given for everyone to look around the stands.
- The mentoring for transition pilot is in its 2 year and then the plan is to look at how to roll the pilot out to all school, run by with Tracey Woods and DSPL.

5. DSPL/Pods Staffing

CH explained the PoDS/DSPL organisational chart and there is also a PoDS leaflet available on request, to know which schools are in which partnership area. Some of the information is now out of date and the new DFS/Link manager is Lyndsey Hooper. CH will update changes. SL said the document is a very helpful visual.

The board discussed Secondary representatives on the Board, as MS leaving at the end of term and Eleanor Bevan has already given her given notice. RH explained at the strategic meeting last week, he met with KE, CH and Gary Lewis and David Fisher. Gary is finishing end of term and will have no more involvement. David has committed to being the Lead school, however is concern he does not have background. He will sit on the board, however will not chair the board meetings. KE has agreed to be the chair going forward. KE will contact the following suggestion for secondary representatives:

- I. Tim Jordan Deputy Head at Hemel Hempstead School
- II. SENCo from Adeyfield School

Action – KE to contact the suggested Secondary Representatives

KE

6. DSPL updates

a) Autism sub Group

JH pre-submitted the report for the Autism sub group and shared RM has fantastic new ideas. There were no questions from the board

b) Primary Behaviour Service

Sara Lalis pre-submitted the report for the Primary Behaviour Services, as KE was unable to attend the last board meeting. SL update the locality space new build is on DESC website and the hand over is on 19th July and will be fully staffed for September. The service is aware of children they are working with at tier 4/5 and can identify children coming in and out. The new managed moved protocol will identify children in the at risk meeting, which will then progressed to the confidential Part 2 of Behaviour board meeting, which is already in place, with 5 primary Headteachers and the Fair Access Officer on the board. RH suggested informing HCC how this will be managed. KE shared she met with Jo Fisher, Ops Director Services for Young People, yesterday and it is clear Dacorum are ahead with impact, data and communication. KE will put SL in touch to Jo Fisher to liaise directly to arrange for her to visit DESC. SL would like an inspiring name to represent area, for the new locality space, all to email ideas to SL.

SL apologies for lateness in sending out the Secondary report. SL also pre-submitted the report from Gemma Wishart, who has been looking at provisions for behavior. It is a good summary of service, which is a tiered 1-5 service, working with Children, Parents, both onsite and Outreach and covers so much more.

SL met with RH and her Business manager to discuss the expenditure for the £494,000 funding. SL explained the breakdown of staff for the services, which the funding is used for.

PW queried why there are no Year 11 cases. SL explained this is because they have finished GCSE's, and SL will do a projection of Year 10 students going into Year 11, RM asked if the service tracks the impact of tier 2 over long period of time. SL explained all children have a boxall profile which is completed on entry to the service, half way through, 6 months after and further into the future.

I. Hertfordshire Steps update

SL shared there is now a high percentage of Primary and Secondary schools, other then one secondary, who are trained or will be training in Hertfordshire Steps. The behavior board was asked by the DSPL board to look at the impact on the funding for the training. DESC have run a pilot at Greeway school with the Senior Outreach worker, to look at what an audit check list might look like. This has been proposed at the Primary Dacorum heads on Friday, which was well

received. The Behaviour board will look at the data collection and identify common themes to see what support schools require. KE thanked Adam Hayes and the secondary Heads who present to the Dacorum heads regarding Hertfordshire steps training, as the strategy has worked well.

PW raised she has received a lot of feedback regarding behavior and parental concerns, due to a breakdown in communication. SL and KE will met to will discuss this further.

Action- All to email ideas to SL for a name for the locality space

SL

c) Mental Health sub group

SS pre-submitted the report for the Mental Health sub group and explained the graduated documents are now finalised and thanked Emma McKenna and Nicola Saunders, DESC for their help with the documents. SS also thanked PW for all her hard work supporting the sub group. The plan is to share the documents in September at the Dacorum Primary Heads meeting. SS will liaise with SL regarding sharing the documents with the Secondary Heads. At the last meeting the sub group discussed the link between Behaviour and Mental Health and having one single point of access. SS suggested DESC, as schools are already familiar with this service, however would not want to impact negatively on their current work load and team, and would like to know if there could there be some funding to support this. Emma and Nicola have also created a merged guidance document for Behaviour and Mental Health combined. SL shared Yael Leinman, Strategic Lead for Mental Health in schools, sits on work steam for Behaviour and Mental Health county group, which is looking at merging the County Behaviour document tiered approach with Mental Health, DSPL8 are already working in line with this and the group will also be looking at this county wide and they want to use DSPL8 as model. RM also suggested encouraging using schools Mental Health Leads, who can contact DESC for support. The board discussed this and agreed for DESC to trial the Single point of access for the Autumn term and gather the data to update the board. SS shared she is conscious there is no parent representative on this group. CH will update SS after she has met with HCPI.

d) Early Years Sub Group

Debbie Stevens pre-submitted the report for the Early Years sub group and has the cost from Jane Keech for Adam Haye's team to deliver Early Years Steps training and would like the board to consider funding for PVI's to access this training. RH said there is funding available in the budget and settings will need to make a commitment and for the impact to be measure.

DS shared the costing to run two trial Makaton training sessions would be £450. RH explained there is £1000 ring-fenced for each sub group, which can be used to fund this, however it school be offered to all early years setting not just PVI's, to make it fair.

DS explained the resources bags, which can be used for all children and suggested funding £30 per resource bag, to be given out at the end of the Early Years Autism and Social Communication Needs training. KR has a redundant toy library with a lot of stock, which could support this, KR and DS will discuss this further. The board discussed the resource bags and agreed training should be offer to all Early Year settings not just PVI's. SH and RM will meet to investigate this piece of work and will report back to the Early years sub group. GW requested for Special schools to be included in the funding, as Woodfield staff have attended Attention Autism training and they supply attention autism buckets. GS would also like Post 16 to be included, as they have also have offer have access the training and

provide the resources.

e) Family Support Worker sub group

RH pre-submitted the report for the Family Support Worker sub group and is currently working on a financial modeling of what each area should be getting. Kings Langley School has challenged they are putting a lot of their own money into the Partnership. Currently Dacorum Family Services is reasonably inline, Link Family Services needs some adjustments and Gade/Kings Langley Partnership are significantly out of what funding should be. This will need to be unpicked and ensure the correct hours are being delivered from September making sure delivery is as per monitoring. CH is also meeting with KLS finance manager to resolve this.

7. DSPL Conference – 23.10.2019

CH updated on the Conference under Agenda item 4.

8. PoDS

a) Conference 2020

CH has booked Ashridge House for 23rd April, 2020, Gary Lewis has offered to do the opening speech and she would like working party to plan the Conference. NJ, SS, SL put themselves forward for the working party. The board discussed a theme and agreed to use the following key words from the new Ofsted framework:

- Ambition
- Ofsted
- Whole child
- Curriculum
- Resilience

Action – CH/AF to organise a meeting for the working party

AF/CH

b) PoDS Action Plan

RH explained there is currently no PoDS Action plan and CH has drafted new one. CH will update the plan to include 'Identify how schools can work better across Dacorum'. KE asked NJ who he is getting on as the Chair for Link Family Services. NJ has a Link meeting tomorrow morning and it is all working well.

CH shared the PoDS invoicing to all schools is booked for 18th July.

Action – CH to update the action plan

CH

9. DSPL SEND Lead & DSPL Project Manager update

RM update her report is a summary over her work in the last 4 weeks. DSPL have been spending lot of money on ADD-vance coaching and the report includes a summary of how the back log has been resolved and is suggesting changing the model to look at long term sustainable provision, which is on the 'Core Parenting Support offer in relation to Autism' document. However, 6 workshops might not meet the need and could look at online support after workshop. The waiting list has now gone and there will be no more referrals for Add-vance. Elklan training will be available in the Autumn term in Watford, which DSPL are part funding.

GW raised that she has been advised by her governors to withdraw from the Outreach service from April 2020, as Woodfield school is taking all the financial risk. GW has also raised this at the SEND

Exexecutive meeting. County think they have paid, however Woodfield have not received it and it is not likely they will receive it until July. The funding also does not cover staff pay increases. RH update from SEND Executive meeting, DSPL8 comes out as one of the best providers. SH and RH have joined a group to look at the Outreach provision and service level agreements, SH agreed the funding should be paid a term in advance, this piece of work will be finished by the end of the Autumn Term. GW will explain to her governors that it is currently under review. SH will liaise with GW regarding this.

PW reported on the following:

- She is currently updating the website, which will be finalised in autumn term.
- A survey monkey has been sent out to parent/carers to find out about the DSPL service and other services and has received 150 responses to date.
- She has produce first early years newsletter, which will be circulate by the of end term.
- She has attended a focus group with GS and GW on Post 16 and has circulated the West Herts College SEND offer. GS shared on the second page of the document, the transition programme is no longer running. RH suggested adding Post 16 as an Agenda item for next term for GS and GW to provide an update.

Action – AF to add Post 16 to agenda for 30 mins

AF

10. ISL update

SH reported David Canning resigned as the ISL manager and Tony Fitzpatrick's role is to oversee the service and David's work has been distributed to the Area leads.

There is a consultation for the SEND Specialist Advisory services new structure working with transforming SEND, which SH will hopefully be able to update on at the next board meeting.

11. AOB

KE thank Gary Lewis on behalf of the board, as he is retiring at the end of term and Sarah Winter, who is leaving and both were not present at today's meeting. KE also thank MS for all her hard work and support, as she leaving at the end of term. MS thanked the board, will share her email address with the everyone, and she will still continue to be part of the Mental Health sub group.

12. Dates for Board & sub group meeting 2019-20

9:30-11:30am at Hobbs Hill Wood Primary School

16.10.2019

11.12.2019

05.02.2020

01.04.2020

20.05.2020

01.07.2020

There being no further business, the meeting closed at 11:30am.