

Minutes of Dacorum Area DSPL Board Meeting
Date: Wednesday 16th October 2019, 9:30am – 11:30am
at Hobbs Hill Wood Primary School, Peascroft Road, Hemel Hempstead

PRESENT:

Katharine Ellwood - Head, Greenway Primary and Nursery and DSPL Dacorum Operational Lead (Chair)
 Richard Haynes – Head, Hobbs Hill Wood and DSPL Dacorum Operational Lead
 David Fisher - Head, Kings Langley School and DSPL Dacorum Lead
 Neil Jones – Principal, Jupiter Community Free School
 Jackie Hood – Head, Chaulden Infants and Nursery School
 Suzanne Stace - Head, Westfield Primary School
 Jo Harris – Principal, Bedmond Academy
 Tim Jordan – Deputy Head, The Hemel Hempstead School
 Sara Lalis - Head, Dacorum Education Support Centre (DESC)
 Gill Waceba - Head, Woodfield School
 Gareth Styles - Head of Foundation, West Herts College
 Silvia Hundal - Area Lead 0-25, Integrated Services for Learning
 Melanie Flay – Educational Psychologist Manager, Integrated Services for Learning
 Karen Rudman, Deputy Head of Family Support Services, InspireAll
 Danielle Jata-Hall – Parent Representative
 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)

Apologies Received

Sally Short – Head, Hobletts Manor Junior School

Agenda Items	Actions
<p>1. Welcome and Introductions</p> <p>KE welcomed DF to the board and explained as Kings Langley School is the Lead school; he will take over chairing after today’s board meeting. Everyone introduced themselves. JH and TJ have also joined as new board members.</p> <p>KE also shared PW is leaving her post at the end of this half term and Debbie Stevens is standing down from DSPL board and as Chair for the Early Years sub group, she thanked both for their hard work and commitment. KE will contact the Headteacher from Heath Lane nursery to ask if she would like to join the DSPL board and become the new Early Years chair and will also contact Dundale Primary School to join both, as a Tring representative.</p> <p><u>Action - KE to contact Headteachers from Heath Lane Nursery and Dundale Primary School to ask if they would like to join the DSPL Board and Headteacher from Heath Lane to join the Early Years sub group.</u></p> <p>2. Matters Arising from minutes of previous meetings 10.07.19</p> <p>All actions completed or covered under agenda.</p> <p><u>Minutes were approved by DSPL Board as presented</u></p>	<p>KE</p>

3. DSPL Strategic Managers update:

a) DSPL strategic plan update 2019-20 including finance

CH updated the budget is on target and is not looking to be over spent and update on the strategic plan:

Leadership & Management

- Monitoring forms submitted to County from DSPL and LSP's.
- Staffing DSPL team – PW is leaving her post at half term, Cathy Agnihotri, SEND School Family Worker for Dacorum Family Services is leaving at the end of term and will be looking at recruiting. Kings Langley Partnership has been successful in the recruitment for a SEND SFW.

Behaviour and Social and Emotional and Mental Health (SEMH)

- The new DESC Locality space is now open.
- MIND Mental Health courses for Parent/carers, young people and professionals are advertised on Eventbrite.
- DSPL Resilience Conference is on 23/10/19, booking are closed with 50 professionals, 42 parent/carers and 25 information stalls attending.
- Steps' training has been accessed by 43 schools – DSPL continuing to promote and support.
- Mental Health guidance documents will be launch at the DSPL Conference, Headteacher forums and uploaded onto the DSPL website.

Specialist Provision

- RM is working with SENCo clusters and Family Support Services to embed the recommendations of the autism review.
- ADD-vance offer has been agreed - workshops will be advertised on EventBrite.
- 2nd year of pilot peer mentoring pilot in is operation - feedback to be received via the Autism Sub Group.
- RM has done an amazing job organising the Autism all about me and sibling group with Chaulden Adventure playground.
- DSPL Website has been improved with up to date and relevant links.

Targeted SEND Support Services

- Working on the parameters of the SEND SFW's role – to be shared with SEND SFW's.
- PSW roles are fully staffed – working on evaluation framework.
- SENCO Briefings booked – next event 11th December 2019.

Speech Language and Communication Services/Early Years SEND

- Information has been received from NHS re take up of ELKLAN – information to be added to DSPL database and shared with sub groups.
- Makaton training has been sourced for Early Years.

Post 16 SEND and preparing for adulthood

- GS and GW are presenting today.

DJH commented she has not seen the DSPL Conference advertised in local provider groups; Families in Focus, ADD-vance, Space etc. AF will update the communication list to include these.

Action - AF to update the communication list to include local provider

AF

b) New Contract

RH explained the Local Authority have issued a new contract, which has been signed by DF and has substantial commitments. The new contract will be in place from September and the strategic plan has been extended by another term to August 2020, which needs to be updated on the current action plan and to extend the funding in the budget.

The current changes to staffing will affect the budget; CH is working on a plan to use the current team for the funding allocated to the Project Manager role. PoDS invoices have been sent to all schools with a 10p increase, to 60p per pupil to cover all costs and CH will provide an update at the next board meeting with which schools have paid their invoices. RH is working on a model for each of 4 LSP's to show their delivery and it how works in each area with consistency and will present this at the next board meeting.

DF shared he has signed the contract for this year and has actioned to review the contract over the year to see what is viable and challenge some of the comments in contract. CH will be raising this at the next DSPL strategic meeting. AF has circulated a copy of the contract to the Board members.

Action - CH to provide an update at the next board meeting on which schools have paid their PoDS invoices

CH

Action - RH to present the module for the 4 LSP area's at the next board meeting

RH

c) Memorandum of Understanding

RH explained as part of the new contract, Kings Langley School will need to issue a Memorandum of Understanding to each of the 4 LPS areas. CH will issue these, signed by DF, for each area to sign.

d) DSPL/PoDS Staffing

This was covered above.

4. DSPL SEND Lead & DSPL Project Manager update

a) DSPL SEND Lead report – Autumn 2019

RM pre-submitted her report and updated:

- The Autism and sibling groups are going exceptionally well; the Autism group has been split into two different groups to make them more appropriate. The age limited for the sibling group has been raise from last time, which has helped with siblings engaging in discussions.
- Hemel Hempstead school has found the Mentoring very positive and is very keen to push it forward, which RM is working on. RM has re-established the Secondary SENCo cluster group. Rhona MacDonald, ISL will be attending the cluster groups and RM will also discuss this with MF.

There were no questions from the report and RH commented it is very positive.

b) Parent Representative Involvement

RM explained Parent involvement; as the current Parent representatives are unable to continue, there is only 1 parent representative on the board. RM met with Herts Parent Carer involvement (HPCI) to see how they can work together to support and engage Parent representatives. HPCI will advertise for parent representatives for DSPL8. All sub groups require parent representatives, as set out in the Terms of Reference, however up until now the Mental Health sub group and Behaviour board have not had a representative. The School Family Worker sub group also requires a parent

Representative, however, a SEND parent would not be appropriate and RM suggested a Parent Governor and asked the board to let her know if they know of anyone suitable. The board discuss this and agreed:

- Behaviour Board to have 2 Parent representatives, who would leave for Part two when individual cases are being discussed.
- KE and RH to be involved with supporting the Parent representatives once HPCI have recruited.
- Each sub group to have 2 parent representatives

SS shared she might know of a suitable potential Parent representative, who she will approach and then pass her details onto to CH.

Action – SS to contact the potential Parent representative

SS

c) Project Manager update including Parent/Carer Survey

PW thanked everyone including the DSPL team and RH. PW also thanked AF for all her hard work and support she has given her and to DSPL. KE thank PW for her hard work, commitment and passion and gave flowers on behalf of the board.

PW updated:

- The Mental Health guidance has now been launched.
- The Website has been update and there is now lot more information on there, including Early Years and Post 16.
- Two Makaton sessions, for Early Years settings, have been organised and if there is a lot of interest then more training can be arranged.
- Mental Health course for parent/carers has been oragnised, which is funded by the Children’s Wellbeing team; DSPL will only need to pay the cost of the room hire.
- DESC have offered to run a Parents Mindfulness course, for 2 x 2hr session, with room hire and refreshments for £250, which would come out of the Mental Health budget. SS confirmed she is happy for this course to go ahead and to collect feedback and impact after the course.
- Parent Survey – PW explained she created two surveys in July 2019; 1 was sent directly to parent/carers on the DSPL database and 1 was sent to all schools. PW received 200 responses, which she amalgamate and explained the responses.

The board discussed the following:

- Schools need to be reminded to include a DSPL website link on their school website.
- Question 6/7 – what is the split of Primary and Secondary from the comments, this needs unpicking to see what is working well and what is not.
- Ridged Behaviour policies are causing issues for children attending Secondary schools.
- Speech and language is currently an issue for Early Years, as they are under-resourced and trying to recruit, currently only children with an EHCP can access therapists. Well-comm is a good tool to help identify Speech, 80% for Dacorum settings have now signed up.
- Lack of support for children with Autism and Mental Health and parent/carers not knowing where to go for support. Navigating services is a common issue.

- It would be useful to know how many parents responded have a child with an EHCP. There is an issue with children coming from out of county with funding, which is not offer in Hertfordshire.

PW explained the next step is for the survey to be given to the sub groups to look at what can be offered. RM suggested re-surveying next July, including Primary, Secondary and EHCP breakdown, to see what the impact is.

MF share the Educational Psychologists will be running parent surgeries and will share the details with RM

Action – MF to share details of the parent surgeries with RM

MF

5. DSPL updates

a) Autism sub Group

JH pre-submitted the report for the Autism sub group and highlighted the progress of the action plan and thanked CH, RM and rest of the sub group. JH update:

- SCERTs training is being rolled out to all schools, this is for extremely complex children, which is very intensive and very rewarding.
- Dacorum has a high number for ASD Girls out of school, which will be picked up through the sub group.

b) Primary Behaviour Service

SL pre-submitted the reports for the Behaviour services and updated:

- The new name for the locality space is 'The Haven' and the opening launch took place last week.
- From the 21 children in year 7, some are carried over for first half term; SL will provide an update on the next report to show how many are still accessing the service.
- Highlighted the Year 11 Student winner of the Prince Trust award.
- 8 out of 9 secondary schools have now trained in Hertfordshire Steps, which has been adapted and the impact should start to show toward the end of the year.

The board discussed Hertfordshire Steps and the big impact this will have with Secondary Schools on board, which is a huge challenge due to the higher number of staff and supply staff. KE shared DSPL8 has a Hertfordshire Steps cluster group which meets every half term and this cluster has the biggest take up across the Local Authority. This would be useful for Secondary schools trainers to attend when they are ready.

c) Mental Health sub group

SS pre-submitted the report for the Mental Health sub group and thanked the work of the group and PW, who has worked to support the group for the last year including the Mental Health documents, alongside DESC who have aligned the Mental Health & Behaviour document. SS updated:

- The guidance documents have been launched at the Primary heads meeting and will be launch in various other meeting including the Conference. The aim is to survey schools for feedback, once the document has been used for a period of time. PW has updated the Parent Directory and this will be available at the conference.
- Peer supervision model for Mental Health Leads, will be piloted in Berkhamsted in

<p>November, and supported by Nicola Saunders, DESC. Once initially set up the groups will then be run by themselves.</p> <ul style="list-style-type: none"> The sub group will next be reviewing the Pupil Support Worker role and evaluating the impact. <p>DF shared he has had difficulties in access Mental Health Level 2 training. PW will raise this with the Healthy Young Minds (HYM) co-ordinator.</p> <p>DF offered his Mental Health Lead, Helen Hocklington to join the sub group, as a secondary representative and will email SS with her details.</p> <p>SS thanked PW for all her hard work on behalf of the Mental Health sub group.</p>	
<p><u>Action – PW to raise the issue of accessing Mental Health Level 2 training with HYM</u> <u>Action –DF to email Helen Hocklington’s details to SS</u></p>	<p>PW DF</p>
<p>d) Early Years Sub Group</p> <p>Debbie Steven’s pre-submitted the report for the early Years sub group and PW updated:</p> <ul style="list-style-type: none"> If there is any funding left in the budget, she would like a resource box to be offered to PVI settings Word aware training has come up in the sub group. The books are not a viable route; however, there is a training course available for £80 pp. The Early Years sub group will look into this at the next meeting and bring a proposal to the next board meeting. 	
<p><u>Action – RM to discuss with the Early Years sub group a proposal for Word aware training for the next board meeting</u></p>	<p>RM</p>
<p>e) Family Support Worker sub group</p> <p>RH pre-submitted the report for the Family Support worker sub group and there were no further questions or comments.</p> <p>6. PoDS</p> <p>a) PoDS Conference 2020</p> <p>CH share the next Conference is booked at Ashridge House on 23rd April and a working party has met to discuss the agenda and speakers and a further meeting has been arrange for after half term.</p> <p>b) PoDS Action plan</p> <p>The action plan is in place and there were no comments.</p> <p>c) PoDS Finance</p> <p>CH update all invoices have been sent to schools, with the increased fee of 60p per pupil.</p> <p>d) Membership update</p> <p>CH will provide an update at the next board meeting.</p> <p>7. ISL update</p> <p>SH update on the following:</p> <ul style="list-style-type: none"> The new ISL structure has been informally presented to staff, the formal consultation is on 11th November and professionals will be able to comment after this. 	

- Specialist Outreach is coming to an end on 31st March, 2020. The local authority is currently reviewing the Service Level Agreement. All special schools have been informed, GW shared Woodfield offers the Outreach service for DSPL8, which is very well received and very positive. However, she is at the point of pulling out if it does not improve. RH and SH are working with the commissioners and will have an update in the New Year.

RH also updated:

- Dyslexia guidance has been circulated via the school bulletin
- Target services offer is now available and is really useful.
- Exceptional needs funding is currently being review, which will be shared once it has been signed off.

8. West Herts College post 16 presentation

GW shared the handout on Woodfield School – Post 16 Curriculum for Adult hood and discussed the document and also raised the following challenges:

- Woodfield school have children until the age of 19 and West Herts College have children aged 16-19, both have a similar issue around DSPL8 being very primary focus, with the biggest issue in transition.
- Explained current issues including cost of support from YC Herts, staff resources for assessment day and lack of links course due to cost.

GW has detailed a way forward and wants to raise the issues, so DSPL is aware and can look at how it can be addressed. The biggest impact for Woodfield School would be for students to attend College taster days (so can access WH college) or regular links with colleges.

GS shared his hand out on West Herts College (WHC), discussed the document and raised the following challenges:

- WHC requires support for transition on entry and exit to the WHC. The college currently has a Transition support worker part funded by the local authority and college, however are only funded to work with 3 schools – Garston Manor, The Collect and Faulkner.
- Transition for Home Schooled children is very difficult. The college finds out about them very late and parents are poorly support in terms of transition.
- Staff resources to support Learners on internships.
- Good links with 0-25 team, however there is no support for students who do not meet the criteria.
- The college does not have a budget to trade with YC Herts.
- Frustration around late decisions, WHC often do not know about placements until summer term.

The biggest impact for WHC would be support for families with transitioning out of college, advice and guidance, especially for young people not going into employment, who have biggest challenge.

CH suggested inviting a representative from YC Herts to the next board meeting, to explain their service and what is on offer to young people. GW has met with YC Herts to see what they can offer, however it is not within college budget. CH will talk to YC Herts to find out what offer is for young people through their one stop shop.

RM shared DSPL currently run transitions workshops for year 5/6 students, which could be developed further.

The board discussed the concerns and agreed to these should be raised with the SEND transformation team.

Action – CH contact YC Herts for information on what their service offer to young people

<u>Action – GW & GS to raise their concerns with the SEND Transformation team</u>	CH GW & GS
<p data-bbox="252 331 360 365">9. AOB</p> <p data-bbox="97 371 1313 439">NJ shared he has organised Peer Supervision with the Link Family Service schools, which he will offer out to schools as INSET day on 4th January 2020.</p> <p data-bbox="97 510 539 544">Dates for Board meetings 2019-20:</p> <p data-bbox="240 584 834 618">9:30-11:30am at Hobbs Hill Wood Primary School</p> <p data-bbox="293 633 432 667">11.12.2019</p> <p data-bbox="293 674 432 707">05.02.2020</p> <p data-bbox="293 714 432 748">01.04.2020</p> <p data-bbox="293 754 432 788">20.05.2020</p> <p data-bbox="293 795 432 828">01.07.2020</p> <p data-bbox="97 898 874 931">There being no further business, the meeting closed at 11:25am</p>	