

**Minutes of Dacorum Area DSPL Board Meeting**  
**Date: Wednesday 11<sup>th</sup> December 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)  
 Neil Jones – Principal, Jupiter Community Free School  
 Suzanne Stace - Head, Westfield Primary School  
 Jo Harris – Principal, Bedmond Academy  
 Tim Jordan – Deputy Head, The Hemel Hempstead School  
 Hayley Yendell – Head, Heath Lane Nursery  
 Patricia Walker, Head of 0-25 SEND Commissioning, Children’s Service  
 Natalie Long, Parent Representative  
 Carole Hassell - Dacorum Schools Partnership Manager  
 Ruth Mason - DSPL SEND Lead  
 Ashley Fabray - DSPL Dacorum & Partnership of Dacorum Schools Administrator (Minutes)

**Apologies Received**

Richard Haynes – Head, Hobbs Hill Wood and DSPL Dacorum Operational Lead  
 David Fisher - Head, Kings Langley School and DSPL Dacorum Lead  
 Jackie Hood – Head, Chaulden Infants and Nursery School  
 Sara Lalis - Head, Dacorum Education Support Centre (DESC)  
 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

Agenda Items	Actions
<p><b>1. Welcome and Introductions</b>            KE welcomed everyone and introductions were made. KE explained DF has given his apologies for the board meeting, however, will take over chairing the meetings from the new year. Three new members have joined the board today:</p> <p>Nicola Long - Parent Representative            Hayley Yendell - Head of Heath Lane Nursery and the new Early Years sub group chair            Patricia Walker - Currently the Head of 0-25 SEND Commissioning and from 2<sup>nd</sup> January 2020 will be in her new role as ISL Manager.</p> <p><b>2. Matters Arising from minutes of previous meetings 16.10.19</b>            Item 1. KE updated she has contacted the Head at Dundale School, who is currently expecting Ofsted, he is keen to join the board but must prioritise this. KE will contact the Head from Grove Road Primary to ask if she would like to join the board as a representative from Tring.</p> <p>Item 3. CH updated there are 6 schools remaining, who are outstanding their PoDS invoices and they have all been sent a reminder. Richard Haynes will present the module for the 4 Local Schools Partnership (LSP) areas at the next board meeting.</p>	

Item 8. This action has been superseded, as CH has been contacted by Simon Fraser from the SEND transformation team, who is organising Parent surgeries in preparing for Adulthood. The action for Gareth Styles and Gill Waceba will carry over to the next board meeting, as they are not present to provide an update.

**Minutes were approved by DSPL Board as presented**

**Action – KE to contact the Head at Grove Road to invite her to join the DSPL Board**

**Action – GW & GS to raise their concerns with the SEND transformation team**

**KE  
GW & GS**

**3. DSPL Strategic Managers update:**

**a) DSPL strategic plan update 2019-20 including finance**

CH reported the strategic plan and budget has been updated to include an additional 5 months to bring it in line with the academic year. Hertfordshire County Council (HCC) will claw back the underspend; the amount is hard to ascertain until the figures has been received from HCC. This will be finalised for the next meeting and CH will bring an update. CH updated on the following:

- The visit from Sue Sheffield, DSPL Strategic Lead, was very positive. KE shared Richard Haynes, David Fisher and herself met with Sue, as she is working with DSPL strategic groups to look at effectiveness across the 9 DSPL areas; what is working well and what is not. It was clear from the meeting the partnership working is very strong in this area. Currently the DSPL's work very differently and it depends on where families live as to what they can access. KE would like to know what is working well in other areas. PW responded to say she will support DSPL's and HCC with this and has also asked what is happening for Post 16, which she will also be supporting.
- Richard Haynes is working on template for all 4 Local Schools Partnership areas show their delivery, sustainability and consistency. CH is working with the Partnership Managers to create an Observation of Practice framework, so it is consistent across all 4 areas.
- Details of Mental Health Leads and deputies are being received slowly and there will be a request sent out again via the newsletter.
- The mind Mental Health sessions were well attended with positive feedback. CH attend the Young Persons session; the presenter was very engaging, and she recommends schools booking this directly for assemblies. CH will share the contact details with SS, to invite her to the next Dacorum Heads meeting.
- The Mental Health kitemark documents are available in a user-friendly format and CH will find out more information on accreditation.
- The new SEND School Family Worker (SFW) – Jo Sanford has now started at Kings Langley Partnership/Gade Schools family Support. Cathy Agnhotri leaves her post at the end of term for Dacorum Family Services and the first round of recruitment was unsuccessful, therefore the position is currently being re-advertised. RM is working with the SEND SFW's to define the parameters of the role.
- CH is working with Emma McKenna, DESC, to define the roles of the Pupil Support Workers and Outreach workers, looking at the overlap and how they can work together.
- SEND briefing is today, with 56/60 SENCo's booked to attend.
- Early Years Makaton was fully booked with good feedback and settings are asking for more Makaton training.
- Post 16 SEND – Simon Fraser from the SEND transformation team is offering to talk

to DSPL parents on preparing for adulthood.

- From January there will be a new DSPL email address [dspl@kls.herts.sch.uk](mailto:dspl@kls.herts.sch.uk) this will be used for communications and will be monitored by the DSPL team, who will all have access to the email.
- CH has received a request to have stand for DSPL at the new local offer website launch – for DSPL8. KE suggested finding out what is the purpose of DSPL being there and what do they need from DSPL and suggested having some of the Parent representatives from board present.

**b) DSPL/PoDS staffing**

CH explained as Patricia Wheway left as Project Manager at half term, the hours for this post have been re-allocated across DSPL team for 2 years. CH will replace Patricia on the Mental Health sub group and RM will continue supporting the Early Years sub group.

**c) DSPL conference 2019 feedback**

CH circulated the feedback from the Conference with the Board papers. This has since been updated to include post conference feedback, in which 5 schools have requested a copy of the ACE’s film. AF will circulate the updated feedback.

SS thanked the DSPL team on behalf of Mental Health sub group. KE shared from the Virtual Schools, all schools are being tasked with delivering Trauma and Attachment training from the Virtual School, which references to the ACEs and recommended providing a warning to staff prior for their Mental Health wellbeing. The board members discussed offering more training and awareness on ACEs and the following points were raise;

- Organise an event for Mental Health Leads in the next academic year; using a recent speaker from the safeguarding board.
- Be mindful that Mental Health Leads are not professionals in Mental Health.
- School insurance covers counselling for staff and they can also access the Wellbeing team.
- Positive childhood experiences, this can balance out the ACE’s
- Suggested theme for the next DSPL Conference – Mental Health and Anxiety with coping strategies.

**Action - CH to provide an update on the claw back figure from HCC**

**Action - AF to send the updated powerpoint evaluation for the DSPL Conference**

**Action - CH to share the presenters contact details from Mind with SS**

**Action - CH to find out about accreditation for the Mental Health kitemark**

CH  
AF  
CH  
CH

**4. DSPL SEND Lead update**

**a) DSPL SEND Lead report**

RM pre-submitted her report and updated:

- Mentoring project – RM has a meeting next week to look at how to offer this.
- ADD-vance drop-in – the last session in Tring had no attendees. RM has moved the next Tring session to Bovingdon Academy for one session, as a trial. This is an expensive resource and RM suggested reviewing this at the next board meeting.
- Parent representatives – Natalie Long has joined the board and one other Parent will be joining the Autism sub-group. DSPL has met with HCPi at the beginning of this term, to look at how to engage Parents and work with them going forward, however has not heard anything since. PW will raise this directly with HPCi. RM asked all board members if there are any parents interested, particularly parents with children in primary mainstream settings, to contact RM. An advert will also

<p>be advertised in the DSPL newsletter.</p>	
<p><b>Action – PW to contact HPCI regarding Parent Representatives for DSPL8</b></p> <p><b>b) Word Aware</b></p> <p>RM updated she has received feedback from Richard Hayes that primary schools should be included in the proposal. All discussed this and the divide with PVI's, Nursery's and Schools and the need for continuum of partnership. All agreed Well-comm is well received and embedded and Word Aware will compliment this. RM will bring a Proposal to the next meeting to include Early Years, Primary and Secondary Schools.</p>	<p><b>PW</b></p>
<p><b>Action - RM to bring a Proposal to the next board meeting for Word Aware including Early Years, Primary and Secondary Schools.</b></p>	<p><b>RM</b></p>
<p><b>5. DSPL updates</b></p> <p><b>a) Autism sub Group</b></p> <p>JH pre-submitted the report for the Autism sub group and all agreed it is a good idea to link with Health and ISL services to offer a post diagnosis workshop. RM shared ISL are meeting with Paediatricians today and she is investigating different models to see how this would work best for DSPL8.</p> <p><b>b) Primary Behaviour Service</b></p> <p>SL pre-submitted the reports for the Behaviour services and KE updated:</p> <ul style="list-style-type: none"> <li>• David Fisher, Headteacher for Kings Langley School, is joining the Primary behaviour board, to provide a strong secondary link.</li> <li>• The Managed Move panel had the first panel meeting this term, with 4 cases presented. Each case was allocated 30 minutes each and the board could raise any challenges with the schools.</li> <li>• There is no fixed number of pupils at The Haven, it is very flexible.</li> </ul> <p>JH requested for the report to also include impact on the Outreach with the data. KE will feed this back to the Behaviour Board.</p>	
<p><b>Action - KE will feedback to Behaviour board, the request for impact with the data on the reports</b></p> <p><b>c) Mental Health sub group</b></p> <p>SS pre-submitted the report for the Mental Health sub group and updated:</p> <ul style="list-style-type: none"> <li>• At the Primary Dacorum Heads meeting SS asked schools to brainstorm what they have used over last term from the Mental Health guidance documents, which was: <ul style="list-style-type: none"> <li>a) Five 5 ways to wellbeing</li> <li>b) Implementing mindfulness</li> <li>c) Training in schools</li> <li>d) More focus on staff wellbeing</li> </ul> </li> <li>• At the next subgroup meeting the group will be looking how CAMHS can support DSPL and a review of the action plan.</li> </ul> <p>TJ shared some sad news regarding a recent bereavement of a student at Hemel Hempstead and asked if anyone has accessed good support, resources or services, to</p>	<p><b>KE</b></p>

share the details with him. The board recommend the following:

- Educational Psychology Service, crisis team. TJ said the School have contact this service but has not received a response to date.
- DESC Counsellors
- Yael Lieman, Strategic Lead for mental health in schools
- Charities – Ollie Foundation and Hectors house.
- Mental Health guidance documents

JH shared she is not receiving emails relating to the Primary Heads meeting, this could be due to the location of her school, as Bedmond Academy comes under Watford but is also part of DSPL8. SS suggested contacting the Des Taylor, Headteacher from Chambersbury Primary to be added to the email distribution list for the Primary Heads meetings.

JH asked what the outcome of the Pupil Support Worker evaluations is. CH explained she is currently working on creating an evaluation framework, which is consistent and aligning the documents across all services.

**Action – SS to email the Mental Health guidance documents to TJ and JH**

SS

**d) Early Years Sub Group**

The Early Years sub group has not met this half term.

**e) Family Support Worker sub group**

The Family Support Worker sub group has not met this half term.

**6. PoDS**

**a) PoDS Conference 2020**

CH updated the Conference has been booked for 23<sup>rd</sup> April at Ashridge House. The working party has met and confirmed two speakers –Hannah Wilson and Sonya Blandford. Gary Lewis will be opening the conference. The working party is meeting again in January and will be looking into making the conference more interactive with tables. CH and AF will send a save the date flyer before the end of term to all schools and will invite PW.

**Action – CH/AF to send a save the date flyer for the PoDS conference by the end of term, to all schools and PW**

CH/AF

**b) PoDS Action plan**

CH circulated the updated action plan with the board papers. There were no comments from the board.

**c) Membership update**

There are 6 schools outstanding their Pods invoices and all have been sent reminders.

**7. New ISL Manager introduction**

PW introduced herself and explained the following:

- PW has been appointed as the new ISL Manager from January 2020 and will be working closely with Silvia Hundal for the next 4 months. Any concerns from schools can be sent to Silvia and PW.
- PW is working with closely Melanie Flay, who has been promoted as Principal

Educational Psychologist, however she will still be the link for DSPL8.

- The recent ISL review had lots of recommendations, which lead to a restructure, this is unsettling for staff, but the review was necessary. From this ISL will be bringing back specialist support. There is currently a vacancy freeze whilst ISL is under consultation, but recruitment for these roles will start in January. PW will liaise with RM in the new year regarding the improvement plan for the Specialist Advisory Service.
- PW would like schools to invite her to meet them and is also happy to meet with parents.
- PW has a background in Education and set up Springboard, a stop gap provision for post 16.

**8. AOB**

CH shared a proposal to buy the paper copy of the SEND toolkit for all 73 schools, there is funding available in the budget for this under SEND school support. All board members agreed for DSPL to purchase these and CH will order them at the SEND briefing today. CH will ascertain which Early Years setting will require the SEND toolkit in new year.

CH shared the Outcome star is used by the SFW's to record interventions. Previously HCC purchased lots of licenses, however as they have not all been used, they have been closed. There is now disparity across partnership and CH would like all SFW's to use the same recording systems for consistency. CH will investigate with HCC if they can release some licenses, and if not find out the yearly cost to purchase more licenses. CH will bring a proposal to the next board meeting.

**Action – CH to order a paper copy of the SEND Toolkit for each of the 73 schools.**

**Action – CH to bring a proposal for the Outcome star licenses to the next board meeting**

CH  
CH

**Dates for Board meetings 2019-20:**

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

05.02.2020

01.04.2020

20.05.2020

01.07.2020

There being no further business, the meeting closed at 10:45am.