

**Minutes of Dacorum Area DSPL Board Meeting**  
**Date: Wednesday 5<sup>th</sup> February 2020, 9:30am – 11:30am**  
**at Hobbs Hill Wood Primary School, Peascroft Road, Hemel Hempstead**

**PRESENT:**

David Fisher - Head, Kings Langley School and DSPL Dacorum Lead (Chair)  
 Neil Jones – Principal, Jupiter Community Free School  
 Suzanne Stace - Head, Westfield Primary School  
 Tim Jordan – Deputy Head, The Hemel Hempstead School  
 Jackie Hood – Head, Chaulden Infants and Nursery School  
 Jo Harris – Principal, Bedmond Academy  
 Patricia Walker - ISL Area Manager - Professional Lead for SEND Specialist Advice & Support Service  
 Karen Rudman - Deputy Head of Family Support Services, InspireAll  
 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)

**In attendance:**

Emma McKenna – Assistant Head, DESC  
 Sally Fenemore – Finance Manager, King Langley School

**Apologies Received**

Richard Haynes – Head, Hobbs Hill Wood and DSPL Dacorum Operational Lead  
 Katharine Ellwood - Head, Greenway Primary and Nursery and DSPL Dacorum Operational Lead  
 Sara Lalis - Head, Dacorum Education Support Centre (DESC)  
 Hayley Yendell – Head, Heath Lane Nursery  
 Gill Waceba - Head, Woodfield School  
 Silvia Hundal - Area Lead 0-25, Integrated Services for Learning  
 Melanie Flay – Principal Educational Psychologist (West)/Strategic Lead, Integrated Services for Learning  
 Danielle Jata-Hall –Parent Representative

Agenda Items	Actions
<p><b>1. Welcome and Introductions</b>            DF welcomed everyone to board meeting and explained as Lead School will now Chair this board and looks forward to working with everyone.</p> <p><b>2. Matters Arising from minutes of previous meetings 11.12.19</b>            All discussed the previous minutes and follow matters arising:</p> <p>Item 2: Katherine Ellwood has been unable to make contact with Grove Road School and has asked Debbie Stevens, Head of Goldfields School to ask for a board representative at the next Tring Heads meeting.            Gill Waceba and Gareth Styles were not present and their action will remain for the next board meeting.</p> <p>Item 3: The clawback figure from Hertfordshire County Council (HCC) is £46,531.            CH has emailed all Headteachers regarding the Kitemark and received lots of response requesting help and will work on a proposal.</p>	

Item 4: HPCi have not make contact with DSPL or the two Parent Representatives. PW will contact HPCi again.

Item 8: CH has spoken to HCC and 3 of the Outcome star licenses for Kings Langley Partnership and Gade Schools Family Services have been re-instated.

All other actions have been completed.

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

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

**Action – PW to contact HPCi again regarding Parent Representatives for DSPL8**

**GW & GS  
PW**

### **3. Finance**

DF explained Kings Langley School (KLS) is the Lead school and holds the contract for the Local Schools Partnership (LSP), which is split into 4 Family Services – Kings Langley Partnership (KLP), Gade Support Family Services (GSFS), Link Family Services (LFS) & Dacorum Family Services (DFS). DF has been working with Richard Haynes, Carole Hassell and Sally Fenemore; Finance Manager at KLS, CH and teams to look at the budgets around transparency, effectiveness, efficiency and sustainability. DF is also talking to Secondary Heads to explain the LSP and recommend the LSP Managers visit schools to explain how it works and promoting the LSP.

SF attended this section of the meeting to explain the budgets and shared copies with the Board:

- The LSP funding is paid to KLS, which is then distributed to various funding pots. KLP, GSFS and LFS funding is held at KLS and DFS funding is held at Hobbs Hill Wood School (HHW). The KLS auditors have made it clear the funding has to be held in completely separate funding pots.
- All have been working on having a consistent charging across at least as a paper exercise for all 4 areas of the LSP's. The reports show a proposed budget for the next 3 years.
- All services have in year deficit and are reliant on carry forward for this year. All services will need to look at their provision and staffing, so their costs are within the years income & carry forward.
- The apprenticeship levy is based on gross salary and not on costs. As KLS are an academy they pay reduced apprenticeship levy. HHW is an HHC school and pay a larger fee.
- The stationery and printing is charged differently at KLS and HHW. KLS have separate accounts for each service and any surplus goes back in to the services account. DFS have an estimate charge for postage, photocopy etc. which is one off charge. This amount is held in the HHW schools fund and they have rolling cycle to replace laptops every 3 years.
- DFS have additional income as they also charge a top up fee to schools for £1.50 per child.
- The management fee is 4% of the income; based on the income each service receives from HCC and not any additional top up.
- The Premise rental is an agreed amount per service, which some services split as they share premises; LFS and DFS share an office at HHW and KLP share offices with KLS. GSFS are charged by Chaulden Junior School, where they are based; SF is waiting on breakdown of the charges.
- Training costs are depending on the number of staff for each service. Travel and expenses will vary depending on how much travel each services do.
- Laureate Academy is now buying to GSFS for the remainder of this year, which makes it a viable service.
- All agreed there was a need to review how the LSP groups work to ensure better efficiency which will enable a greater amount of FSW being able to support families in need.

All Board members discuss the budgets with the following comments raised:

- The budgets are clear and transparent.
- The sustainability for the 4 LSP's is around Schools buying in to each services and if more schools buy into the services, there would be a need to increase staffing.
- There is an issue of redundancy, as there is currently no overall redundancy pot and the liability is with KLS.
- SEND SFW's have not been included in these budgets, as they are funded by DSPL.
- NJ shared as chair for LFS he meets with Headteachers every half term and is supporting the service to get further buy in from Schools.
- Discussed why DSPL and LSP have become merged and whether they should be separated. CH can share her powerpoint presentation, which explains DSPL and LSP.

The Board members all agreed the budgets, which are effective and transparent and also agreed to set up a working group to discuss the efficiency, sustainability and a way forward to reduce costs for the 4 LSP. Any board members interested in joining the sub group to email AF.

DF thanked SF and CH for all their hard work on the budgets. SF left the board meeting.

**Action – Board members interested in joining the sub group to discuss the 4 LSP's to email AF**

ALL

**4. DSPL Strategic Managers update:**

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

CH updated on the following:

- DSPL strategic plan – this has been circulated and the monitoring form has been submitted to HHC.
- LSP monitoring form – this has submitted and a contract meeting is taking place tomorrow. Risks to highlight are sustainability and need for more for the services. Thresholds for social care so high and SFW's are being asked to take on very high end cases and have issues around stepping up and stepping down cases. All discussed this and CH will look into training for SFW's on how to Step up cases.
- Project Officer Budget line - since Patricia Wheway left this role CH, AF and RM has increased their hours and there is still there funding left in budget, approximately £20k. All discussed the idea of using the funding for a Mental Health Worker and agreed for the Mental Health sub group to discuss a proposal, considering where the need is and how this funding should be spent at their next sub group meeting. This proposal will come back to the next board meeting for a decision to be made.

KR also shared details of Children Wellbeing Practitioner trainees who will be integrated into the school nursing team in 2020 and will work with mild to moderate difficulties using manualised, guided self-help for:

Anxiety in 5-17 year olds

Low mood in 12-17 year olds

Parents of 5-8 year olds experiencing behavioural problems

- Hertfordshire Steps – 25 schools have attended the training and not claimed money back from DSPL and 10 schools not access any training. CH proposed writing to the schools who have not yet claimed, with a deadline to claim their money back and to then consider how

the remaining funding should be used after the deadline. All agreed and discussed that not all schools may be aware of this funding, as there are a lot of new Headteachers in Dacorum.

- SEND SFW – DFS currently have a 20-hour vacancy with 1 candidate suitable to interview.

CH raised currently AF provides very detailed minutes to the sub groups, boards and operational and strategic groups, which are circulated in a timely manner, however it takes up a significant amount of her time to keep up with them all and would like to look at more efficient way of recording minutes and reporting to the board. AF explained using the laptop does help with recording minutes; however, it is due to the amount of meetings she is now required to attend that is difficult to manage. Also, due to the timings of some sub group meetings, it is difficult for AF to submit the minutes to the Chairs before they are required to submit their board reports. All discussed this and the duplication of minutes and reports; it was agreed to create a standard recording framework, based around the action plan for AF to record progress, impact and actions. This can also be submitted as the board report.

**Action - CH to look into training for SFW on how to Step up cases**

**Action - AF to add Project Officer funding to the Mental Health sub group agenda**

**Action - CH to create a standard framework for recording progress, impact and actions at sub group meetings to be agreed with each of the sub group Chairs and then share with DF and Richard Haynes**

**b) DSPL/PoDS staffing – Ashley Fabray Job Description**

CH has updated AF’s job description for it to be re-graded to reflect her current job role, as this has changed significantly since DSPL was set up. This is currently being reviewed.

**c) DSPL conference – October 2020**

CH shared the South Hill Centre has been booked for the next DSPL conference on 21<sup>st</sup> October 2020 and proposed the theme of emotional Mental Health and Wellbeing and to include Mental Health Leads. All agreed. CH asked if anyone would like to join a working party to contact her directly.

**Action – Board members to contact CH if interested in joining the DSPL Conference working party**

**d) Outcome star Licenses**

This has previously been covered in the Agenda.

**5. DSPL SEND Lead update**

RM pre-submitted her report and updated on the following:

**a) SENCo Network Groups**

RM has re-launched the SENCo meetings and renamed them ‘SENCo network Groups’, which will be SENCo Lead. RM will support the groups and has started organising the meeting dates.

**b) Mental Health and Autism Leads best practice events**

RM is looking into organising an Autism Lead Group to meet bi-annually. RM also shared her suggestion of annual celebration event to celebrate children, young people and families’ with SEN contribution to school and community life. All agreed this is a great idea.

**c) Word Aware**

RM pre-submitted a Powerpoint presentation on DSPL Dacorum SLCN Support and explained the proposal to use the Well-comm funding and some of the ELKLAN for a pilot on Word Aware for Early

CH  
AF  
CH

ALL

<p>Years, Primary and Secondary Schools to access in this year. All discussed this and agreed for RM to take it forward, as Word Aware compliments schools priorities and is an early intervention whole school approach. RM will ask Emma Reed, Word Aware Trainer, to present at the Dacorum Primary Heads and Dacorum Secondary Heads meetings and will contact the Chairs to request an agenda slot.</p>	
<p><b><u>Action – RM to ask Emma Reed to present at the Dacorum Primary Heads and Dacorum Secondary Heads meetings and contact Des Taylor and Paul Neve, Chair of the meetings, to request an agenda slot</u></b></p>	<p>RM</p>
<p><b>6. DSPL updates</b> <b>a) Autism sub Group</b> JH pre-submitted the report for the Autism sub group and said RM is doing amazing job. RM shared she will provide an update on the Attendance project at the next board meeting.</p>	<p>RM</p>
<p><b><u>Action – RM to provide an update on the Attendance project at the next board meeting</u></b></p>	
<p><b>b) Primary Behaviour Service</b> Sara Lalis pre-submitted the reports for the Behaviour services and EM updated:</p> <ul style="list-style-type: none"> <li>• The service has children with EHCP’s until September due to awaiting Specialist provision places.</li> <li>• In Dacorum last week there have been 4 Primary permanent exclusions, 3 in Secondary School and 1 Specialist School, EM shared further details and this has a big impact on the service.</li> <li>• There concerns and frustrations around placing children back into school, when the setting is not the right place for them.</li> <li>• There are currently 14 children in The Haven, however this flexible space.</li> </ul>	
<p>TJ shared how brilliant the counselling therapeutic services is, which has support Hemel Hempstead school with the recent suicide. The feedback is superb. EM clarified the difference in Tier 2/3: Tier 2 is standard once a week Outreach and Tier 3 is more intensive and the Outreach workers are in school every day. Counselling would be Tier 1 and this is a paid service.</p>	
<p>All discussed the concerns around working with other agencies and PW shared the Specialist Advisory Service is in a major consultation, which includes a review of job descriptions and the services, this update will be able in April.</p>	
<p>All agreed they like ‘A day in the life of...The Haven’ in the report and requested to pass on thanks to the teacher.</p>	
<p><b>c) Mental Health sub group</b> SS pre-submitted the report for the Mental Health sub group and shared a representative from CAMHS has been requested to attending a sub group meeting. AF confirmed Deborah Roberts, CAMHS Senior Commissioning Manager is attending in April.</p>	
<p><b>d) Early Years Sub Group</b> Hayley Yendell pre-submitted the report for the Early Years sub group and RM updated on the issues around Speech &amp; Language, she is working with Hayley to raise this with the commissioners. The sub group is now with working with the Family Centre and KR confirmed the Operational Lead from Public Health is also joining the sub group. KR also shared the Family Centre staff are trained in</p>	

delivering early talk and have trained with the speech and language team to deliver this across the districts each term. There will be an online referral form available soon for these sessions.

**e) Family Support Worker sub group**

No report has been submitted; as this sub group is not due to meet until after Half Term. CH updated the sub group is working on the contract and trialing a survey monkey questionnaire to obtain more parent feedback. CH is also working with the Family Support managers on a document for School Family Workers to be observed in practice.

**7. PoDS**

**a) PoDS Conference 2020**

CH updated the speakers are confirmed and currently 20 schools have booked a place on the conference and 7 schools are on the waiting list, as they have requested additional places.

**b) PoDS Action plan**

No questions were raised.

**c) Membership update**

CH reported 4 schools are still outstanding their PoDS invoices and Sally Fenemore, Finance Manager at KLS is sending them a reminder letter.

**8. ISL update**

PW updated ISL are going through a restructure, the consultation has closed and the review will be published in March. The services will be launch in April and will include more specialist areas, job descriptions are being rewritten to have really good practice and add value to schools. School reports will also be slimmed down. Two Leads for Early Years and Autism & SLCN are being recruited tomorrow.

PW will work with the new Leads to ensure the right ISL representatives attend the DSPL8 sub groups.

**Action - PW to bring an update of the ISL review to the next board meeting**

**9. AOB**

None.

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

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

01.04.2020

20.05.2020

01.07.2020

There being no further business, the meeting closed at 11:15am.

PW