

Minutes of Dacorum Area DSPL Board Meeting
Date: Wednesday 1st July 2020, 9:30am – 11:30am
Online meeting via Zoom

PRESENT:

David Fisher - Head, Kings Langley School and DSPL Dacorum Lead (Chair)
 Richard Haynes – Head, Hobbs Hill Wood and DSPL Dacorum Operational Lead
 Katharine Ellwood - Head, Greenway Primary and Nursery and DSPL Dacorum Operational Lead
 Neil Jones – Principal, Jupiter Community Free School
 Sara Lalis - Head, Dacorum Education Support Centre (DESC)
 Hayley Yendell – Head, Heath Lane Nursery
 Suzanne Stace - Head, Westfield Primary School
 Tim Jordan – Deputy Head, The Hemel Hempstead School
 Natasha Chiswell – Head, Aldbury Primary School
 Joanne Summers – Deputy Principal Educational Psychologist: St Albans and Dacorum Team
 Alison McLauchlin – Parent Representative
 Danielle Jata-Hall – 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:

Sally Fenemore – Finance Manager, King Langley School

Apologies Received

Jackie Hood – Head, Chaulden Infants and Nursery School
 Jo Harris – Principal, Bedmond Academy
 Karen Rudman - Deputy Head of Family Support Services, InspireAll
 Emma Fielding, John F Kennedy School
 Gill Waceba - Head, Woodfield School
 Gareth Styles - Head of Foundation Studies and Health, Education and Care, West Herts College
 Patricia Walker - ISL Area Manager - Professional Lead for SEND Specialist Advice & Support Service

Agenda Items	Actions
<p>1. Welcome and Introductions DF welcomed everyone to board meeting and thanked Alison McLauchlin, Parent Representative, for re-joining the board.</p> <p>2. Matters Arising from minutes of previous meetings 05.02.2020 All discussed the previous minutes and follow matters arising: Item 2: The actions for Gill Waceba, Gareth Styles and Patricia Walker will carry over to the next board meeting. Item 4a: The School Family Workers are working on stepping up cases in house and there are currently no issues. Item 5b: RM presented Word aware at the Dacorum Heads meeting and received good positive feedback, however this is currently on-hold due to the current situation.</p> <p>All other actions have either been completed or are covered under the agenda items.</p>	

CH pre-submitted her report and explained updates are written in red on the strategic plan and provided additional information:

- Online training has been well received and very positive. DSPL8 will continue to offer online training with some face to face training when the government guidance allows this.
- More Parent Representatives have joined the board and they have all met virtually.
- Hertfordshire Steps training post 16 has £3,200 in the budget. CH has not received a response from West Herts college and all agreed for the Behaviour Board to look at how to use this resource.
- CH thanked everyone who support DSPL8 through this difficult times. KE thanked the DSPL8 team on behalf of the Board and DF also thanked RH and KE for their support.

CH will update the 2020/21 strategic plan and circulate to the board members by the end of term

Action – DF and SL to discuss the Hertfordshire Steps Training Post 16 funding

Action – CH to circulate the DSPL strategic plan 2020/21 by the end of term

DF & SL
CH

b) DSPL conference – October 2020

Due to the currently situation, the DSPL conference has been cancelled. CH is liaising with Mind to organise some virtual Mental Health and Wellbeing sessions and DSPL will consider organising another conference in the new year.

5. DSPL SEND Lead update

RM pre-submitted her report and update:

- Autism and Attendance project has differing opinions on whether the documents should be circulating now or in the Autumn Term. HY commented due to current attendance it would be preferable to delay until Autumn.

There were no questions. DF thank RM for all her hard work

6. DSPL updates

a) Autism sub Group

Jackie Hood pre-submitted the action plan for the Autism sub group and KE raised a question on the SCERTs training, which is only for small group of children. JS explained the SCERTs training and how this is used in school settings. The pilot was due to run this term, however this has been put on hold and JS is contact the schools who expressed an interest and will update the Autism sub group. JS and RM are in discussions to work out how the data will be provided to measure the outcomes.

b) Primary Behaviour Service

SL pre-submitted the action plan for the Behaviour service and apologised it was not in the correct format. SL update on the following:

- There are issues around the unknown, the impact of the current situation and the service is planning for the unknown.
- The Haven has 100% attendance in Reception, Year 1 and 6 and there has also been good engagement with the other year groups.
- The Outreach team are currently working virtually.
- Emma McKenna attended Hertfordshire Steps refresher training and there are updates to the policy and practices with adaption required. SL will share the information.

SL will produce a 2020/21 action plan which will be agreed by the Behaviour board and then the DSPL Board.

The Board discussed the issues around attendance with returning to school post Covid-19. AM and DJ-H shared there are mixed views from parents, where some are having less issues as there is no pressure of attending schools, other parents are concern their children have become anxious since being home and some children are looking forward to getting back to routine. All agreed slower transition and intervention is needed.

Action – SL to share the information from Hertfordshire Steps

Action – SL to produce a 2020/21 action plan for agreement by the Behaviour board and DSPL Board

SL
SL

c) Mental Health sub group

SS pre-submitted the action plan for the Mental Health sub group and updated:

- The training offer has had good uptake and positive feedback.
- Lots of resources have been set to schools and Headteachers are concern about children returning to school. SS recommends a 2 day phased program and staggered start times.
- It is important to consider individual children’s needs and there have been positives of children benefiting from time at home with their parents.
- The sub group was looking at surveying schools on the use of the Mental Health and wellbeing document and suggested also asking what support schools need.
- The Kitemark is a big piece of work and we will need to be mindful of school priorities.
- Mind was booked to talk at the Dacorum Heads, which was postponed due to the current situation. SS will re-organising this virtually.
- The sub group currently has no parent represented and would welcome someone to join the group.

d) Early Years Sub Group

HY pre-submitted the action plan for the Early Years sub group and updated:

- RM has been integral in her support as a new chair.
- There are lots of Early Years challenges and the action plan has been based on services and sharing of information
- HCC Smooth transition toolkit launched just before lockdown and this may have impacted the uptake. However, lots have still used the toolkit and the sub group is liaising with HCC and Herts for Learning to measure the impact.

e) School Family Worker sub group

RH pre-submitted the action plan for the School Family Worker sub group and highlighted it brings the different workers together for better working and families to have one point of contact. JS raised the importance of the Wellbeing of staff in schools. DF shared the packages of support he has in place to support his school staff. RM commented is was raised at SENCo meetings how they are feeling isolate and disjointed and for Headteachers to also be mindful of this.

All agreed the action plans will need to be reviewed and amended as necessary from September and to included dates to measure the impact.

Action – All sub group Chairs to review action plans in September and include dates to measure the impact

JH, SL, SS,
HY & RH

7. PoDS

a) Local Schools Partnership Contract

<p>RH and DF explained they are looking at a more efficient sustainable LSP model and proposed the services are split in to 2 rather than 4. DFS and LFS will join as one service and Gade and KLP as another service. NJ agreed if there is no change in the delivery of the service for the local areas and core groups remain the same then LFS Headteachers should be in agreement.</p> <p>DF raised as Kings Langley School hold the contract the services cannot run on a surplus and this should be held centrally. The board discussed this in detail and agreed to create a surplus policy with caveats, which the board will need to agree.</p>	
<p>All agreed for the LSP to become 2 services, with the services names to be agreed, from the 1st September.</p>	
<p><u>Action – DF & RH to write a surplus policy for the 2 LSP services</u> <u>Action – DF to inform HCC the LSP will become 2 services from 1st September 2020</u></p>	<p>DF & RH DF</p>
<p>b) PoDS Conference 2020 CH updated the working party has been re-established and will meet in the Autumn term to discuss reviewing the conference.</p>	
<p>c) PoDS Action plan No questions were raised.</p>	
<p>d) Membership update CH reported 2 schools are outstanding their PoDS invoices for this year. CH will book a date with Kings Langley School to issue the invoices for 2020/21</p>	
<p>8. ISL update Patricia Walker was not present at the board meeting and has sent an update on ISL. See the attached PowerPoint Presentation ‘DSPL8 ISL STAD Update July 2020’</p>	
<p>a) Educational Psychology Service update JS shared she has been in posted since March 2020, taking over from Melanie Flay and has worked in Hertfordshire for 18 years. The Educational Psychology service has continued virtually with no face to face contact. EHCP processes are continuing with virtual assessments. The service has created 3 key documents on Bereavement, Wellbeing in isolation and returning to school, which has been circulated to schools. HCC are addressing of the overlap with HfL documents. A survey was created for parents and the service are working on meeting the challenges from this. There are currently lots of changes around the funding for EHCP’s.</p>	
<p><u>Action – AF to ask Patricia Walker for an ISL update at the next DSPL Board meeting</u></p>	<p>AF</p>
<p>9. AOB RM raised a concern from the SENCo’s around the SEND HCC case worker teams, which they have written a letter for this to be raise at HCC. All discussed the issues and agreed for RM to email a copy to DF and send the letter to Sally Glossop and Rebecca Foster.</p>	
<p>DF thanked everyone for attending the board meeting virtually and confirmed the board meetings will continue virtually for the foreseeable future.</p>	
<p><u>Action – RM to send the SENCo letter to DF and HCC</u> <u>Action – All to add the Board meeting dates for 2020/21 to their diaries</u></p>	<p>RM ALL</p>

Dates for Board meetings 2020/21:

Wednesday	14.10.2020	9:30-11:30am
Wednesday	09.12.2020	9:30-11:30am
Wednesday	03.02.2021	9:30-11:30am
Wednesday	24.03.2021	9:30-11:30am
Wednesday	19.05.2021	9:30-11:30am
Wednesday	07.07.2021	9:30-11:30am

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