

Minutes of Dacorum Area DSPL Board Meeting

Date: Wednesday 13th October, 9:30am

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
 Jackie Hood – Head, Chaulden Infants and Nursery School
 Hayley Yendell – Head, Heath Lane Nursery
 Sara Lalis - Head, Dacorum Education Support Centre (DESC)
 James Shapland - Head, Ashlyns School
 Natasha Chiswell – Head, Aldbury Primary School
 Rebecca Foster - Area Lead for SEND Teams in Apsley, ISL
 Melanie Flay - Principal Educational Psychologist (West)/Strategic Lead (ISL)
 Naina Cowell - Principal Educational Psychologist (East)/Strategic Lead (ISL)
 Kate Hudson - Parent Representative
 Carole Hassell – DSPL8 & Partnership of Dacorum Schools Manager (Chaired on behalf of David Fisher)
 Ruth Mason – DSPL8 SEND Lead
 Ashley Fabray – DSPL8 & Partnership of Dacorum Schools Support Officer (Minutes)

Apologies Received:

Jo Harris – Principal, Bedmond Academy
 Tim Jordan – Deputy Headteacher, The Hemel Hempstead School
 Patricia Walker - ISL Area Manager - Professional Lead for SEND Specialist Advice & Support Service
 Mel Stanley – DSPL8 Volunteer
 Katrina Walsh – Early Years Team Leader, Dacorum Family Centre Service

Agenda Items	Actions
<p>1. Welcome and Introductions DF welcomed everyone to the meeting.</p> <p>2. Matters Arising from minutes of previous meetings 07.07.2021 All actions have been completed.</p> <p>Minutes were approved by DSPL Board as presented.</p> <p>3. Finance</p> <p style="padding-left: 40px;">a) Local School Partnership Budget 2020/21 Kings Langley School is awaiting receipt of the LSP funding from Hertfordshire County Council (HCC) and will be distributed to both School Family Worker Services once it has been received. Dacorum Family Services have appointed internally, Claire Abercrombie as their New Manager and will be recruiting for a Pupil Support Worker to replace her. Gade/Kings Langley Partnership (KLP) are fully staffed and will be looking at how to manage the admin for KLP. Both services will have balance budgets.</p> <p style="padding-left: 40px;">b) DSPL budget 2020/21 CH has submitted the return and is awaiting receipt of the funding from HCC. The budget is now 85% long term projects and 15% short term budgets and the projects in the underspend have been moved to decrease the claw-back figure.</p>	

c) PoDS budget 2020/21

PoDS invoices for 2021-22 have been sent to schools at a reduced rate of £0.25p. The board will need to review increasing the rate for next year to ensure there is enough in the budget to cover AF and CH salaries and the Conference. CH will be working out the percentage of time spent on PoDS.

CH is speaking with Emma Kell as a possible speaker for the conference and will be visiting Ashridge House to view the Fairhaven suite as an alternative to the Lady Marian room, which now has an addition £900 hire charge.

4. DSPL/PoDS Managers update & SEND Lead update:

CH presented a PowerPoint presentation on the DSPL update and a copy will be circulated with the minutes. Questions raised from the presentations:

- Q. Is there a reason for a higher number PSW and SEND cases in the Gade/KLP area?
A. CH is aware of this and is looking into why cases are open longer and how this can be resolved
- Q. What is the Herts national average for pupils with SEN Support and EHC plans?
A. 16%. DSPL have recently received the data spreadsheet, which will be reviewed and an update provided at the next board meeting
- Q. What is the plan for the Dyslexia group following Lyndsey Hooper leaving her post?
A. CH suggested using some of the funding for post 16 support and will discuss with Lyndsey what support is required for the parents attending the Dyslexia support group.

The board discussed concerns about the Outreach Offer; the contract is with Woodfield Outreach and they are not currently providing the service. Agreed for DF & CH to meet with the three Outreach services; Woodfield, DESC & Roman Fields, to clarify their SLA's, costs and what they can offer. CH will also email Adam Hayes with the evidence from SENCo's and arrange to meet with him to discuss the short and long term plan for Outreach and then provide an update at the next Board meeting.

KH shared she has comments to offer on the strategic plan and will email these directly to CH. Parents are concerned about the impact of the DSPL2 LHNF budget and what this means for other areas. The achievements on the strategic plan for LHNF could include: understanding the outcomes for children and young people and what happens with successful and unsuccessful applications.

DF thanked CH and RM for their presentation.

Action – DF & CH to organise a meeting with the three Outreach services; Woodfield, DESC & Roman Fields, to clarify their SLA's, costs and what they can offer for Outreach

DF & CH

Action – CH to email Adam Hayes with the evidence from SENCo's and arrange to meet with DF and Adam to discuss the short and long term plan for Outreach

CH

Action - KH to email comments for the Strategic plan to CH

KH

Action - AF to circulate the DSPL presentation with the board minutes

AF

5. DSPL updates

a) Autism sub Group

JH pre-submitted the sub group minutes and there were no questions. JH thanked RM for her hard work and support with the group.

I. Specialist Resource Provision (SRP)

RH reported the Secondary SRP will be at Longdean School from September 2022. The Local Authority attended the Dacorum Primary Heads meeting last week and a number of Primary Schools

have expressed an interest for a SRP base. RH suggested for this board to track the process of the SPR's and for the Autism sub group to lead on this.

JH shared the SLCN base at her school will be closing in August 2023.

b) Primary Behaviour Service

KE pre-submitted the board minutes and there were no further questions.

c) Mental Health sub group

The Mental Health sub group has not met this half term.

i. Mental Health/Behaviour sub group proposal

As Suzanne Stace has stepped down from the DSPL Board and Mental Health sub group, KE and CH will be Co-Chairing the next sub group meeting. They will also be meeting after Half Term to discuss the possibility of merging the Mental Health and Behaviour subs groups, with a restructure of the members, as there is significant overlap of both groups. The Managed Move panel will still continue to be Part 2 of the meeting. SL suggested changing the name of the sub group to 'Emotional Wellbeing and Behaviour sub group'. JH raised she would like a member of the Autism sub group to be included in the new sub group, due to the overlap with Autism, Mental Health and Behaviour.

NC offered to be a member for the sub group, if more support is required.

d) Early Years Sub Group

The Early Years sub group has not met this half term. HY thanked AF for her support and organization with the sub group.

e) School Family Worker sub group

RH pre-submitted the sub group minutes and highlighted the 3 main areas:

- 1) Service delivery; working with the Local Authority to see the services as one partnership
- 2) Identifying Mental Health Champion's from the SFW Services to align with the Mental Health leads
- 3) CH to have more direct Management with the SFW managers

6. ISL Update

a) ISL SEND SAS

Rebecca Foster attended on behalf of Patricia Walker to present the ISL update and a copy of the presentation will be circulated with the minutes. The comments received from the presentation:

- *Feedback from the Dacorum Heads meeting is that schools are contacting the duty line and are not being offer an allocated call back from a SEND Officer.*
RF will raised this with the team.
- *Due to the high volume of staff changes within the Team, it would be useful for settings to receive an introductory email directly from their new SEND Officer.*
RF shared Su Hurren emailed an update in September and a generic email has been written, with the expectation for SEND officers to send once they have completed their inductions.

Action – AF to circulate the ISL presentation with the board minutes

AF

b) Educational Psychology Service

Melanie Flay and Naina Cowell attended the meeting to provide the Educational Psychology (EP) Service update.

I. Update on replacement for Jo Summers

Jo Summers last day is 14th October and her workload will be shared internally with the Senior EP's. MF will be the Line Manager and contact for DSPL8 and the team is fully staffed. MF and NC attend termly meetings with the DSPL's. The service delivery for St. Albans and Dacorum will continue as before, with the contact EP module, however the service is currently prioritising statutory work.

KH raised a concern from parents that EP's have not been involved in the EHCP assessment and these are now done by the SEND SAS team. MF explained that the EP service is still involved in the process, as it is part of the code of practice. The assessment will identify the appropriate advice giver, which will look different depending on the needs of the child, however EP's will still be involved working with SEND SAS. MF will share the EP guidance document with the Board.

II. ELSA Training

MF shared all places have been taken up from each DSPL, with 8 places per DSPL. The training starts after October Half Term and supervision offered until December 2022.

Action – AF to share Melanie Flay's contact details with the board members

Action – MF to send the EP guidance to AF to share with the Board members

AF
MF

c) Feedback from DSPL8 Monitoring Meeting

DF raised frustrations that DSPL8 have not received individual feedback following the monitoring meeting. The feedback in the meeting was positive, however the requested written feedback has not been received, which DSPL8 have a duty of care to report back to the board. DF will continue to request the feedback and will report any changes.

7. AOB

Suzanne Stace has stepped down as a Board member and all agreed to enquire with Headteachers to request a replacement.

DF proposed a blended approach for future board meetings; one online and one face to face meeting per term. The board discussed this and agreed, due to the fear of potential cases rising over winter, to continue with December and February board meetings online. The proposal for a blended approach will be review at the February board meeting.

Action – All to request a replacement board member with Headteachers

ALL

Dates for Board meetings 2020/21:

Wednesday	08.12.2021	9:30am
Wednesday	02.02.2022	9:30am
Wednesday	23.03.2022	9:30am
Wednesday	18.05.2022	9:30am
Wednesday	13.07.2022	9:30am

There being no further business, the meeting closed at 11.15am