

Minutes of Dacorum Area DSPL Board Meeting

Date: Wednesday 8th December, 9:30am

Online meeting via Zoom

Present:

David Fisher - Head, Kings Langley School and DSPL Dacorum Lead (Chair)
 Katharine Ellwood - Head, Greenway Primary and Nursery and DSPL Dacorum Operational Lead
 Tim Jordan – Deputy Headteacher, The Hemel Hempstead School
 Patricia Walker - ISL Area Manager - Professional Lead for SEND Specialist Advice & Support Service
 Rebecca Foster - Area Lead for SEND Teams in Apsley, ISL
 Melanie Flay - Principal Educational Psychologist (West)/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:

Richard Haynes – Head, Hobbs Hill Wood 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
 Jo Harris – Principal, Bedmond Academy
 Mel Stanley – DSPL8 Volunteer
 Carley Last – 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 13.10.2021 The following matters arising were discussed:</p> <ul style="list-style-type: none"> • DF has spoken to the Outreach service providers; Woodfield, The Collett and DESC, currently all have Service Level Agreements, however Roman Fields does not. Adam Hayes has met with Woodfield school, who are completing current Outreach referral's and Collett will now be taking any new Outreach Referrals. DF has emailed Adam Hayes to ask how many hours DSPL should be receiving for Outreach as part of the contract and is awaiting a response. Adam has shared the Outreach contract with Richard Haynes and CH is currently organising a meeting with Adam, Richard, Woodfield and Collett to discuss this. <p>All other 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 2021/22</p> <p>The LSP funding has been received by Kings Langley School and distributed between the two partnerships. All schools from Gade/Kings Langley Partnership have bought into the service and</p>	

there are currently 5 schools who have not bought into Dacorum Family Services North & East. These schools are being contact to encourage them to buy into the service.

b) DSPL budget 2021/22

The DSPL funding has now been received by Kings Langley School and will be paid termly. CH will discuss this with Sue Sheffield to confirm the next payment and when this is due.

c) PoDS budget 2021/22

There are currently 12 outstanding schools invoices this academic year and 3 outstanding from the previous year. AF has sent a chaser email to these schools and DF and Richard Hayes will follow up with any schools still outstanding.

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. The following comments were received from the presentation:

- **Local Schools Partnerships** – majority of the Schools who do not buy into their LSP Family Service have directly employed School Family Workers. CH will be working with the new DFS manager to encourage buy in from these schools.
- **Parent Representatives** - KH shared she sits on the parent presentative group for all DSPL and DSPL8 are doing a great job and involve parent reps in all areas of DSPL.
- **Language for Emotion and Behaviour** - The 2 targeted schools were South Hill and Chaulden Juniors, which were selected based on data due to their highest needs. The length of a period of intervention depends on the area of need identified by the assessment. The minimum for 1 area of need would be 6-12 weeks. PW shared details of Speech and Language offer SEND SAS is working on with HCT Speech and Language therapy services, which is from early years – age 25. Once this has been approved PW will share further details with the DSPL8 Board.
- **Autism & Attendance Project** – KH shared details of the National Autism in Schools pilot which HPCi is involved in and will be rolled out this academic year.
- DF recommended the Future of Teaching document by the Chartered College of Teaching, which has a good picture of national SEND and suggested for RM to read the document.

DF thanked CH, RM and AF for the presentation and the hard work of the DSPL team.

Action - AF to circulate the DSPL presentation and ADD-vance feedback with the board minutes

AF

5. DSPL updates

a) Autism sub Group

This sub group has not met this half term and there were no questions.

b) Primary Behaviour Service

This sub group has not met this half term. DF raised how Primary Headteachers are represented on this board and suggested a Rota of rolling Headteachers and to also included new Headteachers.

c) Mental Health sub group

I. Mental Health/Behaviour sub group proposal

CH shared details of the decision to merge the Mental Health Behaviour sub group in her presentation and there were no objections from the board members.

d) Early Years Sub Group

Hayley Yendell pre-submitted the sub group minutes. RM shared she will pick up on transition for Early Years with ISL. There were no further questions.

e) School Family Worker sub group

This sub group has not met this half term and there were no questions.

6. ISL Update

a) ISL SEND SAS

RF and PW presented the ISL update and a copy of the presentation will be circulated with the minutes. PW shared she will be on maternity leave from the end of February. The following comments were received from the presentation:

- *DF raised concerns on behalf of Schools who either have only 1 SEND officer with a large amount of EHCP's and schools with no SEND Officer and are struggling to make contact*

RF will raise this with the team and will share details of the key contacts and SEND Officer allocation list with AF for circulation with the minutes.

- *Parents are not being given a SEND officer and a different person is handling different elements of the EHCP. Parents are confused and the information is not always on the Local Offer*

New referrals are allocated on a Rota basis and might not be the initially assessed by the link SEND Officer, however following the needs assessment this will then transition across to the link SEND Officer. RF explained the role of the Children Advice and Information Officer (CAIO) and Annual Review Officers (AROS) teams and will share further details of this with AF for circulation. RF also share the feedback with the team.

- *Phased transitions and consultations are a concern with Secondary SENCo's as they feel this could be managed better*

This is being considered as part of the SEND review and plan. Regular meetings are taking place to discuss the phase transitions. RF will take this back to the team and discuss updating the letters to make it clear who has requested this.

- *Schools are frustrated with the amount of EHCP funding received, which does not cover the funding required to meet the needs of the child and DF asked who is responsible for this funding gap and covering the short fall.*

Agreed for PW to email Jenny Newman and Tony Fitzpatric requesting a virtual meeting with DF to discuss this further and share case studies from other Schools. RM also suggested looking at the services and support for children with high needs in Primary settings to work alongside funding and to share good practice across schools.

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

Action – RF to discuss the points raised above with the team

Action – RF to share details of the key contact and SEND Officer allocation list with AF for circulation with the minutes

Action RF to share the details of the CAIO & AROS roles with AF for circulation with the minutes.

Action – PW to email Jenny Newman and Tony Fitzpatricia requesting a virtual meeting with DF to discuss the shortfall in EHCP funding and share case studies from other Schools.

b) Educational Psychology Service

Melanie Flay presented the update from the Education Psychology Service and AF will circulate the presentation with the minute's. The following comments were received from the presentation:

AF
RF
RF/AF

RF/AF
PW

- RM shared feedback from the SENCo's in relation to the Goal Based Outcomes training for parents; for this training to include the message that schools will be incrementally using this. MF will ensure there is a realistic message used in the training.
- The feedback CH received following the Assessments tool training was positive; the training was very welcomed and well received.

7. AOB

Board meetings will continue as virtual meetings until further notice. AF will re-share the dates and calendar invites with all board members.

Action – AF to re-share the Board meeting dates and calendar invites.

Dates for Board meetings 2021/22:

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 11.30am

AF