

**Minutes of Dacorum Area DSPL Board Meeting**  
**Date: Wednesday 23<sup>rd</sup> March 2022, 9:30am**  
**Online meeting via Zoom**

**Present:**

David Fisher - Head, Kings Langley School and DSPL Dacorum Lead (Chair)  
 Hayley Yendell - Head, Heath Lane Nursery  
 Jo Harris - Principal, Bedmond Academy  
 James Shapland - Head, Ashlyns School  
 Ian Burgess - Special School Assistant Head, Woodfield School  
 Sara Lalis - Head, Dacorum Education Support Centre (DESC)  
 Angela Hughes - Head, George Street Primary School  
 Sue Sheffield - ISL Area Manager, St Albans and Dacorum  
 Melanie Flay - Principal Educational Psychologist (West)/Strategic Lead (ISL)  
 Kate Hudson - Parent Representative  
 Mel Stanley - DSPL8 Volunteer  
 Carole Hassell - DSPL8 & Partnership of Dacorum Schools Manager  
 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  
 Katharine Ellwood - Head, Greenway Primary and Nursery and DSPL Dacorum Operational Lead  
 Natasha Chiswell - Head, Aldbury Primary School  
 Tim Jordan - Deputy Headteacher, The Hemel Hempstead School  
 Sue Dyer - Head, Hobletts Manor Infant & nursery School  
 Caroline crozier - Head, Victoria C of E Infant & nursery School  
 Kayley Johnson - SEND Lead, Dacorum Family Centre Service  
 Deena Wallworth - Specialism Lead for Early Years and Local Area LeadI, SL

Agenda Items	Actions
<p><b>1. Welcome and Introductions</b>            DF welcomed Angela Hughes, Headteacher of George Street Primary School, who has join the board as a new Primary School representative.</p> <p><b>2. Matters Arising from minutes of previous meetings 09.02.2022</b>            The following matters arising were discussed:</p> <ul style="list-style-type: none"> <li>• DF has organised flowers to be sent to Jackie Hood and CH will need to sign the paperwork to authorise the spend from the DSPL budget.</li> <li>• DF has sent the PoDS conference flyer to Secondary Headteachers and Katharine Ellwood has also shared it with Primary Headteachers.</li> <li>• AF emailed Rebecca Foster to request an EHCP funding update. SS shared systems have been put in place to reduce the banding back log, which is now almost caught up and a new plan is in place keep onto of new plans. There has be an uplift to banding rates and the banding tool will be published on 1<sup>st</sup> April, which will be communicated to schools.</li> </ul> <p>All other actions have been completed.</p> <p><b>Minutes were approved by DSPL Board as presented.</b></p>	

### 3. Finance

#### a) Local School Partnership Budget 2021/22 update

The LSP is within budget; Gade and Kings Langley Partnership are fully staffed, the service has notice a drop in Primary cases and as slight increase in secondary cases. Dacorum Family Services North & East is now fully staff; their new SENS School Family worker (SFW) is starting next week. The recruitment for the SFW is on hold, as there is only 15 hours available in the budget and instead additional hours have been offered to the SFW's as overtime. The service will not be charging schools the additional fee this year, which will be communicated with schools.

#### b) DSPL budget 2021/22

The DSPL budget is on track and the budget update is covered in the DSPL8 presentation. CH proposed the following changes to the budget for discussion:

- **SENCo briefing & support** – this budget line has £3,000 remaining and proposed using some of the funding to offer as an incentive to schools to complete the SEND Benching marking tool, to increase the uptake in our area, by purchasing the Lone SENCo resource. Board members discuss this and agreed this proposal.
- **SLCN** – from the £4500 so far £1000 has been spent on Language for Behaviour an Emotion Day 1 training. Day 2 will also be purchase from this budget line and proposed using the remaining budget for English as an Additional Language (EAL) Training; due to the cross over with SLCN & EAL in LHNF applications. The board members discuss this and agreed face to face training after the May Half Term would be a good use of the funding and agreed this proposal.
- **Mental Health projects £4000** – proposed to use for additional ADD-vance coaching extra 10 = £3850. Board members discuss this and agreed the coaching has had a positive impact on families and unless DSPL has an alternative proposal to present to the board, all agreed this proposal.

DF suggested for future proposal for changes to the budget to be circulate prior to the board meetings, with a range of options for discussion at the board meeting.

SS share the September DSPL budget will be available at the beginning of the Summer Term and there is no intention to reduce the budget.

#### c) PoDS budget 2021/22

The PoDS fee for the last two years has been reduced; £0 conference fee and to 25p per pupil, to reflect the situation during Covid. This will revert back to previous charges; £100 conference fee and 65p per pupil for 2022/23, to enable PoDS to cover costs for future Conferences.

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

CH/RM presented a PowerPoint presentation on the DSPL update and a copy will be circulated with the minutes. The following comments were discussed:

- RM highlighted Woodfield training session are not always fully booked and these are a good starting point for TA's. IB suggested also organising twilight session if this helps with attendance and to let him know.
- KH asked why LHNF applications are often not awarded the banding schools have applied for. CH clarified the panel have a thorough discussion on each application, flowing the flow chart and if the banding is not evidenced in the application then the banding cannot be agreed. Schools are provided with a decision letter and advice for next steps. SS shared ISL

are updating the handbook and is aware provision doesn't always match the need of banding requested. Training on the new banding tool for HNF is taking place in May and further training will be organised for LHNF.

DF thanked CH and RM for their presentation.

**Action – AF to circulate the DSPL8/PoDS presentation with the minutes**

AF

**5. DSPL updates**

**a) Autism sub Group**

This sub group has not met this half term and there is still a vacancy for a sub group chair. There were no questions.

**b) Primary Behaviour Service**

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

**c) Mental Health sub group**

The Mental Health and Behaviour sub groups are merging and the new Emotional Wellbeing and Behaviour action plan has been agreed. A working party has been organised to discuss the reduced timetables action. Expressions of interest have been requested for current members who want to remain on the new sub group.

**d) Early Years Sub Group**

HY shared SALT is still a big issue and they are expecting families to purchase More Than Words books, which is a barrier to attending courses. The sub group is currently looking at recruiting new school members. RM and HY are working on an FAQ for Early Years children awaiting specialist provision.

**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**

SS and MF presented the ISL updates; SEND SAS and Educational Psychology service and a copy of the presentation will be circulated with the minutes.

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

AF

**7. AOB**

Due to the current increase in Covid cases locally, all agreed to keep the May Board meeting online.

**Dates for Board meetings 2021/22:**

Wednesday	18.05.2022	9:30am
Wednesday	13.07.2022	9:30am

There being no further business, the meeting closed at 10.45am