

## Minutes of Dacorum Area DSPL Board Meeting

Date: Wednesday 13<sup>th</sup> July 2022, 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  
Jo Harris - Principal, Bedmond Academy  
Sara Lalis - Head, Dacorum Education Support Centre (DESC)  
Angela Hughes - Head, George Street Primary School  
Sue Dyer - Head, Hobletts Manor Infant & nursery School  
Kayley Johnson - SEND Lead, Dacorum Family Centre Service  
Sue Sheffield - ISL Area Manager, St Albans and Dacorum  
Kate Hudson - Parent Representative  
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  
Hayley Yendell - Head, Heath Lane Nursery  
James Shapland - Head, Ashlyns School  
Natasha Chiswell - Head, Aldbury Primary School  
Kate Marrs-Gant - Special School Headteacher, Woodfield School  
Ian Burgess - Special School Assistant Head, Woodfield School  
Tim Jordan - Deputy Headteacher, The Hemel Hempstead School  
Mel Stanley - DSPL8 Volunteer  
Melanie Flay - Principal Educational Psychologist (West)/Strategic Lead (ISL)  
Sharon Coubray - County Specialism Lead SLCN & Autism and Area Lead, SEND SAS, ISL  
Su Hurren - SEND Casework Manager – Resolution, ISL  
Deena Wallworth - Specialism Lead for Early Years and Local Area Lead, ISL

Agenda Items	Actions
<p><b>1. Welcome and Introductions</b> DF welcomed everyone to the meeting</p> <p><b>2. Matters Arising from minutes of previous meetings 18.05.2022</b> All actions have been completed.</p> <p><b>Minutes were approved by DSPL Board as presented.</b></p> <p><b>3. Finance</b></p> <p style="padding-left: 40px;"><b>a) Local School Partnership Budget 2021/22 and 2022/23</b></p> <p>DF reported 7/12 of the LSP funding has been received at the banker school; King Langley School has redistributed the funding to Gade/Kings Langley Partnership (KLP) and Hobbs Hill Wood for Dacorum Family Services North &amp; East (DFS N &amp; E). Schools are also requested part of the funding and invoices have been sent to the schools in both partnerships. Gade/KLP have 100% buy in and DFS N &amp; E have an increased buy in from last year.</p> <p>DF announced Rosemary Inskipp is retiring from the Gade/KLP service at the end of term, however will be staying on a zero-hour contract with Kings Langley Schools. DF has met with CH &amp; RM to</p>	

work on a plan for a smooth transition for the services. From September, RM will be the Operational Lead; supervising the Gade/KLP School Family Workers. CH will be the Strategic Lead; supervising the Send School Family Workers and Pupil Support Workers and AF will be providing admin support. The team will be working on a short, medium and long term plan to streamline the LSP, initially working on engaging with schools on a seamless transition, which will be reviewed based on Schools feedback. CH and RM have met with the team and they feel supported. DF and Rosemary have met with the local Headteachers and they are all happy with the plan. DF thanked CH and RM for their work behind the scenes and thank Rosemary Inskipp for all her hard work, commitment and support to the families.

**b) DSPL budget 2021/22 and 2022/23**

CH provided an update on the DSPL budget in the DSPL8 presentation.

**c) PoDS budget 2021/22 and 2022/23**

AF shared all PoDS invoices for 2022-23 have been sent and few schools have responded to say they will not be paying their conference fees. AF will provide an update on paid invoices at the next board meeting. DF and KE will also speak to schools to pay their invoices.

**Action – AF to provide an update on paid PoDS invoices at the next board meeting**

AF

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

CH/RM presented a PowerPoint presentation on the DSPL8 update and a copy will be circulated with the minutes. The following comments were discussed:

- The SEN numbers on the data dashboard are from the January census. AF will circulate a copy of the data dashboard with the minutes.
- The split of hours for Gade/KLP & DFS is based on the number of pupils in school. Gade/KLP has a smaller proportion of hours as their number of pupils are lower.
- TA recruitment has been very difficult and AH comment SEND courses provided by Woodfield Outreach have really empowered staff and this training is very critical to TA recruitment. RM shared Woodfield Outreach training for next year will focus on TA training.
- KH asked how DSPL8 decide what courses and support to offer parent/cares and shared other areas send surveys to parents. CH responded that DSPL8 used the survey at the Information Fayre and working with SEND SFW & PSW on what the current needs are, to shape this years offer. KH suggested offering support to parent/carers to help the support their children in mainstream school awaiting a specialist provision. All discussed the £2k per term from HCC to support these children and DSPL will look into options on how schools can make the best use of this money to support these children in mainstream schools. CH and RM will speak to commissioning regarding access to services for these children and will explore options and creating a resource pack for support.
- DF raised his school has submitted the Mental Health Kitemark twice and they are still awaiting feedback. CH will follow up with the administration for the Mental Health team to request further information on who is leading on this following Yael and Breda's departure, and to request meeting with them. DF suggested adding 'Number of schools achieving the Kitemark' as a KPI to the strategic plan.
- Obtaining external advice for LHNF application is currently a challenge due to the time it takes to receive the advice and then settings have to wait a term for a cycle of APDR, which means setting apply almost 2-3 terms later, which is not early support. SS comment Denna

<p>Wallworth is aware of this and is currently look on ways to support this. The service is also looking at applications which are being submitted to prop up EHCP applications. Further updates and guidance on this will be discussed next term.</p> <ul style="list-style-type: none"> <li>• SS shared she is very happy with DSPL8 and found the Information Fayre very useful, as ISL spoke to lots of parent/carers to discuss questions and concerns and they would like to attend all future Information Fayres.</li> </ul>	
<p><b><u>Action – AF to circulate the DSPL8/PoDS presentation with the minutes</u></b></p>	AF
<p><b><u>Action – AF to circulate the data dashboard with the minutes</u></b></p>	AF
<p><b><u>Action – CH/RM to speak to commissioning regarding access to services for children in mainstream school awaiting specialist provision and explore options and creating a resource pack for support</u></b></p>	CH/RM
<p><b><u>Action – CH to email the Mental Health in Schools administrator, and copy in DF, to request further information on who is leading on the Mental Health Kitemark and request a meeting with them</u></b></p>	CH
<p><b><u>Action – CH to add ‘Number of schools achieving the Kitemark’ as a KPI to the strategic plan</u></b></p>	CH
<p><b>5. DSPL updates</b></p>	
<p><b>a) Autism sub Group</b></p>	
<p>This sub group still requires a Chair. KE did ask at the last Primary Heads meeting and will request again at the next meeting in September.</p>	
<p><b>b) Primary Behaviour Service</b></p>	
<p>KE thanked the team on the merge of the new Emotional Wellbeing and Behaviour sub group from September. DESC have received an influx in the numbers of complex needs cases and SS shared there has been issue with Secondary Schools not taking in children. DF has raised concerns that the fair access data is always incorrect. The data is not all on one tracker and so different teams are not aware of where other teams have place students in schools. SS will feed this back to the team. There has currently been a huge increase in tier 2 and tier 3 outreach support and DESC have a large waiting list for children and need additional funding to support the growing need. KE is concern that the service used to be a quick turn around and now it is not; the service has worked hard on their support to schools and this message needs to be communicated to schools. DESC are presenting at the Dacorum Heads in September to provide some context on this.</p>	
<p><b>c) Mental Health sub group</b></p>	
<p>The sub group action plan update was pre-submitted and no questions were asked.</p>	
<p><b>d) Early Years Sub Group</b></p>	
<p>The sub group action plan update was pre-submitted and RM shared the sub group are currently working on a Makaton voucher scheme, early years’ newsletter, FAQ in finance’s for early years children and repeating years.</p>	
<p><b>e) School Family Worker sub group</b></p>	
<p>The sub group did not meet this half term.</p>	
<p><b><u>Action – KE to request a Chair for the Autism sub group meeting at the Dacorum Head Meeting in September</u></b></p>	KE
<p><b>6. ISL Update</b></p>	
<p><b>a) SEND SAS update</b></p>	

**b) SEND Structure update**

SS presented a PowerPoint presentation on the ISL SEND SAS update and SEND structure update and a copy will be circulated with the minutes. The following comments were discussed:

- Is the down syndrome offer being developed for primary and secondary aged children? SS will follow up with the team and provide an update.
- The service is aware of the communication issue as part of the restructure and a new manager has been recruited to support with this and work on the issues with the advice line. An update will be sent to schools to communicate this and SS will request this is also sent to parent/carers.
- The decision to split the EHCP into under 14 and post 14 has been very challenging for secondary schools, as it is based on date of birth rather than key stage. SS will feed this back to the team.
- SS and Jo Fisher are attending the Dacorum Heads meeting in October and there will hopefully be improvement to the services and SS will update the board following this.

**Action – SS to find out if the down syndrome offer being developed for primary and secondary aged children**

SS

**Action – SS to include an update on the communication issues in the ISL presentation for the next board meeting**

SS

**7. Primary SRP's**

This will roll over to the next meeting agenda, as Richard Hayes was not present for this agenda item.

**8. Service Accountability**

This will roll over to the next meeting agenda, as Richard Hayes was not present for this agenda item.

**9. Mental Health Support Team Hub**

This will roll over to the next meeting agenda, as Richard Hayes was not present for this agenda item.

**Action – AF to Add 'Primary SRP's', 'Service Accountability' & 'Mental Health Support Team Hub' to the next board meeting agenda**

AF

**10. Headteachers Wellbeing**

KE shared in the recent Strategic planning meeting, the wellbeing of Headteachers was discussed at length, following an email from a Headteacher who was at their worst with behaviour, SEND, wellbeing and feels they are not doing enough to support children. This is common across many schools and Headteachers are at breaking point. Board members discuss this and suggest ways to support:

- DSPL8/ISL to meet and explain SEND in Dacorum to new/acting Headteachers
- TA meeting in September
- Celebrate and promote the PoDS Conference
- Buddy new Headteachers with existing Headteachers to support attendance at the conference

Agreed to keep this on the agenda for further discussion in the Autumn term.

**Action – AF to Add ‘Headteachers Wellbeing’ to the next agenda.**

AF

**11. AOB**

DF thanked Jo Harris and Natasha Chiswell on behalf of the board for their time and commitment and wished them well in their future, as they are leaving their posts and stepping down from the board.

**Dates for Board meetings 2022-23:**

Day	Date	Time	Venue
Wednesday	12/10/2022	9:30am	Hobbs Hill Wood Primary School
Wednesday	07/12/2022	9:30am	Hobbs Hill Wood Primary School
Wednesday	01/02/2023	9:30am	Hobbs Hill Wood Primary School
Wednesday	22/03/2023	9:30am	Hobbs Hill Wood Primary School
Wednesday	17/05/2023	9:30am	Hobbs Hill Wood Primary School
Wednesday	12/07/2023	9:30am	Hobbs Hill Wood Primary School

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