

Minutes of Dacorum Area DSPL Board Meeting
Date: Wednesday 12th October 2022, 9:30am
Hobbs Hill Wood Primary School, Hemel Hempstead

Present:

David Fisher - Head, Kings Langley School and DSPL Dacorum Lead (Chair)
Katharine Ellwood - Head, Greenway Primary and Nursery and DSPL Dacorum Operational Lead
Richard Haynes - Head, Hobbs Hill Wood and DSPL Dacorum Operational Lead
Sara Lalis - Head, Dacorum Education Support Centre (DESC)
Kate Marrs-Gant - Special School Headteacher, Woodfield School
Lorna Elkes, Head, Little Gaddesden C of E VA School
Claire Rees – Senior Early Start Worker/SEND Champion, Dacorum Family Centre Service
Sue Sheffield - ISL Area Manager, St Albans and Dacorum
Su Hurren - SEND Casework Manager – Resolution, ISL
Pauline Paul - 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:

Hayley Yendell - Head, Heath Lane Nursery
Angela Hughes - Head, George Street Primary School
Sue Dyer - Head, Hobletts Manor Infant & nursery School
James Shapland - Head, Ashlyns School
Tim Jordan - Deputy Headteacher, The Hemel Hempstead School
Kate Hudson – Parent Representative
Gareth Styles - Post 16, West Herts College
Melanie Flay - Principal Educational Psychologist (West)/Strategic Lead (ISL)
Sharon Coubray - County Specialism Lead SLCN & Autism and Area Lead, SEND SAS, ISL
Deena Wallworth - Specialism Lead for Early Years and Local Area Lead, ISL

Agenda Items	Actions
<p>1. Welcome and Introductions</p> <p>DF welcomed everyone to the meeting and introductions were made. Lorna Elkes, Little Gaddesden School, Kate Marrs-Gant, Woodfield School, Su Hurren, ISL and Pauline Paul, Parent Representative have joined the Board. Claire Rees, InspireAll Dacorum Family Centre is covering for Kayley Johnson who is on long term sick leave.</p> <p>2. Matters Arising from minutes of previous meetings 13.07.2022</p> <p>Discussed the matters arising from the previous meeting:</p> <ul style="list-style-type: none"> SS clarified there is currently no Down syndrome offer. There is a Down syndrome advisory teacher and the Hertfordshire County Council (HCC) policy states the needs are met for individual children as they present. The teachers have comprehensive training and have produced a flow chart of support. SS will email a copy of this for circulation with the board minutes. AF is currently waiting for an update from the Kings Langley School finance team regarding payments on the Partnership of Dacorum Schools (PoDS) invoices and will provide an update when this is received. RM has spoken to commissioning regarding access to services for children in mainstream school awaiting specialist placements and there is currently work going on at HCC around this. Agreed for RM/CH to provide a further update at the next board meeting. The Autism sub group still requires a Chair and agreed for AF to ask Board members to put themselves forward. 	

All other actions have been completed.

Action – SS to email AF a copy of the Down Syndrome flow chart of support

Action – AF to circulate the Down Syndrome flow chart of support with the board minutes and include in the DSPL8 Communication

Action – RM/CH to provide an update on the work from HCC regarding access to services for children in mainstream school awaiting specialist

Action - AF to email Board Headteacher members to request a Chair for the Autism sub group

Minutes were approved by DSPL Board as presented.

3. Board Membership

DF has been reviewing the Board members and AF confirmed the current members. There are currently no membership vacancies, however, Allan Maher, Nash Mill has expressed an interest in joining the board and AF will send him an invite. CH will email Gareth Styles, West Herts college to confirm if he is still continuing as a board member.

Action – AF to invite Allan Maher to join the DSPL8/PoDS Board

Action – CH to email Gareth Styles, West Herts College to confirm if he is still continuing as a board member.

4. Finance

DF shared there has been lots of changes in relation to support and teaching staff salaries, the budgets for this year have been set and RH has been working on the impact of the salary adjustments.

a) Local School Partnership Budget 2022/23

The funding has been distributed to the two Partnerships and RH is currently working on whether the service can continue with its current staffing structure.

b) DSPL budget 2022/23

RH handed out the proposed budget; for 7/12 of this academic year. RH explained the budget, which proves DSPL is solvent and the staffing remains within budget, however if there is a further increase next year this may be an issue.

DF thanked RH for his work on the budget and the board agreed to sign-off the budget.

Action – AF to circulate a copy of the DSPL budget with the minutes

c) PoDS budget 2022/23

The PoDS budget remains unchanged and covers; 20% Manager and Admin fees, Head Teachers Conference and the upgraded salaries. KE shared she promoted the Headteachers conference at the Primary Headteachers meeting, although there is misunderstanding about what PoDS is.

5. 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:

- Agreed the PoDS Conference for 27th April in the Brindley Suite at Ashridge with keynote speakers Emma Kell & Gary Lewis. CH will also invite the Family Services and ISL to attend with information stalls.
- CH will create a working party to include Emma McKenna and Kathryn Girdleston from DESC to work on the DSPL8 offer for Mental Health; Graduated Response and to include

the Mental Health Support Team processes in the offer.

- KE shared at the Dacorum Primary Heads meeting not many schools were aware of the Emotionally Based School Avoidance (EBSA) document from the EP service. Agreed for AF to send Schools the direct link to download document on the DSPL website.
- There is a new Speech and Language Therapy Education Lead for Dacorum and agreed to invite her to the board meeting
- Discussed the SENCo concerns; pressures they are facing and where VSEND sits. RM will clarify with EmPower if schools in the pilot need to attend the training and whether the training can be recorded. Schools can use the Ask SALI contact line for advice and support.
- Board members agreed for CH to book Bounce Forward courses for next year.
- CH highlighted LHNF might not be able met need if the budget is spent before the end of the financial year.

Action – CH to ask Emma Kell to present the PoDS Conference

Action – DF to ask Gary Lewis to present the opening speech at the PoDS Conference

Action – AF to send Schools the direct link to download the EBSA document on the DSPL website

Action – CH/RM/AF to work on an acronym list and add to the DSPL website

Action – CH to invite the new area Speech and Language Therapy Education Lead to the board

Action - RM will clarify with EmPower if schools in the pilot need to attend the training and whether the training can be recorded.

6. DSPL updates

a) Autism sub Group

The sub group action plan for 2022-23 was pre-submitted and there were no questions.

b) Emotional Wellbeing & Behaviour sub group

The sub group did not meet this half term.

1. Mental Health Kitemark

KE shared frustrations from schools who have completed the Kitemark; schools have received feedback, re-submitted their Kitemark and have been told it is currently paused. KE has written to Joelle Scott to request re-submissions made should be honoured under the current criteria.

c) Early Years Sub Group

The sub group action plan for 2022-23 was pre-submitted and the sub group will be meeting next half term.

d) School Family Worker sub group

The sub group action plan for 2022-23 was pre-submitted and there were no questions.

7. ISL Update

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

- The current Primary Schools who have agreed to be part of the Speech, Language and Communication Needs (SLCN) Training pilot are: Micklem, Tudor, Galley Hill and The Reddings.
- Education Health & Care Coordinators (EHCCo) will be confirmed within the next two weeks and schools will be notified by letter or email.
- SH gave examples of the referral processes for different cases and which teams the cases sits with .
- The Educational Psychology (EP) Service is currently on hold. They have to prioritise

statutory assessments; however they are still providing support and are currently developing flexibility in working to ensure there is more involvement with schools. The service will prioritise crisis situations.

Correction to minutes: The Educational Psychology Service is not on hold; they do not have link EP's in schools and the support is reduce but they will still support with emergency cases, and they do have prioritise statutory assessments.

- For children with an EHCP and at risk of exclusions, Schools should contact the link EHCCo or named person on their Education Health & Care Plan (EHCP). The annual review inbox is also answered every day and schools can also call the duty line or integration officers.
- SENCo's have requested a written process for the Way Forward meeting. RM has emailed Rebecca Foster and Sally Glossop regarding this and SS will also feed this back to her team.
- A new role is being created in the Inclusion Team for mainstream settings to link SEND and the Inclusion team together.
- A flow chart of what Headteachers and SENCo's need to use and where to go would be very helpful. SS & SH will feed this back to their Teams.
- The new ISL communication protocol is being circulated to schools today. SL shared a good experience she had recently with the customer service contact line.
- KE requested for CH to forward ISL communications in relation to EHCCo's & Communication protocol to the Chairs of the Dacorum Primary Heads and Secondary Heads for them to disseminate.
- Recruitment is virtually completed and there is ongoing training provided for staff.
- SS requested for schools to overserve the timescales to allow the process to work; Board members comment if the process works it will be well received.
- RH requested for the policy to include who schools should contact, if their EHCCo is on sick leave. SS & SH will feed this back to the team.

Action – SS to confirm the acronyms for PNI and SMA2

Action – SS and SH to feedback to their Teams; request for a written process for the Way

Forward meeting, a flow chart of what Headteachers and SENCo's need to use and where to go

and for the policy to include what schools should do if their EHCCo is off sick

Action – SS to confirm if Education Support Centre's are included in the communication protocol circulation to schools

Action - CH to forward ISL communications; EHCCo's & Communication protocol to the Chairs of the Dacorum Primary Heads and Secondary Heads for them to disseminate.

Action – SS to provide a further update at the next board meeting

8. Primary SRP's & Mental Health Support Team Hub

DF requested to carry this agenda item over to the next meeting agenda, as Richard Hayes was not present for the agenda item.

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

9. Woodfield Outreach Service

KM-G presented a PowerPoint presentation on the Woodfield Outreach Service and a copy will be circulated with the minutes. The following comments were discussed:

- Woodfield Outreach service will take Secondary school referrals as well as Primary Schools
- Schools can follow the criteria on the website and referral form and as long as the child fits to submit a referral and Woodfield will call within a week for an assessment.
- SH request for SENCo's to send evidence of Professional involvement and contact in assessments requests
- KM-G is looking for an offsite venue for a cohort of young pupils with Server Learning

Difficulties (SLD); Bedmond academy was suggest as they have lots of space.

Action – AF to circulate a copy of the presentation with the minutes

10. Headteachers Wellbeing

KE shared concerns around the ongoing tensions and wellbeing of Headteachers; lots of Primary Heads left their roles last year, Behaviour and SEND is a big issue. The Board agreed to keep promoting PoDS and networks of support; sharing knowledge and support.

Agreed to keep this on the agenda for further discussions.

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

11. AOB

Dates for Board meetings 2022-23:

Day	Date	Time	Venue
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 11.25am.