



**Minutes of Dacorum Area DSPL Board Meeting**  
**Date: Wednesday 24<sup>th</sup> May, 1:30pm**  
**Hobbs Hill Wood Primary School, Hemel Hempstead**

**Present:**

Katharine Ellwood - Head, Greenway Primary and Nursery and DSPL Dacorum Operational Lead (Chaired)  
Richard Haynes - Head, Hobbs Hill Wood and DSPL Dacorum Operational Lead  
Carole Hassell - DSPL8 & Partnership of Dacorum Schools Manager  
Angela Hughes - Head, George Street Primary School  
Lorna Elkes - Head, Little Gaddesden C of E VA School  
Sue Dyer - Head, Hobletts Manor Infant & Nursery School  
James Shapland - Head, Ashlyns School  
Kate Marrs-Gant - Special School Headteacher, Woodfield School  
Rob Weightman, Head, Tudor Primary School  
Patricia Walker - ISL Area Manager, St Albans and Dacorum  
Laura Topliff – ISL SEND Casework Manager - Resolution  
Kate Hudson - Parent Representative  
Ashley Fabray - DSPL8 & Partnership of Dacorum Schools Support Officer (Minutes)

**Apologies Received:**

David Fisher - Head, Kings Langley School and DSPL Dacorum Lead (Chair)  
Ruth Mason - DSPL8 SEND Lead  
Hayley Yendell - Head, Heath Lane Nursery  
Pauline Paul - Parent Representative  
Allan Maher - Head, Nash Mills C of E Primary School  
Sara Lalis - Head, Dacorum Education Support Centre (DESC)  
Tim Jordan - Deputy Headteacher, The Hemel Hempstead School  
Gareth Styles - Post 16, West Herts College  
Su Hurren – SENDIAGO, Ask SALI  
Karen Rudman - Deputy Head of Family Support Service, InspireAll  
Kayley Johnson -SEND Lead for Family Support Service, InpireALL  
Melanie Flay - Principal Educational Psychologist (West)/Strategic Lead (ISL)

Agenda Items	Actions
<p><b>1. Welcome and Introductions</b> KE chaired the board meeting on David Fisher’s behalf, and introductions were made; Rob Weightman attended the board meeting to observe and Laura Topliff, ISL SEND Casework Manager - Resolution has joined the Board.</p> <p><b>2. Matters Arising from minutes of previous meetings 22.03.2023</b> Discussed the matters arising from the previous meeting:</p> <ul style="list-style-type: none"> <li>• PW clarified V-SEND is not statutory; however, schools are encouraged to participate and use the setting readiness tool.</li> <li>• CH has met with Woodfield to discuss the training for next year; there will be a clear training offer by the end of the summer term, which will not overlap with other services. The training offer will be advertised in the DSPL Professionals newsletter and in the Professionals training offer.</li> </ul> <p>All actions have been completed.</p> <p><b>Minutes were approved by the DSPL Board as presented.</b></p>	



### 3. Finance

**a) Local School Partnership Budget 2022/23 & 2023/24**

**b) DSPL budget 2022/23 & 2023/24**

**c) PoDS budget 2022/23 & 2023/24**

RH shared the DSPL8 budgets, and the September 2022-March 2023 budget has now ended and the balance of £47,742 has been carried over the 2023-24 budget, which will now run financially.

RH explained the budget:

- Expenditure includes staffing, costs and the PoDS Staffing contribution.
- In the Long Term budget, the Pupil Support Worker and SEND School Family Worker costs are higher due to the salary increases and the hours will need to be reduced over the next year. The carry forward will subsidise the salaries costs for this year.
- The short-term projects will continue from the previous year. In addition, the team require IT equipment and a second Information fayre will be planned due to the success of the previous information fayres.

RH shared the PoDS 2023-24 budget, which has a large carry forward due to an issue in previous years with Carole's hours not being transferred. The per pupil fee for this year has remained at 60p.

All agreed the budgets as presented and KE thanked RH for his work on the budgets.

### 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:

- There is no data for Dacorum from the LSP schools survey and CH will investigate this further.
- JS suggested changing the wording on the SENCo survey to 'significant positive impact' so it shows the data is positive and not negative.
- Following the EHCCo survey to SENCos, there were requests for a provision panel check list, as there is confusion over what is required. CH will liaise with LT to work on a provision panel checklist and next steps for SENCo's
- CH & RM are involved in V-SEND training and can provide refresher training. Discussed whether parent/carers are aware of V-SEND. HPCi have engaged strategically with V-SEND and had input. The school's readiness and child assessments are being used, however KH shared she is not sure how widely the home readiness section is being used due to issue around the sensitivity of it.
- It is unclear if the EP Consultations will be continued next year and PW will request clarification.
- ADD-vance coaching is now available through personalised commissioning and therefore DSPL is no longer funding this. CH will share this at the next Dacorum Heads meeting.
- KH asked how parents find out about new services; these should be promoted on the local offer, SEND News and shared via HPCi.
- Discussed the two room options for the next PoDS Conference and all agreed to book the FairHaven suite at Ashridge House.

**Action – CH to liaise with LT to work on a provision panel checklist and next steps for SENCo's**

CH



<p><b>Action – PW to request clarity on whether the EP consultations will be continuing next year</b> <b>Action – AF to book the FairHaven suite at Ashridge for the PoDS conference 2024</b></p>	<p><b>PW</b> <b>AF</b></p>
<p><b>5. DSPL Strategic Plan 2023-24</b></p>	
<p>CH shared the 2023-24 and the IT request was agreed for new IT equipment for the DSPL Team. There were no further questions, and the plan was agreed.</p>	
<p><b>6. DSPL Sub Group updates</b></p>	
<p><b>a) Autism sub Group</b></p>	
<p>The sub group minutes were pre-submitted and AH updated the exclusion data is incorrect and Ruth is querying the data. The Autism and Wellbeing session with Hendrickx associates was very successful. The Mentoring project is going well, and Tring school has signed up for this year. A working group has met to discuss children awaiting specialist school places and from feedback, Ruth is requesting guidance and best practice on how to spend the additional funding. The sub group looked at including an autism section to the Mental Health tiered approach, however as this a HCC document it cannot be amended, and it was agreed to promote the Autism and attendance document instead. The SEND School Family Workers have been invited to attend the next sub group meeting to present their menu offer and an understanding of their role.</p>	
<p><b>b) Emotional Wellbeing &amp; Behaviour sub group</b></p>	
<p>This sub group has not met this half term.</p>	
<p><b>c) Early Years Sub Group</b></p>	
<p>This sub group has not met this half term.</p>	
<p><b>d) School Family Worker sub group</b></p>	
<p>The sub group minutes were pre-submitted and RH shared as this plan was for 7/12 of the year the targets will be carried into next year. Gade/KLP is currently overstuffed and this will need to be reduced this year. The LSP funding is not available from the current funding source, however it has been agreed to continue until 2024, whilst a project group is working on a long term solution.</p>	
<p><b>7. ISL Update</b></p>	
<p>PW &amp; LT presented a PowerPoint presentation on the ISL SEND SAS update and a copy will be circulated with the minutes. The following comments were discussed:</p>	
<ul style="list-style-type: none"><li>• LT recommend for emails in relation to EHCP queries, to be sent the generic email on slide 2, and copy in the EHCCo, to ensure the query is dealt with if the EHCCo is not available.</li><li>• It was requested for an agenda for EHCCo meetings, so Head teachers can raise concerns. CH shared there is a proforma and Ruth Mason has created a form for SENCo's to complete prior to meetings to discuss with EHCCo's. Ruth emails schools with the update and will also copy in Headteachers into these emails. CH shared Ruth is working with the EHCCo on who should take the minutes for these meetings.</li><li>• The board discussed the frustration with schools around the SEND statutory process and LT is keen to work on promoting communication with schools.</li><li>• PW shared a statutory SEND investment bid was success and the government will be investing £5m into SEND.</li><li>• SD &amp; AH both commented they have found the ASK SALI helpline helpful.</li><li>• The EP Service Parent advice line has closed. PW will clarify once the recruitment process</li></ul>	



has been completed if the service will be at full capacity.

- The Early Years team is trailing Early Years funding panels and a guidance booklet is being created. PW will request Deena Wallworth to provide a slide to share an update on the Early Years funding panels at the next Board meeting.

**Action - PW to clarify if once the recruitment process has been completed, if the EP service will be at full capacity**

PW

**Action - PW to request Deena Wallworth to provide a slide to share an update on the Early Years funding panel at the next Board meeting**

PW

**Action - AF to circulate a copy of the presentation with the minutes**

AF

**8. 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:

- The SLA has been extended for another year.
- The Outreach team has identified the need to provide basic TA training and will look at a rolling package to offer from the next academic year.
- Woodfield school is currently over capacity and is investigating options for Satellite hubs, however they are unable to take pupils via the regular route until September 2025. There are currently 22 on the referral list, which the outreach team are providing further Outreach support.
- RH requested to add this earlier in the agenda for the next board meeting to discuss this further.

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

AF

**Action – AF to add Woodfield Outreach earlier in the agenda**

AF

**9. AOB**

None

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

Day	Date	Time	Venue
Wednesday	12/07/2023	9:30am	Hobbs Hill Wood Primary School

There being no further business, the meeting closed at 3pm.