



**Minutes of Dacorum Area DSPL Board Meeting**  
**Date: Wednesday 11<sup>th</sup> October, 9:30am**  
**Hobbs Hill Wood Primary School, Hemel Hempstead**

**Present:**

David Fisher - Head, Kings Langley School and DSPL Dacorum Lead (Chair)  
Richard Haynes - Head, Hobbs Hill Wood and DSPL Dacorum Operational Lead  
Lorna Elkes - Head, Little Gaddesden C of E VA School  
Allan Maher - Head, Nash Mills C of E Primary School  
Sara Lalis - Head, Dacorum Education Support Centre (DESC)  
Patricia Walker - ISL Area Manager, St Albans and Dacorum  
Kate Hudson - Parent Representative  
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:**

Katharine Ellwood - Head, Greenway Primary and Nursery and DSPL Dacorum Operational Lead  
Angela Hughes - Head, George Street Primary School  
Sue Dyer - Head, Hobletts Manor Infant & Nursery School  
James Shapland - Head, Ashlyns School  
Kate Marrs-Gant - Special School Headteacher, Woodfield School  
Hayley Yendell - Head, Heath Lane Nursery  
Kayley Johnson -SEND Lead for Family Support Service, InspireALL  
Tim Jordan - Deputy Headteacher, The Hemel Hempstead School  
Laura Topliff – ISL SEND Casework Manager - Resolution  
Melanie Flay - Principal Educational Psychologist (West)/Strategic Lead (ISL)

Agenda Items	Actions
<p><b>1. Welcome and Introductions</b> DF welcomed everyone and thanked all for attending the board meeting. DF shared that Carole Hassell is leaving her role at DSPL8 Manger at Half Term and thank her for her hard work and commitment with the DSPL &amp; LSP services over the years and the board presented her with some flowers. After a successful interview process Ruth Mason has been appointed the new DSPL8 Manager and all congratulated RM on her appointment. DF is meeting CH, RM &amp; AF after the Board meeting to discuss communicating this to all Dacorum Headteachers and via the Professionals and Parent/Carer newsletters.</p> <p><b>2. Matters Arising from minutes of previous meetings 12.07.2023</b> Discussed the matters arising from the previous meeting:</p> <ul style="list-style-type: none"> <li>Melanie Flay, Educational Psychology Manager is attending the next board meeting to update on the EP Services. PW will also share an update form Melanie in the ISL update presentation under agenda item 7.</li> <li>CH has requested an impact report for the end of the current contract and requested a copy of the new contract from the Woodfield Outreach services and has not received this to date. Agreed to carry this action over.</li> </ul> <p>All actions have either been completed or will be covered in the agenda items.</p>	



**Action - CH to request an impact report for the end of the current contract and requested a copy of the new contract from Woodfield Outreach**

CH

Minutes were approved by the DSPL Board as presented.

**3. Finance**

**a) Local School Partnership Budget 2023/24 & Future Years**

RH reported Dacorum Family Services (DFS) North & East are in middle of their financial period and are running to budget set, with a slight saving due to vacancies. The budget is not expected to overspend or have an underspend.

RM updated she is working on realigning the Gade/Kings Langley Partnership budget. The service is not recruiting for the Schools Family Worker who left in the summer term, as the service is currently running on a underspend.

CH provided an update on the schools buy in on slide 2 & updated on future arrangements for Local School Partnerships (LSPs) and School Family Workers (SFWs) on slide 3 in the DSPL8 board presentation PowerPoint.

**b) DSPL budget 2023/24 update**

CH provided an update in the DSPL8 board presentation PowerPoint.

**c) PoDS budget 2023/24 update**

CH provided an update on the schools buy in on slide 2 in the DSPL8 board presentation PowerPoint.

**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:

- From the 30<sup>th</sup> October there will be no school Family Worker Managers for the LSP (slide 6). DF shared now Ruth has been recruited as DSPL8 Manger the next step is to recruit a SEND Lead to support RM. AF's hours have been increased to support the LSP. There will be a discussion under agenda item 8 to request the Board to commission a working group to look at how to re-shape the LSP for our area for efficiency and strengthening of service.
- CH shared the proposed theme of SEND for the Partnership of Dacorum Schools (see slide 7). DF will contact David Bartram and AF will send a follow up email.
- KH requested if the Parenting Brochure could be saved in a different format, as it is currently set up for printing as a leaflet and is not in order when reading on screen.
- KH suggested sharing the transitions course flyers directly with transition leads. AF will contact secondary schools to request Transition Leads to promote this.
- ESBA parents wrote a powerful letter, which was shared at Dacorum Heads meeting and Katharine Ellwood is responding to the 5 challenges and a copy will be circulated. KH shared that parents do not like EBSA and prefer to use EBSNA (Emotional Based School Non-Attendance). RM shared she held an Attendance Lead Secondary school meeting last summer, which was productive on the processes across schools with strengths and difficulties and will be meeting again next half term. RM has emailed Kim Claridge -Taylor yesterday to see how they can work together. KH requested for the attendance team to link in better with schools, so they have more awareness on the background prior to



issuing attendance letters.

- Recent LHNF funding was awarded for an ESBA robot in school to support school attendance and building relationships; the board discuss the creativity and success of this, however, would need careful thought and consideration on how to implementation this.
- The Board discussed the Operational SEND Supporting Families Pilot (slide 15) and it is unclear where this currently sits and the board are concern on what is happening. Sue Chapman is leading on the pilot and a pilot briefing available; CH will circulate a copy to board members and ask Sue Chapman to attend the next board meeting to provide and update on the pilot.
- KH requested for the HPCI parent/carer survey to be promoted again; the survey closes on 15<sup>th</sup> October.
- CH has raised with the Early Years team if an application is not going to LMAG they would not be targeted level and why would they not be given Early Years funding. LE shared by the time a child starts school they have been through so many loops and are on waiting lists for services it is difficult to provide professional advice. There is also such a gap between schools and PVI's, when no support has previously been put in place for children with significant needs. PW shared that the funding changes coming soon, should help to address this.

**Action – AF to circulate the DSPL presentation with the board minutes**

AF

**Action – AF to send a follow up email to David Bartram to obtain his availability to speak at the PoDS conference.**

AF

**Action – AF to look at the formatting of the Parenting Brochure**

AF

**Action - AF to contact secondary schools to request Transition Leads to promote the Transition courses**

AF

**Action – CH to circulate a copy of the Operational SEND Supporting Families Pilot briefing to board members and ask Sue Chapman to attend the next board meeting to provide and update**

CH

**Action – AF to promote the HPCI parent/carer survey again in newsletters and on social media pages**

AF

## **5. DSPL Sub Group updates**

### **a) Autism sub Group**

This sub group submitted their draft action plan and this year's action plan is also looking at attendance with autism. The group are also keen to look at a co-ordinated approach to autism awareness week and autism in schools for girls and gender fluid/non-binary and working on links with the NHS and autism locally.

SEND SFW will meet with newly diagnosed parents and have specific guided script.

### **b) Emotional Wellbeing & Behaviour sub group**

The sub group submitted their draft action plan and SL noted that all sub groups are looking at attendance and suggested creating an attendance group from the sub groups. The Board discussed this and agreed to have Attendance as a standing agenda item for Sub groups to feed into at each board meeting. PW will invite Kim Claridge-Taylor to attend the next board meeting to provide an update on attendance across Primary and Secondary Schools.

### **c) Early Years Sub Group**



The sub group submitted their draft action plan and the new action plan is making sure information across PVIs and school is update and good practice is shared, looking at part-time tables and working on a speech and language well-comm project. The sub group is a good, well engage group and clear about what they are focusing on.

**d) School Family Worker sub group**

This sub group submitted their draft action plan and have set different targets for this year and carried some forward from last year. The sub group have set an actions to track LA progress and respond to changes for the LSP transformation, look at the Dacorum LSP and vacancies, promoting services, money matters to support families with financial challenges (previously cost of living). attendance and family relationships. The targets have been agreed and RH is working on update the details.

KH suggested including the voluntary sector in the action 3, so families are aware of the breadth of support available.

**Action – AF to add ‘Attendance’ as a standing board agenda item**

**Action - PW to invite Kim Claridge-Taylor to attend the next board meeting to provide an update on attendance across Primary and Secondary Schools.**

**Action – RH to add the voluntary sector to action 3 in the SFW action plan**

AF  
PW  
RH

**6. Woodfield Outreach Service**

KMG has given her apologies for this board meeting and CH shared the Woodfield Outreach presentation on her behalf. Questions raised from the presentation were:

- How many hours are provided in the contract? Sally Glossop is leading on this, and CH will contact her to request a copy of the contract.
- As the Outreach service is currently up for commissioning, what is the funding, the need and what does it look like?
- The Outreach Services is currently delivered by HLTA, should this be teacher level as they should have professional training to give the advice?
- PW will follow up with Sally Glossop and invite her to the DSPL Board to provide an update on the review of contract and commissioning process.

**Action – AF to circulate the Woodfield Outreach presentation with the board minutes**

**Action – CH to request a copy of the Outreach contract from Sally Glossop**

**Action – PW to invite Sally Glossop to the DSPL Board to provide an update on the review of contract and commissioning process.**

AF  
CH  
PW

**7. Integrated Services for Learning update**

PW presented a PowerPoint presentation on the Integrated Services for Learning update and a copy will be circulated with the minutes. The following comments were discussed:

- PW can share headlines for the proposed changes from the ISL consultation after 17<sup>th</sup> October.
- The timeline for the changes is by 1<sup>st</sup> April 2024.
- Due to the change in Headteacher at Maple Grove, it is unlike the Primary SRP will be ready for January 2024.
- There is a significant shortage of Education Psychologists with the equivalent of 10.5 EP’s across Hertfordshire. The service is looking to recruit Assistant EP’s and have



commissioned a service to help with the EHCP backlog. Melanie Flay will give a further update in her board presentation in December. DF requested for local offer website to be considered as part of review and to include honest updates on there, so families are full informed on the current situation; PW shared the Local offer is currently under review. The board discuss frustrations with ECHP being bounce back as they have no EP report, but schools are struggling to obtain professional advice and are unable to get through on the advice line. PW recommend contacting the AskSALI line, as this is the bridge between statutory services, and she will also feed this back to the EP Service.

- RM asked for clarity on SPLD offer and where this sits; further information on this can be shared after 17<sup>th</sup> October when ISL is out of consultation and PW suggested meeting with RM outside of the board meeting to discuss this further.

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

AF

**8. LSP Reshaping Proposal: DSPL & LSP in Dacorum**

RM shared the LSP Re-shaping Opportunity (slide 26) and updated RH has spoken to the Hobbs Hill Wood Primary School governing body and they are open to investigate the proposal. The next steps agreed in the Strategic Planning Group were to bring this to the board to look at structure and process with a possible working group, without DF & RH involvement. Feedback received from RH was he felt more comfortable to be involved in the project. DF shared he was unaware of this feedback and ask the board to discuss what they wanted as the next steps. CH also raised as from 19<sup>th</sup> October there is no LSP Manager and proposed to fund 1 Manager with 10 hours for Gade/KLP and 20 hours for DFS North & East; the board agreed this would be the most suitable option in the current climate.

The board members discuss the LSP reshaping and agreed their preferred way forward would be to have an impartial group of Head teachers, including new Heads, to look at the sustainability and longevity of the service and consider the resources, finances, possible TUPE processes, schools buy in and service delivery for both sides of the Partnership. Agreed for RM to start a consultation process with Schools and to include DESC and Families First in the process.

**Action – RM to start a consultation process with Schools and to include DESC and Families First for the LSP Reshaping**

RM

**9. AOB**

KH raised the NHS England have issued a patient safety notice regarding a shortage of certain brands and dosages of ADHD medication. KH asked whether there was a way to alert schools be mindful of the knock-on effect this will have with children and young people’s behavior in schools if they can not access their medication.

**Action – AF to include a message in the Professionals and Parent/Carer newsletters to inform them of this announcement that there is currently shortage of some ADHD medication.**

AF

**Dates for Board meetings 2023-24:**

Day	Date	Time	Venue
Wednesday	06/12/2023	9:30am	Hobbs Hill Wood School
Wednesday	07/02/2024	9:30am	Hobbs Hill Wood School
Wednesday	20/03/2024	9:30am	Hobbs Hill Wood School



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Wednesday	08/05/2024	9:30am	Hobbs Hill Wood School		
Wednesday	10/07/2024	9:30am	Hobbs Hill Wood School		

There being no further business, the meeting closed at 11:30am.