

DSPL Board Meeting Minutes

Date: Wednesday 10th January 2018

Attendees: Amanda Abley **AA** (Aboyne Lodge); David Allen **DA** (LINKS); Serena Baker **SB** (Parent); Elaine Bridle **EB** (Primary SEND Lead, DSPL7 Manager); Margaret Chapman **MC**, Chair, (STAGS); Stephanie Dale **SD** (Finance Manager STAGS); Melanie Flay **MF** (Educational Psychology Team Manager ISL); Silvia Hundal **SH** (Area SEN Team Manager ISL); Margot Nichols **MN** (Secondary SEND & ASD and DSPL7 Manager); Stephanie Nunn **SN** (LINKS Outreach Manager); Christine Theakston **CT** (St George's) **CT**; Sally West **SW** (Oaklands College); Sharon Swinson **SS** (Lea Primary and Nursery); Karen Thomas **KT** (DHT STAGS); Gillian Warwick-Thompson **GWT** (Parent)

Apologies: David Canning **DC** (ISL); Steven Houlton-Allen **SHA** (Collett, St Luke's & Forest House); Liz King **EK** (DSPL7 Administrator); Finola McManus **FM** (Parent); Jackie Stephenson **JT** (Prae Wood);

Minutes taken by: Janet McPherson **JM** (DSPL7)

		Action
1.	Welcome and apologies MC welcomed all to the meeting. Apologies have been received from David Canning, Finola McManus, Jackie Stephenson and Steven Houlton-Allen	
2.	Matters arising Amendments to minutes of 8 th November 2017 Point 4: Letter sent to HMRC – still awaiting reply Point 8: Primary Support Base – still no decision from planning department. Suggestion to Debbie Orton that funds from Bowmansgreen be transferred to LINKS, awaiting confirmation corr: Enabling parents to support themselves; 2. Support for their children directly, including those with severe learning needs; Laura <i>Burrage</i> (sp) Point 11: Information village was very successful – over 80 attendees Point 12: GDPR – school solicitors are looking into this and will advise; corr: There is a professional MH <i>conference</i> at Sandringham school	
3.	Conflicts of Interest Dave Allen's brother-in-law is Head at Collett, St Luke's and Forest House Margaret Chapman is Governor at LINKS Academy David Canning is parent of Year 8 STAGS student Serena Baker works for Advance as a trainer and coach	
4.	DSPL7 Financial and Budget update/review (SD) – Budget Monitoring document distributed and discussed in detail. Budget for equipping Primary Behaviour Base project likely to be unspent - deferred to Easter 2018. To be included in 2018/19 Strategic Plan. Projection carried forward £139,000 but to be confirmed following HMRC VAT disclosure.	

5.	<p>Links Outreach Summary (SN) – documents distributed</p> <p>Data from Autumn Term 2017 – Key Points:</p> <p>Referrals have increased and coming in from an earlier age than previously – up 30%</p> <p>Targeted Intervention – 77 students now referred, up from 59 last academic year.</p> <p>Waiting list is currently 10 Primary and 9 Secondary referrals.</p> <p>Projected number 150 for this academic year. Boys 5 times more likely to be referred than girls. Year 1/2 represent nearly half of those referrals.</p> <p>Secondary students, predominately Yr 9/10, make up majority of referrals.</p> <p>All students will have been SEN registered by their mainstream school.</p> <p>Impact of targeted interventions: 50% shown in Primary children and 33% shown in Secondary children</p> <p>DSPL are funding two staff based at the Links</p> <p>The Links early identification via Behaviour Surgeries are very effective to support staff practice (pre-exclusion).</p> <p>Action: AA to look into whether this could also be valuable for Primary sector</p> <p>Would additional costs be involved?</p> <p>To be reviewed at 7th March meeting.</p>	AA
6.	<p>Collett Outreach Report</p> <p>SHA not present. Schedule this item for a later date</p>	
7.	<p>Nurture Group feedback (EB) - document distributed.</p> <p>Four schools put in bids for nurture group training.</p> <p>Resources Library - has now been moved to Fleetville school. Successful loan system in place, being used by local schools. Additional resources requested for library.</p> <p>Action: EB to liaise with Liz King</p>	EB
8.	<p>SIBS Feedback (EB) – document distributed</p> <p>The group runs monthly at The Links, Hixbury Lane. Up to 16 siblings attend every month, Year 3 to Year 7. February session planned to be held at the Fire Station.</p>	
9.	<p>Training Evaluation (MN) – documents distributed</p> <p>A total of 38 training courses/sessions have been run in the Autumn Term. There has been 100% positive feedback so far. Any additional training needs that are identified are to be taken forward for next year.</p> <p>Recommendation: Steph Nunn put forward ‘Sand Stories’ - www.sandstories.co.uk as a recommended training course for professionals - particularly those working with hard-to-reach families. Excellent feedback reported.</p> <p>Action: DA to take this to next STASSH meeting</p>	DA

<p>10.</p>	<p>Operational Plan Update (MN) – documents distributed Updated items 5/1/18 shown in blue type – discussed in detail AET Training – ongoing Tier 1 and Tier 2 courses will be running during Spring & Summer Terms. Some concerns voiced about lack of resources and time commitment at these courses. AET Early Years Pilot – this is postponed at present, as the LA require all EY settings to have Tier 1 training before they being work on AET standards Collett Outreach – 6 week training course on ASD has started. Karen Thorp has also attended Senco Forums to promote the outreach service Down Syndrome – 3 sessions of the Primary Education course have taken place. Two 1-day courses delivered by SYMBOL UK are taking place in the Spring term, also the Reading & Language Intervention training course SPACE – parent support group (ASD/ADHD) – well attended sessions in Nov & Dec 2017. They are running a Behaviour Workshop on 2nd Feb 2018. This was fully booked in 2 days. Will be re-run Behaviour Leads Cluster Groups (run by Cherrie Demain) over 20 school professionals attended the last meeting. Further sessions to take place in the Spring/Summer terms Going Forward: Oaklands College – what are we doing for them - Can we do more/better? Parent View Involvement – need to capture views going forward. Student Voice Conference – what would help make things better? Action: Melanie Flay to work on this project. MN Action: Consider setting up a Questionnaire or online survey to go to all schools</p>	<p>MN/MF</p>
<p>11.</p>	<p>Publicity Update (MN) DSPL7 Website has been adjusted in response to latest directive with all items linked to the Local offer. Data Base - There are 226 parents on the contact list. 167 followers on DSPL Facebook page. A Twitter feed has been set up for events, reminders etc but has yet to go live. The Newsletter (copies distributed) has been circulated to all contacts and is available on the Website & Facebook</p>	
<p>12.</p>	<p>Families in Focus activities (MN) – document distributed A recent SEND Parent Focus group meeting identified that there was a gap in provision for support. To address this need, it is proposed that Families in Focus, amongst others, is providing a number of different courses for parents/carers in the Spring & Summer Terms taking place at STAGS and Fleetville schools. Further information and decision at next meeting on 7th March.</p> <p>Going forward: clarify where the demand for specific courses has arisen.</p> <p>DA – thanks and recognition that both STAGS and Fleetville provides venues and hosts courses free of charge to trainers</p>	<p>MN</p>

13.	<p>Staffing Update (MC) – Glas Flyer distributed Chris Lodder, with KT – pilot is now underway. Currently working with 3 Primary and 1 Secondary pupils. Feedback from schools has been very positive: excellent communication & feedback after each session. Progress seen after 3 sessions. There will be 10 sessions in total.</p> <p>Action: DA/MC/AA – to meet to decide next steps. Review at next meeting on 7th March</p>	DA/MC/AA
14.	<p>Targeted School Liaison Worker (MC) St Albans Plus/Harpenden Partnership has proposed employing a part-time School SEN Liaison Worker, on a Fixed Term contract.</p> <p>Action: MN to bring to the next Board meeting for discussion and clarification of role and requirement with new budget.</p>	MN
15.	<p>Primary Behaviour Update (AA) covered in other points in meeting</p>	
16.	<p>AOB (MC) Any items for the strategic budget planning for the forthcoming year - a reminder to bring along to next Board meeting on 7th March MC thanked everyone for coming and for their valuable contribution to the meeting</p>	

Date of next meeting – Wednesday, 7th March 2018, 1.15 – 3.00pm at STAGS