

DSPL7 Board Meeting Minutes

Date: Wednesday 27th June 2018

Attendees: Amanda Abley **AA** (HT Aboyne Lodge); Serena Baker **SB** (Parent); Elaine Bridle **EB** (Primary SEND Lead, DSPL7 Manager); David Canning **DC** (ISL); Margaret Chapman **MC**, Chair, (STAGS); Damien Johnston **DJ** (HT Margaret Wix); Margot Nichols **MN** (Secondary SEND & ASD and DSPL7 Manager); Sharon Swinson **SS** (Lea Primary and Nursery) Gillian Warwick-Thompson **GWT** (Parent)

Apologies: David Allen **DA** (LINKS); Steven Houlton-Allen **SHA** (Collett, St Luke's & Forest House); Helen Barton **HB** (HT St George's); Melanie Flay **MF** (Educational Psychology Team Manager ISL); Silvia Hundal **SH** (SEND Lead 0-25 ISL); Liz King **EK** (DSPL7 Administrator); Finola McManus **FM** (Parent); Lisa Roberts **LR** (HT Sandridge); Karen Thomas **KT** (DHT STAGS); Christine Theakston **CT** (DHT St George's); Sally West **SW** (Oaklands College);

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

		Action
1.	Welcome and apologies MC welcomed all to the meeting. Apologies have been received from Helen Barton, Melanie Flay, Silvia Hundal, Finola McManus, Liz King, Christine Theakston, Karen Thomas, Sally West	
2.	Matters arising Amendments to minutes of 9 th May 2018 Point 5: Collett Outreach – MCC/MN/EB to arrange meeting with Stephen Houlton-Allen. Silvia Hundal has been tasked with overseeing Special Schools outreach. Defer till next meeting Point 10: The Primary Support Base is going through due process – nothing can be done to expedite further (MCC)	MCC/MN/EB Action
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 Add-Vance as a trainer and coach	

4.	<p>DSPL7 and Partnerships Alignment (MCC) - document distributed</p> <p>This is happening and will be implemented - the date given is 1st April 2019. Lead schools had not been contacted directly. EB attended meeting in Stevenage on 28th February where the report was discussed.</p> <p>The alignment does seem sensible and avoids duplication.</p> <p>MCC does not have capacity to take on this new role, given many other commitments, including the MAT (Multi Academy Trust)</p> <p>Local Partnerships have met with Lead schools to discuss. St Albans and Harpenden can remain separate; funding is based on pupil numbers.</p> <p>MCC and DC will advise of any updates as they are received.</p>	MCC/DC Action
5.	<p>Operational Plan – Update (EB/MN) – document distributed</p> <p>Points of note:</p> <p>Work has begun on all areas of the Operational Plan:</p> <p>Toolkit training - has been a good take-up of Senco’s coming to these sessions</p> <p>Autism Review Group - has now met and discussed a plan going forward</p> <p>Mental Health Village - is planned for 18th October at STAGS for both parents and professionals</p> <p>The Benchmarking Toolkit - is being used in approx. 95% of schools – Primary and Secondary</p> <p>LINKS meeting with Dave Allen & Joan Comer – training packages agreed and taking place, starting with Transition (Yr6 – Yr7) training for parents</p> <p>Cluster Groups - LINKS will be running these for Behaviour Leads going forward</p> <p>Hertfordshire Steps – is continuing</p> <p>P6/7 – Workstreams – Autism Review group is re-established. ASD Leads group to be set up on Facebook (closed group)</p> <p>Speech and Language - Abbie Bude is delivering the WellComm training – good take up so far on these courses</p> <p>‘Communication Friendly’ schools - in September it is hoped that two schools will put themselves forward to work towards this status</p> <p>P4 Nurture Groups - these will finish this term. Grateful thanks given to Sam Morris for all her hard work with this</p> <p>PDA Training – delivered by Steph Curtis, was well attended and inspirational</p> <p>Zones Of Regulation – delivered by Karen Thorp – two evening courses attended by 28 and 33 people. Very successful. Possibly repeat</p> <p>GWT – recommendation: Dr Helga Abernethy (PhD) works with children and adults with sensory processing difficulties: sensoryprocessingsolution@gmail.com</p> <p>SPACE meeting – well attended and appreciated by parents; Planning Behaviour Conference next year</p> <p>Simple Solutions – Sally Glossop has agreed to continue running these workshops next year</p> <p>Down Syndrome – Training courses now all planned. £250 per school has been allocated for purchasing resources based on advisor recommendations</p> <p>Oaklands – Down Syndrome advisors have visited. Training sessions (x 2) to take place to staff, Helen Long will deliver these sessions.</p>	

	Down Syndrome provision and support to continue DSPL Training Evaluation Summary – look at including any negative comments written on Evaluation sheet A, that could be implemented/help improve practice	
6.	Parent Voice (SB/GWT) – Feedback from parent support and other groups Post – 16 provision: students without EHCP’s often do not receive adequate support for transitioning into college. The approach needs to be different for this vulnerable group. However, some schools do offer really good support. There is good provision for those with EHCP’s. YC Herts www.ychertfordshire.org noted as having excellent guidance, information and advice. Preparing for Adulthood www.preparingforadulthood.org.uk also recommended Both of the above offer transition planning for 14 -25 yrs. MCC will take this issue to STASSH and report back next time	MCC Action
7.	GDPR update (MCC) Deadline was 25 th May 2018. Need to be extremely careful that no child’s name, photo, DOB or any personal details are shared (unless pre-agreed). No personal information should be stored on any removable devices.	
8.	Down Syndrome Charging Policy (GWT) – document distributed Historically a small charge is made to attendees at training courses to cover costs and encourage buy-in. Following discussion is was agreed that <ol style="list-style-type: none"> 1. No charge will be made to parents or professionals from DSPL7 area 2. Charge professionals from outside DSPL7 on case-by-case basis 	
9.	AOB – (MCC) Meeting dates next year – these were provided with the Agenda for this meeting DSPL3 (GWT) – does not have a Primary Support Base, could DSPL7 look at their behavior support model Amanda Abley – is standing down after many years’ service. MCC offered many thanks for her valuable contribution and gave her a gift of appreciation Sharon Swinson – announced that she is retiring her headship at The Lea. Jamie Brown, HT at St Helen’s in Wheathampstead, will fill her position on the DSPL7 Board. MCC offered thanks and appreciation for all her work and contribution to the Board.	

Date of next meeting – Wednesday 12th September 2018 1.15 – 3.00pm at STAGS