

DSPL Board Meeting Minutes

Date: Wednesday 9th May 2018

Attendees: David Allen **DA** (LINKS); Serena Baker **SB** (Parent); Helen Barton **HB** (HT St George's); Elaine Bridle **EB** (Primary SEND Lead, DSPL7 Manager); David Canning **DC** (ISL); Margaret Chapman **MC**, Chair, (STAGS); Stephanie Dale **SD** (Finance Manager STAGS); Melanie Flay **MF** (Educational Psychology Team Manager ISL); Silvia Hundal **SH** (SEND Lead 0-25 ISL); Damien Johnston **DJ** (HT Margaret Wix); Finola McManus **FM** (Parent); Margot Nichols **MIN** (Secondary SEND & ASD and DSPL7 Manager); Stephanie Nunn **SN** (LINKS Outreach); Nicole Salisbury **NS** (Educational Psychology Team); Christine Theakston **CT** (DHT St George's); Karen Thorp (Collett Outreach); Sally West **SW** (Oaklands College); Gillian Warwick-Thompson **GWT** (Parent)

Apologies: Amanda Abley **AA** (HT Aboyne Lodge); Steven Hoult-Allen **SHA** (Collett, St Luke's & Forest House); Liz King **EK** (DSPL7 Administrator); Karen Thomas **KT** (DHT STAGS); Sharon Swinson **SS** (Lea Primary and Nursery) Jackie Stephenson (HT 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 Amanda Abley, Stephen Hoult-Allen, Liz King, Karen Thomas, Sharon Swinson	
2.	Matters arising Amendments to minutes of 7 th March 2018 Helen Barton was present at the meeting Point 2: Sandstories – has been exceptionally well received Point 8: Behaviour Leads Training will now be provided by LINKS –DHT Joan Comer Nurture provision continues until end of Summer Term ASD Bids – funding will be £750 max per school. Evaluations from previous year were positive. Family Support Workers – online training to be provided to up-skill	
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	

<p>4.</p>	<p>DSPL7 Financial and Budget update (SD) Budget Monitoring document to 31st 2018 distributed and discussed in detail. Budget for equipping Primary Behaviour Base project – unspent at year end. Will need to be included in 2018/19 Strategic Plan and Budget. Overall surplus carried forward £108,829.00</p>	
<p>5.</p>	<p>Links Outreach Summary (SN) – documents distributed Data from Spring Term 2018 – Key Points: Across all level of intervention the team has supported 117 students Targeted Intervention – 63 students referred, a decrease from the Autumn Term. Waiting list is currently 8 Primary and 4 Secondary referrals prioritised on need basis. Boys were 9 times more likely to be referred than girls. There have been 15 new referrals this term. There has been a year-on-year fall in referrals for targeted secondary intervention - secondary surgeries may have played a large part in this outcome. Primary pupils – there is limited provision for referrals for the next stage of support owing to lack of availability of Primary Support Base. Funding issues are having a direct impact on staffing and student support. Concerns re LINKS school places funding. Other ESC’s have received additional funding. Disparity of funding discussed in detail. DC suggests looking at the funding model and challenge directly. MC to write letter to Richard Harris at HCC. Return to this item next time</p> <p>Collett Outreach Report KT (Stephen Houlton-Allen not present) - document distributed and discussed. Key points: Lots of new referrals coming in. Evaluation Forms – not always returned, Verbal feedback very positive from schools and Senco’s. Primary Visits – 113% over target. Very successful. Secondary visits – 56% of target Outreach team comprises KT, plus recent assistance from HLTA one day per week. Parental Feedback – forms not currently in place. For reports going forward – to include further content and data. SH to look at gathering feedback from parents and share data. Multi-agency approach is being prioritised, contact her for additional support.</p>	<p>MC Action</p> <p>SH Action</p>
<p>6.</p>	<p>Strategic Plan (EB) – document distributed and discussed in detail. Points of note: FM queried what is DSPL doing specifically to support 16+ SEND students SW Oaklands supports students for 2 years, up to 20 yrs of age. Two students with Down Syndrome are currently being referred. GWT are we continuing to support parental training needs e.g. sensory processing difficulties and post-16 transition</p>	

	Families in Focus have many courses pan-disability, several of which have been run very successfully this year. It is about trying to maximize the limited budget to maximum effect.	
7.	Operational Plan 2018-19 (MN) – document distributed and discussed in detail Activities to be funded from underspend were clearly identified. Carry forward is very small but thought to be adequate. The operational plan was approved by the board.	
8.	Parent Voice Feedback (SB, FM, GWT) – document distributed Points of note: Could documents and for Board Meetings be sent earlier prior to meeting dates – hard to process all information when items are presented on the day JM Action – to request papers for meetings well ahead of time SB Can additional data regarding students specific needs be found or collated to identify training needs (Response: This would be looked into but it was thought unlikely that quality data could be collected without identifying individual students) Was the impact of DSPL activities being measured? Evaluation forms are completed by delegates for every training course/activity run, data collected and assessed. MN Training for Parents: a number of courses have been run in response to parental request including those from Families in Focus, Families Feeling Safe, ADD-Vance & PDA society. Also further Autism/ADHD course. Zones of Regulation (Collett Outreach) running for 2 days in June (evenings). Support for Teenagers will be investigated further, possibly to be included in the budget for 2019/20.	JM Action
9.	DSPL Spring Monitoring (MN) – document distributed and discussed in detail Key points: Total underspend for 2017/18 will be £108,829. this is to be spent in the following way in line with DSPL Strategic Plan: Resourcing Primary Support Base (£5,000) carried forward from 2017/18 Setting up and running the crisis team panel £10,000 Funding resilience training for schools and settings £5,000 ADD-vance ADHD advisory service targeted support for 10 students/schools (£3500); Coaching for 15 families £5,000; Training - understanding ADHD half-day (£900), 2 hour workshop for professionals (£425) for parents (£425), understanding ADHD in girls (£450).Total £10,700 Autism/SLCN quality offer support bid. (Assume £750 x 54 successful bids from schools). Seed funding to raise engagement and build capacity in all schools to meet strategic priorities. Total £40,500 Assessment tools library & resources, £2,000 Part funding for ELKLAN training for schools; WELLCOM x4 (early screening tool for SLCN), £10,000	

	<p>£250 available to 20 schools to enable them to implement the DS advice, £5,000 Down Syndrome training events, Positive behaviour £1,400, Accredited DS Reading and Language Intervention programme -2 day course £800, Maths £500, Whole School Awareness £175 times 7 sessions £1225 plus half day follow up £250, Preparing for Adulthood £1,500, Total £5,675</p> <p>Funding for behaviour workshops, £5000</p> <p>Contingency for potential redundancies, £5,000</p> <p>Total expenditure, £103,875. This will leave a predicted carry forward March 2019 of £4,954</p>	
10.	<p>Primary Behaviour Update (AA not present)</p> <p>DA attended meeting with Dave Canning – Primary Support Base at LINKS now unlikely to be before September 2019.</p>	
11.	<p>AOB</p> <p>No items raised</p>	

Date of next meeting – Wednesday, 27th June 2018 1.15 – 3.00pm at STAGS