

DSPL Board Meeting Minutes

Date: Wednesday 12TH September 2018

Attendees: David Allen **DA** (HT Links Academy); Serena Baker **SB** (Parent); Helen Barton **HB** (HT St George's); Elaine Bridle **EB** (Primary SEND Lead, DSPL7 Manager); Jamie Brown **JB** (HT St Helen's); David Canning **DC** (ISL); Margaret Chapman **MC**, Chair, (HT STAGS); Stef Dale **SD** (Finance manager STAGS); Melanie Flay **MF** (Ed Psych Team Manager ISL); Fiona Haynes **FH** (Outreach Manager Links); Silvia Hundal **SH** (SEND Area Lead 0-25 ISL); Damien Johnston **DJ** (HT Margaret Wix); Margot Nichols **MIN** (Secondary SEND & ASD and DSPL7 Manager); Karen Thorp **KT** (Collett Outreach); Gillian Warwick-Thompson **GWT** (Parent)

Apologies: Finola McManus **FM** (Parent); Lisa Roberts **LR** (HT Sandridge); 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, Finola McManus, Christine Theakston, Karen Thomas, Sally West	
2.	Matters arising Amendments to minutes of 27 th June 2018 MC Point 4 – no further updates on the Local Partnerships Alignment Point 6 – this item was shared at recent STASSH meeting - they will all take this back to their schools Collett Outreach – meeting with Stephen Houlton-Allen has not yet taken place.	
3.	Conflicts of Interest <small>11 SEP</small> Dave Allen's brother-in-law is Head at Collett, St Luke's and Forest House Serena Baker works for Add-Vance as a trainer and coach David Canning is parent of Year 8 STAGS student Margaret Chapman is Governor at LINKS Academy Silvia Hundal is Governor at Links Academy	
4.	DSPL7 Budget Update (SD) – document distributed & discussed in detail Points of note: Herts County Funding was not received until July '18. Was due in April, therefore no payments for 3 months. DC – owing to County error, the payment was sent to the wrong school	

5.	<p>Operational Plan Overview (MN) – documents distributed. Updated items in RED</p> <p>Points of note:</p> <p>Autism Quality Offer – course for SENCo’s to be repeated. Benchmark workshop was well received</p> <p>Funding Bids – second round of seed-funding bids to support schools to meet Autism/SLCN quality offers to be launched w/c 17th Sept</p> <p>AET Training – 38 schools have received ‘Making Sense of Autism’, 69 ‘Good Autism Practice’ and 2 ‘Leading Good Autism Practice’</p> <p>Autism Review Group (ARG) is now up and running with schedule of meetings through the year. Training sessions now booked to take place during half-termly SENCo/ASD Leads meetings, at no cost</p> <p>Wellcomm Training – take up has been excellent, sessions are oversubscribed, over 30 schools applied</p> <p>Pauline Hickey (Speech and Language) to provide training at the Senco meeting on 26th September</p> <p>Primary Behaviour Leads – training to be provided by FH/DA (LINKS) for new Leads, or those who have not previously received training</p> <p>Primary Integration Panel (DA/MC) we currently do not have a mandate to Lead on this. Significant approaches have been made to County to implement the Primary Support Base at LINKS</p> <p>Mental Health First Aid Course – ran July 2018 (14 attended); – re-running at STAGS in January 2019. Further courses running county-wide</p> <p>Collett Outreach – Karen Thorp is providing 176 hours of outreach training, advice & support for schools and parent groups. Zones of Regulation course is running 20th Sept at STAGS</p> <p>Down Syndrome - 30 referral forms have been sent to schools in DSPL7 area. Completed forms for 11 children have so far been received requesting a DS advisor visit.</p> <p>2-day DS training course for staff took place at Oaklands college in July 2018 (Helen Long)</p> <p>Action: SH would like copy of Behaviour Leads list</p>	JM/LK action
6.	<p>Planned Activities for Autumn Term (MC) documents distributed</p> <p>12 Training courses were run in the Summer Term with very positive results</p> <p>A large number of courses are scheduled for the Autumn Term – for both professionals and parents</p> <p>Since May ’18 21 Flyers and/or information emails have been sent to parents, schools, professionals & other settings to promote training, workshops, courses and support groups in DSPL7 area</p> <p>All activities are advertised via our FaceBook page and Website</p> <p>The termly Newsletter is published & distributed widely to parents, schools, FB and Website</p>	

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

7.	<p>Parent Voice (SB/GWT) – document distributed & discussed</p> <p>Points of note: Summary of Survey discussed. HPCI will be talking to Local Authority about the points raised.</p> <p>DC - Anxiety is often causing children to refuse to attend school and is increasing. County has put in various solutions. There is a ‘hidden group’ of children (non-attenders, intermittent attenders etc) that needs to be addressed.</p> <p>MF - Home visits from Ed Psych team are on the increase for children who are not able to leave their room or house.</p> <p>DA – Secondary surgeries have proved very effective via Outreach for Early Intervention. Primary school children could be supported in the same way with the addition of a Primary Outreach worker.</p> <p>Proposal: Could DSPL7 fund 1 Primary Outreach worker to address primary children who are already showing anxiety/behaviour issues: 1 year trial contract, (£15,000) to LINKS, January 2019 start date. No objections voiced.</p> <p>Action: LINKS to provide report for next Board meeting</p> <p>Finola McManus is stepping down as Parent Rep owing to additional commitments and workload. MC offered thanks for her contribution and input representing parents during her term on the Board.</p>	DA/FH action
8.	<p>Post-16 Transition for pupils on SEN Support (GWT)</p> <p>What else can be done to support children on SEN support moving from school to the next step - college etc? There is no written plan for those children without an ECHP. Those with ECHP are more likely to receive support. There is a gap in providing support</p> <p>MF – an IEP is needed for assessment for ECHP. Take this message to Senco’s.</p> <p>MN – Sharing good practice has been discussed at Primary Senco Forum</p> <p>Target Y6 children on a Reduced Time Table for transition work.</p> <p>Could Oaklands be approached for advice - and for those children on SEN Support?</p> <p>Action: send email to Sally West to bring ideas to next meeting</p>	JM action
9.	<p>Primary Support Base (DA)</p> <p>Consultation for the de-commissioning of Bowmansgreen is well underway. This could take place as soon as November 2018. No additional children are being taken although funds are still being received. Numbers of children being excluded or perm ex are increasing</p> <p>Four quotes are now required to be submitted to build the new Primary Base at LINKS. It is hoped to commence by September 2019.</p> <p>Further updates at next Board meeting. DA Action</p>	DA Action

10.	<p>AOB</p> <p>DC - Early Years Development Centres for children with complex Special Needs across the county are being moved. Our local base will be leaving St Luke's and relocating to Leaverstock Green, as an interim measure.</p> <p>MC – STAGS is now supporting two other local schools. With effect from 31st March 2019 MC will be stepping down from her role in DSPL7. Androulla Peek, Executive Headteacher of Fleetville Junior School and CEO, Director of Business at Spiral will be taking on the role.</p>	
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