

**DSPL Board Meeting Minutes**

**Date: Wednesday 28 June 2017**

**Attendees:** Leianne Bayliss (EY); Elaine Bridle (Primary SEN Lead and Manager); Vanessa Campbell (EY); David Canning (ISL); Margaret Chapman, Chair (STAGS); Cherrie Demain (DSPL7 Manager); Jo Myles (SJL); Mary Newman (STAGS); Margot Nichols (Secondary SEND & ASD and Manager); Sharon Swinson (Lea Primary and Nursery); Gillian Warwick-Thompson (Parent);

**Apologies:** Amanda Abley (Aboyne Lodge); Dave Allen (LINKS); Serena Baker (Parent); Liz King (DSPL7 Administrator); Finola McManus (Parent); Judith Pace (ISL); Liz O'Brien (St Dominics); Jackie Stephenson (Prae Wood); Sally West (Oaklands), Steven Hoult Allen (Collett)

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

		Action
1.	<b>Welcome and apologies</b> MC welcomed all to the meeting and introduced Janet McPherson to the team. Apologies have been received from Amanda Abley, Dave Allen, Serena Baker, Liz King, Finola McManus, Judith Pace and Jackie Stephenson.	
2.	<b>Matters arising</b> Amendments to minutes of 3 May 2017 Point 5 - Secondary Behaviour Review – now moved to new academic year Point 8 - DSPL Newsletter has been well-received and distributed to Health Centres, Clinics and Surgeries Point 10 – Primary Behaviour Review – Amanda Abley (not present) feedback at next meeting	
3.	<b>Conflicts of Interest</b> Dave Allen's brother-in-law is Head at Collett Amanda Abley's daughter works at Watling View Margaret Chapman is Governor at LINKS Academy David Canning is parent of Year 7 STAGS student Serena Baker works for Advance as a trainer and coach	
4.	<b>DSPL7 Financial and Budget update/review 2017/18</b> – distributed and details discussed. ASD bid invoices – a few still outstanding	SD
5.	<b>DSPL7 Plan 2017/18 Summary</b> Discussion of amendments made following meeting on 23/6/17 with D Orton. (EB attended). Points of note - Family Support Workers and training for parents will no longer be funded after March 2018, Minutes of that meeting have been requested by MC. Summary document well received and concise.	MC
6.	<b>Primary Behaviour Review</b> – Amanda Abley (apologies) deferred to next meeting but update on Primary Base given related to Bowmansgreen Governing Body not wishing to continue with the provision. Alternative primary specification in line with Tier 2 and 3 updates has been submitted to the Local Authority for action.	

7.	<p><b>DSPL7 Monitoring Sept 2017 onwards</b></p> <p>The Operational Plan supports the Strategic Plan and Financial Budget. Describes activities, impact measures &amp; costings. All are linked, including numbers attended and evaluated. There are a few gaps.</p> <p>Point of discussion at DSPL Planning Group meeting tomorrow.</p> <p>It was suggested that it would be helpful if the profile document was received earlier in future to inform the meeting.</p>	EB
8.	<p><b>Primary and Secondary SEN &amp; ASD Lead Update</b></p> <p>DSPL Leads – Cluster meetings are starting up again next term. More Secondary schools hope to be involved. MC has meeting with Martin Smith, LA Behaviour Manager, on Friday and will be looking at funding for young people.</p> <p>Training Evaluation: Over 147 hours of training has been delivered. Good retention rates. Take-up for some parent courses, in particular, has been regularly over-booked and well-received. Consistency of venue felt to strongly contribute to success.</p> <p>AET Training – Tier 1 &amp; Tier 2 courses are now taking place – last one 6<sup>th</sup> July, with Sally Yates. Down Syndrome – arranging training for differentiation, to include all those with learning needs. A course for parents and teachers is being investigated via <b>Symboluk</b> - focus to be on Occupational Therapy and Speech Therapy.</p> <p>SEND Leads meeting – transition work for ASD students moving to Secondary school – also relevant for all students. Youth Connections also to be included.</p> <p>MN has received a leaflet from ADD-vance (ADHD and Autism Trust) but there were no contact details.</p>	MN/ EB/ CD
9.	<p><b>Next Year's Board Meeting Dates and Board Membership</b></p> <p>Dates agreed &amp; circulated.</p> <p>Board members update - coming off list; Cherrie Demain, Liz O'Brien, Leianne Bayliss, Vanessa Campbell, Sally Glossop, Jo Mylles, Mary Newman, Judith Pace. (Karen Thomas will replace Mary Newman STAGS).</p> <p>Ideally need another Secondary Head to come on Board.</p> <p>SEND Area Manager may be included. DA to advise.</p> <p>The Board requires 0 – 25 yr representation, including three to four parent representatives.</p> <p>MC will look at this point and identify any gaps.</p>	MC
10.	<p><b>Communications Update</b></p> <p>All promotion and advertising of training courses and DSPL support groups is done via flyers, emails, Stags Link and online via the DSPL website and our FaceBook Page, which is very successful. Over 850 followers currently and numbers growing fast. MN – SENCO's could promote in schools via flyers being put into students' book bags and put up on the school Notice Board.</p>	EB
11.	<p><b>Provision Mapping</b></p> <p>Copies distributed and discussed. Well-received and appreciated. MC thanked EB for this large piece of very valuable work.</p> <p>To go on Web site.</p> <p>MCN to take copy to next STASSH meeting.</p>	EB
12.	<p><b>AOB</b></p> <p>MC thanked everyone for coming and for their continuing involvement and contribution. Cherrie Demain was then presented with a retirement gift with grateful thanks and best wishes for all her hard work and inspiration over the years.</p>	MC

**Date of next meeting – Wednesday 13<sup>th</sup> September 2017, 1.15 – 3.00pm at STAGS**