

**Date: Wednesday 2 November 2016**

**Present:** Amanda Abley (Aboyne Lodge); Dave Allen (LINKS); Henrietta Brooks (Parent); Margaret Chapman, Chair (STAGS); Cherrie Demain (DSPL7 Manager); Liz King (DSPL7 Administrator); Paul Johnson (St Lukes); Jo Myles (SJL); Finola Murphy (Parent); Mary Newman (STAGS); Margot Nichols (Secondary SEND); Martin Smith (ISL) Jackie Stephenson (Prae Wood); Sharon Swinson (Lea Primary and Nursery); Gillian Warwick-Thompson (Parent); Sally West (Oaklands)

**Apologies:** Judith Pace (ISL) and Liz O'Brien (St Dominics)

**Non Attendees:** Miraz Triggs (Batchwood); Leianne Bayliss (EY)

**Minutes taken by:** Barbara Clunie (STAGS)

		<b>Action</b>
<b>1.</b>	<b>Welcome and apologies</b> Apologies received from Judith Pace and Liz O'Brien	
<b>2.</b>	<b>Matters arising</b> Watling View has the capacity to meet the outreach work rather than Collett. MS to get feedback on situation MC to write to Jenny Newman and Debbie Orton to express concern CD's action to action resources from Marion Le Blond, but Marion has withdrawn Liz King informed meeting of 134 on parent database and bookings continue Sally West added link to DSPL7 site on Oaklands website Board to inform LK/MCN if anything on DSPL7 website that shouldn't be there DA and MC went to Luton Unit	MC
<b>3.</b>	<b>Conflicts of interest</b> Dave Allen's brother is Head at Collett Amanda Abley's daughter works at Watling View	
<b>4.</b>	<b>DSPL7 Finance Update - handout</b> Stef explained budget handout. No invoices have been received from ASD conference £46,000 is the projected carry forward. Budget figures are up to the end of September, future costs will be in next budget. The costs are estimated but the expected return is not included. Discussion on extra stalls at conference, but it was a deliberate decision to only have two stalls, that is why we have our own SEN Village which is free of charge.	
<b>5.</b>	<b>Autism Conference feedback</b> Hand out from Helen Fitzakerley on evaluation of autism conference. Responses received on the day and since were that it was a well balanced conference. SENCOs felt empowered by the conference. it was agreed that in six months an additional questionnaire would be sent to attendees to monitor the impact of attending the conference.	MN
<b>6.</b>	<b>Staffing Update</b> Liz King is congratulated on her role Amy Belfield and Kelly Shaw at St Luke's, thank you to Paul Johnson Stephanie Nunn is working with Charlotte Hamilton and Claire Tominey-Smith at the Links, thank you to Links for supporting this. Elaine Bridle is Primary SENCO based at Fleetville, with Sam Morris and Jo Maher from the St Albans Partnership.	

