

DSPL Board Meeting Minutes

Date: Wednesday 29 June 2016

Present: Amanda Abley (Aboyne Lodge); Dave Allen (LINKS); Henrietta Brooks (Parent); Margaret Chapman, Chair (STAGS); Cherrie Demain (DSPL7 Manager); Helen Fitzakerley (CofEx); Mary Newman (STAGS); Margot Nichols (CofEx); Judith Pace (Oaklands); Sharon Swinson (Lea Primary and Nursery); Gillian Warwick-Thompson (Parent); Sally West (Oaklands); Paul Johnson (St Lukes)

Apologies: Liz King (DSPL7 Administrator); Paul Lerwill (STAGS); Jo Myles (SJL); Finola Murphy (Parent); Leianne Bayliss (EY); Helen Booth (ISL)

Minutes taken by: Barbara Clunie (STAGS)

		Action
1.	<p>Welcome and apologies Mary Newman was introduced as point of contact for DSPL7 and will be attending meetings. Stef Frake STAGS Finance Manager was welcomed to the meeting, Finance will be a standing item on the agenda</p>	
2.	<p>Matters arising LB still to action SENDIASS DA has spoken to Adam Haynes but has still not had clarification on STEPS training CD has had no update on training for children with autism LB to contact James Matthews re Eklan training for Early Years (Item 4. Minutes 4 May meeting to be carried forward) MCN informed meeting that Eklan training has been offered, which is running No electronic copy of strategic plan has been received, version shared was a scanned copy Great comments received regarding website</p>	<p>LB DA/LB CD LB</p>
3.	<p>Conflicts of interest None</p>	
4.	<p>Finance Update - handout SF explained the budget. Funding has not come through from County yet but we do have c/fwd. Thank you to Stef as the budget was understood. There will be a charge of approximately £800-£1000 for accounts to be audited.</p>	
5.	<p>Staffing update Two FSWs have been appointed, thank you to PJ for housing new colleagues and to Sally Glossop and team for interviewing. <ul style="list-style-type: none"> • Congratulations to CD who has been appointed DSPL Manager and MN has been appointed Secondary SEND • DSPL ASD one and half days over 1 day one week and 2 days second week The SSW will be based at the LINKS, interview planned for next week. FSW roles were explained. Mary Newman will have regular monthly meetings with colleagues. ASD FSW will be based at St Luke's, Behaviour Family Support Worker based at Woollam site. Partnership group (now called St Albans Plus) have asked if they could be based at The Links. Rachel Andrews from St Luke's will be working with the schools and teachers. Sam Morris will be doing the nurture work starting in September.</p>	

	<p>Action: Names to be added to the plan. FSWs and St Luke's colleagues will have laptops and email addresses where they are located. Their ID badges will indicate their connection with DSPL7. Liz Kilborn (STAGS HR & Personnel Manager) will be involved in the induction process.</p> <p>All adverts for all of the posts were advertised in Teach in Herts, all notes for interviews and papers are kept for audit purposes. All interviews were formal and challenging, appraisals will be held to ensure targets are met.</p>	
6.	<p>Website</p> <p>There have been no updates. All flyers will be put on the website and programmes and meetings will be listed. There will be a news article on the website when a flyer is added. A link will be added on to the Oaklands website. Please let Liz King know if anything is required.</p>	
7.	<p>Centre of Expertise Review – handout</p> <p>Forum for parents will be held next week on 6 July at 9.30am. FSW to be introduced at the first session of parent meetings.</p> <p>Families in Focus was well attended and will be evaluated. Parent sessions to be advertised in surgeries, libraries, children centres, support groups, Civic Centre and possibly DJ Jungle, Thriving Families and Kids Hubs. Database to be developed and presented at the next meeting to see the broader community links.</p> <p>Information to be sent to Sally West at Oaklands and all Board Members.</p> <p>Support meetings have been set up to for Primary and Secondary SENCOs and are well attended. Attendance required for CofEx events.</p> <p>Autism conference is being organised – discussion on fees. Flyer to be amended to £5 for parents to attend. Thank you to HF for securing the conference speakers.</p> <p>DS training is running and has been very well received. Training dates for next year are on the flyer. Training to be open to a wider audience not just DS. DA to speak to SW and CD regarding training. The demand for training is high and we should use the contingency to fulfil this.</p> <p>Website to be shared with pastoral leads.</p> <p>Local Authority still paying for outreach support to Watling View and Woodfield, DSPL7 should manage this. CD asks for a summary at the end of the year. St Luke's have carried out a review of the outreach, there is an outreach report, PJ to present at next meeting.</p> <p>GWT asked when there would be parent training for autism and autism related conditions. HCC are planning to do sessions and an autism review, but until County inform us about how this is to be disaggregated, we will continue with our own training.</p> <p>Dates and actions for autism training for next academic year</p> <p>Helen Fitzakerley was thanked for her work with CofEx.</p>	<p>MN</p> <p>PJ</p> <p>MN</p>
8.	<p>Area Manager update</p> <p>CD explained handout - Universal primary behaviour management programme will start on 6 September, there will be two groups in September and two after half term. Training</p>	

	<p>sessions will continue over Christmas. Behaviour conference is on 12 January 2017 with Bill Rogers at the Fielder Centre. 20 spaces to be left for parents to attend at a reduced price, spaces will go out to other areas when we know how many coming from DSPL7. One place per secondary school, £50 for two places at primary then to secondary.</p> <p>Nurture group is continuing two days per week.</p> <p>Nurture resources to be collected from Bowmansgreen and taken to the Woollam site, equipment will be kept in sheds outside.</p>	MN
<p>9.</p>	<p>Primary Behaviour Review Universal level is happening, once this is embedded schools will have access to support and a second tier of support will be available. Work is being done on the descriptors for success criteria. Surveys undertaken by Head Teachers have been taken into account and other successful DSPL areas are being looked at. Once the second tier is not working and is no longer being successful, the behaviour leads will form an integration panel and that will lead children into the third tier which will be respite care. The providers will be responsible for permanently excluded children. Meeting will take place next week to put descriptors together.</p> <p>AA explained the how schools will work with parents.</p>	
<p>10.</p>	<p>AOB CD to bring an overview of training and attendees to the next meeting.</p> <p>Dates for the next academic year have been circulated. Please let BC know of new Board Members.</p> <p>Thank you to Anne Spencer who is retiring from Batchwood School.</p>	CD

Date of next meeting: Wednesday 14 September 2016, 1.15pm at STAGS