

DSPL Board Meeting Minutes

Date: Wednesday 7th March 2018

Attendees: Amanda Abley **AA** (Aboyne Lodge); David Allen **DA** (LINKS); Serena Baker **SB** (Parent); Elaine Bridle **EB** (Primary SEND Lead, DSPL7 Manager); David Canning **DC** (ISL); Margaret Chapman **MC**, Chair, (STAGS); Stephanie Dale **SD** (Finance Manager STAGS); Sylvia Hundal **SH** (Area SEN Team Manager ISL); Finola McManus **FM** (Parent); Margot Nichols **MN** (Secondary SEND & ASD and DSPL7 Manager); Nicole Salisbury **NS** (Educational Psychology Team); Sally West **SW** (Oaklands College); Sharon Swinson **SS** (Lea Primary and Nursery); Karen Thomas **KT** (DHT STAGS); Gillian Warwick-Thompson **GWT** (Parent)

Apologies: Steven Houlton-Allen **SHA** (Collett, St Luke's & Forest House); Melanie Flay **MF** (Educational Psychology Team Manager ISL); Liz King **EK** (DSPL7 Administrator); Christine Theakston **CT** (St George's); Jackie Stephenson **JS** (Prae Wood);

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

		Action
1.	<p>Welcome and apologies MC welcomed all to the meeting. Apologies have been received from Melanie Flay, Liz King, Jackie Stephenson and Christine Theakston and Stephen Houlton-Allen</p>	
2.	<p>Matters arising Amendments to minutes of 10th January 2018 Point 2: Primary Support Base at Links – DA has learned of further delays. May not now go ahead until 2019. MC - Over £200,000 is still going to a school that does not provide the provision required, but it is out of our control and with HCC to manage this situation. Point 7: Nurture Group resources – EB has now actioned Point 9: Sandstories – DA now actioned Point 10: Oaklands College SW – receives adequate Autism support, further support needed for students with Down Syndrome</p>	
3.	<p>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>DSPL7 Financial and Budget update (SD) – Budget Monitoring document distributed and discussed in detail. HMRC – VAT is being charged for all areas as required Budget for equipping Primary Behaviour Base project - deferred. Still to be included in 2018/19 Strategic Plan.</p>	

	<p>Projection carried forward £141,000</p> <p>Overall underspend £10,000</p>	
5.	<p>Feedback from Glas Pilot (KT) – documents distributed (including case studies)</p> <p>Four pupil referrals were received, 3 Primary and 1 Secondary. Chris Lodder has been working with the students, with varying results. Very complex needs were identified in all cases. Approximately 50% success rate. Consider cost implications versus impact and whether to continue with this project – see Item 9.</p>	<p>MC to contact Glas</p>
6.	<p>Playskills (GWT) – document distributed</p> <p>Playskills provides intensive group therapy for pre-school children with physical disabilities. Originally presented to the Board January 2017. £10,000 would provide provision for 2 – 3 children for 1 year. There is a waiting list of seven children, of which some may be in DSPL7. Other DSPL areas do not contribute.</p> <p>DC – Herts Early Years Development Centres offer a fully inclusive service for all families with children under 5. To Consider - see Item 9.</p>	
7.	<p>Operational Plan Update (MN/EB) – documents distributed</p> <p>Updated items 22/2/18 shown in green type – discussed in detail</p> <p>P2 – MN/EB continue to attend all manager and SEND leads meetings. Have greater understanding of activities in each DSPL area and support being offered. Work carried out in DSPL7 is better aligned with SEND strategy.</p> <p>P4 – Further enquiries have been received for Nurture Group support. Sam will follow up and see if she can fit in further training.</p> <p>SENCo groups attending training at Fleetville have seen the resources available and can arrange to borrow these items short-term</p> <p>P5 – the Behaviour practitioner (2yr post until March 2018) is currently supporting 8 families, 19 in total this year. Extremely positive outcomes.</p> <p>Early Year Practitioner (2yr post until March '18) is providing targeted intervention for 13 pupils, nursery to Year 1, in 11 schools. 9 pupils have received group sessions outside of targeted support. 6 pupils have been discharged.</p> <p>P7 – MN/EB have met with the new county ASD lead to plan next steps and priorities for the Autism Review Group. AET Training – 2 courses run - Level 2 on 16th Jan, and Tier 1 on 25th Jan. Courses on-going during Spring and Summer Terms.</p> <p>P8 – Investigation into employing a Specialist School Liaison worker has been carried out. This appointment (from VISTA) will not now take place. It is felt that it would be better to provide training on SEND for FSW employed by the partnerships. The role of FSWs has been discussed at the Parent Focus Group. The situation was clarified and minutes of that meeting were posted on website in Dec '17.</p> <p>The list of additional resources at Fleetville has now been compiled and ordered.</p> <p>P9 – Karen Thorpe from the Collett school presented Zones of Regulation Course on 11/01/18, 17 attended.</p> <p>P10 – DS Reading and Language course, 23 Jan'18 – 11 attended. Communication for Life course (Symbol UK) 31 Jan'18, 25 attended.</p>	

	<p>In total 22 children have received a visit from DS Advisory teacher this year. Very positive feedback.</p> <p>P12 – SPACE parent support group – sessions on 12th Jan’18 (6 parents attended), 2nd Feb (at Mecure Hotel – 55 parents attended) & 9th Feb’18 (8 parents attended). Space will be commissioned to run monthly meetings.</p> <p>Families in Focus – have been commissioned to run a number of courses for parents in Spring and Summer terms. Handling Anger – 6 sessions Jan & Feb ’18 – 11 attended. Sleep Tight 6 sessions in Jan/Feb/March ’18 – 10 attended. Excellent feedback received from parents. School based school/parent peer to-peer support project proposed to be launched Sept’18, subject to approval. GWT – raised concerns regarding this item</p> <p>Parents to be surveyed in Summer Term to ensure we are providing the training and support needed.</p> <p>P13 – 231 parents are now on the Contact List. 205 followers on FaceBook. Newsletter to be published at end of every term.</p> <p>DSPL managers have discussed possible ways to collect the views of children and young people. Margot is working with Melanie Flay on a survey to capture the student voice. ISL provides survey data to each DSPL area. As of Jan’18 20 schools in this area had responded to the survey. New benchmark tools sent out to small number of requesting schools. Further reminders are given at all SENCo forums.</p> <p>P14 – Secondary SENCo meeting took place 25 Jan’18. Primary SENCo meeting took place 27 Feb’18. Additional support group for new and recently qualified primary SENCo’s has been set up and will meet half-termly.</p> <p>7 Schools have received funding towards ELKAN training.</p>	
<p>8.</p>	<p>Strategic Review – for discussion (ALL) - document distributed</p> <p>Aim is to reconcile and balance the budget. Carry forward – projected £140,179</p> <p>Cherrie Demain is no longer able to continue with the Behaviour Leads. MN/EB to look into who will cover these groups. Elaine will do an additional half day to cover the work being carried out by Cherrie.</p> <p>Primary Behaviour Base - £15,000 will still be needed eventually for resources at the base.</p> <p>Hertfordshire Steps – funding has been reduced slightly.</p> <p>Social/Emotional/Nurture staffing costs – Family Support Worker is outside of DSPL remit (£26,585).</p> <p>Nurture Groups – additional groups to be set up next year.</p> <p>GLAS project (£20,000) – MN proposed not to continue with this – no objections.</p> <p>ASD Review – excellent feedback from schools who had bid money. MN requested to repeat. Proposed: £500 for Primary schools and £1,000 for Secondary schools.</p> <p>No objections.</p> <p>ASD Support workers – provide training</p>	
<p>9.</p>	<p>Draft Budget (MC) – copies distributed</p> <p>Down Syndrome Project</p> <p>DS Termly Focus Groups for schools – numbers diminished. Discontinue.</p> <p>Funds made available for the purchase of resources recommended to schools by advisors to implement recommendations – agreed £250 x 20 schools</p> <p>DS Training events for next year – offset costs by charging to attend</p> <p>Parent Training</p> <p>Lots of courses have been run this year, well attended.</p>	

	<p>Peer-to- Peer support: 20 parents would receive training, who then provide support for other parents, spreading a wide network. KT reported very positive response from parents for a similar proposal following the Mental Health evening at STAGS.</p> <p>Allocate £5,000. Not agreed</p> <p>Families in Focus – no additional courses to be commissioned at this time</p> <p>SIBS Group – to continue</p> <p>Playskills – other services are available. MC - Propose not to go ahead. No objections</p> <p>PDA Training – parents have requested course - £500</p> <p>ADHD Training – Action SB: to provide further information and costings from ADD-Vance regarding training, specifically for ADHD</p>	Action SB
10.	<p>Co-Production Paper (FM)</p> <p>To return to this item at another time.</p> <p>FM - is there a definitive number available of SEND 0-25 students in the area? Conclude county does not have this data. Only EHCP information is available.</p>	
11.	<p>Primary Behaviour Update (AA)</p> <p>Everything is ready. Just waiting for the go-ahead.</p>	
12.	<p>AOB (MC) – no items raised</p> <p>MC thanked everyone for their attendance and their valuable contribution to the meeting.</p>	

Date of next meeting – Wednesday, 9th May 2018 1.15pm – 3.00pm at STAGS