

DSPL7 Board Meeting Minutes

Tuesday 10th March 2020

Attendees:

Serena Baker **SB** (Parent); Joe Gore **JG** (Oaklands College); Steven Hoult-Allen **SHA** (Collett, St Luke's & Forest House); Alex Lindley **AL** (HT Fleetville Infants); Steven Lloyd **SL** (HT Sauncey Wood); Margot Nichols **MN** (Secondary SEND & ASD and DSPL7 Manager); Androulla Peek **AP**, Chair, (CEO, Director of Business, Spiral Trust); Patricia Walker **PW** (ISL)

Apologies: David Allen **DA** (HT Links Academy); Helen Barton **HB** (HT St George's); Kate Bell **KB** (Trust Business Manager); Elaine Bridle **EB** (Primary SEND Lead, DSPL7 Manager); Angela Gaughan **AG** (Parent); Damien Johnston **DJ** (HT Margaret Wix); Annie Thomson (HT Marlborough); Gillian Warwick-Thompson **GWT** (Parent)

Minutes taken by: Sophie Heselton **SHe** (DSPL7 Administration Assistant)

		Action
1.	<p>Welcome and Apologies</p> <p>Apologies have been received from David Allen, Helen Barton, Kate Bell, Elaine Bridle, Angela Gaughan, Damien Johnston, Annie Thomson and Gillian Warwick-Thompson. Melanie Flay's replacement will be attending board meetings from the Summer term.</p> <p>AP welcomed everyone to the meeting, particularly Patricia Walker who is joining the board as the ISL representative. Introductions were carried out.</p>	
2.	<p>Tour of new Hub facilities</p> <p>The building has been used well by DSPL7 so far. It hasn't yet been rented out but will be when there is capacity. Rental rates are still to be agreed but will match the school's. This building offers the advantage of standing alone meaning there is no conflict regarding children in shared spaces.</p> <p>13:04 - JG arrived.</p> <p>Action: AP will produce a hiring package for professionals who want to rent a room.</p>	AP Action
3.	<p>Matters Arising</p> <p>Minutes of 21st January 2020 accepted.</p> <ul style="list-style-type: none"> • AT has been invited to GovernorHub. • Action: SHe to invite Patricia Walker to GovernorHub. 	SHe Action

	<ul style="list-style-type: none"> • SHA confirmed that KT had put forward the suggestion of including a parent evaluation form concerning the impact of Outreach support. • EB has spoken to the DSPL2 manager about post-16 transition support – see section 6 (ii). • All DSPL’s have been asked to look at the impact of steps training they’ve funded to make sure it’s being rolled out. This was discussed at the strategic meeting. • MF to speak to Adam Hayes about the impact and use of Steps training - see Addendum. • PW stated that more funding was going towards Outreach, with some demand picked up by the commissioning process. SHA confirmed that had been a 5% increase in monetary value to schools and the Collett are bidding for an increase in number of Outreach sessions. <p>Action carried forward: EB to confirm whether or not she has received the names of schools with children who received extra support from Silvia Hundel to establish if they’ve had audits from NESSie.</p> <p>Action carried forward: AT will contact Oaklands about the post-16 transition worker and ask how the potentially high demand would be managed, to move this action forward.</p> <p>Action carried forward: EB to contact schools explaining that they need to provide a room for therapy to be effective.</p> <p>Action carried forward: RL to liaise with MF to discuss the training and supervision being offered by NESSie and ensure they are not offering training that is already available.</p>	<p>EB Action</p> <p>AT Action</p> <p>EB Action</p> <p>RL/MF Action</p>
4.	<p>Conflicts of Interest</p> <p>Action: PW to submit her conflict of interest on GovernorHub.</p> <p>SB declared that her husband has been appointed as the new Beaumont SENCO.</p>	<p>PW Action</p>
5.	<p>Budget monitoring (Kate Bell) – docs distributed</p> <p>Funding was allocated at the beginning of the year. The budget covers a 17 month period and is generally on track.</p> <ul style="list-style-type: none"> • Biggest underspend - £32,000 was allocated to the EY’s practitioner, but only £11,000 has been spent due to the employee’s resignation. See section 8 (i) for further discussion. • Over-spends in the budget (e.g. additional building costs) are counter-balanced by under-spends from other areas. • Services currently at 0% are because this spending hasn’t yet been carried out, but there is still a commitment to do them. • Feedback from the strategic management group will cover budgets for next year which will be similar to this year. Funding has been committed for a further year from September, however there are stricter guidelines concerning finances spent on leadership, management and administration. An internal review is currently being conducted concerning money spent on central services compared to external service provision. This will be reported on at the next meeting. 	
6.	<p>DSPL7 update:</p> <p>i. Feedback from Strategic management group Action: EB was unable to attend the meeting last minute to give this update. A summary will be distributed instead.</p>	<p>EB Action</p>

	<p>ii. Workstream updates – Post 16 and Emotional wellbeing and behaviour Transition Support Worker: JG explained that the proposal was that DSPL7, Oaklands College and Tracy Noble (YC Hertfordshire Team Manager) would each fund a third of this job post. PW confirmed that East Herts had a similar position funded by their DSPL. Due to the delay in setting this post up, the budget put aside for this could alternatively be used to fund exploratory work into what is needed for post-16. Simon Frazer met with AP, EB and MN to discuss post-16 projects available. PW suggested focussing on gaps amongst the four national outcomes: independence, healthy lives, housing and employment.</p> <p>Suggestions included: - Exploring with Oaklands post supported internships and employment routes. - Coffee mornings with parents of post-16 children to share their experiences and provide feedback concerning their child’s needs.</p> <p>PW suggested any post-16 work should have specific targets because funding is based on providing outcomes with children. It was also highlighted that support employment advisors who are linked to educational settings are limited in terms of how much ongoing support they can provide beyond the education system into employment.</p> <p>iii. Future events Events as per existing plan.</p> <p>Outcomes dashboards – one document provides the Hertfordshire-wide dashboard and one the DSPL7 dashboard showing data in numbers and trends over time (the last 4 years). The format is being adapted so it is easier to understand and it is being digitalised to show comparisons between DSPL, Hertfordshire and National data (available from September next year). In cases where the data could potentially be misleading, percentages will replace numbers to provide context. This data is the last available until budget setting so should be used to base decisions on.</p> <p>SHA suggested that measures might need to be put in place to make sure the data is as robust as possible, given that it will be used to make important financial decisions.</p> <p>Action: SHA raised that the number of government permanent exclusions is incorrect. AP to query this.</p> <p>Action: All board members to review outcomes data and identify areas for future development to be discussed at the next meeting.</p>	<p>AP Action</p> <p>Action all</p>
<p>7.</p>	<p>Monitoring and review of local need – updates from:</p> <p>i. ISL teams 2019 SEND SAS review - Feedback from staff and stakeholders suggested that SEND SAS were losing their areas of specialism. SENCo’s and head teachers reported wanting Specialist Advisors to offer specific strategies and needs for particular children. The new restructure service in areas of specialism begins on the 20th April. Each area will have a strategic plan.</p> <p>Action: PW will send details of the restructure to DSPL7.</p> <p>Specialist Advisory Team: 1) Early Years Specialism lead - Deena Walworth (Newly recruited)</p>	<p>PW Action</p>

- 2) Sensory team lead (including visual impairment, hearing impairment and MSI) - Emma Dudley
- 3) Speech, Language and Autism lead - Sharon Coubray (Newly recruited)
- 4) Physical and Neurological Impairment (PNI) and Specific Learning Difficulties lead - Louise Carter.

ADHD seen across all areas.

Discussion about how to ensure Specialist Advisors and other services such as Outreach complement each other and do not overlap. Pathway for referral needed. It was suggested that Sharon Coubray and **PW** meet **SHA** for further discussion.

From April ESMA will be moving under Richard Woodard, the lead on access and inclusion. Their remit is broadening and will now include school refusers on SEMH grounds, as well as medical.

SHA explained that Outreach is not being adequately subsidised by County, with demand far exceeding funding.

It was raised that in the absence of clarity from County about priorities next year, it is difficult to decide a strategy for DSPL7.

- ii. **ENF** – having briefings from schools and staff. Sally Glossop leads this. **SHA** raised concerns about attaching funding to EHCP’s for mainstream schools. **PW** suggested that Sally Glossop could attend a DSPL7 meeting to answer any queries. 2000 EHCP’s across County are currently being allocated a band using ENF panels (this process is moderated); those with funding and a plan will have continuation of funding till Christmas. Several already examined do not meet the criteria for an EHCP.

Discussion about concerns regarding strain put on specialist teams, Outreach and the EP service to validate the school’s judgement about a child needing an EHCP.

New principle Educational Psychologists have been allocated – this is a job share between Melanie Flay and another.

- iii. **Education**
SL visited the first focus group at Links supporting Primary schools led by Fiona Haynes. It was very positive and delivered a lot of good information and action points. Karen Thorp at Outreach also does similar surgery days for schools.

- iv. **Parents**
SB suggested spare funding could be used to hire Professor Faith Orchard to deliver a talk for parents concerning sleep, teenagers and mental health. There have also been pilot workshop sessions with young people which have been very well received.

Action: **SB** to enquire as to costs, availability and if she has a flyer which could be distributed even if funding was not available.

SB Action

8.	<p>Staffing update and discussion:</p> <p>i. EY worker Consultation with stakeholders about this post returned conflicting feedback about the level of demand (with schools reporting high levels). DA will no longer support the EY's Outreach to parents because this is not part of their funding stream. This board had offered to fund that post but it was turned down. If the demand and requirement is there then this funding needs to be protected for EY's work. DSPL7 do not have a responsibility to provide EY's support but to facilitate. This will be re-considered in September when budget setting.</p> <p>Action: Discussion about using some of the un-spent EY's budget to fund additional Outreach sessions. SHA to provide DSPL7 with an estimation of how many Outreach sessions this additional money (approximately £4000) would buy.</p> <p>ii. School family worker This has been very successful regarding impact and outcome. Received good feedback from families and parents. Her case load has increased to 30 families a week.</p> <p>There are challenges working from two settings; SL and AP are currently discussing this with the two managers and trying to find a solution to facilitate this. Both managers said she was achieving their outcomes. Feedback from service users is welcomed as measuring impact is a priority.</p> <p>iii. Transition worker This has been postponed – see section 6 (ii). This money will still be used for post-16 projects.</p> <p>iv. Manager/SEND lead role MN is retiring at the end of the academic year. EB has volunteered to be the full-time permanent manager/SEND lead for DSPL7, combining the two roles (more in line with other DSPL areas). Any feedback on this is welcomed. An advert will be developed and the best person recruited.</p>	SHA Action
9.	<p>AOB</p> <p>SB suggested that any additional funding be put towards more ADD-vance coaching.</p>	

Date of next meeting – 12th May 2020, 1:00 – 2:45pm.

Venue – The Hub, Fleetville Junior School.

ADDENDUM – MF reported by email that Adam Hayes was prepared to discuss the impact of Steps but recommended that each DSPL area undertook their own research to measure local impact and suggested using Survey Monkeys.