

## DSPL7 Board Meeting Minutes

Tuesday 19<sup>th</sup> January 2021

**Attendees:** David Allen **DA** (HT Links Academy); Elaine Bridle **EB** (Primary SEND Lead, DSPL7 Manager); Victoria Burman (HT Mount Pleasant Lane); Sharon Coubray (ISL Speech, Language and Autism lead); Steven Hoult-Allen **SHA** (Collett, St Luke's & Forest House); Androulla Peek **AP**, Chair, (CEO, Director of Business, Spiral Trust); Annie Thomson **AT** (HT Marlborough) & Patricia Walker **PW** (ISL).

**Apologies:** Serena Baker **SB** (Parent); Kate Bell **KB** (Trust Business Manager); Rebecca Foster (SEN manager for St Albans and Decorum); Angela Gaughan **AG** (Parent); Damien Johnston **DJ** (HT Margaret Wix); Alex Lindley **AL** (HT Fleetville Infants); Steven Lloyd **SL** (HT Sauncey Wood); Joanne Summers **JS** (Deputy Principal Educational Psychologist: St Albans and Dacorum Team) & Gillian Warwick-Thompson **GWT** (Parent).

**No Apologies:** Helen Barton **HB** (HT St George's) and Joe Gore **JG** (Oaklands College).

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

		Action
1.	<p><b>Welcome and Apologies</b></p> <p><b>AP</b> welcomed everyone to the meeting, particularly Victoria Burman (Head Teacher of Mount Pleasant Lane) who is a new member of the DSPL7 board taking over Damien Johnston's role as a primary school representative. Introductions were carried out. Apologies have been received from Serena Baker, Kate Bell, Rebecca Foster, Angela Gaughan, Damien Johnston, Alex Lindley, Steven Lloyd, Joanne Summers and Gillian Warwick-Thompson.</p>	
2.	<p><b>Matters arising</b></p> <p>Minutes of 10<sup>th</sup> November accepted.</p> <p><b>RF</b> (who was unable to attend) had three action points from the last board meeting:</p> <ul style="list-style-type: none"> <li>• <b>Action: RF</b> to ask the SEN team at ISL, which holds information about EHCP distribution across the County, if this data can be shared with DSPLs and their boards.</li> <li>• <b>Action: RF</b> will discuss these school inclusivity issues with Sally Glossop.</li> <li>• <b>Action: RF</b> will analyse this data to establish potential areas for development.</li> </ul> <p><b>Action: PW</b> to follow up these action points with <b>RF</b> and ask her to provide an update on them either prior to, or at the next board meeting.</p>	<b>PW Action</b>

3.	<p><b>Conflicts of interest</b></p> <p>AP explained that new members of the board need to complete a conflict of interest form.</p> <p><b>Action: VB</b> to complete her conflict of interest.</p>	VB Action
4.	<p><b>Budget monitoring</b> – docs available on GovernorHub.</p> <p>Due to Covid-19, some DSPL7 projects and services are having to be delivered differently or are on hold until face-to-face provision can resume.</p> <ul style="list-style-type: none"> <li>• The budget is still on track.</li> <li>• Elklan Communication friendly status - there may be an underspend for this project as it is currently on hold due to restrictions on large group training.</li> <li>• Sibs group, Young Carers group and sibling support for those who have been in lockdown with a violent sibling are currently on hold.</li> <li>• All other services are being delivered in an adapted way.</li> <li>• Depending on how long Covid-19 complications last, it may be that funding arrangements will be adjusted at the end of the year; previously DSPL7 were allowed a 20% carry forward due to services being in lockdown last year. Only a small amount (approximately £10,000) would be left unspent.</li> </ul> <p>Discussion regarding the need to re-assess the areas students will need further support in after this lockdown. <b>EB</b> has approached the KS3 mentor to see if he can increase his hours in the summer term. <b>SC</b> is speaking to ISL teams about using the “back to school” transition approaches model for the March lockdown. ISL are prioritising urgent cases and aim to increase time spent in schools with a large caseload.</p> <p>It was suggested that an A4 document signposting resources and outlining where each of the different key stages can go for help (including online support) should be produced. The first point of contact for schools concerned about children not engaging in learning is the attendance team.</p> <p><b>Action: AT</b> to send <b>EB</b> a collated resource list which provides information on where professionals at secondary level can go for support.</p> <p><b>Action: PW</b> to send <b>SHe</b> the ISL information leaflet which details information about the different support services leads (e.g. SENDSASS, EPs, Attendance inclusion team) for circulation.</p> <p>13:19 – <b>SHA</b> Arrived. 13:22 – <b>DA</b> Arrived.</p>	<p>AT Action</p> <p>PW Action</p>
5.	<p><b>Updates</b></p> <p>i. <b>Strategic plan update</b> (docs available on GovernorHub*) *<b>EB</b> has differentiated which tasks she completed in her role as manager and which she completed as SEND Lead to highlight for ISL the differences between the two roles and how they link together.</p> <ul style="list-style-type: none"> <li>• Most training and services have been delivered.</li> <li>• ADD-vance coaching was delayed due to limited numbers of coaches; new coaches were recruited and began work in January. There are still spaces available for coaching which the SENCo Cluster group have been informed of.</li> <li>• NESSie is now fully remote with all sessions being delivered via Zoom, which is running successfully.</li> </ul>	

- **EB** was due to deliver the first NQT SEN surgery in a few weeks – this may either be moved online or delayed until teachers are back teaching in schools.
- Lots of training and events will take place between January – March, with a high take up. Social Stories and Comic Strips Conversations (run by ADD-vance) took place on January 14<sup>th</sup> – 50 services attended and there has been good feedback. The recording has been made available to every setting in our area to watch before January 31<sup>st</sup>.
- The next LHNF Panel is Friday 22<sup>nd</sup> January – the last had 33 applications. This has had 10 so should be more manageable. Funding is still available to allocate.
- Secondary ASD Mentoring Project – 6 schools are interested in trialing training year 12s to mentor year 7s from September. **EB** is currently liaising with Sharon Coubray and Helen Parkin (one of the advisory teachers) to help support them delivering this training.
- Resources and assessment tools are still being leant out to schools – there are two time slots during the week in which settings can order items and pick them up.
- Due to Covid-19, **EB** is still based in the Hub and other members of staff are working from home but onsite when necessary.

ii. **DSPL7 report**

Instead of having several reports from each DSPL7 team member, they have been collated into one.

- Manager update: **EB** has conducted staff appraisals, panels, attended ISL managers meetings, delivered SEND lead training and attended the LMAG Panel.
- SEND Family Support Worker: Clare has been very busy and supported 58 families since September (currently working with 16 in STA and 8 in Harpenden). There is a small waiting list from December and she has already started helping some families on it.

Issues raised concerning the increasing number of EHE and independent school referrals; Clare is attached to the LSPs so does not have capacity to pick these referrals up. It was suggested that she may be better based with DSPL7 rather than with the LSPs to avoid this dilemma. Discussion about whether EHEs are entitled to access this support from the local authority and if they come under the DSPL remit. SENDSASS only provide re-integrative support for EHE students returning to school. Suggestion that these families should perhaps instead seek support from the new EHE advisors.

**Action:** **AT** to enquire as to the job descriptions and roles of the EHE advisors.

**Action:** **PW** and **SC** to liase with Richard Woodard and examine what DSPL7 funding covers and what DSPL's responsibility is to EHE families. This item will be returned to in September.

Discussion about DSPLs, LSPs and all family support provision being reviewed. The DSPL7 focus group are meeting on the 25<sup>th</sup> January to examine what is available in our area – this is a joint meeting between local partnerships, DSPL and local authority. The aim of the review ('Our children our area') is to use our existing services in a more joined up way to deliver a better service.

- KS3 Mentor: This is a new position which began last half term. Mike has been very busy – in November the waiting list ran till February but is now down to 2/3 children. He is doing small group work in two local secondary schools (groups of 5-6 year 8's all struggling with similar issues). He has received very good feedback and has been approached by **EB** to see if he has capacity to increase his hours, particularly given the potential fallout when children return to schools.

**AT Action**

**PW & SC Action**

	<ul style="list-style-type: none"> <li>• Post-16 transition worker: Rachel has met with all local secondary school heads of year and SENCos, as well as local colleges and apprenticeships. She's had 17 referrals and is working weekly 1:1 with each young person helping them to choose courses. She planned to visit colleges with students this term, but this has had to be postponed. Good feedback received. She is meeting young people in person who are still in schools and others are being contacted online where possible.</li> <li>• Downs Advisor: Helen had an operation in December and is making a good recovery. She aims to be back after half term or at the latest at Easter. All referrals were dealt with before the operation.</li> <li>• NESSie – have moved online. Some training is taking place this term on supporting children with Autism who struggle with emotional regulation and challenging behaviour. Several nurture group leaders and pastoral leads are attending to try and upskill them with emotional regulation.</li> </ul> <p><b>iii. Collett Outreach</b></p> <ul style="list-style-type: none"> <li>• Karen has been busy during the Autumn term and has been doing Zoom meetings with key personnel. She has begun working in secondary schools again. There is a lot of demand for her services which is challenging.</li> </ul>	
<p><b>6.</b></p>	<p><b>Feedback from ISL strategic planning group</b></p> <p>The slides from this group will be posted on GovernorHub when they arrive.</p> <ul style="list-style-type: none"> <li>• DSPL review – ISL are currently building a picture of what's being provided in each area. DSPL focus groups are taking place this term in each area (DSPL7's is 25<sup>th</sup> January) and once these have been carried out there will be a written update provided.</li> <li>• SEND Lead Role in each DSPL – the job description was shared; they are working to achieve consistency in this role across each area.</li> <li>• LHNF update – additional funding has been given to each area to support more children for this and the next financial year. From April multiple case funding will be introduced whereby schools with multiple LHNF cases can apply for Additional Targeted Funding (ATF).</li> <li>• Special Schools Planning – there was an update from Samantha Young explaining how she commissions new schools and what she does. There was a discussion about adding secondary Specialist Resource Provisions (SRPs) which has been agreed, however the primary ones have not yet. There will be a 60 place secondary school for Autism opening in September 2022.</li> </ul> <p><b>SHA</b> expressed concerns about the special school review and highlighted the importance of incorporating the learning difficulties sector within this.</p> <p>SENDSASS now have a collaborative strategic conversation between DSPL7 and 8 focussing on three key areas: 1) data, 2) communication and 3) areas for development. SENDSASS are developing a Preparing for Adulthood (PFA) guide that starts in EY's.</p>	
<p><b>8.</b></p>	<p><b>AOB</b></p> <p>There are some additional docs on GovernorHub including the SENCo handbook and SEN updates that have gone out to schools, parents and various groups. The SENCo handbook has been shared with DSPLs 5 6 and 9 who are all adapting it for their areas.</p>	

**Date of next meeting** – Tuesday 9<sup>th</sup> March, 1 – 2:45pm

**Venue** – Board meetings may continue on Zoom, or resume in The Hub depending on circumstance.