

DSPL7 Board Meeting Minutes

Wednesday 26th June 2019

Attendees: Serena Baker **SB** (Parent); Kate Bell **KB** (Trust Business Manager); Elaine Bridle **EB** (Primary SEND Lead, DSPL7 Manager); Melanie Flay **MF** (Ed Psych Team Manager ISL); Angela Gaughan **AG** (Parent); Silvia Hundal **SH** (SEND Area Lead 0-25 ISL); Damien Johnston **DJ** (HT Margaret Wix); 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); Gillian Warwick-Thompson **GWT** (Parent).

Apologies: David Canning **DC** (ISL); Joe Gore **JG** (Oaklands College); Karen Thorp **KT** (Collett Outreach).

A phone call was received during the board meeting at approximately 1.30 to say that Steven Hoults-Allen **SHA** (Collett, St Luke's & Forest House) would not be able to attend.

No Apologies: David Allen **DA** (HT Links Academy); Lisa Roberts **LR** (HT Sandridge); Christine Theakston **CT** (DHT St George's).

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

		Action
1.	Welcome and Apologies AP welcomed everyone to the meeting. Apologies have been received from David Canning, Joe Gore and Karen Thorp.	
2.	Month End Budget Expenditure (Kate Bell) – docs distributed. The draft budget from April – May 2019 was distributed to demonstrate the new format. A more detailed, 17-month version will be created to match the operational plan. Points of note: <ul style="list-style-type: none"> £50,000 has been brought forward from STAGS. A small amount is still due which should be received by the end of term. £79,000 was received from HCC in June, which is the funding up until the end of August. This was not included on the budget distributed as this only concerns April - May. The remaining funding will come through next year. The finance update presented was on a cash basis not including accruals – there will be a discussion about what to include in future budgets. The budget lists two incorrect figures: the submitted budget surplus should read £832 and the predicted overrun surplus should read £218; when the budget was converted to 17-months, only the extra income was applied and not the extra expenditure, hence the incorrect budget surplus line.	

	<p>Action: GWT's comments will be considered and incorporated into the operational plan, about which EB & MN will provide a formal update on at the next board meeting.</p> <ul style="list-style-type: none"> • Secondary school representation – see minutes point 5. • New meeting dates – see minutes point 11. 	EB & MN Action
4.	<p>Conflicts of Interest</p> <p>Three completed conflict of interest pro-formas were given to SHe. The circumstances in which there could be a conflict of interest in respect to the DSPL were outlined.</p> <p>Action: AP requested that any outstanding pro-formas be forwarded as soon as possible.</p>	Action All
5.	<p>Membership Update/Discussion – docs distributed.</p> <p>Board members' terms of reference (representatives and their roles) discussed. Membership is complete apart from secondary school and early years' representation. SH agreed to be the early years' representative. Discussion about potential secondary representation.</p> <p>Action: MN to continue discussions with Townsend. SL to approach secondary schools in Harpenden.</p> <p>It was decided that it was inappropriate for others to attend board meetings instead of the named representative.</p> <p>Action: AP to contact SHA about providing appropriate representation if he is unable to attend.</p> <p>Outreach reports to be receive termly – EP, SEND, Behaviour, Collett, NESSie, Operational plan, administrative reports and evaluations. Others will be invited to attend the board meeting when presenting their reports.</p> <p>Action: MF to regularly produce an EP report for board meetings.</p> <p>From next term onwards Helen Fitzakerly & Jo Maher (Partnership managers), Fiona Haynes (Outreach behaviour manager) and Margot Nichols (DSPL7 Manager) will meet regularly to discuss support available, parenting needs and minimise overlapping. Feedback has suggested the need to work in a more collaborative way; Jo and Helen have both confirmed that they would be happy to attend a board meeting and present their work.</p>	<p>MN & SL Action</p> <p>AP Action</p> <p>MF Action</p>
6.	<p>Conference Feedback – docs distributed.</p> <p>A condensed version of the conference PowerPoint was distributed, along with the SEND "strategy on a page" which can be used as a framework to outline more specific DSPL7 actions. It was suggested that a small party work on this and then bring back to a meeting.</p> <p>The PowerPoint was discussed:</p> <ul style="list-style-type: none"> • Slides 1 - 4: What DSPL does and where it fits in the SEND strategy (local delivery). • Slides 5 - 8: Co-production (relationships with parents and HPCI involvement. Schools need to be aware that anything in the area review is also picked up on in individual school's Ofsted – anything at county level has to be effective at school level). • Slides 9 - 16: Work being done to support the SEND strategy. • Slides 17 - 20: Contextual information. <p>Action: AP to share the PowerPoint with the St Albans head teachers. SL to share with the Harpenden head teachers. SHe will distribute the PowerPoint electronically with the minutes.</p>	AP, SL & SHe Action

	<p>It was confirmed that resource mats on SEN general, SSEN and communication & autism are available, but the graduated approach is not yet.</p> <p>Action: SH to separate targeted SEND support data into DSPL7 and 8 to review throughout the year and feed into future planning.</p>	SH Action
7.	<p>Rachel Lambie – NESSie presentation – docs distributed.</p> <p>Rachel’s presentation delayed. Rachel, Elaine and Yael Leinmann will meet (18/07/19, 1:30, Royston) to complete a mapping exercise of SEMH support across DSPL7 (establishing which communities and organisations are providing support to minimise overlap). This should be finished before the next board meeting; Rachel will then report the plans for this work, which area it will fit in and how it will address needs.</p> <p>Discussion regarding what NESSie covered. It was confirmed that the majority of time would be spent on therapy for the children, after an initial mapping exercise to establish provision needs. Three part-time art, play, music and drama therapists will be employed, accessible through NESSie. They do targeted, short-term interventions which are assessed for effectiveness and alternatives looked at if progress isn’t adequate. In other DSPL areas NESSie has been highly successful. NESSie would provide very specific training which is cheaper than outsourcing.</p> <p>14:17 MF left.</p> <p>Action: MN & EB to check that any school can refer into this programme, including special schools, and EB to invite Rachel Lambie to the September 2019 board meeting.</p>	MN & EB Action
8.	<p>Website discussion</p> <p>SHe has been redesigning the website. This will now include a section on board representation.</p> <p>Action: All members to send two lines of biographical information and a photograph to SHe for inclusion on the website, so people are aware who relevant contacts are. Photos will be taken at the next board meeting for those who are unable to submit one in advance.</p>	Action All
9.	<p>Behaviour Family Support worker update</p> <p>The second Behaviour Family Support Worker role has been reviewed because Links Outreach workers were offering low-level parental support and so only a small number of cases were being referred to her. It’s therefore been decided that she should work as part of the St Albans and Harpenden Plus groups, which schools and parents are familiar with as a vehicle for obtaining parental support. This role will still be funded by the DSPL7. A SLA will be drawn up and the post will be reviewed annually. The post-holder will benefit from working in a team with other family workers under existing policies and practices, and have access to clinical supervision. Helen and Jo will benefit from having an extra member of staff, managing her work load and allocating families to her across the district as needed.</p> <p>Action: SL to send summary to AP of how many families in Harpenden are being supported by family support workers.</p> <p>It was confirmed that all schools (including special schools) are signed up to the partnerships.</p> <p>Action: AP to meet with Behaviour Family Support Worker and the managers to finalise details of her work load and how she will be managed.</p>	<p>SL Action</p> <p>AP Action</p>

	<p>Discussion regarding new job title for this role. "Specialist SEMH Support Worker" was suggested. Concern was raised regarding the word 'engagement' due to implications that families are hard to engage with, when it may be more accurate to say they haven't had access to the right professional expertise.</p> <p>Action: AP to finalise new job title and email to board members.</p> <p>Discussion regarding the importance of separating this support from Links, due to stigma issues.</p>	AP Action
10.	<p>DSPL/LSP integration update</p> <p>Action: AP to distribute the re-drafted contracts to the board for comments, when available.</p>	AP Action
11.	<p>Meeting dates 2019/20</p> <p>New meeting dates were circulated with the agenda. Meetings will now take place on Tuesdays from 1:00 – 2:45. Two agendas will be alternated throughout the year to enable wider discussion. It will be assumed that the meeting dates are suitable unless told otherwise.</p> <p>Action: SHe to circulate finalised dates.</p>	SHe Action
12.	<p>AOB</p> <p>Action: New email accounts will be circulated to the board by SHe when finalised.</p> <p>Action: SL confirmed that Sauncey Wood is working towards becoming a centre of excellence for speech and language communication friendly settings which will be accessible to Harpenden and St Albans primary schools. SHe to include this information on the re-launched website.</p> <p>Website content could be reviewed in November.</p> <p>Discussion about need to promote DSPL7 to parents through schools. It was suggested that short bulletin updates could be sent for inclusion in schools' weekly newsletters to increase awareness, with a link for further information.</p> <p>Action: AP to enquire at heads meetings about which schools are sending DSPL information to parents.</p> <p>Action: Parent representatives to use parent groups to find out which schools are not forwarding DSPL7 information.</p> <p>EB audited all DSPL7 school websites to check their compliance with provision of statutory SEN information. EB to feedback the results of this to STA head teachers.</p> <p>Action: SL to ask Harpenden head teachers if they would like feedback on this as well.</p>	<p>SHe Action</p> <p>SHe Action</p> <p>AP Action</p> <p>SB/AG/ GWT Action</p> <p>SL Action</p>

Date of next meeting – Tuesday 17th September, 1:00 – 2:45pm.

Venue – Fleetville Junior School.