

DSPL7 Board Meeting Minutes

Date: Wednesday 8th May 2019

Attendees: David Allen **DA** (HT Links Academy); Serena Baker **SB** (Parent); Elaine Bridle **EB** (Primary SEND Lead, DSPL7 Manager); Silvia Hundal **SH** (SEND Area Lead 0-25 ISL); Angela Gaughan **AG** (Parent); Joe Gore **JG** (Oaklands College); Steven Lloyd **SL** (HT Sauncey Wood); Roxanne Lowe **RL** (Oaklands College); Margot Nichols **MN** (Secondary SEND & ASD and DSPL7 Manager); Androulla Peek **AP**, Chair, (CEO, Director of Business, Spiral Trust); Karen Thorp **KT** (Collett Outreach); Gillian Warwick-Thompson **GWT** (Parent);

Apologies: Kate Bell **KB** (Trust Business Manager); David Canning **DC** (ISL); Melanie Flay **MF** (Ed Psych Team Manager ISL); Damien Johnston **DJ** (HT Margaret Wix);

No apologies: Lisa Roberts **LR** (HT Sandridge); Christine Theakston **CT** (DHT St George's)

Steven Houlton-Allen **SHA** (Collett, St Luke's & Forest House): advised that he was delayed and would be attending the meeting, but did not arrive.

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

		Action
1.	<p>Welcome and apologies AP welcomed everyone to the first Spiral led DSPL meeting.</p> <p>Apologies have been received from Kate Bell, David Canning, Melanie Flay & Damien Johnston.</p>	
2.	<p>Matters arising 1:20 Arrival of JG & RL Minutes of 6th March accepted.</p> <p>February board meeting action points:</p> <ul style="list-style-type: none"> • SF has liaised with AP about the expenditure. SF has been working with Fleetville's finance officer (KB). Any outstanding underspend has been transferred to Spiral – see minutes point 5. • Questions regarding DSPL7 outcomes dashboard and data set summary– see minutes points 6. • JG to bring costs and full proposal to next meeting – see minutes point 6. • AP invited SHA to this meeting – KT confirmed that Steven was expected, however he did not attend. • Send in thoughts on strategic plan for next meeting – see minutes point 6. 	
3.	<p>Conflicts of Interest AP asked if there were any conflicts of interest which had not been declared. A new conflict of interest pro-forma will be distributed.</p> <p>Action: AP will send this form out with the minutes.</p>	AP action

<p>4.</p>	<p>Feedback from Outreach (KT)</p> <p>KT offered apologies for missing the previous meeting and explained that she had exceeded outreach sessions last year, indicating high demand. Thanked the DSPL7 for offering additional funding, which was however, not needed. The primary outreach system is going very well. They are now considering increasing parental involvement in the outreach service. In response to questions, KT outlined the nature of her role.</p> <p>1: 27 Arrival of DA</p> <p>Following a query from the February board meeting, difficulties with the spreadsheet are now being resolved so confidence ratings can be captured and updated, and information from previous evaluations can continue to be accessed. Improvement to evaluation forms should make it easier to assess the outcomes of the outreach service, enabling decisions to be made about whether to invest more money if extra visits are required.</p> <p>1:29 Arrival of SB</p> <p>Action: KT will produce an interim report for next meeting.</p> <p>SH has compiled the outreach activity for each DSPL, but is yet to do the analysis. It was highlighted that special schools' outreach need to collate data concerning impact outcomes for children. SH proposed using a Survey Monkey (surveying schools which have requested advice from outreach) to measure the impact so far. It was discussed if parental feedback could also be included in this, and SH agreed, if schools were happy for her to do so.</p> <p>Action: SH will discuss using Survey Monkey and forward the cross-school data to the DSPL to be distributed and circulated with the minutes.</p> <p>Action: KT would like to be included in the list of those circulated the minutes.</p>	<p>KT Action</p> <p>SH Action</p> <p>SHe Action</p>
<p>5.</p>	<p>Year End Budget Expenditure (KB)</p> <p>Points of note:</p> <ul style="list-style-type: none"> • Income - £1032. • Carry forward from 17-18 - £108,000. • Additional expenditure - £47,000 • Current carry forward - approximately £61,000. • Several items in last year's plan were to be carried forward to 2019/20, which have been subsumed into the new operational plan. • Budget going forward will be discussed with the strategic and operational plan items. <p>It was noted that the DSPL have already invested in sensory equipment, and schools need to be reminded that this is available.</p>	
<p>6.</p>	<p>DSPL Strategic Plan Priorities 2019-20 - documents distributed.</p> <p>MN and EB explained that the strategic and operational plan were created to meet the county deadline (30th April). It was presented with the caveat that it was a draft, as yet unseen by the board and there would still be some amendments.</p> <p><i>Priority 1: Behaviour and Social, Emotional and Mental Health</i></p> <ul style="list-style-type: none"> • Discussion regarding developing effective outstanding continuum of behaviour support and how this would be achieved. 	

- **DA** raised concerns of accountability, making clear he is responsible to the local authority, not the DSPL. **AP** stated that it needs to be established that if the board were to hold **DA's** service to account for anything, a service level agreement would need to be in place and it would need to be contracted.
- **DA** explained that there were only six places available (limited resource) at the PSB but a huge level of demand. First PSB meeting – 3rd July. PSB opening – 16th July.
- To help children who can't get a place, changes are being made by the integration team, with the possibility of establishing a bank of experienced HMTA staff to provide additional support in schools. DSPL is unable to resource additional staffing support in schools.
- It was confirmed that no money was available for the integration panel.
- **EB** confirmed that £15,000 had been transferred to the PSB.
- Following a county wide conference, it is hoped primary pastoral lead networks will be set up in each area.
- Discussion of the mental health trailblazer pilot in 21 schools in St Albans; recruitment for second cohort of NHS workers is currently ongoing and a 10-year strategy is being discussed. This will provide support for primary, secondary and special schools.

1:56 **KT** left.

Priority 3: Speech, language and communication needs (SLCN)

- **EB** clarified that the centre of excellence for speech and language work will be a school which has been through the appropriate training and can support other schools.
- STAGs have been confirmed as the communication friendly secondary school. **SL** stated that Sauncey Wood would be approaching the DSPL about becoming the communication friendly primary school.

Priority 5: post 16 and preparing for adulthood

JG confirmed draft proposal for job specification to support increasing numbers of 14-16 year olds with SEMH needs coming to Oaklands who require additional support, despite perceiving themselves to be ready for mainstream programs.

Several issues were raised:

- Elective home educated children without behavioural issues being allocated places;
- Need to ensure the DSPL7 are not paying for schools in other DSPL areas;
- The need for support in transitioning from school to college for mainstream students with significant needs, but without EHCP's (support is already provided for EHCP children at Oaklands, so the gap is with D-G children in mainstream schools);
- The need for schools to select appropriate 14-16 pupils (rather than whole classes) for sessions at Oaklands;
- The need for training and support for Oaklands staff to deal with behavioural issues.

There may not be funds to support a fulltime transition worker, but different areas of support can be considered. Potential for collaboration between DSPL5, 6 & 7, which may make it more affordable and achievable. Approximately £9000 has been considered as a contribution; confirmation that if this went ahead, this money this would be committed to this job specification.

Action: RL & JG provided EB a copy of job specification. Requested that this be circulated with the minutes.

SHe Action

	<p>service level specifications for each of these streams of work. The principle is joint thinking around shared work streams.</p> <ul style="list-style-type: none"> • The current DSPL's contract has been extended to the end of August; from the beginning of September new arrangements will come into place. The current budget has been allocated till July 2020. • DSPL funding for the next three years has been confirmed. 	
9.	<p>Evaluation overview – documents distributed.</p> <p>Feedback on training events - March 2019.</p> <ul style="list-style-type: none"> • Boosting Resilience by Dr Kathy Weston was extremely popular and delivered within budget (£400). • Dr Helga Abernethy's course on sensory processing was also very popular; discussion regarding booking her regularly (every term). • RL offered free rooms for large events at Oakland's, subject to availability. • Down Syndrome project – highly valued service with positive feedback. This will be continued whilst affordable. • DSPL is considering incorporating projects which have previously been separate general training. For example, staff training around numeracy and reading for children with Down Syndrome will now be opened to all areas of SEN. 	
10.	<p>Meeting dates</p> <p>Decided that an alternate, revolving agenda would be used in future. Membership will be reviewed because secondary representation has been lost. Action: DA to investigate who the secondary head teacher representatives are. Agreed that board meetings would begin 15 minutes earlier (1:00-2:45), and would be moved to Tuesdays from September.</p> <p>Action: AP to circulate new dates.</p>	<p>DA Action</p> <p>AP Action</p>
11.	<p>AOB</p> <p>The budget will be reformatted so it is easier to understand (KB). AP thanked attendees and specifically JG & RL for their proposal which is still under consideration.</p>	

Date of next meeting – 26th June.

Venue – TBC.