

DSPL7 Board Meeting Minutes

Tuesday 17th September 2019

Attendees:

Serena Baker **SB** (Parent); Kate Bell **KB** (Trust Business Manager); Elaine Bridle **EB** (Primary SEND Lead, DSPL7 Manager); Angela Gaughan **AG** (Parent); Joe Gore **JG** (Oaklands College); Steven Houlton-Allen **SHA** (Collett, St Luke's & Forest House); Damien Johnston **DJ** (HT Margaret Wix); Alex Lindley **AL** (HT Fleetville Infants); Androulla Peek **AP**, Chair, (CEO, Director of Business, Spiral Trust); Karen Thorp **KT** (Collett Outreach); Gillian Warwick-Thompson **GWT** (Parent);

Apologies: David Allen **DA** (HT Links Academy); Melanie Flay **MF** (Ed Psych Team Manager ISL); Steven Lloyd **SL** (HT Sauncey Wood); Margot Nichols **MN** (Secondary SEND & ASD and DSPL7 Manager).

No Apologies: Silvia Hundal **SH** (SEND Area Lead 0-25 ISL).

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

		Action
1.	<p>Welcome and Apologies</p> <p>AP welcomed everyone to the first meeting of a new academic year, especially to Alex Lindley who is the new St Albans primary school representative.</p> <p>Apologies have been received from David Allen, Melanie Flay, Steven Lloyd and Margot Nichols.</p>	
2.	<p>Budget monitoring (Kate Bell) – docs distributed.</p> <p>A corrected 17-month budget was provided.</p> <ul style="list-style-type: none"> • All money has been received from STAGs. • County funding covering January – August 2019 has been received. The next set of funding should arrive in January 2020. • The budget includes a small amount of interest which had not been anticipated. • SPACE's support group costs have been included under SEMH expenditure, which is why this has increased. <p>13:12 JG arrived.</p> <ul style="list-style-type: none"> • Approximately £55,000 spent so far, with a balance of £85,000. 	

	<p>13:13 KT arrived.</p> <ul style="list-style-type: none"> The board agreed that the new budget format is effective and would continue to be used. 	
<p>3.</p>	<p>Matters Arising</p> <p>Minutes of 26th June accepted.</p> <p>June board meeting action points:</p> <ul style="list-style-type: none"> New budget correcting errors has been submitted. AP has issued SLA's to: Fleetville Juniors; STAGs; NESSie; SPACE; Helen Long (Downs advisory); ADD-vance; Local Partnership and HFL. Outstanding SLA's: Links and Vista for specialist support worker supervision. Parents on the board have sent feedback to SH regarding data presentation in reports. AP communicated with JG regarding the Oakland's post-16 transition worker job description. Oakland's are still trying to source additional funding for this role. The job specification will be revised accordingly. GWT's comments have been incorporated into the operational plan. Conflicts of interest (see action point 4). Townsend & SHA membership (see 'membership'). MF's EP report will be included in every other board meeting in accordance with the cyclical agenda. The DSPL conference Powerpoint slides were shared with head teachers and emailed to the board. It was confirmed that special schools can refer into NESSie. The NESSie leaflet has been distributed to head teachers and schools. The STA NESSie team will be visiting all primary schools in the district before half term prior to taking referrals. It was suggested that Rachel Lambie should give an update on progress next term. EB confirmed that the trail blazers are band 4 mental health workers focusing on anxiety and resilience whereas NESSie are band 7 & 8 providing therapeutic sessions; therefore, the two projects do not overlap. The mapping exercise has begun and is ongoing, the aim of which is to collate information on all mental health services in the area. Photos for the website have been postponed to the next meeting. SL and AP met with the two managers of the local partnerships to discuss the level of need for family support workers. AP finalised details of the Behaviour Family Support Worker's job title (now Specialist SEND Support Worker) and role (see action point 5, 'LSP Family Work'). Re-drafted contracts still need to be finalised. AP will distribute them when they are ready. Finalised board meeting dates and new email accounts were circulated. STA heads confirmed that they were sending DSPL information to parents. Feedback indicates that the newsletter is too long – this has been acknowledged internally and alternatives are being discussed. Harpenden heads confirmed they wanted feedback on website compliance from EB. <p>Action points for SH are still to be confirmed as she did not attend the meeting.</p> <p>i. Membership</p> <p>David Canning is no longer on the board and his replacement is still TBC.</p> <p>EB has not heard back from the head of Townsend regarding secondary school</p>	<p>AP Action</p>

	<p>representation. Instead, Beaumont has been approached to take it to STASH.</p> <p>AP has contacted Christine Theakson who has stepped down from the board due to other time commitments. Consequently, there is currently no secondary school representation (from either St Albans or Harpenden) on the board.</p> <p>Action: SHA to liaise with STASH and ask for up to two mainstream secondary head teacher representatives.</p> <p>SHA will remain as the special secondary school representative.</p> <p>ii. Update on new building.</p> <p>Building work has been delayed and the plans altered slightly to due price issues. This is £20,000 over budget, but the Trust will absorb the additional fees. The building should now be completed in December.</p>	SHA Action
4.	<p>Conflicts of Interest</p> <p>Action: AP requested that any remaining outstanding conflicts of interest be forwarded as soon as possible.</p> <p>Use of Governorhub is being considered to minimise issues of confidentiality. This portal will be used to upload board papers securely. This would also include an online conflict of interest form.</p>	Action All
5.	<p>Updates</p> <p>i. Operational Plan – docs distributed.</p> <p>The strategic and operational plan have been combined to fit County’s new format. The operational plan has been updated with activities which have taken place in the summer term.</p> <p>Action: EB to enquire as to whether the My Teen Brain course is relevant for neurodiversity training; to contact ADD-vance about their Teen Brain course; to tell MN to ask Jane Keech about whether the Maketon training for EY’s accommodates parents; to ask about the availability of ASD and anxiety training for parents; to ask SPACE to address some of the things parents are requesting; and to provide parents with the list of NESSie training available.</p> <p>ii. Collett Outreach – docs distributed.</p> <p>KT is 59% into her allocated sessions but only one third of the way through the financial year. The 0 figure on page 2 of the “number of children outside the NC year group” is incorrect. This will be remedied in the next report. There are a considerable number of children in this category.</p> <p>The current evaluation score of 2.1 is likely to improve as this score is based on a small number of forms submitted to date. As feedback forms will be submitted more regularly from now on, a more accurate picture of the success of the interventions will emerge. Confidence ratings will also be reported in future.</p> <p>The amount of parental involvement is being discussed at County level, including confirmation from parents that they’ve seen the report.</p>	EB Action

	<p>Action: KT to take forward the suggestion of including an evaluation form for parents concerning the impact they think Outreach support has had on their child.</p> <p>The disparity between the total number of open referrals (95) and the number supported during the year (29) is because this report only reflects work done during the summer term. Several pupils have open/ongoing cases, who KT will review in the Autumn term.</p> <p>KT is now the only member of staff delivering Outreach support (Mon-Thurs), though she is supported by colleagues (when appropriate) at training sessions.</p> <p>SHA stated that the Outreach is funded by The Collet School, not by County. It was confirmed that KT should continue with Outreach work, even after reaching 100% of her sessions. SHA asked if DSPL7 if it could provide any additional Outreach funding for the extra hours necessary to meet demand. AP stated that this was difficult as the plan has already been budgeted and she is reluctant to cover County’s shortfall as this provides them little incentive for improvement in the future, but that if money becomes available, it will be given to Outreach funding.</p> <p>AP suggested lobbying County for further resources using evidence of the increasing disparity between hours provided and the level of demand, supported by the very high satisfaction levels demonstrated in feedback.</p> <p>Action: KT to provide EB estimate of the additional funding needed to meet demand.</p> <p>Some of the additional demand is arising from the obligation of the Outreach service to support children currently waiting for a special school place, however they have been unable to access the additional funding from County to provide this. The CAT team are working with Karen to support these children but CAT support does not cover the learning element of provision required.</p> <p>KT to run more “surgery days” for teachers to access advice on difficulties with pupils.</p> <p>iii. LSP Family work</p> <p>Finalised job title: Specialist SEND Support Worker. Claire is situated at and managed by both the local partnerships (Jo Maher and Helen Fitzakerly). STA Plus is providing supervision. She has a caseload of approximately 15 families at a time, offering varying levels of support. She will have cases referred from STA Plus but schools can also refer directly. Evaluation reports will be provided to the board to assess the effectiveness of the role.</p> <p>Action: SHe to forward reports concerning how many families are being supported when available.</p> <p>iv. Course evaluations and DSPL admin report – docs distributed.</p> <p>A summary of all the actions taken by the admin team, including development of a master database, redesign of the website and information about Autumn term courses will be attached to the minutes. The resource library has also been organised and a resource leaflet has been distributed to schools. These items can be lent out for half a term to all schools (including special schools).</p>	<p>KT Action</p> <p>KT Action</p> <p>SHe Action</p>
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	<p>Course Evaluations: Action: EB to confirm with MN why there is a lower satisfaction score for the SPACE ADHD & Boundless care course.</p>	EB Action
6.	<p>DSPL information leaflets – docs distributed.</p> <p>EB has created a ‘school-offer’ leaflet (distributed to heads last week) which outlines everything offered to schools. Feedback was requested from the board.</p> <p>A pack including the DSPL information leaflet, the resource leaflet and the NESSie leaflet was given to STA Heads. The Collett leaflet will also be added.</p> <p>Action: KT to forward EB the Collett leaflet.</p> <p>EB explained the advice line which will be running Friday mornings providing sign-posting advice.</p> <p>Action: EB to include the date on the leaflet, put a capital ‘T’ for ‘The Collett’ and remove SPACE events (as they are not DSPL specific).</p> <p>EB is working with the BeauSandVer consortium to provide courses to meet requests from the parent survey.</p> <p>STA offered St Luke’s as a venue for DSPL courses.</p> <p>Action: DSPL7 admin to update and standardise the provision map.</p> <p>SHA suggested having a hyperlink, logo or button which schools can put on their websites to provide a quick link to the DSPL7.</p>	<p>KT Action</p> <p>EB Action</p> <p>Admin Action</p>
7.	<p>AOB</p> <p>SB provided EB DSPL8’s new mental health information resource sheet for her to duplicate and distribute.</p> <p>Action: SHA discussed concerns with EHCP’s being returned with no amendments needed when there are. EB to raise this at the strategic planning meeting and the contract review meeting.</p> <p>Discussion regarding the importance of parental education on EHCP’s, specifically that they should have an updated EHCP annually, and that they have the right to appeal why amendments haven’t been made.</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.</p>	<p>EB Action</p> <p>Action All</p>

Date of next meeting – Tuesday 5th November, 1:00 – 2:45pm.

Venue – Fleetville Junior School.