

DSPL7 Board Meeting Minutes

Tuesday 05th November 2019

Attendees: David Allen **DA** (HT Links Academy); Helen Barton **HB** (HT St George's); Elaine Bridle **EB** (Primary SEND Lead, DSPL7 Manager); Silvia Hundal **SH** (SEND Area Lead 0-25 ISL); 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: Serena Baker **SB** (Parent); Kate Bell **KB** (Trust Business Manager); Melanie Flay **MF** (Ed Psych Team Manager ISL); Angela Gaughan **AG** (Parent); Joe Gore **JG** (Oaklands College); Steven Hoult-Allen **SHA** (Collett, St Luke's & Forest House); Damien Johnston **DJ** (HT Margaret Wix); Alex Lindley **AL** (HT Fleetville Infants).

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

		Action
1	<p>Welcome and Apologies</p> <p>AP welcomed everyone to the meeting, particularly Helen Barton who is joining the board as a secondary head representative for Harpenden.</p> <p>Action: DA to liaise with STASH and ask for another secondary head teacher representative.</p> <p>Apologies have been received from Kate Bell, Serena Baker, Melanie Flay, Angela Gaughan, Joe Gore, Steven Hoult-Allen, Damien Johnston and Alex Lindley.</p>	DA Action
2	<p>Matters Arising</p> <p>Minutes of 17th September 2019 amendments:</p> <p>Point 5, section ii</p> <ul style="list-style-type: none"> • SH clarified that The Collett Outreach received 196 sessions at £218 (total: £42,726) from the local authority. SH clarified that County is providing up to 25 hours of funding to support children at school, but this funding doesn't go directly to Outreach, it goes to the mainstream school. • SH stated that the CAT support team work collaboratively with the Outreach service and therefore do support the learning element of the provision required. She asked for clarification regarding the comments made previously. <p>Action: AP to clarify these notes with KT before the next board meeting.</p> <p>September board meeting action points:</p> <ul style="list-style-type: none"> • The Behaviour Support Worker's job description will be uploaded to Governorhub. • Helen Barton has been recruited as one mainstream secondary head teacher representative. One more secondary head teacher rep still needs to be recruited. • Conflicts of interest – see action point 4. • EB contacted ADD-vance about their teen brain course, however funding still needs to be discussed as this is a 6-week course which is very expensive. 	AP Action

	<p>Action: MN will enquire with EY's as to whether parents can attend the Maketon training.</p> <p>Action carried forward: 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>Action carried forward: KT to provide EB estimate of the additional funding needed to meet demand.</p> <ul style="list-style-type: none"> • The lower satisfaction score from the SPACE ADHD course came from someone who was expecting 1:1 support and so had unrealistic expectations about the session. Marketing will be adjusted in future to prevent this happening again. • KT forwarded EB the Collett leaflet. • EB has amended the DSPL leaflet. • The administrative team are in the process of updating and standardising the provision map. • There wasn't an opportunity for EB to raise EHCP concerns at the strategic planning meeting or contract review meetings. <p>Action: SH will feed this back to the SEN teams in the area and escalate this to Jenny Newman.</p> <ul style="list-style-type: none"> • Action carried forward: The new DSPL7 website is underway; photos and biographies to be supplied to SH as soon as possible. 	<p>MN Action</p> <p>KT Action</p> <p>KT Action</p> <p>SH Action</p> <p>Action All</p>
3	<p>Budget monitoring (Kate Bell) – docs distributed.</p> <p>The current budget details finances to the end of September 2019.</p> <ul style="list-style-type: none"> • Income is as expected. Not all items of expenditure in the operational plan will have been processed yet (given the appearance of an underspend). • Salary costs will remain the same apart from item 7 (EY's worker) – see item 7. • DSPL7 will fund some post-16 transition work subject to further details from Oakland's, to be provided by JG. <p>Discussion regarding potential investment in vocational 6th form provision for those students who cannot meet A-level requirements but may be vulnerable moving to a large college (as other DSPL areas are doing).</p> <p>Action: EB will speak to the DSPL2 manager and find out more about how this works and how it is financed.</p> <ul style="list-style-type: none"> • The discrepancy under SEMH is due to the NESSie bill having only just arrived. NESSie has been running since the beginning of September. 46 schools have been audited so far, triaging to start next week. <p>Action: EB to forward the DSPL packs to Helen Fitzakerley who will pass them onto SL.</p> <p>Action: SH to forward the names of schools with children who receive extra support to EB for her to find out if they've had audits from NESSie.</p>	<p>EB Action</p> <p>EB Action</p> <p>SH & EB Action</p>
4	<p>Conflicts of Interest</p> <p>Most conflicts of interest forms have now been submitted.</p> <p>Action: MF, JG and SHA need to submit conflict of interest forms as soon as possible.</p>	<p>MF, JG & SHA Action</p>

5	<p>Strategic management group feedback – docs distributed.</p> <p>The minutes from this meeting have been uploaded to Governorhub.</p> <p>Action: SHe will invite HB to Governorhub.</p> <p>EB is meeting with Sue Sheffield to amend DSPL7’s plan in line with other DSPL plans.</p> <p>The following resources will be available on Governorhub:</p> <ul style="list-style-type: none"> • The SEND toolkit. • An ongoing survey about the SEND toolkit collecting feedback and suggestions for improvement. • ISL booklets providing guidance on child profiles according to their presented needs, necessary provision and where to go for further support and guidance. <p>The SEND lead is being adapted to a new specification planned for September 2020.</p>	SHe Action
6	<p>Monitoring and review of local need – docs distributed.</p> <p>i. ISL teams</p> <p>SH distributed a document outlining the number of children in DSPL7 being supported by the service by need (each child is featured once according to their main presenting need) and included a breakdown of each year group. This includes children at base (approximately 10 children).</p> <ul style="list-style-type: none"> • ‘Not recorded’ means the professionals haven’t recorded the child’s needs (usually because they are EYs) – this continues to be challenged and the numbers in this category are reducing. • Undiagnosed C&A stands for Communications and Autism. • The ‘0’ column refers to reception and has the largest numbers. • The ‘-1’ column is nursery and ‘-4’ column is just after birth. <p>Action: SH will reformat the distribution of year groups document so it is in order.</p> <p>The EP service and EB are planning executive functioning training in the spring and summer terms.</p> <p>The Survey Monkey monitoring schools’ views of the Outreach service found that it is very well received. Schools have requested to be anonymised in future so they can be more open about feedback. Parents would like to have a survey so they can also participate.</p> <p>Action: SH will send this survey monkey results electronically.</p> <p>The SEND team are now at full capacity.</p> <p>David Canning is no longer part of ISL. An appointment has been made and will be joining the board from January 2020.</p> <p>Action: SH will inform them of our next meeting dates and let the board know who they are once details are released officially.</p> <p>Action: SH will provide a comparison of the number of children being supported in DSPL7 compared to other DSPL areas.</p> <p>Discussion about why DSPL7 has higher numbers of children being supported by ISL compared to others DSPL areas. DSPL7 also has the highest level of children supported through ESTMA.</p> <p>ii. Education</p> <p><i>Mainstream secondary:</i></p> <p>Action: MN will produce DSPL7 packs and present them to secondary schools so they understand what DSPL7 offers (in the same way that this was done with primary schools by EB).</p> <p>HB stated that STASH recognises that primary school colleagues have had a lack of support and this area needs to be focused on in future.</p>	<p>SH Action</p> <p>SH Action</p> <p>SH Action</p> <p>SH Action</p> <p>MN Action</p>

	<p><i>Mainstream primary:</i> SL highlighted that the Speech and Language bases are being re-categorised to focus on supporting pupils with communication difficulties, including ASC and severe language difficulties/disorders. It is unclear whether the current level of support for speech, language and communication needs will continue to be met by these bases, as the threshold criteria will be significantly higher. This could mean children currently being supported in these units will return to mainstream schools, putting pressure on support teams providing Outreach services.</p> <p>There was discussion about introducing quadrants which would combine areas such as DSPL7 and 8 to form one service, with one secondary and two primary school bases.</p> <p>Provision within the county for children with social and communication difficulties is very important as the cost of accessing specialist provision outside the county is excessive.</p> <p><i>Early Years:</i> EYs resource bags are in the process of being ordered – issues with delivery charges have delayed their arrival.</p> <p>iii. Parents</p> <p>Parents would like to access personalised professional support to tackle their own individual difficulties. AP suggested putting on specialist surgeries in future to address this.</p> <p>Information about DSPL needs to continue to be highlighted to parents via schools. Putting a link to the DSPL on school websites is one way of doing this.</p> <p>DA explained that he is in the process of setting up a trauma sensitive school and is considering running an inset on this around the 6th April. Other schools will be invited to send a representative. EB stated that NESSie have been asked to provide trauma training to schools as well.</p>	
7	<p>Staffing update and discussion</p> <p>i. EY worker</p> <p>The EYs Behaviour Specialist worker (who supported children into key stage 1 and their families) has resigned. Discussion about whether this role specifically should be replaced or if resources should be diverted to support a different area. It was agreed that this job should be replaced and remain based at the Primary Support Base.</p> <p>Action: EB to discuss the job advert with AP.</p> <p>ii. Specialist SEND Support worker</p> <p>The Specialist SEND Support worker is a valued member of staff at both partnerships.</p> <p>Action: AP and SL to request a report from Helen Fitzakerley and Jo Maher providing a brief update on the Specialist SEND Support Worker’s caseload.</p> <p>Action: SL to feedback to Harpenden partnership that 7 ADD-vance coaching placements are still available – St Albans have used all of theirs.</p> <p>iii. Post-16 Transition worker</p> <p>This item will be deferred to the next board meeting as JG was unable to attend.</p>	<p>EB & AP Action</p> <p>AP & SL Action</p> <p>SL Action</p>
8	<p>AOB</p> <p>Both parents and professionals are booking onto courses and then not attending which wastes time, money and resources. Discussion about how to combat this, including charging for courses, charging individuals who don’t show (professionals only), creating blacklists, having a two-strike rule or writing to heads to inform them of the number of no shows from their school.</p>	

Date of next meeting – 21st January 2020

Venue – Fleetville Junior School.