

## DSPL7 Board Meeting Minutes

Tuesday 21<sup>st</sup> January 2020

### Attendees:

David Allen **DA** (HT Links Academy); Serena Baker **SB** (Parent); Helen Barton **HB** (HT St George's); Elaine Bridle **EB** (Primary SEND Lead, DSPL7 Manager); Melanie Flay **MF** (Ed Psych Team Manager ISL); Gemma Handelsman **GH** (EP); Fiona Haynes (Outreach Manager, Links Academy); Steven Hoult-Allen **SHA** (Collett, St Luke's & Forest House); Damien Johnston **DJ** (HT Margaret Wix); Rachel Lambie (CEO NESSie); 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); Annie Thomson (HT Marlborough); Karen Thorp **KT** (Collett Outreach); Gillian Warwick-Thompson **GWT** (Parent);

**Apologies:** Kate Bell **KB** (Trust Business Manager); Angela Gaughan **AG** (Parent); Joe Gore **JG** (Oaklands College); Silvia Hundal **SH** (SEND Area Lead 0-25 ISL); Alex Lindley **AL** (HT Fleetville Infants);

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

		Action
1.	<p><b>Welcome and Apologies</b></p> <p>Patricia Walker has replaced David Canning and will be attending future board meetings instead of Silvia Hundal.</p> <p><b>AP</b> welcomed everyone to the meeting, particularly Annie Thomson who is joining the board as secondary head teacher representative and introductions were carried out.</p> <p>Apologies have been received from Kate Bell, Angela Gaughan, Joe Gore, Silvia Hundal and Alex Lindley.</p>	
2.	<p><b>Tour of new Hub facilities</b></p> <p>This has been postponed till the next board meeting as the Hub building work has not yet been completed.</p>	
3.	<p><b>Matters Arising</b></p> <p>Minutes of 5<sup>th</sup> November 2019 accepted.</p> <p>November board meeting action points:</p>	

	<ul style="list-style-type: none"> <li>• <b>DA</b> liaised with STASH and Annie Thomson has been appointed as a second secondary head teacher representative.</li> <li>• <b>AP</b> has clarified expenditure with <b>KT</b>. Funding for The Collett Outreach is discussed in section 6 (iv).</li> <li>• <b>MN</b> clarified that parents are unable to attend Maketon training.</li> <li>• <b>EB</b> forwarded DSPL packs to Helen Fitzakerley.</li> <li>• <b>EB</b> has not received the names of schools with children who receive extra support from <b>SH</b> for her to find out if they've had audits from NESSie. <b>Action: MF</b> to follow this up with Patricia.</li> <li>• <b>HB</b> has been invited to GovernorHub. <b>Action: SHe</b> will invite <b>AT</b> to GovernorHub.</li> <li>• <b>MN</b> distributed DSPL7 packs to all secondary schools.</li> <li>• The EY's job advert will be discussed in section 6 (vii).</li> <li>• <b>MN</b> will provide an update on the school specialist SEND support worker in section 6 (ii).</li> </ul> <ul style="list-style-type: none"> <li>• <b>Action carried forward: KT</b> will attend an Outreach meeting shortly in which she will put forward the suggestion of including an evaluation form for parents concerning the impact Outreach support has had on their child.</li> <li>• <b>Action carried forward: EB</b> will speak to the DSPL2 manager and find out more about how this works and how it is financed.</li> <li>• Action points for <b>SH</b> are still to be confirmed as she did not attend the meeting.</li> </ul> <p>Discussion about EHCP amendments; <b>DA</b> raised concerns that DSPL7 have been incorrectly labelled as being the highest DSPL area for EHCP's. <b>MF</b> clarified that SEN data and EP data are different as EP data only includes agreed EHCP's and doesn't include EHCP requests. Although DSPL7 don't have the highest number of agreed EHCP's, they do have the highest number for appeals; therefore, number of requests is lower but response to turned down requests is higher.</p>	<p>MF Action</p> <p>SHe Action</p> <p>KT Action</p> <p>EB Action</p>
<p>4.</p>	<p><b>Conflicts of Interest</b></p> <p>Outstanding conflict of interest forms still need to be completed. If you have nothing to declare, please confirm this on GovernorHub or <b>SHe</b> can do this on your behalf.</p>	
<p>5.</p>	<p><b>Budget monitoring</b></p> <p>13:28 – <b>RL</b> arrived.</p> <ul style="list-style-type: none"> <li>• No significant variances in budget apart from under '<b>Targeted Support: Support schools to make initial assessments of the needs to CYP</b>' where there is an over-spend of £558. This was a conscious decision to overspend on these tools because of the high level of need. This money will be re-gained from other completed areas with an underspend and factored in when re-forecasting for the next board meeting.</li> <li>• The underspend on the EY's practitioner budget is because of the delay in the replacement of that service.</li> <li>• The ADD-vance budget has all been spent and this work completed. We are awaiting the invoice.</li> <li>• Discussion about the post-16 transition worker. The board is waiting for a revised proposal from Oakland's. <b>DA</b> raised concerns that this was being funded by multiple DSPL's who have different ideas of what role this worker would fulfil, and concerns as to how many children this service would be able to support and whether the DSPL7 would be getting value for their money. This role needs to be resolved ASAP otherwise this money will be re-distributed elsewhere. <b>Action: AT</b> will contact Oaklands and ask how the potentially high demand would be managed, to move this action forward.</li> </ul>	<p>AT Action</p>

	<p>13:31 – <b>SHA</b> arrived.</p> <ul style="list-style-type: none"> <li>• <b>Expenditure plans for underspend: Part-funding of Steps training.</b> Discussion regarding how to ensure that schools receiving refresher Steps training, paid for by DSPL7, are administering that training to other members of staff. Secondary schools appear to be finding it hard to fit in the full days training required. Suggestions included limiting those who can attend training (e.g. SENCOs and SLT's) but offering additional support and funding to successfully disseminate this training or withholding funding until training is rolled out. Other issues include schools getting funded for Steps training by other funders as well as DSPL. The overall evaluation of the impact of Steps sits with ISL and should be discussed at this level.</li> </ul> <p><b>Action:</b> DSPL7 will consider the mechanism for the releasing of funding at DSPL.</p> <p><b>Action:</b> MF will take this back to Adam Hayes to look at the impact and use of Steps training.</p>	
<p>6.</p>	<p><b>Updates</b></p> <p><b>i. Operational plan monitoring</b></p> <p><b>EB</b> and <b>MN</b> have continued updating the operational plan which will be submitted to the County on 31<sup>st</sup> January. Updated SEN information will be incorporated into the modified plan post-Easter 2020. All training and space meetings have been well attended.</p> <p><b>EB</b> met with Sue Sheffield to discuss the operational plan, who suggested doing project reports to allow for more detail. The ADD-vance project (available on GovernorHub): received £6000 in funding in order to support 20 families with challenging behaviour at home with Autism and ADHD. St Albans Plus Partnership received 13 places and Harpenden Plus Partnership 7; these places were allocated within a matter of weeks. All this work has now been delivered and DSPL are awaiting the invoice. There is more feedback available from parents which highlights the impact that the coaches have. Evaluations will be distributed to schools to establish long-term impact. Any additional funding will be allocated here.</p> <p><b>ii. LSP Family work</b></p> <p>Clare is successfully sharing her time between the Harpenden St Albans Plus Partnerships. Last term she supported 16 families from 12 schools in St Albans and 10 families from 8 schools in Harpenden; there is now a waiting list for her services. She is being better accessed than previously; schools now understand how to obtain her help.</p> <p>The Harpenden and St Albans Leads and managers have met to discuss how the role can be refined and improved.</p> <p><b>iii. NESSie – Rachel Lambie</b></p> <ul style="list-style-type: none"> <li>• NESSie have visited and audited 44 schools and had 34 referrals from 21 schools.</li> <li>• Currently working with higher levels of boys than girls.</li> <li>• There are a lot of 'stuck' (Significant Trauma Unmet need in Crisis) children in this area.</li> <li>• Currently work with primary schools although secondary schools could be incorporated, however there is already high demand and a waiting list of seven children.</li> <li>• Routine outcome measures are used to measure impact.</li> <li>• It would be helpful if schools could consult with the Autism advisory team for children on the spectrum in order to be cost efficient.</li> </ul>	<p><b>MF Action</b></p>



	<ul style="list-style-type: none"> <li>• 2018-19 academic year: 1402 children were supported across all interventions (including group work and transition).</li> <li>• Family Outreach has moved to be with DSPL7 but the Outreach team still work with Clare and make referrals to her.</li> <li>• Early years – Charlotte has resigned. Anna Ryan is temporarily covering this role.</li> <li>• Year 6 transition - good feedback. Due to the number of permeant exclusions and high needs, a criteria for transition was introduced to focus on children identified by the schools as most in need of support.</li> <li>• Zones of Regulation has been incorporated into year 6 - 7 transition work.</li> <li>• Group work continues: 30<sup>th</sup> January - meeting for Primary Behaviour Leads in DSPL7 to discuss their requirements and facilitate peer supervision.</li> <li>• Setting up a monthly afternoon surgery: teaching staff can book a slot and discuss what they need support with.</li> <li>• Training delivered: attachment and trauma for schools; PSP training; Circle of adults; Zones of Regulation.</li> </ul> <p>14:45 - <b>GH, KT, DJ AND RL</b> left.</p> <p><b>vi. Course evaluations and DSPL admin report</b></p> <p>Evaluations have been very positive. Sally Glossop will no longer be running Simple Solutions; the new autism lead will be asked to continue with Simple Solutions re-starting in the summer.</p> <p><b>vii. Staffing</b></p> <p>The EY's vacancy has not yet been recruited for because of the transformation and potential rebranding of DSPL.</p> <p><b>2:49 - GWT</b> Left</p> <p>Discussion about how to use the underspend from Charlotte's position; DSPL7 could either fund extra Outreach sessions at The Collett or fund somebody to fill the EY's role on a temporary basis. It was suggested that to minimise the number of staff employed by DSPL7 the employee could be supplied through an SLA with <b>FH</b>.</p>	
7.	<p><b>AOB</b></p> <p>No other business.</p>	

**Date of next meeting** – 10<sup>th</sup> March 2020, 1:00 – 2:45pm.

**Venue** – The Hub, Fleetville Junior School.