

MINUTES

Title of Meeting:	School's Forum High Needs Group	
Purpose or Mandate:	To oversee the HNB of the DSG	
Date:	Tuesday 18 June 2019	
Place:	LH-VMC G01, Ground Floor, Landmark House Visitors Centre	
Times:	2.00-4.00 pm	
Members:	Izzy Connell (Chair) Michael Quinton Alison Bowman Allison Coleman Lawrence Chapman Graham Alcock Calvin Marshall Sally Garrett Darron Jackson Sarah Wood Jamie Mills Ashlee Jacobs Jan Hatchell Jacqui Frost	LA High Needs Inclusion Officer Schools Funding Policy Manager SCC Governor, Earl Soham Primary School Governor, Federation of Fairfield and Colneis Schools CEO SENDAT Headteacher, Hampden House PRU Director of Learning Support, West Suffolk College Headteacher, Ashley School Headteacher, Gorseland Primary School Headteacher, Waldringfield Primary School Provider Development Performance Manager Raedwald Trust Headteacher, Riverwalk School SPHA
	PLEASE SEND A REP IF YOU CAN'T ATTEND	
Invited Guests:	Joy Settle – LA Consultant (High Needs)	

PART A – contains items that could be disclosed in full to the public and staff

Item No	Item Description	Lead Officer
1.	<p>Welcome & introductions</p> <p>Apologies: Ashlee Jacobs; Allison Coleman; Lawrence Chapman, Alison Bowman, Jamie Mills</p> <p>Actions:</p> <ul style="list-style-type: none"> - IC to liaise with the Headteacher Associations re attendance at meetings and the possibility of a representative from the secondary phase. 	IC

2.	<ul style="list-style-type: none"> • Update on the HNF moderation process all settings: mainstream, special/SSC and FE <p>Notes and actions:</p> <ul style="list-style-type: none"> - Process complete for mainstream schools – panel of school-based colleagues and professionals completed new cases moderation over 3 days (12-14 June 2019). Outcomes of bandings and funding allocations will be with schools before the end of term. - Special school and SSC moderation took place ‘in-situ’ with a further coming together of leaders from across the settings to confirm bandings – this was ‘QA2’ which helped to further ensure consistency of bandings. The process has been viewed positively and feedback from the mainstream colleagues who attended is overwhelmingly positive. There was opportunity for professional and informed dialogue which helped lead to the right decisions for the pupils. IC thanked all for their support of the process. It is planned that this will continue. Going forward it would be good to consider all settings coming together for QA2 on the same day to ensure professional dialogue is as ‘rich’ as possible. - Further discussion ensued regarding transitional arrangements for specialist settings. In addition, AP (Alternative Provision) which sits outside the HNF process. An analysis of all AP settings has taken place, looking at appropriate placing and dual placements. The AP offer is being scrutinised and the admissions process revised to sit back within the LA. - The issue of regional funding was also briefly discussed and how Suffolk compares to other local authorities. - FE HNF continues for the remainder of this term and will be aligned with all other settings so that the process is streamlined from Reception to Post 16. IC is making individual contact with each provider to ensure the process is clear and understood. - A ‘Special Education Panel’ meeting is arranged for special schools to consider Band I applications put forward. The same will be arranged for FE providers where relevant. The panel will be chaired by Judith Mobbs and will ensure each individual case is considered on need. • Main findings and feedback from moderation so far - Areas to consider further are identification and assessment of ‘high’ need (as opposed to ‘additional’ need) and how schools are accessing services to support. Further analysis is needed to look at the number of applications for learners with an EHCP. - The newly revised application form has been positively received. Feedback from schools suggests it has been easier to navigate. Work will now take place to revise and refine the banding descriptors to ensure succinct description of each band and clear graduation from one to the next. 	IC
3.	<ul style="list-style-type: none"> • High Needs workshops/training – July and September 2019 	

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	<p>Actions: It is apparent that some schools/settings have not been able to register due to sessions being fully booked. IC to plan additional dates in the West and South.</p> <ul style="list-style-type: none"> • HNF process for all settings going forward – 2019/20 - A spreadsheet will be sent to all schools and settings early in September 2019. This will ask for the names of all learners with a banding already allocated, as well as for names of learners new to the school/setting or for whom a change of banding is requested. - Bandings will now 'follow' a pupil. Evidence will only be requested for those pupils where a change or new banding is requested. There will be a termly opportunity to request a change/new banding. A panel of school-based professionals will consider all new applications from mainstream schools. - The in-situ visits will remain in place for all new applications or requests for changed bandings from special schools/SSCs. Mainstream colleagues will continue to be included in this. - The process for FE providers will be the same as for other settings, with a termly opportunity to request a change/new banding. The special learners at FE will need to be transferred to the new bandings in the autumn 2019. A sampling exercise will then be carried out at in-situ visits for all Suffolk Post-16 providers – as has been the case for special schools/SSCs this term. - Bandings will also follow learners at transition points – Year 6 into 7, Year 11 into 12. Schools/settings will be responsible for sharing banding information as part of the usual transition process. - The LA will carry out quality assurance processes to ensure the precise and equitable distribution of high needs funding. This will include visits to schools and settings to view evidence 'in-situ' and to share how provision is meeting the needs of the pupils allocated funding. Notice of at least 24 hours will be given. The visits will be facilitated by education professionals working within LA SEND/Outreach services. In addition, an annual 'sampling' process will take place – with approximately 10% of schools/settings randomly selected to submit evidence for some or all of their high needs learners. A panel of school-based professionals will be convened to consider the evidence. Through these QA processes, the LA will reserve the right to change bandings. - change bandings. The changes may represent an increase or a decrease in funding allocations. 	IC

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4.	<p>Review of banding descriptors – next steps and timescales</p> <p>Actions:</p> <ul style="list-style-type: none"> - IC to share work started on this as soon as possible for all to feedback comments and suggestions. Share point will be considered to facilitate this. Revised bandings will be in place for September 2019. 	IC/ALL
5.	<p>AOB</p> <ul style="list-style-type: none"> • Gemma Morgan starts her new role as Head of SEND Funding & Provider Services on 1 July 2019. Gemma will attend future meetings. • Izzy Connell starts her new role as Headteacher Specialist Education Services on 1 July 2019. 	
6.	<p>Future meetings</p> <p>19 September 2019 2pm-4pm – F04 First Floor, Constantine House (please note change of date – in readiness for Schools Forum)</p> <p>3 December 2019 2pm-4pm – G01 Landmark House</p>	