

MINUTES

Title of Meeting:	School's Forum High Needs Working Group	
Purpose or Mandate:	To oversee the HNB of the DSG	
Date:	Tuesday 3 rd December 2019	
Place:	LH-VMC G01, Ground Floor, Landmark House	
Times:	2.00-4.00 pm	
Members:	<p>Gemma Morgan (Chair)</p> <p>Michael Quinton</p> <p>Alison Bowman</p> <p>Lawrence Chapman</p> <p>Graham Alcock</p> <p>Darron Jackson</p> <p>Sarah Wood</p> <p>Jamie Mills</p> <p>Ashlee Jacobs</p> <p>Jan Hatchell</p> <p>Jacqui Frost</p> <p>Abbie Thorrington</p> <p>Lisa Jones</p> <p>Samantha Porter</p> <p>Neil Winn</p> <p>Jacqui Frost</p> <p>Joy Settle</p> <p>Steve Newman</p>	<p>Head of SEND Funding and Provider Services SCC</p> <p>Schools Funding Policy Manager SCC</p> <p>Governor, Earl Soham Primary School</p> <p>CEO SENDAT</p> <p>Headteacher, Hampden House PRU</p> <p>Headteacher, Gorseland Primary School</p> <p>Headteacher, Waldringfield Primary School</p> <p>Provider Development Performance Manager SCC</p> <p>Raedwald Trust</p> <p>Headteacher, Riverwalk School</p> <p>SPHA</p> <p>Ipswich Academy</p> <p>Consortium Multi-Academy Trust</p> <p>Whitehouse Community Primary</p> <p>SPHA</p> <p>LA Consultant (High Needs)</p> <p>High Needs Moderator SCC</p> <p>SEND Policy and Funding Manager SCC</p>
	PLEASE SEND A REP IF YOU CAN'T ATTEND	
Invited Guests:	Niki Beal (minute taking)	

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

Item No	Item Description	Lead Officer
2	<p><u>Actions from the last meeting:</u></p> <p>EHCP word document version would help schools greatly in terms of copying and pasting.</p> <p>Action: GM to speak with TW to see if this can be shared.</p>	GM
3	<p><u>Update on HNF Process Inc. review of banding descriptors:</u></p> <p>FE process to remain the same as resources and time are limited.</p> <p>The group discussed their concerns with the HNF overspend which was covered in the Schools Forum meeting. The Schools Forum Group agreed a 0.5% transfer.</p>	

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	<p><u>High Needs Process</u></p> <p>Mainstream – a high number of applications for new and changes to banding. All bandings finalised last Friday, and all e-mails have gone out to mainstream today (03/12/2019). Themes in the moderation are diabetes and epilepsy with high numbers of reception children. There was lots of discussion in the moderation about the high numbers of reception children that were submitted for high bands. On a positive note, there are some learners coming through with an EHCP from nursery.</p> <p>JS confirmed 940 of the 1000 new applicants have been moderated and funding due to go out over the next week. Approximately 62% of bandings were agreed.</p> <p>FE - in-situ visits have taken place this time to deal with the final learners who were still on the old number bands. Finalised on the 29/11/2019. All bandings now finalised.</p> <p>Now concentrating on special schools and SCCs units.</p> <p>Accuracy for FE and Specials has been good – not many bandings changed.</p> <p>A request was made at the HNF workshops for settings to identify their dual placed learners and where possible work alongside the PRUs to evidence a band. This is currently work in progress and should not involve schools asking PRUs to provide evidence.</p> <p>It was pointed out that there are some learners who are only on AP roll no link to a mainstream. Is there capacity to have further discussion and set funding within the PRU? Cases that aren't suitable for a return to mainstream, likely to follow an MLD pathway. Last layer of the process and work needed to identify how to support this.</p> <p>One PRU has requested a meeting regarding bandings as some pupils are without a Band. JS explained that students in HN will need evidence to be able to band them and is currently in work in progress.</p> <p>PRUs to alert SCC to cases at those levels. AJ said her Senco could complete this if it helps. Moving forward the process will help to capture them.</p> <p>5 cases referred without an EHCP. Can't take pupils without one.</p> <p>Concerns about PRU's moderation of existing cohort. Keen to have a reassessment – PRU's short term turnaround. AF could have needs met in a mainstream setting</p> <p>Action: GM and JS to attend next PRU Heads meeting</p>	
	<p>.</p> <p><u>January Schools' Forum Paper</u></p> <p>Currently considering Inflation which is based at 1.84% plus the cost of borrowing at 3% concerns over the possibility of rates increasing</p>	

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	<p>over a 3-year period. GM explained that currently borrowing is not at a cost to the service but if the service shows it can financially contribute in the future, this may change.</p> <p>LJ questioned why SCC are paying £43,000 for unions instead of individuals paying for their own.</p>	
	<p><u>DSG Recovery Plan:</u></p> <p>The group discussed the need to produce a recovery plan due to the £7m overspending the HN block. There has been a £4m increase in 18 months and issues around universal bandings. The group discussed how it is fundamental for them to work on how to reduce spending.</p> <p>Action: The next meeting will need to allocate time to look at this issue</p>	<p>GM & MQ</p>
	<p><u>Role of High Needs Funding Working Group and Dual Placements:</u></p> <p>The group discussed role and purpose of the HNFG. It was agreed that the group needs to investigate other areas and policies to best improve the service.</p> <p>Dual Placements: The agreement between mainstream and the PRU, along with what is legal.</p> <p>To drive a policy that will show what Dual Placement is, showing all legalities and a clear understanding between each setting. Efficient Communication could make life easier for all. Any policy would need to recognise the breadth of need and include involvement of Family Services and SPCN.</p> <p>In terms of funding the mainstream school get a fixed banding for specialist school. £1,000 a day is out of date and needs to be revisited. Good to have secondary colleagues around the table for this. If all happy SN and GM meet and work on current policy Mike can share one from 7 years ago. There was an agreed template. Pull together a draft to review at the next panel.</p> <p>Action: Gemma and Steve will investigate this and draft a paper. MQ will send a copy of a policy already in place. Agenda, this at the next meeting along with the recovery plan.</p> <p>Extend the invitation to the SPCN and Family Services.</p>	<p>GM</p>

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	<p>AOB - Transitional Protection:</p> <p>Transitional Protection is only placed on pupils already in the system and does not apply for students who are new to the system as they can't be benchmarked.</p> <p>Concerns raised about BAND I Pupils</p> <p>Action: GM and MQ to look at how Transitional Protection will be applied now moderated bandings are known.</p> <p>AOB – Northern units: – no schools have come forward as yet to host a Special Unit in the North for 2020. Targeted marketing needed. Concerned have been raised regarding Special Schools being separated from this process.</p>	
	<p>High Needs Working Group Future Meeting Dates:</p> <ul style="list-style-type: none"> ▪ 31st March 2020 – T04 Landmark House ▪ 5th May 2020 – T04 Landmark House ▪ 16th June 2020 – T04 Landmark House ▪ 10th Sept 2020 – Endeavour House ▪ 5th Nov 2020 - G01 Landmark House 	<p>Schools Forum Dates:</p> <p>Tues 7th Jan 2020 Cancelled</p> <p>Tues 28th April 2020</p> <p>Thurs 18th June 2020</p> <p>Thurs 8th Oct 2020</p> <p>Thurs 26th Nov 2020</p>