

MINUTES

Title of Meeting:	School's Forum High Needs Working Group	
Purpose or Mandate:	To oversee the HNB of the DSG	
Date:	25 May 2021	
Place:	Microsoft Teams	
Times:	15:00 – 16:05	
Attendees:	Gemma Morgan (Chair) Alison Bowman Allison Coleman Graham Alcock Calvin Marshall Sally Garrett Jan Hatchell Steve Newman Joy Settle Helen Murray George Ellis Sue Prickett	Head of SEND Funding and Provider Services, SCC Governor, Earl Soham Primary School Governor, Federation of Fairfield and Colneis Schools Headteacher, Chalk Hill PRU Director of Inclusive Learning, West Suffolk College Headteacher, Ashley School Headteacher, Riverwalk School SEND Policy and Funding Manager, SCC High Needs Funding Moderation Lead, SCC Wickham Market Primary School Senior SEND Advisor Chief Finance and Operations Officer, SENDAT

Item	Minutes	Actions
1 Welcome and Apologies		
2 Minutes from the last meeting		
3 Future Spend of the High Needs Block – DMT outcome	<p>GM explained that the paper went to DMT on 28 April 2021 to ask for DMT's advice on what to do about potential future deficit. GM also reminded the group of the reasons as explained last meeting for the potential overspend and the 3 options;</p> <ol style="list-style-type: none"> 1. Do nothing as the increase in funding we receive on an annual basis from the DfE should cover that overspend and continue with funding from DfE. However, we will not know our position until July 2021. 2. Go back to school's forum and ask for another half percent and add to the other half percent already asked for. 3. Reduce all high needs funding by 10%. 	

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	<p>GM explained that her recommendation is the first option. DMT's feedback was that they want GM to go to school's forum and explain but to say we are going to wait until July and ensure they are aware of the situation and are being kept informed.</p>	
<p>4 DSG Deficit Recovery Plan – Schools Forum</p>	<p>GM asked for suggestions around the document attached on the agenda.</p> <p>GM will circulate the document to the group again after it's been to DMT.</p>	
<p>5 Next steps for Schools Forum – Infographic plan to share at meeting</p>	<p>GM explained to the group that the iHub are looking at data over the last 3 years for placements in special schools and units, PRU's, independent non-maintained schools and mainstream schools (HNF). To see what that looks like and how the demand/places have grown and show that in an infographic. This will show why we are overspending and how it all comes together. The first draft has not been produced but will share with the group once it's come together.</p> <p>Data being included in the infographic:</p> <ul style="list-style-type: none"> • Top up funding over past 3 years. • EHCP data – 20 week and overall number over a 3 year trend. • Placement numbers over the last 3 years. • Admissions details/referrals and the increase. • Categories of needs. <p>Once drafted it will go to DMT and then go to School's Forum as a draft not a final version.</p>	
<p>6 Update on High Needs Funding Moderation</p>	<p>JS explained that they now have a full set of data for 2 years (2019-2020 and 2020-2021). JS explained that mainstream is still biggest area of growth in the demand, explained by Gemma in the last meeting. Last year we saw a 44% increase requested, that was moderated into 21%. The deadline for this term is tomorrow and as of today (25/05) only 50% of spreadsheets have been submitted and can already see an increase in comparison for this term.</p> <p>JS explained that moderating has been a bit of challenge. Autumn worked out well as Endeavour House had little pods to do distanced work together. However, they went back in the spring term and it had been turned into a vaccination centre. JS and SN thought about contingency plan and thought about broadening the expertise in the moderators. About 14 colleagues from CISS and ATS, Sensory and Comms attended an online training session ready for moderation in the summer term. There was an issue with how we can safely share data with external colleagues. So, by involving the internal colleagues in the case that if we couldn't bring in external colleagues then we could put 1 external and 1 internal colleague together to work together in a virtual meeting. SN found out today (25/05) that we</p>	

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	<p>can go back to use Endeavour House.</p> <p>Band 1's originally went to Judith Mobbs who is no longer in post. JS explained they have a panel that sat in spring and another due in summer and the person coming into post to replace Judith's position will decide whether she wants that to continue.</p> <p>JS explained that moving forward we want to look at our support, challenge, and analysis work. JS wants to start looking at learners that have been given a band in 2018, for example, and haven't asked for that band given in 2018 to change in anyway. Once the settings that have a learner that has stayed term after term with no change to banding has been identified, JS will ask for evidence.</p> <p>JS is also looking at adding onto the spreadsheet template for moderation to log whether a learner has an EHCP for analysis.</p>	
7 AOB	None	

Future Meeting Dates	
High Needs Working Group: <ul style="list-style-type: none"> • 9 Sept 2021 • 2 Nov 2021 	Schools Forum: <ul style="list-style-type: none"> • 7 Oct 2021 • 30 Nov 2021