

## **Higher Needs Financial Recovery Plan**

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### **Context**

School Forum agreed to establish a working group on 30<sup>th</sup> November 2017 and tasked the Head of Education, Learning and Skills and Director of Children's Services to develop the remit of the group.

The proposed remit and membership of the group has been captured in a draft terms of reference (attached).

### **Recommendation**

It is recommended that Forum consider the terms of reference, provide feedback and work with the local authority to establish the working party.

**Rachael Williams**  
**Head of Education, Learning and Skills**

## Higher Needs Recovery Group

### TERMS OF REFERENCE

<b>Board:</b>	<b>Higher Needs Recovery Group</b>
<b>Purpose:</b>	<p>The purpose of the <b>Higher Needs Recovery Group</b> is to ensure that the Local Area is able to respond to and meet the needs of pupils with identified special educational needs within the budget that is allocated by the Department for Education.</p> <p>The group will provide a coordinated approach to improving and managing a complex set of decisions and subsequent spend within a diverse education system.</p> <p>The activities of the group will include but not be limited to:-</p> <ul style="list-style-type: none"><li>• The development of a detailed analysis of the current and projected spend.</li><li>• An analysis and scrutiny of pupil movement information and the factors driving increased requests and resources.</li><li>• An analysis of the local area sufficiency of SEN provision at both SEN support and EHC level.</li><li>• A scrutiny of out of area placements</li></ul> <p>The group will work to ensure that there is:-</p> <ul style="list-style-type: none"><li>• A culture of collective responsibility and shared accountability.</li><li>• An increased awareness across the education sector of the impact of individual school decisions on the local area allocation.</li><li>• There are opportunities for open and professional conversations across the Education Sector and Local Authority to both support and challenge decision making and share best practice.</li></ul>
<b>Success criteria:</b>	<ul style="list-style-type: none"><li>• The majority of pupils will have their needs met within mainstream provision. Where needs cannot be met there will be a suitable and sufficient range of special and alternative education provisions within the local area.</li><li>• The number of Education, Health and Care Plans will be normalised over time to bring the local area in line with statistical comparators.</li><li>• The local area will be able to meet the needs of pupils with Education, Health and Care Plans within the allocated Higher Needs Budget.</li><li>• The local area will have a shared recovery plan in place prior to the implementation of the National Funding Formula in 2021 to address the historic pressures.</li></ul>

<b>Accountability:</b>	<ul style="list-style-type: none"> <li>• The Group will be responsible to the School Forum</li> </ul>
<b>Membership</b>	<p>Director of Children’s Services  Head of Education, Learning and Skills  Head of Special Educational Needs  Head of Vulnerable Pupils  Head of Service for Social Care  Project Officer for Special Educational Needs  Finance Officer</p> <p>School Forum Chair /TAPS Chair  2 x Primary School Representatives  2 X Secondary School Representatives  2 X Special and Alternative Provision Representatives  1 X SEND Steering Group Representative</p> <p>Representative for Integrated Care Organisation (Health)</p>
<b>Responsibility of members:</b>	<p>Members will be nominated by their group and will contribute on behalf of their group as system leaders.</p> <p>Members are expected to attend each meeting or to send a substitute. Notification of a substitute member must be made in writing or by e-mail to the Administrator. Substitute members will have full voting rights when taking the place of the ordinary member for whom they are designated substitute.</p> <p>If a member fails to attend two consecutive meetings, the Chairperson will write to the relevant group to bring it to their attention. If the situation continues, the Chairperson will make every effort to resolve the situation.</p> <p>All members of the <b>Higher Needs Recovery Group</b> are responsible for ensuring effective two-way communication between the group and the sector that they represent.</p>
<b>Working arrangements:</b>	<p>The Board will meet six times a year. By mutual agreement, additional meetings may be held in order to discuss specific issues. A schedule of meetings will be agreed in advance on a twelve-month cycle with standing agenda items.</p> <p>Venues for meetings will be arranged by Torbay Council. The Board will agree the location of meetings.</p> <p>Meetings will usually last no more than two hours. The involvement of schools, parents, children and young people will be developed as part of the Board’s working arrangements.</p> <p>The Board can set up sub-groups and working groups as required.</p> <p>The Board, through the Chairperson is responsible for preparing reports for discussion at School Forum</p> <p>The draft agenda for a meeting will be circulated electronically to all members of the Board one week in advance of the meeting and any major Items for the agenda should be forwarded to the Chairperson at least two weeks in advance of the meeting. The</p>

	<p>Chairperson is responsible for ensuring that all participants have the opportunity to contribute to the meeting if they wish.</p> <p>Unconfirmed minutes of the meeting will be circulated within one week of the meeting taking place. Appropriate actions to be taken, by whom and agreed timescales will be circulated</p>
<b>Chairing arrangements:</b>	<p>The Chairperson will be elected at the first meeting.</p> <p>The vice-chair will be the Director of Children's Services</p> <p>The Chairperson will:</p> <ul style="list-style-type: none"> <li>• Act as the spokesperson for the Group</li> <li>• Preside over Group meetings</li> <li>• Manage the meetings effectively, adhering to agenda and time.</li> <li>• Develop partnership work through consensus management.</li> <li>• Secure agreement and clarity over actions.</li> <li>• Maintain regular contact with School Forum Chair and Head of Education, Learning and Skills.</li> </ul>
<b>Decision making:</b>	<p>Decisions will be reached by a consensus; however, voting may take place, in which case each representative will hold one vote. Any matter requiring a vote will be determined by a simple majority of those present and voting.</p> <p>Quoracy rules should not be needed as members are expected to attend, but in the event of decisions needing to be taken, a meeting will be considered quorate if there are 60% of the members present.</p>
<b>Business Support:</b>	<p>Support will be provided by the Head of Education's PA</p>