

## Schools Forum Meeting Agenda

Thursday, 11 October 2018 at 9.00 am  
to be held in Mezzanine Room 4, Tor Hill House, Union Street, Torquay, TQ2 5QW

### Membership

Roger Hughes ( <i>Chair &amp; Primary Maintained Head</i> )	Mike Lock ( <i>Vice Chair &amp; Special Academy Head</i> )
Stewart Biddles ( <i>Primary Maintained head</i> )	Daneian Rees ( <i>Secondary Maintained Head</i> )
Maurice Codd ( <i>Primary Maintained Governor</i> )	Clive Star ( <i>Secondary Academy Governor</i> )
Dan Hallam ( <i>Post 16</i> )	Jim Piper ( <i>Primary Academy Head</i> )
Adam Morris ( <i>Primary Maintained Head</i> )	Steven Hulme ( <i>PRU Head</i> )
Lindsey Kings ( <i>Secondary Academy Deputy Head</i> )	Lisa Finn ( <i>Secondary Academy Rep</i> )
Tim Stephens ( <i>Primary Academy Governor</i> )	Jayne Jones ( <i>Early Years</i> )

- 1. Apologies/Changes to Membership**
- 2. Minutes of the last meeting** (Pages 3 - 9)
- 3. Matters arising**
- 4. Financial Report** (Pages 10 - 13)
- 5. Analysis of High Cost Placements** (Pages 14 - 17)  
Dorothy Hadleigh
- 6. Audit Action Plan Update** (Pages 18 - 19)
- 7. Discussion on the possibility of special schools' allocations being reduced to 17/18 levels**

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Rachael Williams, Head of Education, learning & Skills, [Rachael.williams@torbay.gov.uk](mailto:Rachael.williams@torbay.gov.uk)  
Michael Freeman, Clerk, [Michael.freeman@torbay.gov.uk](mailto:Michael.freeman@torbay.gov.uk)*

**8. Items for next meeting**

- Update from Head of Vulnerable Pupils
- Virement Consultation update
- Updated Financial Report

**9. Future meeting dates**

- Thursday 29<sup>th</sup> November 2018, 09:00, 4<sup>th</sup> Floor Meeting Room, Tor Hill House
- Thursday 17<sup>th</sup> January 2019, 09:00, 4<sup>th</sup> Floor Meeting Room, Tor Hill House
- Thursday 7<sup>th</sup> March 2019, 09:00, Mezzanine Room 3, Tor Hill House

## Minutes of the Schools Forum

14 June 2018

-: Present :-

**Roger Hughes** (Chair), **Mike Lock** (Vice Chair), **Steven Hulme** (PRU), **Jayne Jones** (Early Years Rep), **Adam Morris** (Primary Maintained Head), **Jim Piper** (Primary Academy Deputy Head), **Tim Stephens** (Primary Academy Governor), **Stewart Biddles** (Primary Academy Head), **Maurice Codd** (Primary Maintained Governor), **Lindsey Kings** (Secondary Academy Deputy Head), **Daneian Rees** (Secondary Maintained Rep), **Jan Chopping** (Secondary Academy Governor), **Dan Hallam** (post 16), **Jason Trevarthen** (Secondary Academy Rep –replacement for Lisa Finn)

**Rachael Williams** (Head of Education, Learning and Skills), **Dan Hamer** (Head of Vulnerable Pupils), **Rob Parr** (Principal Accountant), **Mike Freeman** (Clerk)

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### 1. Apologies/Changes to Membership

Apologies were received from Andrew Dempsey, Director of Children's Services, and Clive Star, Secondary Academy Governor. Jason Trevarthen, Secondary Academy Deputy Head, attended in the absence of Lisa Finn.

### 2. Minutes of the last meeting

Minutes of the last meeting held Thursday 8<sup>th</sup> March 2018 were agreed as a true record.

### 3. Matters arising

From Item 4 of March's meeting, Rachael Williams, Head of Education, Learning & Skills, informed members that the authority's plans for the Early Years Census are still with the DfE, an update on this will be provided to members when available.

From Item 4 of March's meeting, a report from the Working Group set up to look at Special School Allocations has been brought to today's meeting.

### 4. Financial Report

Rachael Williams presented the latest financial position of the Local Authority. We are currently overspent on Dedicated Schools Grant (DSG) activities by £983k. As

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agreed by Forum members previously, a virement of funds from the Schools Block reduces budget pressure to £614k, but this position remains a significant concern.

The area of most pressure continues to be the Higher Needs Block, largely due to an increase in commissioned placements alongside an increase in Element 3 top up allocations. However, members were pleased to note that significant work from the Local Authority has seen spend on Joint Funded Placements being reduced to a budget position of £1k overspent.

An underspend of £293k in the Early Years Block has been used to offset last years overspend. However, members were advised to treat this figure with caution as we are unable to calculate recoupment figure until the DfE publishes the final adjustment figure, which is expected to be in July.

There is also an underspend of £131k in the Schools Commissioning Block, due to careful management of staffing budgets and fewer schools needing intervention funds. Members were also pleased to note that the LA has now recovered £150k of funding from excluded pupils, which is now in the budget.

Given the current financial position, and an early predicted pressure of £1.5m at 2018/19 year end, the Forum were asked to consider the following recommendations:

**Recommendation 1: Schools Forum note the financial position and continue to work with the Local Authority through the mechanism of the Higher Needs Recovery Group to create a financial recovery plan.**

**Recommendation 2: Schools Forum consider the Officer Recommendation that the base funding for special schools returns to the national level (currently £10k) in 2019/20.**

After discussion, Special School colleagues felt that we were not in a position to vote on this recommendation, giving the potential implications of making a virement application. Members were in agreement that further information is required before deciding on this.

To defer any decision on recommendation 2 until October Schools Forum:

Yes – 12

No – 0

Abstain - 1

**APPROVED**

Rachael Williams requested that Special Schools representatives communicate with colleagues the decision of Schools Forum, to bring back the item to October's meeting to ensure financial decisions are taken in this context

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**Recommendation 3: Schools Forum consider the recommendation to alter the base funding allocation for special schools going above commissioned numbers using a pro rata formula.**

Yes – 14

No – 0

Abstain – 0

*APPROVED UNANIMOUSLY*

Members approved, but requested that a deeper discussion on the implications of going over commissioned pupil numbers should take place.

**Recommendation 4: Schools Forum approve that Special Schools receive a 2% increase to finding allocations for pupil top ups, in line with mainstream schools.**

Yes -13

No - 0

Abstain – 1

*APPROVED*

Members agreed to this recommendation, with a view to further discussion on the methodology of this at October Schools Forum.

## **5. Report and recommendations from Schools Forum working group**

*Please note that at the request of the Chair, this item was discussed prior to Item 4, Financial Report.*

Mike Lock shared with members details from the Schools Forum Working Group, set up to discuss Special School Allocations. Head Teachers from the four Torbay Special Schools, along with Rob Parr, Principal Accountant, met to discuss how best to split the £204k allocation, as agreed at March Forum.

After modelling the impact that each option would have on budgets, the group were in agreement that the fairest way to split the allocation would be on a pro-rata basis, building the increase into the per pupil top-up bandings.

## **6. Higher Needs Recovery Group**

Rachael Williams shared with members a report from the Higher Needs Recovery Group. The group has met twice since the last Forum, and after discussions on the management of pupil movements and business cases for both the Play Torbay project and an additional area based provision for six pupils currently out of area, the following recommendations were brought to Forum for discussion:

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1. To accept the business case for establishing an enhanced resource base to reintegrate children from out of area provisions. This would be managed by PCSA for Key Stage 3 students, at the Yalberton site.
2. To run a pilot programme with the Youth Trust/Play Torbay securing effective reintegration into mainstream settings from alternative provision. This programme would run from 9-12 weeks and be managed by Play Torbay. The students would benefit from a programme that includes support from parents and an offer outside term dates.
3. To adopt a proposal that all schools have an expectation that they will accept a limit of children on managed moves or reintegrating from alternative provision. There will be an agreed limit which is intended to ensure equity and clarify the places available to the Pupil Referral Panel under Fair Access. The proposed figure is 3% of the school role for each year based on the October school census.

These recommendations were discussed at the first Higher Needs Recovery Group meeting held on 19<sup>th</sup> April, and approved by members of Schools Forum in an email communication the following week. The following recommendations were discussed at this Forum:

4. To use the MFG as a mechanism for recoupment of Permanent Exclusions.

Members recognised that there has been a cultural change in schools around exclusions, and felt that implementing this at the start of the next academic year would lead to a more inclusive approach because of the financial impact.

Yes – 13  
 No – 0  
 Abstain – 1  
 APPROVED

5. To adopt a 'managed transfer' process to support the movement of pupils outside of admissions round.

Yes – 13  
 No – 0  
 Abstain – 1  
 APPROVED

6. To task officers with creating a full business plan for the recovery of the higher needs deficit using a combined approach of limiting commissioned numbers at special schools and alternative provisions, reviewing Element 3 'top up' payments , and seeking a virement application via Schools Forum or a disapplication to the Secretary of

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**State. The full business case would be presented to Schools Forum and if agreed would be consulted upon with the sector in September/October 2018.**

Rachael Williams will be meeting with Finance Colleagues from Hampshire County Council to assist with capacity in writing this business case. This will be brought back to HNRG at the July meeting, then brought back to Schools Forum in October, after which a full consultation with all schools will then be held.

Yes – 14  
No – 0  
Abstain – 0  
**APPROVED**

Given the importance of discussions being held at HNRG, members requested that minutes of these meetings be circulated when available, rather than being brought to future Schools Forums.

**Action – HNRG minutes to be circulated to all Forum members as soon as possible.**

## **7. IOSS Monitoring report**

Members were shown a report by Sandra Wright, head of the Chestnut Centre, on the progress of the Intensive Outreach Support Service.

Members acknowledged the hard work of being done despite significant staffing issues, with four children and families being maintained in the area as a result of input from IOSS.

The next steps for the service will include a focus on Social, Emotional & Mental Health (SEMH) children. Rachael Williams advised the Forum that continuation of the service using Troubled Families funds will need to be considered as the budget is ceasing.

## **8. Elective Home Education**

Rachael Williams shared with members an update on Elective Home Education. It was recognised that in line with national trends, the number of EHE children is increasing within Torbay. Currently there are 255 EHE children in Torbay, with no statutory duty to record these children on census data. Funding is not provided for them, having a huge financial impact on the Local Authority.

It was proposed that an additional EHE officer, employed by the LA, would help additional children and families accessing mainstream education. It was anticipated

that helping 12 children back to a mainstream offer would offset the cost of this post.

**Recommendation:**

**That School Forum agree to fund an Elective Home Education Officer 1 x FTE on a one year contract at the cost of £46k per annum:**

**Yes – 11**

**No – 2**

**Abstain - 1**

**APPROVED**

After voting, members were mindful of the timing of this appointment, with the impact of the position not expected to be felt until after the October 2019 Census.

**9. Post Audit Action Plan**

Members were shown an update of the Post Audit Action Plan, with the following tasks flagged as red or amber under discussion:

1.2.1 *To ensure that the minutes reflect the detailed discussions conducted at the meeting* – Members agreed that the minutes are increasingly detailed, and updated the status to green.

1.6.1 *The Forum is calling together a working party to develop and monitor a Recovery Plan for costs associated with High Needs Pupils* – Working party has been set up and is meeting regularly, leave status as amber as work is ongoing.

1.7.1 *The Higher Needs Recovery Group Terms of Reference will include the identification of good practice* – Status will remain as amber, as work on this is ongoing. Members requested that bench marking information be included in the Terms of Reference as well.

**Action – MF to update Terms of Reference.**

1.9.1 *Local Authority to provide a dedicated School Forum web page that is accessible and inclusive of all relevant information* – Status will remain amber, Officers will address this in the summer holiday.

**10. Annual Review of School Representation**

Current membership of the Schools Forum was looked at by Roger Hughes. As the ratio of Primary and Secondary members is currently in line with pupil numbers across Torbay, it was agreed by all to keep membership as it is.

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**11. Items for next meeting**

- Financial Report
- Higher Needs Recovery Group
- Audit Action Plan Group
- Report on High Cost Placements – Dorothy Hadleigh
- Discussion the possibility of special schools' allocations being reduced to 17/18 levels

**12. Future meeting dates**

- Thursday 11<sup>th</sup> October 2018, 09:00, Mezzanine Room 4, Tor Hill House
- Thursday 29<sup>th</sup> November 2018, 09:00, Mezzanine Room 4, Tor Hill House
- Thursday 17<sup>th</sup> January 2019, 09:00, Venue TBA
- Thursday 7<sup>th</sup> March 2019, 09:00, Venue TBA



## School Forum Financial Report

The following report contains a detailed breakdown of the financial position of the Local Area for 2018/2019.

The report enables members to note the outturn position and the significant factors contributing towards the spend. The report covers the following items;

- Forecast Outturn position 2018/19
- Contextual information regarding Early Years Block
- Contextual information regarding Higher Needs Block
- Contextual information regarding School Commissioning
- Position and recommendation

### Forecast Outturn Position 2018/19

Dedicated Schools Grant (DSG) funded activities are currently forecast to **overspend by £2.657m**

The following table details the main areas of both over and under spend. Many of these budgets are demand led and will be monitored during 18/19 and revisions reported accordingly.

Budget Heading	Budget	Actuals to date	Projected Outturn	Over / (Under) Spend
Early Years 2, 3 & 4 yr old payments – PVI's	£4.876m	£2.148m	£4.876m	£0
Early Years - ALFEY	£250k	£164k	£250k	£0
Early Years – Pupil Premium & Disability Access Fund	£129k	£39k	£112k	(£17)
Early Years – 5% retained element	£370k	£168k	£330k	(£40k)
Joint Funded Placements	£550k	£265k	£450k	(£100k)
Recovery of funding from Excluded Pupils	(£150k)	(£0)	(£150k)	(£0)
Independent Special School Fees	£2.720m	£1.134m	£2,620	(£100k)
Other packages for EHCP pupils / recoupment from other authorities	£355k	£164k	£605k	£250k
Medical Tuition Service / Virtual School / Hospital Tuition	£1.152m	£508k	£1.137m	(£15k)
School contingencies (Rates, planned pupil growth, NQT induction etc)	£291k	£117k	£291k	£0
EHCP in-year adjustments (see separate paper for details)	£330k	£371k	£469k	£139k
Special Schools / High Needs in-year adjustments (see separate paper for details)	£514k	£735k	£914k	£400k
School Intervention / Commissioning (includes School Improvement Grant)	£209k	£32k	£149k	(£60k)
Required contribution from reserves in 18/19 to set a balanced budget	(£2.2m)	£0	£0	£2.2m

### Early Years Block Overview

The take up of all statutory offers within Early Years is in line with UK National and Statistical Neighbours.

2 year old offer	70% (at end of Summer 2018)
3 and 4 year old 15 hours	99%
3 and 4 year old 30 hours offer	95% (forecast for Autumn 2018) <i>(average take up 23 hours)</i>

The take up rates are in line with the anticipated budget allocation for the period April to September 2018. However Members should treat this position statement with caution as the demand can fluctuate and any adjustment figure from the DFE remains difficult to predict.

The ALFEY positional continues to be monitored closely by a joint panel of Officers and Providers. The current trajectory is based on anticipated levels of need continuing at the same rate as current demand.

Officers remain mindful of monitoring the Early Years funding position, to ensure detailed reports can be tabled at Forum for the allocation of any surplus funds.

### **Joint Funded Placements**

There remains a number of children that require specialist provision to meet both their social care and education needs. The close scrutiny of decision making by the Assistant Director of Education and Assistant Director of Safeguarding continues to ensure that placements and their costs are scrutinised.

The current trajectory is based on pupils already in the system. Schools Forum should note that this is a volatile area and new children could require a joint funded placement.

### **Higher needs Overview**

Torbay continues to have a greater number of children requiring additional support up to and including a special school place than funds available in the Higher Needs Block can meet. The demand pressures in the great majority of schools and/or that children are assessed for an Education Health and Care Plan (EHCP).

The Highers Needs Group and Schools Forum have undertaken work to identify high cost areas and potential mechanisms for change. This has been launched and is out for Public consultation.

One of the key drivers for overspend is the EHCP in year adjustments for additional funds above the £6,000 allocated to the schools.

The following table outlines the "Element 3' spend to date.

Education, Health & Care Plan Funding for 17/18 & 18/19			
	17/18	18/19	Increase / (Decrease)
Number of pupils with EHCP	373	395	22.00
Number of FTE's with EHCP	353	359	6.00
	£	£	£
Funding below £6k allocated through school formula elements	2,047,279	2,129,835	82,556
Funding above £6k allocated as a top-up per eligible pupil	1,234,164	1,507,657	273,493
EHCP Contingency	200,000	330,000	130,000
<b>In-Year adjustments</b>			
April	25,735	175,869	150,134
May	45,249	18,302	(26,947)
June	13,913	25,258	11,345
July	0	0	0
August	127,405	82,018	(45,387)
September	40,866	69,403	28,537
October	32,141	32,141	0
November	6,622	6,622	0
December	27,323	27,323	0
January	14,088	14,088	0
February	13,992	13,992	0
March	4,404	4,404	0
<b>Total - In-Year adjustments</b>	<b>351,738</b>	<b>469,420</b>	
<b>Projected (underspend) / overspend</b>	<b>151,738</b>	<b>139,420</b>	
<b>Notes</b>			
Based on Apr 18 to Sep 18 in-yr adjustments, and the same allocation for the remainder of the financial year as 17/18, it is anticipated the EHCP contingency will overspend by			<b>£139,420</b>

In addition to this you will also note that there is limited availability and in some schools no availability of commissioned placements at our Special Schools and Alternative Provisions.

We are currently commissioning above numbers at Mayfield School to ensure children's needs can be met locally.

Special School and other High Needs funding adjustments for 18/19										
	Combe Pafford	Combe Pafford	Mayfield School	Mayfield Chestnut	Mayfield Total	B & B SEMH	B & B AP	B & B Total	Totals	Totals £
Number of places - January 18	252		198	32	230	56	50	106.00	588.00	
Number of pupils - January 18	249		200	33	233	54	63	117.00	599.00	
Number of places - September 18	252		198	32	230	56	50	106.00	588.00	
Initial Place led funding		2,520,000			2,300,000			1,060,000		5,880,000
Initial Pupil led funding		779,876			1,914,042			1,300,500		3,994,418
Initial pupil specific additional funding		46,440			35,905			38,083		120,428
Other funding - Outreach / exclusions / rent					201,174					201,174
<b>Total initial funding</b>		<b>3,346,316</b>			<b>4,451,121</b>			<b>2,398,583</b>		<b>10,196,020</b>
<b>In-Year adjustments</b>	<b>Pupils</b>	<b>Funding £</b>	<b>Mayfield Pupils</b>	<b>Chestnut Pupils</b>	<b>Funding £</b>	<b>SEMH Pupils</b>	<b>AP Pupils</b>	<b>Funding £</b>	<b>Pupils</b>	<b>Funding £</b>
April	250	5,132	200	36	93,255	54	69	249,100	609	347,487
May	250	2,228	203	38	99,623	54	68	(9,029)	613	92,822
June	248	(13,301)	203	38	(9,757)	53	67	(19,442)	609	(42,500)
July	246	(1,465)	203	38	(4,391)	55	42	(164,468)	584	(170,324)
August	246	0	203	38	0	55	42	0	584	0
September	251	(8,217)	204	32	(32,440)	50	44	(27,825)	581	(68,482)
October									0	0
November									0	0
December									0	0
January									0	0
February									0	0
March									0	0
<b>Total In -year pupil / place led adjustments</b>		<b>(15,623)</b>			<b>146,290</b>			<b>28,336</b>		<b>159,003</b>
Enhanced Provision										17,293
Additional pupil top-ups for ASC EP at Preston and Brixham										71,657
EP ASC - The Spires (from 6 to 9 places from Sept 18)										17,500
EP - PCSA (6 places from Sept 18 - 7/12th of £63k)										36,750
Pilot Scheme - Play Torbay (agreed by Schools Forum)										15,668
2% funding increase agreed by Schools Forum		66,926			89,022			47,972		203,920
ASC Outreach - Preston Primary										20,000
In-year pupil specific additional funding		31,588			67,122			94,651		193,361
<b>Total - In-Year adjustments</b>		<b>82,891</b>			<b>302,434</b>			<b>170,959</b>		<b>735,152</b>
Special School contingency budget										400,000
Adjustment from ESFA - Import / Export of HN Pupils between LA's										114,000
<b>Total Funding Available</b>										<b>514,000</b>
<b>Current (underspend) / overspend</b>										<b>221,152</b>

## **School Intervention/Commissioning**

Schools in Torbay continue to perform well with few schools needing intervention funds due to Ofsted categories.

The Local Authority continue to manage the staffing budgets effectively and work within the allocated window.

The underspend in School Intervention and Commissioning will enable the actions agreed by Schools Forum to take place; enabling each school to have an SEND audit and training.

## **Position**

The projected out-turn position of the Local Area continues to be of a significant concern. The projected out-turn position has increased from June 2018, based on actual pupil numbers.

## **Recommendations**

It is requested that Schools Forum:-

1. Note the financial position and continue to work with the Local Authority through the mechanism of the Higher Needs Recovery Group to create a financial recovery plan

Rachael Williams  
Assistant Director of Education, Learning and Skills

**Schools Forum - 11<sup>th</sup> October 2018**

**Analysis of High Cost Placements October 2018**

The purpose of this report is to provide a detailed analysis of the high cost placements being commissioned by the local area.

Torbay has a historically high rate of Statements/Education, Health and Care plans, and the request for assessments continues to grow. We currently have 1330 Education, Health and Care Plans.

Since September 2014 the LA have seen a 49.7% rise in requests for new assessments. This includes a significant increase in the number of requests received directly from parents/carers and young people themselves (During 2014-15 :13 requests and 2017-18 : 66 requests). The percentage of requests for statutory assessment that have been refused has risen from 14% in academic year 2013-14, to 23% in 2015-16 and 18% in 2016-17. The School Forum have agreed to some further actions to be implemented to look at the application of threshold.

The following table shows the new requests for statutory assessment by Academic year and the conversion rates for agreement/refusal.

	<b>Sept 13 – Aug 14</b>	<b>Sept 14 – Aug 15</b>	<b>Sept 15 – Aug 16</b>	<b>Sept 16 – Aug 17</b>	<b>Set 17 – Aug 18</b>
Requests for Statutory Assessment	133	164	175	216	238 (45 still in progress)
RSAs agreed	115 (86%)	142 (87%)	135 (77%)	170 ( 79 %)	206 ( 155 to date)
RSAs refused	18 (14%)	22 (13%)	40 (23%)	40 ( 18 %)	27

The complexity of the needs of the children and young people sometimes requires specialist provision which requires access to in house placements in enhanced resource provisions and special schools within Torbay, and also accessing specialist provisions within the vicinity of Torbay/ surrounding authorities, or further afield.

The report provides you with an overview of the numbers of children within each type of provision and where possible a trend across two years. It should be noted that although costs have been provided for each provision over two years, the pupils attending the provision may not be the same and could have a different level of assessed need.

Locally commissioned provisions

	<b>January 15</b>	<b>January 16</b>	<b>January 17</b>	<b>Sept 17</b>	<b>Sept 18</b>
Combe Pafford (includes Post 16)	224	228	235	250	251
Mayfield (includes Post 16)	152	179	190	197	204
Chestnut	22	28	31	35	32
Brunel and Burton Academy	94	94	74	104	92

Preston ERP (Autism)	16	15	16	17	16
Brixham ERP (Autism)	16	18	18	16	17
St Margaret's & The Spires ERPs (Hearing Impaired)	8	7	7	9	9
Barton Language Unit	10	10	10	10	10
Spires ERP (Autism)	-	-	-		7
STEPS,PCSA ( Severely Anxious/Phobic)	-	-	-	-	3

The provisions within the vicinity of Torbay/ surrounding authorities have grown in order to accommodate some of these pressures, however they are now operating at maximum capacity.

### Bespoke Packages

In cases where there has been a need to develop bespoke packages to meet the complex needs of students, there has been a growth in the use of alternative providers. These packages range from the short term interim arrangements to long term provision as part of a bespoke package to maintain the student within an educational placement. All of these are closely monitored and reviewed on a 6 weekly basis by the SEN Casework Officers, and in some cases these are in conjunction with the student remaining on roll at a school and part attendance.

	<b>Total No</b> <i>(Sept 17) Sept 18</i>		<b>Pre 16</b> <i>(Sept 17) Sept 18</i>		<b>Post 16</b> <i>(Sept 17) Sept 18</i>		<b>Total Cost (£)</b> <i>(Sept 17) Sept 18</i>	
Emma Walton Riviera Tuition	(11)	<b>16</b>	<b>(1)</b>	<b>9</b>	(10)	<b>7</b>	(85,608)	145,000
Eat That Frog	(1)	<b>1</b>	(1)	<b>1</b>		-	(6,281)	£23,000
YMCA	(10)	<b>5</b>	(7)	<b>5</b>	(3)	0	(57,540)	60,000
Sirona Horse Therapy	(4)	<b>4</b>	(4)	<b>3</b>	(0)	<b>1</b>	(4,797)	13,000
Evolve psychotherapy	(8)	<b>9</b>	(7)	<b>9</b>	(1)	0	(41,765)	83,000
Adelong Outdoor Education	(7)	<b>5</b>	(7)	<b>4</b>	(0)	<b>1</b>	(37,675)	57,000
South West Intervention Services	(1)	<b>2</b>	(1)	<b>2</b>		-	(12,600)	63,000
Simply Great Media		<b>2</b>		<b>2</b>		-		8,000

Mainstream Schools have not been able to meet the needs of these students, and the L.A has been obliged to put the provision in place. This has been a growth area in the last 2 years. The complexity of the children, and the subsequent rise in costs is an increasing concern.

### Independent Placements

These placements are used in cases where no other provision within Torbay is appropriate. All options are explored prior to agreeing to this option being authorised. There has also been an increase in these during the last year in the Post 16 sector.

<b>PRE 16</b>	January 15	January 16	January 17	Sept 17	Sept 18
Independent /Non Maintained Specials	34	36	31	46	43

Of these placements there are some provisions we are using to place a number of students within the provision.

<b>Pre 16</b>	Total No	Total Cost (£)
On Track	14	677,000
School for Inspiring Talents	5	258,000
Highgate Hill School	2	120,000

The number of Post 16 placements once again continues to be a significant pressure – this is also a growing area of need due to changes in the legislation, and will continue to be so. In the last year a Post 16 Working Group has been formed to start to consider these issues and how outcomes and value for money judgements can be made.

<b>POST 16</b>		
	Total No	Total Cost (£)
Bicton	1	7,000
Devon School (Cambian)	(1) 0	( 17,100) 0
Dawlish Garden Trust	(1) 2	(6,240) 17,000
Eat That Frog	(22) 22	(183,168) 264,000
Liverpool Progressive School	(1) 0	(19,986) 0
Foxes Academy	(2) 1	(46,987) 28,000
Dame Hannah/ Seale Hayne	(3) 0	(28,551) 0
Oakwood Court College (Phoenix)	(6) 4	(220,114) 142,000
Petroc	1	11,650
Lifeworks	(1) 0	(34,229) 0
On Track	(7) 4	(114,277) 168,000
Red Balloon	1	11,650
Robert Owen Communities	(6) 5	(52,000) 60,000
ERADE	(1) 1	(42,670) 11,000
St Piers, Lingfield	(1) 1	(29,071) 32,000
WESC	(2) 2	(42,710) 56,000
South Devon College	(100) 104 + 2 bespoke	(1.200,500) £1.2M

#### Joint funded placements

There are also cases where joint funding between Social Care and Education occurs. The table below shows the current Educational costs for these placements.

	Total No (Sept 17) Sept 18	Total Education Cost (Sept 17) Sept 18	Total Joint funded costs Sept 18
Libra	(6) 4	(291,666) 228,000	908,000
Woodlands, Wrexham	(1) 1	(28,018) 28,018	221,000



Branas, North Wales	(1)	0	(16,600)	0	-
Aspirations	(1)	0	(24,750)	0	-
Willows, Somerset	(1)	0	(28,678)	0	-
New Horizons, Runcorn	(1)	0	(40,268)	0	-
Torrige Academy	(1)	0	(58,000)	0	-
Aurora Brambles (Beech Keys Ltd)	(1)	0	(56,159)	0	-
Ty Groes Wren		1	28,000		190,000
Young Foundations		1	57,000		292,000
Cherry Trees School		1	40,000		
National Star College		1	50,000		408,000

### Conclusion

The complexity of need, the growing number of cases where there are mental health issues and an increase in the number of students where schools feel they can no longer meet their need continue to create demand pressures. This is compounded by the local specialist provisions being at maximum capacity and a higher number of bespoke packages, and out of area placements being required. In the last year the demand from all local areas has determined the costs within the market and the local authority is required to work within the sufficiency available. These factors when considered as a whole have resulted in a growth in the demand and spend of the higher needs block.

Dorothy Hadleigh

October 2018

Audit Ref	What? (as per Devon Audit Partnership report)	Who?	Task Number	Task	By When	Success Measures	Status	Priority	Comments
1.1.1	Terms of reference should be completed in order to define the purpose and structure of the Torbay Schools Forum. It should contain clear and specific information on how the forum is organised and what they are trying to achieve.	RW	1	Re-name the document to "Standing Orders and Terms of Reference" and review to include all items listed are included.	Mar-18	Terms of Reference and Standing Orders define the purpose and structure of the School Forum and enables members to know how it is organised and the overall aim.		High	Terms of References have been updated.
1.2.1	Forum members should be proactive in raising the profile of issues from their represented group within the forum meetings. Discussions regarding any issues/questions etc. from their represented group should be raised at the forum meetings and recorded in the minutes for review. To ensure responsibilities and processes for communication with represented groups are clear they should be set out in Terms of Reference.	RW/MF	2	Ensure the review of the terms of Reference takes into consideration the recommendations that a members responsibility will be to seek the views of their group. Ensure that the minutes reflect the detailed discussions conducted at the meeting.	Mar-18	School Forum should be aware of the views of stakeholders through their representatives at Forum. The questions and issues raised by members will be accurately minuted. The role of Forum Members will be understood through the inclusion of responsibilities through the Terms of Reference and Standing Orders document.		High	Terms of Refence have been updated to include the roles and responsibilities of Forum Members to consult with their represented group. Minutes are becoming increasingly detailed. This needs to be monitored over time.
1.3.1	The meeting minutes should clearly record the level of challenge and discussion of each of the agenda items. They should provide a sense of the discussions held and the options presented at the meeting to non-attendees and then clearly record the conclusions and action agreed in relation to each of the agenda items.	MF	3	Ensure that minutes provide more detailed summaries of points raised in discussions leading to a decision.	Jan-18	Minutes accurately reflect the full discussion that has taken place at the Forum.		High	Minutes of the forum held in January 18 demonstrated greater detail. This needs to be monitored over time.
1.4.1	Clear votes should be taken in relation to recommendations and decisions. To ensure clarity in the voting process it is important to document the procedures for making decisions. There is the opportunity or include these as part of the Forum Terms of Reference	RH/MF	4	Ensure voting procedures remain in the revised standing orders and Terms of Reference. Use voting more often and record outcomes in minutes.	Jan-18	Voting is used to take forward recommendations and decisions for all relevant matters. Standing Orders include voting procedures.		High	Voting continues to be used at Forum Meetings and the group need to challenge and review if this is being used as frequently as needed.
1.5.1	Due to a significant increase on a forecast overspend an urgent/unscheduled meeting should have been called by Schools Forum. Leaving the discussions until the June meeting has meant that there was insufficient time for the Forum to make a decision, and a working group had to set up to manage and make decisions required on the overspend. In addition, due to the known overspend issue that needed to be discussed, and as an urgent meeting had not been scheduled, extra time should have been allocated to this meeting and advanced notice given to ensure that all members of the forum could attend the entire meeting.	RW/RH	5	The Local Authority to notify the Chair in the circumstances of significant and unexpected events. Chair to consider email discussion or an extra meeting. Indicate anticipated length of the meeting on the agenda.	As needed	Extrodinary meetings and e-mails will be used to cascade information between meetings where appropriate.		High	Recommendations have been put in place, an exceptional meeting was called at the start of October.
1.6.1	It is recommended that the more long term budget projections are developed and requested from the LA for monitoring by the Forum. This will enable the Forum to scrutinise future budgets and identify savings in the long term, therefore avoiding having to make immediate budget decisions as is currently required.	RW/ members of the Working Party.	6	The Forum is calling together a working party to develop and monitor a Recovery Plan for costs associated with High Needs Pupils.	Apr-18	Longer term budget forecasting are in place and can be used by the Higher Needs Recovery Group.		High	Trajectory work has started to be conducted by the LA and will form part of the agenda for the Higher Needs Recovery Group.
1.7.1	The Forum members should be communicating the budget pressures with the educational groups they are representing and reporting any feedback at Forum meetings. By including the Local area, ideas, savings and opportunities can be identified and discussed at Forum meetings, which could contribute to balanced budgets and prepare for the possibility of the hard funding blocks in the future. For example, Forum members have identified that the area of pupil exclusions are well managed within some schools without the need for a pupil placement, which can be very costly. By identifying and sharing areas of good practice the local area community could potentially contribute to the better management of budgets within the individual funding blocks.	RW/ members of the Working Party.	7	The Higher needs Recovery Group Terms of Reference will include the identification of good practice.	Mar-18	School Forum are able to find solutions through the identification and implementation of good practice.		High	Higher Needs Recovery Group identified good practice and value for money examples at a local secondary school. This will continue to be a focus of the group.

1.8.1	Forum members should be reporting back to their represented areas to ensure good open channels of communication are being achieved. The members should report that needs to be achieved, decisions made and the outcomes of the Forum meetings. By involving the educational community it means that they are aware of the budget pressures being faced and potentially how they could contribute to ideas to address any future overspend. The good practice guide includes how the Forum members could consider communicating with the community. It is a requirement that information relating to the schools forum is publicly available.	RW/RH	8	Re-name the document to "Standing Orders and Terms of Reference" and review to include all items listed are included.	Mar-18	Mechanisms for communication ensure that all schools and stakeholders are aware of the work of Forum and the situations that are being addressed.		High	Education Newsletter in place that will be cascaded to Heads, Governors and wider stakeholders. This will include an update from the forum chair. Forum chair is sharing a communication straight after the meeting with all Headteachers.
1.9.1	The Schools Forum area of the Torbay Council website should be made more accessible and clearly signposted for public review. All papers, documentation and information regarding the Forum including its roles and responsibilities and contact details, as required by the practice guide, should be made available. Many local authorities' dedicated Schools Forum websites post key information for members and any other interested parties and can be reviewed for ideas regarding the information included on the Torbay Forum.	RW/MF	9	Local Authority to provide a dedicated School Forum Web page that is accessible and inclusive of all relevant information.	Sep-18	The website will be accessible and used by the school community including governors.		High	Minutes and Agendas have been uploaded and a link sent to where to find the information. Minutes are now sent to all Headteachers and cascaded to Governors. The Website is now in the process of being updated to reflect current membership.
1.10.1	The Forum should take full advantage of all opportunities to raise the profile of the Schools Forum and encourage the local area to engage with them	RW/RH	10	Arrange for Forum members to receive the "Schools Forum Operation and Good Practice Guide Revised September 2017". Forum to discuss the possible implementation of other opportunities to raise the profile of its work.	Jan-18	Members have a copy fo the School Forum Operation and Good Practice Guide and are acting to seek representation from colleagues.		High	Forum Members received this in January 18