

**MINUTES**  
**Schools Forum High Needs Funding Sub-group Meeting**  
**Tuesday 13 November 2018**  
**12.00-14.00**  
**Room NB2.4, County Hall**

Present: Jennie Newman (JN), Simon Newland (SN), Jonathan Burberry (JB), Richard Haynes (RH), Tony Fitzpatrick (TF), Jan Liversage (JL), Yvonne Medlam (YM), Lucy Godshaw (LG), Tania Rawle (TR), Nicola Coates (NC) - minutes

Apologies: Sara Lalis, Karen James, Jeanne Edwards, Lara Mathie

Item	Action
<p>1. <b>Matters Arising</b></p> <p><b>Forest House</b> – JB confirmed that Forest House will not be included in the ESMA review. TF will be representing HASSH on the project group.</p> <p><b>DSPL Special School Budget</b> – Sally Glossop has provided a summary</p> <p><b>Physical &amp; Sensory Impairment</b> – JN and RH to discuss how to take forward the review of this budget.</p>	<p><b>Jennie Newman</b>  <b>Richard Haynes</b></p>
<p>2. <b>Update on Specific Budgets</b></p> <p><b>Post 16 Budget</b></p> <p>Julie Reddish presented a paper which gave an update on budget pressures for Post 16 and ISP provision for 2018/19 and 2019/20. The group were asked to consider and agree a proposal to increase 33 planned place numbers for 2019/20 and increase in element 2 place funding (£132k) and element 3 top up funding (£540k).</p> <p>Discussion around the pressures on the Post 16 High Needs Funding budget due to a significant increase of actual learners placed in Oaklands College and Independent Specialist Provision, along with the complexity of the learners that are now being educated.</p> <p>The group felt that there was a need for a critical review and professional challenge of the nature and cost of support offered to learners, including the extent to which levels of staff support were carried across from school to college settings. Going forward we could not be confident that the current rate of increase in the numbers of places provided could be sustained.</p> <p>The SEND Transformation will be addressing a number of key areas within the Preparing for Adulthood (PfA) workstream including High Needs Funding.</p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• Increase of 33 places, 7 ISP places and the 18-19 pressure (672k)</li> <li>• It was suggested that further work be done over the next year to develop a better understanding of the Post 16 HNF places at colleges.</li> <li>• It was agreed that any financial proposals need to be proposed much earlier for 19/20.</li> </ul>	

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<p><b>Youth Counselling</b> The service is largely traded but receives from the HLN DSG block £80k of general funding together with £246k to cover corporate overheads/recharges. Concerns about whether High Needs should be covering this cost.</p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>It was agreed that contributions in respect of overheads would be reduced by 50% in 2019-20 with a further reduction the following year. The £80k DSG contribution to be left in pending further review.</li> </ul> <p><b>VI Update</b> Schools Forum originally provided funding in 2006 to meet the specialist needs of 10 severely sight impaired (blind) children who are tactile learners in Hertfordshire Schools. This number has now increased to 18. RH presented a paper proposing that an additional 7fte posts are created in order to expand the team of Curriculum Access Specialists within the VI service to meet the needs within mainstream schools and that further proposals for this group of children would be presented in the ENF paper</p> <p>JN stated the importance of ensuring that the funding is used for frontline workers to support children in school.</p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>£190k to be put into 2019-20 budget</li> <li>Funding decision to be shared at the next SEND Exec meeting</li> <li>Project brief to be drawn up by RH and David Canning detailing exactly how the funding will be used by March 2019.</li> </ul>	<p><b>Richard Haynes</b> <b>David Canning</b></p>
<p>3. <b>General Budget Update</b></p> <p><b>Inflation Proposal for 2019/20</b> <b>Agreed:</b></p> <ul style="list-style-type: none"> <li>Inflation would be included at 80%</li> <li>RH and YM would identify budgets that would be targeted for no inflationary pressure</li> <li>It is unlikely that without significant additional funding, cost pressures would be funded in future years.</li> </ul> <p><b>Special School and Base Places</b> Following discussion at the special school funding and places task group on 4 October, a proposed increase of 117 places in special schools from September 2019 was put forward for the group to agree. This figure includes the 12 places at Larwood as a result of the closure of their residential provision.</p> <p>The return to the EFA for any changes in funded place numbers in special schools, units, bases and colleges has to be submitted by 16 November. Schools Forum had agreed that the decision regarding the changes was delegated to this group.</p> <p>SN noted that this year, funding is effectively for the full capacity of schools, and therefore meeting any further additional demand from 2019 could be</p>	

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<p>challenging with no further capacity available. This will need to be communicated to schools however hopefully some changes will have been made through the special school review.</p> <p>YM flagged up to the group that there would be a few schools who would hit the Minimum Funding Guarantee (MFG). These schools would still receive an increase in overall funding but in order to provide a consistent, equitable approach to top up funding levels these schools need to agree the disapplication of the MFG. The principle was agreed at the last special school funding and task group.</p> <p>Proposed reduction of 19 speech and language base places making a saving in the budget of £6k per place.</p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• 117 special school places</li> <li>• Reduction of 19 bases places</li> <li>• YM to attend Special School Heads Forum to provide clarity around MFG and seek approval of the disapplication</li> </ul> <p><b>Exceptional Needs Funding</b></p> <p>Further to a review of ENF by the Business Group and concerns raised from a variety of stakeholders about the sustainability of the budget, RH presented a paper summarising the reasons why additional funding is required and put forward 2 options for the group to consider based on increases in demography, inflation, caseload and VI costs:</p> <p>Concerns were raised by the group about the mainstream banding approach being taken by the Specialist Provision workstream. JN stated that ENF will be reviewed as part of the SEND Transformation with Tony Fitzpatrick leading the project. Banding descriptors will feed into this review.</p> <p><b>Agreed</b></p> <ul style="list-style-type: none"> <li>• 5% increase in current pressures relating to demography</li> <li>• Increases totalling £612k agreed</li> </ul> <p><b>SEND Support Services - £450k</b></p> <p>An additional allocation of £450k was made to SEND Specialist Advice and Support Service by Schools Forum. This budget will be underspent in this financial year. RH presented a paper giving details of the apportioning of this budget to enhance the provision of services to children who have complex social communication needs.</p> <p>JN stated the importance once again of ensuring that the funding is used for frontline workers to support children in school.</p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• The proposal to apportion £450k to increase the capacity of the SEND SAS to meet the increasing needs of children with complex social communication needs which may or may not be related to autism was agreed.</li> <li>• Project brief to be drawn up by RH and David Canning detailing exactly how this funding will be used by March 2019</li> </ul>	<p><b>Richard Haynes</b> <b>David Canning</b></p>

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	<p><b>Independent Placements</b> This budget is still being monitored – an increase in the budget of £300k for social care independent placements is being looked at for 2020/21. Further details to be provided at a later date.</p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>Highlight need for contribution to social care for independent placements</li> </ul>	
4.	<p><b>2 Year Budgeting</b></p> <p>YM presented the high needs budget sheet for 2019/20 and provided two budget projections for 2020/21 which had been modelled on a 1% increase and 3% increase in DSG funding.</p> <p>The high needs block for 2019-20 is estimated to be £111.1m.</p> <p><b>Hospital Education</b> - Agreed to include budget of £200k for private hospital as spending at this level.</p> <p><b>Other Provision for Individual Pupils</b> - Agreed to increase top ups in out of county maintained school by £400k as spending at this level.</p> <p>The funding for 2020/21 is dependent on the government spending review and is not known yet.</p> <p><b>2020/21</b> YM provided two summary budgets for the period 2018/19 – 2020/21 modelled on cost pressures of 100% and 80%. Following discussion, a recommendation of 80% cost pressures was agreed. It was noted that, if there is a 3% in our HLN DSG allocation for 2020/21, then 80% of cost pressures could be met. Any lower increase would lead the budget to move into overspend, unless savings were identified or cost pressures remained unfunded.</p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>Recommendation of 80% cost pressures but target some budgets at 0%</li> <li>JB to prepare a paper for Schools Forum</li> <li>YM to update the budget sheet</li> <li>YM to present draft budget at the next SEND Exec meeting</li> </ul>	<p><b>Jonathan Burberry</b> <b>Yvonne Medlam</b> <b>Yvonne Medlam</b></p>
5.	<p><b>High Needs Places Returns</b></p> <p>Agreed</p> <ul style="list-style-type: none"> <li>33 college places</li> <li>117 special school places</li> <li>Reduction of 19 base places</li> </ul>	
6.	<p><b>High Needs Development Fund 18/19 and 19/20</b></p> <p><b>ESC Funding Review</b></p>	

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	<p>TF presented a paper which gave an update on the work that is being undertaken as part of the ESC funding review. Additional funding is requested to support the work around split sites, movers in and day 6 provision.</p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>£250k for ESC review in 2019/20</li> </ul> <p><b>Early Years</b> There will be a call on the fund but no figure confirmed yet.</p> <p><b>HN Banding Review</b> To be monitored throughout the year.</p> <p><b>Support for Children with Anxiety and Mental Health Issues</b> An application has been submitted by CAMHS to become a trailblazer site; the proposal is to set up 5 Mental Health Support teams working with schools in different parts of Hertfordshire. Funding cannot be committed at this stage as it is not yet clear what will be available locally.</p>
7.	<p><b>Teachers Pay Grant</b> Discussion around whether to allocate the grant based on place numbers in special schools and ESCs or to top up the grant from elsewhere in the high needs budgets.</p> <p>The special school funding and places task group agreed that the grant should be allocated on the basis of place numbers as allocated by the EFA. This would be equitable with mainstream schools who will be funded on pupil numbers</p> <p>Some ESCs had been asked to provide information as to whether this approach would adequately meet their pressures. However no responses have been received so far. If any issues arise then they could be dealt with as part of the review of ESC funding referred to above.</p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>Recommendation to passport money as received from the EFA to special schools and ESCs. There will be no subsidy.</li> </ul>
8.	<p><b>Update Special Free School</b> The DfE launched a process in July inviting local authorities to submit a bid to commission a new special or alternative provision free school in their area. Hertfordshire submitted a bid on 15th October.</p> <p>Evidence gathered indicated that the priority is for special school provision for children and young people with social communication difficulties/ASC, high anxiety and mental health needs. The need is in the secondary age range and would be commissioned to provide outreach and support for the community.</p> <p>An announcement for successful bids will be made in January 2019.</p>

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9	<p><b>High Needs Funding Reports to SEND Exec and Schools Forum</b></p> <p><b>SEND Exec</b></p> <ul style="list-style-type: none"> <li>• ENF</li> <li>• Post 16</li> <li>• SEND Support Services - VI and £450k</li> <li>• Updated Development Fund paper– RH</li> <li>• Updated HN budget sheet – YM</li> </ul> <p><b>Schools Forum</b></p> <ul style="list-style-type: none"> <li>• Overall budget paper to include HN budget and updated development fund paper</li> <li>• Capital Funding – for information</li> </ul>	
	<p><b>Next meeting</b></p> <p>Tuesday 8 January 2019 14.00-16.00 Mimram Bar, County Hall</p>	