

High Needs Block Sub-Committee

Minutes of the meeting held on
5th May 2017 10.00am-12.00 noon at The PDC

Members Present

Martin Doyle: Headteacher Riverside School – Chair
Jean Brown: Governor The Vale
Tony Hartney: Chair, Schools Forum
Peter Catling: Headteacher Woodlands Park NS&CC
Melian Mansfield: Pembury House Chair of Governors
* Marianne McCarthy: Governor Heartlands High School
Mike McKenzie: Headteacher Alexandra Park School
Angela Ryan: Tuition Service
Margaret Sumner: Special Heads Rep
Will Wawn: Primary Heads Rep

Also Present

Vikki Monk-Meyer: Head of Service: Special Educational Needs & Disabilities
Deborah Tucker: Alternative Provision Commissioner
Yoke O'Brien: Schools Finance Manager
Sarah Hargreaves: Clerk

1. Welcome, apologies for absence and acceptance

- 1.1 The Chair welcomed everyone present to the meeting.
- 1.2 Apologies for absence have been received from Marianne McCarthy
- 1.3 Tony Hartney and Angela Ryan were not in attendance.

2. Minutes of the 3rd February 2017

- 2.1 The minutes were **agreed** as a correct record of the meeting. Signed by the Chair and returned to Vikki for filing.

3. Matters arising from the minutes

- 3.1 Pt 2.1 It was clarified that this relates to the special needs top-up funding for the Octagon.
- 3.2 Pt 3.1 The Alternative Provision map has been circulated.
- 3.3 Pt 3.2 The review of the Tuition Service and Simmons House is on-going.
- 3.4 Pt 3.4 It is likely that the future formula funding of the HNB will be similar to the current situation; plus/minus 3%.
- 3.5 Pt 4.2 There are no national figures for the progression data of students with SEND in post 16's education (e.g. course progression) there is data on the number of students; it was noted that if they are not in education, employment or training they are NEET. LBH has both high numbers of young people in education but also a high NEET %; more analysis is required since the data is not robust. (For example special school post-16 education placements have not always been recorded centrally). **Action VMM**
- 3.6 Pt 5 The survey monkey has not been progressed. Members discussed the usefulness of it; the underlying question should be "are services valuable and worth the funding they receive?" Members felt that it was still worth undertaking so long as there were clear instructions/ assurances at the top.

- 3.7 Pt 5.4 Early Help is being reviewed currently. Members asked for an update report to go to Schools Forum in the autumn; as had been previously agreed by Schools Forum. **Action VMM**
- 3.8 Pt 6.3 Members thanked Vikki for her work on the tracking spreadsheet; it was felt to be a useful tool in keeping track of students not currently placed within LBH. An annual report will be provided to Schools Forum, via the HNB minutes, including details of any new agreements.
- 3.9 Pt 6.4 A report on the lack of provision for secondary pupils, largely caused by the late opening of The Grove, will be forthcoming. **Action VMM**
- 3.10 Pt 7.3 The uptake of Early Years Top-Up is increasing.
- 3.10.1 Funding will be going out to the nurseries for the early support places offered by the nurseries. A further meeting is scheduled for 9th May.

4. HNB Position year end April 2017 – Yoke O'Brien

- 4.1 The accounts are currently being finalised. Yoke stated that there might be an overspend on the DSG of around £1.3-1.4m, although some of this is due to mis-codings, It is anticipated that the final overspend will be around 900K due to the mis codings. A report will be going to Schools Forum.
- 4.1.1 Some expenditure should be coded to Alternative Provision or Early Years.
- 4.2 The SEND contingency of £500,000 has all gone out to schools and been spent for last year. The contingency is under review for this year.
- 4.3 Members asked that when the tidying up of the figures has been completed that they are shared with the group. **Action YO'B**
- 4.4 The main areas of overspend are:
Mainstream schools top-up
Special Needs
Out borough placements
- 4.5 Independent transport is £500,000 of the total budget of £3.5m. The council transport budget is significantly over spent, this is £3m, with an over spend of 800K. Savings made will accrue to the council's budget, not the HNB. *The 500K was to be used for more cost effective transport initiatives e.g. independent travel training - comment by VMM but not minuted.*
- 4.6 Yoke was asked to provide the final figures on all areas before the next Schools Forum meeting. **Action YO'B**

5. SEN Contingency – Vikki Monk-Meyer

- 5.1 Yoke explained that she has not run the modelling yet; this will be completed next week.
- 5.2 Some schools had received a 2nd summer payment but there was a mistake in the formula.
- 5.3 Headteachers said that although the top-up funding is useful, they are having to pay out more than they are receiving. Mike McKenzie has been looking at the figures and considers that his school is spending an additional £500,000. He will email round his findings. **Action MMcK**
- 5.3.1 Due to all schools paying TPAC the formula will be similar, with slight variations due to the size of the school. He asked for the figures to not be shared outside the group as they relate to specific children in his school. **Action All**

6. Post 16 Provision – Vikki Monk-Meyer

- 6.1 Riverside will be expanding its age range to 19 years and will be taking in 3/4 young people with autism and profound learning difficulties; rising to 12 over time. They will be based at a nearby building.
- 6.1.1 These will not all be new places; some are currently attending Ambitious at College (at a cost of £115,000 per placement).
- 6.1.2 It was noted that as they are all within statutory school age an education place has to be found for them,

- 6.2 Martin Doyle has produced a 5 year cost savings plan.
- 6.2.1 Members thanked Vikki and Martin for their work in getting this project off the ground.
- 6.3 Members asked for a further update at the next meeting. **Action MD, VMM**

7. Use of Strategic Grant – Vikki Monk-Meyer

- 7.1 Vikki explained that there are 3 types of SEN grant:
 - 7.1.1 SEND Reforms budget – This is to address additional spend incurred by the reforms and can be used for additional staff. £200,000 has been allocated by the government. .
 - 7.1.2 The Strategic Grant; £111,000 is available from January 2017. Potential uses for this were shared at Schools Forum and includes additional commissioning capacity. Further analysis of the current spend, particularly around the post 16 age group will be undertaken. The data will be analysed and put onto Mosaic.
 - 7.1.3 £200,000 capital available for 3 years in order to enable appropriate capacity for SEND needs within schools. This is what is being used for the Riverside project. The physical environment at Markfield is being considered for funding. It was **agreed** that some school projects would offer better value for money than others.
 - 7.1.4 It was **agreed** that a working party would be useful to consider accessibility issues for 3-19 years and public access issues eg. toilets. Property and Contracts will be invited so that the state of the estate, the NLC maps and current provision can be mapped. Evelyn Riordan to be invited. Jean, Martin, Peter (30 hours provision), Deborah and Vikki **agreed** to be part of this. **Action JB, MD, PC, DT, VMM**
- A meeting of the Capital Grant Group to be held on 24th May at 10-11am at 40 Cumberland Rd.

- 7.2 Primary alternative provision and SEMH are the main gaps in provision which could be funded. Members asked Vikki to consider if it could also include the 6th Form Centre. Vikki to consider. **Action VMM**
- 7.2.1 The Special Heads will be meeting next week to consider post 16 provision and costs.

8. AOB

- 8.1 It was **agreed** that the Early Help report would be requested for Schools Forum. **Action VMM**
- 8.2 Deborah reminded members that the Octagon AP Academy 3 year cycle is coming to an end. The plan is to extend the contract for 1 year with an option for 2 further years. The LA needs to review whether the provision is fit for purpose and is meeting pupil's needs. It has received a Good Ofsted rating. The need is for places for high needs/challenging pupils; they are a significant minority who are not being catered for and therefore are going to other provision.
 - 8.2.1 The offer for SEMH provision needs to be expanded.
 - 8.2.2 **Members asked how decisions on the suitability of a placement were made.** Vikki explained that this was undertaken by a range of agencies, with a joint assessment of the risks involved. If students' safety is deemed to be at risk, people are sent elsewhere.
 - 8.2.3 On average 51/2 of the Octagon's places are full. Schools can also use them for managed moves; which the Secondary Heads like. It is usual for pupils to be re-integrated into mainstream within 2 terms.
 - 8.2.4 There is a statutory duty to cater for permanently excluded pupils.
 - 8.2.5 It is anticipated that place costs will increase from £13,000 to £14,000 plus £11,000 if an EHCP is in place. Additional top-ups for those with EHCPs have also been requested. Members felt that this was excessive and that the EHCP funds only should be paid; otherwise the money could go into an SEMH school. Consideration will be given to whether pupils are staying in the provision for too long. **Action VMM, DT**

11.25am Mike McKenzie left the meeting.

- 8.2.6 It was **agreed** that the overall curriculum offer needs to be developed so that pupils do not have to be referred elsewhere.
- 8.2.7 A new service for primary schools, to run outreach sessions for KS1 (and possibly KS2) pupils at risk of permanent exclusion, is under discussion.
- 8.3 There is a meeting next week to consider the quality of insurance offered.
- 8.4 Vikki circulated the Ofsted/CQC Inspection information sheet and the Autism Needs Assessment, for information.

9. Dates of future meetings: at 10am at the PDC.

It was **agreed** that meetings should be 2 weeks before SF pre-meetings. The next meeting will be on **9th June**.

There being no further business the meeting ended at **12.00pm**.

Signed

Date