

LEWISHAM SCHOOLS FORUM HIGH NEEDS SUB-GROUP			
REPORT TITLE	Proposed Terms of Reference of the Lewisham Schools Forum High Needs Sub Group		
KEY DECISION	Yes	Item No. 7 Appendix	3
CLASS	Part 1	Date	10 December 2015

## High Needs Task Group – Proposed Terms of Reference

### 1. Purpose of the Task Group

To consider how the expenditure on high needs children can be contained within the proposed value of the High Needs Block and that best value can be achieved

### 2. Objectives of task group

~~— Evaluate~~

~~funding, alignment and capacity of resource bases~~

~~funding, alignment and capacity Special schools~~

~~Capacity needs of assessment and intervention providers~~

~~Funding levels of Education, Health and Care plans and matrix funding~~

~~Review the funding of post 16 places to assess the level of needs and resources.~~

~~Review of centrally managed items including heading room and service level agreements with schools~~

~~Alignment of top up rates across the borough.~~

~~Assess the potential alignment of rates with our surrounding neighbours To agree an annual work plan based on the current needs and priorities of high needs funding block~~

Secure the support of the Schools Forum for its proposals

### 3. Membership

- two representatives of primary school headteachers, nominated by Primary Strategic, one representative to be from a school with a resource base, the other representative to come from a school with a high proportion of pupils with statements
- two representatives of secondary school headteachers, nominated by Secondary Strategic, one representative to be from a school with a resource base, the other to come from a school with a high proportion of pupils with statements.
- representative from the PRU
- two representatives of special school headteachers, nominated by Special School Strategic

**At least two members have to be a representative of the Schools Forum**

Local Authorities Officers will include:

Head of Resources and Performance

Finance Officer

Service Manager - Children with Complex Needs  
~~or Director of Social Care~~

Head of Service - Targeted Services and Joint Commissioning

Head of Service – Standards and Achievement

~~A member of the policy team.~~

Other officers of the authority will be in attendance as and when required.  
Officers will be available to assist the group with research.

**4. Chairing Meetings**

An Officer will chair the meeting

**5. Support to Task Group.**

The Head of Resources and Performance will ensure that papers are distributed, notes made and circulated, and follow up actions are pursued

**6. Conduct and frequency of meetings**

The group will meet as appropriate, ~~it's first meeting will be to scope its programme of work. It~~ it is anticipated ~~though~~ it will then need to meet monthly.

The group will wish to arrive at decisions by consensus; where this is not possible the paper to the Forum will record the differing views.

## 7. Timescales

~~The group will complete it's work by the 1<sup>st</sup> September 2014.~~  
The group to provide the schools forum with an annual report to the Schools Forum budget setting meeting, usually in early December~~interim report in November 2013 and a final report in November 2014.~~

## 8. Required Outcomes

~~A report with recommendations, practical implementation and business cases to address the shortfall in the funding allocation on the high needs block. To~~ deliver the objectives agreed with the School Forum