

## Schools Forum SEN/Social Deprivation Working Group

### Minutes – 19<sup>th</sup> November 2010

**Present:** Liz Williams, Judith Finney, John Hawkins, Phil Beaumont, Phil Cook, Trevor Daniels, Julie Le Masurier, Phil Cooch, Karina Kulawik

**Apologies:** Julia Cramp, Avis Ball, Sarah O'Donnell

		Action
1	<p><b>Minutes from Previous Meeting</b></p> <p>The minutes from the meeting of 22<sup>nd</sup> September were agreed</p> <p>It was noted that there is still no nominated member of the group from WASSH.</p> <p>EW reported that the Terms of Reference for the group had not been located so consideration of the TOR would need to be for a future meeting.</p>	EW
2	<p><b>Resource Bases – Formula Proposals</b></p> <p>JLM presented a paper to update the group on the proposed funding formula for resource bases. Formulae were presented for Autism, Speech &amp; Language and Complex Needs centres.</p> <p>Work had been carried out with all schools who had resource bases to look at a needs led formula that reflected the cost of operating a resource base within the school, recognising the principle that the resource base should not cause financial advantage to a schools but that the school should not have to subsidise the centre.</p> <p>The model recognises that there are fixed costs common to all centres, some costs that vary with pupil numbers and then staffing costs that are led by staff to pupil ratios based on a number of places per centre. These costs were over and above the AWPU funding.</p> <p>The cost implication of the new funding model is £58,588 in year 1 and £100,437 in full year. It was anticipated that this could be funded from savings achieved in central SEN budgets. The new model is partially funded from money released from the centres that are closing.</p> <p>PC noted that there would be implications for the Minimum Funding Guarantee for those schools with a centre that is closing in 2011/12.</p> <p>The group discussed the moderation process. JLM advised that all schools with resource bases had been involved in the process and that the paperwork had been based on that used for the special schools banding moderation. This meant that there is now a consistent approach in place for moderation of resource bases, ELP and special school pupils.</p> <p>JH asked whether the proposed distribution of resource bases and place numbers were future proof. JLM responded that a geographical</p>	

	<p>spread had been maintained and that the use of planned places and a SLA will allow flexibility to meet changes in demand.</p> <p>Because there was no head teacher present at the meeting who had been involved in the formula development the group agreed to refer the proposed formula to Schools Forum for a decision but requested that Avis Ball be invited to the Schools Forum briefing so that members of Schools Forum could better understand the implications of the proposed model.</p>	
3	<p><b>Managed Moves</b></p> <p>This item had been looked at in response to questions raised at the previous Schools Forum meeting during the discussion on the increase in delegation to primary schools. JLM presented a report to the group – see Appendix A to the minutes. The report and procedure note relate to pupils without a statement who are at risk of permanent exclusion, there is a separate process in place for pupils with statements.</p> <p>It was agreed that the report and the procedure note should be shared with the SEN Committee at PHF and the Behaviour group led by Mary Smith for comment.</p> <p>EW noted that there would need to be an agreed process for the transfer of funding in each managed move – this could be by budget transfer or through schools invoicing each other (as is the current practice in secondary schools). The draft Schools Finance Regulations for 2011 do not support the money following the child in the same way that the current regulations do and so we will need to find the most appropriate method of transferring funds to minimise dispute between schools over funding issues.</p>	JLM
4	<p><b>Increase to SEN Delegation to Secondary Schools – PASISS NPAs</b></p> <p>The group considered a proposal to delegate the first 15 hours of NPAs for physical, hearing and visual needs to secondary schools to be consistent with all other SEN delegation to secondary schools. It was proposed that the first 15 hours of NPAs for these needs be incorporated within the SENA formula for secondary schools. Implementation of the change would result in gainers and losers across secondary schools.</p> <p>It was agreed to refer the paper to Schools Forum for a decision.</p>	
5	<p><b>Enhanced Learning Provision (ELP) Banding Moderation</b></p> <p>KK reported that the Secondary SENCOs had met and carried out the banding moderation for ELP. The moderation process was unchanged from the previous year.</p> <p>The overall numbers of pupils requiring ELP is unchanged however the mix of Band 1 and 2 has changed resulting in losers and gainers across secondary schools the overall outcome in financial terms is a cost pressure of £2,000.</p>	

	Schools have been informed of the changes to their numbers arising from the moderation.	
6	<p><b>Special School Banding Moderation</b></p> <p>KK reported that the banding moderation exercise had taken place using the process agreed by Schools Forum in June 2010 and reflecting the new relative band values, also agreed by Schools Forum in June.</p> <p>Planned places have been reduced by 3 at Larkrise.</p> <p>It was noted that there is no cost pressure arising from the banding moderation exercise for 2011/12. the result of the banding and the planned place moderation is a reduction in costs of £12,885 overall but the impact of transition and changes to boarding funding result in an overall reduction in the Special Schools budget of £46,597. The reduction due to transition received in 2010/11 coming out of schools budgets in 2011/12 was anticipated and schools had been planning for this decrease.</p>	
7	<p><b>Any Other Business</b></p> <p>JH asked about progress on the review of the Young People's Support Service. EW stated that the report would be considered by WASSH on 9<sup>th</sup> December and would then come to the following meeting of Schools Forum to consider any funding implications.</p>	
10	<p><b>Date &amp; Time of Next Meeting</b></p> <p>Next meetings scheduled for  10<sup>th</sup> January 2011, 2.00pm, County Hall  24<sup>th</sup> January 2011, 2.00pm, County Hall</p> <p>Two meetings were scheduled because of the additional Schools Forum meeting in January, it was agreed that one could be cancelled if not required.</p>	

Appendix A

SEN Group 19 November 2010

**Managed Moves Primary Phase**

1. At the Schools' Forum meeting in October 2010 changes to delegation arrangements for special educational needs (SEN) in the primary phase were considered and agreed. This agenda item prompted discussion of the work of the Behaviour Support Service (BSS) and questions about the arrangements for Managed Moves.
2. In response to the questions raised the following information has been drawn together by the Head of BSS and the SEN Developments Manager.
3. The current rate of Managed Moves in the primary phase across the whole of Wiltshire is one or two each academic year.
4. The Local Authority (LA) wishes to promote Managed Moves in preference to permanent exclusions. If completely successful in achieving this the rate of Managed Moves would increase to approximately ten each academic year.
5. The LA would not wish to encourage an increase in the number of Managed Moves to a level significantly higher than ten as that would potentially represent arrangements for pupils to change schools either being made for lower level needs, or, prior to appropriate actions being undertaken by schools.
6. A paper setting out the current arrangements for Managed Moves has been prepared, see appendix 1. It is anticipated that it would be beneficial to share this document more widely in the near future in order to seek views about the effectiveness of the current process and any improvements which could be made.
7. The financial arrangements for managed moves are that pro-rata funding transfers with the pupil and the BSS allocates additional resources on a case by case basis e.g. BSS teaching assistant time. The BSS has confirmed that any additional financial costs associated with the current level of Managed Moves can be met from within the BSS's individual pupil funding budget which will still be held centrally following increased delegation from April 2011.
8. When a pupil is permanently excluded the BSS agrees with the receiving school the appropriate arrangements to meet the pupil's short term educational needs during their integration into a new school. Any increase in the number of Managed Moves that reduced the number of permanent exclusions would be either cost neutral or would actual

result in a reduction in central costs. Any savings could be redeployed to enhance the service to schools or be a saving on the service's costs.

JLM November 2010

Appendix 1 Schools' Forum November 2010

## Managed Moves for Primary Age Pupils

**Definition:** A Managed Move is a managed move of a pupil from one school to another when the pupil is at significant risk of permanent exclusion. It is separate from normal admissions procedures. Parents<sup>1</sup> are involved in Managed Moves but a Managed Move is not the same as a parent choosing to change their child's school.

**Purpose:** A Managed Move is intended to provide a pupil with an opportunity to continue their education in a new school without the stigma, trauma and loss of education potentially associated with permanent exclusion. It is an opportunity to start afresh with support and clear expectations within a limited timeframe in which everyone involved can demonstrate that long-term success is likely. The Local Authority (LA) wishes to promote managed moves in preference to permanent exclusions as this is beneficial to pupils and their families.

**Pupils with Statements of Special Educational Needs:** A Managed Move may sometimes be appropriate for a pupil who has a statement. If a pupil has a statement consideration of a Managed Move should always be co-ordinated through the annual review process. The process will be led by the Central SEN Service's Education Officer for the area who will seek advice from the primary Behaviour Support Service (BSS) as appropriate.

The rest of this document relates to pupils who do not have a Statement of Special Educational Need.

### ***Managed Moves for Pupils who do not have a Statement of Special Educational Needs***

#### **Why should a school investigate the possibility of a Managed Move for a pupil?**

A Managed Move might be sought:

- When a normally reasonable pupil commits an extremely serious offence that would traditionally lead the school towards considering permanent exclusion
- As an option to be offered to a pupil with a long record of challenging behaviour which shows no indication of change, despite receiving sustained support from school and intervention from appropriate outside agencies.

#### **What constitutes 'sustained' support from school and intervention from appropriate outside agencies'?**

It is expected that provision will have included:

- Regular parental contact and involvement
- Use of reports, Wiltshire Indicators and Provision Document (WIPD), clear Individual Education Plan (IEP)
- Moving classes - if appropriate
- Differentiation of curriculum

---

<sup>1</sup> Throughout this document parent/s should be understood to refer to both parents and carers.

- Work with the pupil, 1:1 or small group, to address difficulties e.g. anger, self-esteem, social skills
- Use of a Pastoral Support Plan (PSP) involving the BSS
- Support of other outside agencies including the Education Welfare Service, Educational Psychology Service, Social Care Teams, Families in Focus, Health Services, Police
- A range of consequences that may well include restorative meetings, fixed period exclusions, internal exclusions
- A range of rewards to find a motivation for success.

### **What is the process for setting up a Managed Moves?**

1. In discussion with parents, BSS and, if appropriate, other support agencies, it is the headteacher who decides that a Managed Move is a viable option for a pupil. The BSS has a brokering role providing advice to the school and parents. There must be sound reasons why this has a genuine chance of success and it must not be used as a means of just shifting an exasperating problem temporarily onto another school. Once the decision to seek a Managed Move is made, in agreement with the pupil's parents, the pupil's headteacher (sending school) will initiate the process by contacting the headteacher of the possible new school (receiving school).
2. A meeting is arranged at the receiving school between the pupil, parents, the head teacher, key staff at the receiving school e.g. class teacher, SENCO and representatives of appropriate agencies which must include the BSS. The meeting will include a tour of the school and a frank discussion of why this situation has been reached and the expectations that the receiving school will have of the pupil. The pupil's and parents' commitment to making a success of the Managed Move must be demonstrated. Transition and necessary support arrangements will be discussed.
3. The outcomes of the meeting are formalised in a list of three success criteria that reflect the challenges posed by the pupil in their sending school. These criteria must be agreed by all parties and have measurable outcomes. The PSP Format suits this process. This agreement also includes the support that the receiving school and other agencies will put in place in order to facilitate as smooth an integration as possible.
4. Once the success criteria and support arrangements are agreed by all parties a start date is decided. The duration of the Managed Move will be from the agreed start date until the end of that term plus the next full term i.e. a maximum two terms in a six term year.

### **What are the arrangements during the Managed Move period?**

During the Managed Move period:

- The pupil has dual registration, with the receiving school being the subsidiary school
- Review meetings are held fortnightly to monitor the support and any improvement against the criteria. Parents are invited, the BSS attends along with other agencies as appropriate

- There is at least one formal meeting per term to review the pupil's progress against the success criteria, in addition to informal communication between home and school. The meeting includes parents, the BSS and other agencies as appropriate
- If at any point, via the fortnightly reviews or the formal meetings, it is identified that the pupil is failing to meet the success criteria, despite the agreed support, the receiving school will call a formal meeting to review the success criteria and support arrangements e.g. adjustment to support and strategies, commitment of pupil, parents and school. This meeting will involve the parents/carers, the pupil, staff from both receiving and sending schools and BSS
- If the pupil fails to meet the success criteria despite this additional support a formal meeting involving all parties will be called at which the Managed Move will be terminated. At this point the responsibility for securing future educational provision for the pupil rests with the sending school
- If it is agreed that the Managed Move period has been completed successfully after the final meeting the pupil transfers onto the roll of the receiving school and has normal single registration.

#### **What are the financial arrangements for Managed Moves?**

- Responsibility for transport rests with parents, exceptional circumstances are discussed in the first instance with the BSS
- Any monies received by the sending school in respect of the pupil (AWPU, NPA funding, SEN Funding etc) are passed to the receiving school on a 'pro rata' basis from the date that the Managed Move starts. If a pupil should return to the sending school funds transfer back
- The new school uniform will be made available by the receiving school. The cost, where applicable, will be met by parents/carers unless exceptional circumstances apply when it will be met by the LA.