

Terms of Reference | Schools Forum High Needs Group

1. Membership

1.1. Membership to represent the following groups

- 1.1.1.** Early Years
- 1.1.2.** Mainstream Primary
- 1.1.3.** Mainstream Secondary
- 1.1.4.** Special Provision
- 1.1.5.** Alternative Provision/PRU

1.2. Members should;

- 1.2.1.** Represent the interests of their sectors rather than their individual setting and should tailor their views accordingly.
- 1.2.2.** Act in accordance with the Nolan principles of public life
- 1.2.3.** Declare an interest if an item under review has specific or unique implications for their own setting.
- 1.2.4.** Relevant Brent Council officers will also be members of the group. Relevant officers will attend from
 - Inclusion Service
 - Finance
 - Other council officers as required.
- 1.2.5.** Where relevant to the agenda Parent Group representatives, professional associations, and School Business Managers will be invited to attend.

2. Appointment

- 2.1.** Volunteers to fill membership will be sought by the Schools Forum or Officers
- 2.2.** Members do not need to be members of the Schools Forum.
- 2.3.** Appointments will be confirmed at Schools Forum.

3. Meetings

- 3.1.** The Head of Inclusion or Head of Finance will chair the meetings.
- 3.2.** Meetings will be held as required and not less than once a term.
- 3.3.** Dates of next meeting will be decided at each meeting.
- 3.4.** Papers will be circulated by officers in advance of the meetings.
- 3.5.** The meetings will require open and transparent discussion from all perspectives. Members' views are to be considered sensitively and confidentiality of group discussions is to be respected. Concise minutes noting agreed actions will be recorded.

4. Functions and Remit

- 4.1.** The Sub Group has the responsibility to review all matters or activity funded by the High Needs Block of the DSG, and to review and discuss the implications of any proposed changes to the High Needs Block budgets.
- 4.2.** The Sub Group is not a decision making body, but will make recommendations to the Schools Forum.
- 4.3.** Members of the group will undertake wide engagement with their sectors on the issues discussed.