

**SLOUGH SCHOOLS FORUM  
TERMS OF REFERENCE  
HIGH NEEDS BLOCK TASK GROUP**

**Objectives**

This Task Group is established in line with the Slough Schools Forum Constitution which states: *'The Forum will agree to establish, as and when appropriate, task related sub-groups to discuss specific issues, and to produce draft advice and decisions for the Forum itself to consider. These groups can, where it is considered appropriate, include wider representation to ensure that the necessary expertise is included in the group'* (paragraph 4.3: Slough Schools Forum Constitution, revised November 2017).

To inform and ensure consistent and appropriate decisions within the statutory framework for special educational needs and disabilities (SEND) meet the identified needs of children and young people.

To ensure financial probity, transparent consultation and decision making in relation to additional resources to meet identified needs as funded by High Needs Block resources.

To fulfil the function of a Schools Forum High Needs Block Task Group.

**Decision Making/Consultation**

The group will inform decision making, consultation and allocation of High Needs Block Funding.

**Governance**

This group will report to Schools Forum as required with at least verbal feedback being provided at each Schools Forum meeting.

SBC Finance will provide financial acumen for the High Needs budget.

The group will report annually to the Slough SEND/Inclusion Partnership Board.

**Membership**

To include:

- HOS SEND as Chair
- SBC Finance category manager for the High Needs Block.
- Schools Forum members as advised by Schools Forum, ensuring balanced representation, across phases and types of provision with additional members invited as agreed by Schools Forum to ensure the full spread of expertise required to fulfil the function of the group.
- HOS Education Standards and Inclusive learning.
- HOS Access and Inclusion.
- Observers by invitation only, eg social workers, SENCOs, other health professionals.

**Frequency**

The Task Group will meet as required, with the agreement of the Schools Forum. Preferably termly to align with Schools Forum annual plan.

***These Terms of Reference were reviewed and approved, without change, at the Slough Schools Forum meeting held on 4 July 2019, under minute number 716 and will be reviewed annually.***