

## High Needs Block Reference Group Terms of Reference

### 1. Purpose

The High Needs Block Reference Group (HNBRG) will oversee expenditure from the High Needs Block (HNB) and consider requests for changes to funding to improve outcomes for children and young people aged 0 to 25 years with special educational needs and/or disabilities (SEND). The HNBRG is not a decision-making group; it will make recommendations to Schools Forum where necessary via officer reports.

### 2. Responsibilities

HNBRG will:

- consider proposals from officers for setting the HNB budget each year and make recommendations to Schools Forum to support budget setting;
- consider recommendations for changes to planned expenditure to reflect the needs of the local children and young people with SEND;
- oversee expenditure to ensure value for money;
- provide visible commitment, championing and supporting the needs of children and young people with SEND, ensuring resources are aimed at improving inclusion in local education settings.

### 3. Membership

An open invitation to participate in the HNBRG is extended to all WCC headteachers in nursery and primary schools, representatives of PVI settings and leadership representatives from WCC secondary schools. The role of Chair will be voluntary, nominated from within this group or Schools Forum. Additional officers will be invited to the HNBRG depending on the agenda. Whilst there is no minimum number of attendees present to make a recommendation to Schools Forum, ideally at least 2 Headteachers and 2 officers will be present.

### 4. Meeting details

- The HNBRG will meet termly, for one hour, usually online.
- Brief notes of discussion points and action agreed will be taken for reporting to Schools Forum
- Agendas, papers, and minutes of the previous meeting will usually be made available 5 working days before the meeting.

**Reviewed October 2024**