

HIGH NEEDS FUNDING PANEL

TERMS OF REFERENCE

GENERAL

1. The name of the Panel will be the High Needs Funding Panel.
2. The Panel will be chaired by an Independent Facilitator, known as the Panel Facilitator.
3. The Panel has been created, to receive and consider applications for funding pupils, without an Education, Health and Care (EHC) plan, from the High Needs Block.
4. The Panel is made up of representatives from all phases of mainstream Education (excluding early years), Local Authority Professionals, Health Representatives, Parent Representatives and School Governors.
5. The membership of the Panel will be periodically reviewed. It is expected that panel members will serve a maximum of 2 years.
6. Up to 3 observers per panel will be permitted. Anyone wishing to observe should email the SEN Business Support Team highneedsfunding@childrenfirstnorthamptonshire.gov.uk . Those requesting to be an observer will be allocated a place on a first come first served basis. A waiting list will be created.

FUNCTION OF THE PANEL

1. To consider applications from Education Providers who are applying for top-up funding for individuals from the High Needs Block for pupils without an EHC plan.
2. The panel will consider applications to decide whether the child/young person meets the criteria for High Needs funding as outlined in the Special Educational Needs Descriptors.

CONFIDENTIALITY

1. Panel members and observers must ensure that all information, which has been shared at the panel meeting, is treated as strictly confidential.
2. No details of individual cases, panel agenda or panel discussion, should be discussed or continued outside the panel room on the day of the panel, or at any other time.

OPERATIONAL PRINCIPLES

1. The Local Authority is the final decision maker.
2. Panel will meet up to 9 times per year.
3. All panel members must be an appropriately qualified professional or have relevant experience in the field/phase they represent.
4. It is the responsibility of panel members to liaise, to ensure at least one representative from their phase/specialism/organisation is able to attend the panel meeting.
5. A panel member will only be considered to have a “conflict of interest” if they have a financial interest in the High Needs application or where applications are from the panel members own setting/s that they have professional involvement with.
6. The panel can only be held if there is a quorum of four members, plus the Independent Facilitator, in attendance.
7. All panel members are expected to have read and completed the panel checklist prior to panel.
8. Applications to the High Needs Funding Block will be administered by the High Needs Business Support Team (HNBST).
9. The Panel will make available their decision/s to the HNBST, who will advise schools of the decision, in writing, within 10 working days of the panel date.
10. Where panel decision is that the application does not meet the criteria for high needs funding, settings are not able to reapply for a minimum of 12 school weeks after the application was declined.

REPRESENTATIVE MEMBERSHIP OF THE GROUP

Panel Facilitator

Primary

Secondary

Local Authority

Health

Post 16

Parents

Educational Psychology service

Governors

Specialist services