

EXTRACT FROM THE PARTNERSHIP AGREEMENT 2021:

USE OF FUNDING ALLOCATION BY THE SEIP

- B5.1 The use of the Funding Allocation is governed by the Schools and Early Years Finance (England) Regulations and the High Needs Operational Guidance laid annually by the Department for Education (DfE). The SEIPs should contact the Authority if the SEIP is in any doubt as to whether particular items of expenditure are eligible for expenditure out of the Funding Allocation. Local Authority funds may only be spent on direct costs of the SEIPs in delivering the Service and cannot be used to fund costs that schools would otherwise incur or would have to meet if the partnership did not exist and be spent on. This includes:
- Staff Salaries for staff delivering SEIP activities to schools for the provision of leadership and advice services provided by school staff (i.e. Chair role or similar) where additional costs are incurred
 - to schools for the provision of admin and IT support
 - to others for the provision of advice, consultancy and support
 - occupation/premises
 - admin, staff travel
 - training costs
 - commissioning of alternative placements from outside organisations
 - transport costs for students
 - payments made to schools for additional in-school support to identified students that have been agreed as part of a strategy of strengthening the capacity of schools.
- B5.2 Income for the SEIPs is broadly defined as:
- Main Grant funding from LA
 - Secondary Grants from the LA or other external organisations
 - SEND Funding for individual students related to EHCPs or to “Top Up Funding”
 - Transfer of pupil funding from schools for Partnership support of students
 - Donations and subscriptions from Partnership schools (member schools may consider annually a subscription to their local SEIP based on numbers on roll as a supplement to the Funding Allocation).
 - Other
- B5.3 A break-down of all income will be expected as part of financial reporting to the Local Authority) and which will be reviewed annual at the SEIP Governance Board (as set out in Part C).
- B5.4 The Funding Allocation from the Local Authority cannot be used to meet redundancy costs which are defined ineligible spend under the finance regulations, in the event of redundancy costs being necessary the SEIPs will be expected to evidence how these are to be funded from non-Local Authority funding within the partnership(s). Any funding clawed back from the Local Authority by the DfE for failure to comply with the regulations will be recovered from the Funding Allocation.
- B5.5 There is an expectation that Partnerships, when meeting the educational needs of students, will ensure that schools transfer the pro-rata average per pupil funding to their Partnership as set out annually by the Local Authority and pupil premium where relevant.

- B5.6 Partnerships will ensure that any additional funds attached to a pupil arising from the issuing of an EHCP or as a “Top Up” for a SEND Support Plan are transferred alongside other pupil funding. Partnerships will ensure that they account for the use of this funding as part of the process of review.
- B5.7 The SEIPs may only allocate Council funding to schools following a decision taken as part of the partnership’s process for referrals for the following purposes:
- for specific packages of support for individual students
 - for packages of support for targeted groups of students.
 - to enable individual staff members or groups of staff to undergo training related to developing effectiveness of support for vulnerable students
- B5.8 The Lead School/Academy may not pass any of the allocated funding to an individual SEIP member school for purposes other than work to achieve SEIP outcomes. In respect of this the SEIPs should ensure that they:
- Keep clear records of decisions about grants to schools
 - Undertake reviews of the impact of such spending including ensuring that schools are using funding for the defined purposes.
- B5.9 Schools receiving these funds should ensure that they keep sufficient records to ensure that it can be demonstrated that funding has been used to support pupils whose provision is provided through the partnership and make records available to the Local Authority’s Chief Finance Officer, internal and external auditors if required.
- B5.10 Subject to any decision of the Authority under Clause B4.1.8 the SEIP is expected to provide for all the Area’s needs from within the funding allocation for that academic year in respect of educational provision for excluded children and children at risk of exclusion and is expected to implement best practice in respect of early intervention in school to address issues of behaviour.