

**MINUTES OF THE 2<sup>ND</sup> AUTUMN TERM MEETING OF THE SCHOOLS FORUM  
HELD ON 22 OCTOBER 2014  
AT THE EASTBURY MANOR HOUSE, BARKING  
(9.00 am – 12.00)**

**Present:**           **School members**

**Primary School Representatives**

Elizabeth Chaplin (Joint Chair)	HT, Valence Primary School
Caro Drumm	HT, Manor Junior School
John Halliwell (Deputy for RE)	HT, Thomas Arnold Primary
Brian Fox	HT, Roding Primary School
Martin Nicholson	HT, Grafton Primary School
Richard November	HT, Northbury Primary School

**Secondary School Representative**

Roger Leighton (Joint Chair)	HT, Sydney Russell Comprehensive
Ges Smith	HT, Jo Richardson Community School
Kevin Wilson	HT, All Saints School

**Special Needs Representative**

Peter McPartland	HT, Trinity School
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**Governor Representative**

Avril Carnelly	HT, John Perry Primary School
David Dickson	HT, Eastbury Comprehensive School

**Head of Alternative Provision**

Janet Lewis	Tuition Centre (PRU)
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**Non-School Members**

**Trade Union Representative**

Dominic Byrne	NUT
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**Also present:** Jane Hargreaves, Divisional Director - Education  
Patricia Harvey, Interim Group Manager – Local Authority Finance  
Gaspere Nicolini, Local Authority Finance  
Lesley Briden, Minute Clerk  
Derek Moore – NASUWT  
Councillor Evelyn Carpenter – Cabinet Member Education and Schools

## **MINUTES**

Mrs Elizabeth Chaplin (EC) Chaired the meeting.

### **1 APOLOGIES FOR ABSENCE**

1.1 Apologies were received from Helen Jenner, Corporate Director of Children's Services, Ruth Ejvet, Headteacher St. Margaret's CEVA Primary School

### **2 MINUTES**

The minutes of the meeting held on 7 October 2014 were confirmed and signed as a true account.

#### Matters arising from the previous meeting:

#### **2.1 Free School Meals (minute 2.1)**

It was requested that the Revenue and Benefits Department provide updated guidance documents on Free School Meals (FSM) and families eligible due to the numbers declining.

**SP /  
RN/TS**

### **4 REPORT FROM THE INTERIM GROUP MANAGER – CHILDREN'S SERVICES**

PH introduced the Schools Forum Report outlining the items of business for the Forum to address and decisions to be made and agreed.

#### **4.1 Centrally retained services**

4.1.1 Forum members were asked to agree line by line the centrally retained services for 2015-16. Forum members expressed concern that they did not know entirely what some of the services provided. Further information was requested. It was decided that £50,000 for a School Games Organiser be withdrawn. PH commented that once this service had been withdrawn it could not be put back.

**Action PH**

4.1.2 Forum members requested clarification of the service School Estates provide at a cost of £150,000 (Mike Freeman).

**Action MF**

**Agreed but with proviso of above PH**

## 4.2 Growth Fund

4.2.1 Forum members were asked to approve growth criteria for 2015-16 but with the new phase set up and new split site payment £60k coming into effect for 2014-15.

It was requested the wording in the report be changed to 'one-off payment for one-time' (6.3).

Action GN

## 4.3 High Needs Funding Requirements 2015-16

4.3.1 Low Cost High Incidence (LCHI) High Needs

Forum Members were asked to approve the Low Cost High Incidence (LCHI) High Needs Criteria. After discussion members agreed in principle at the estimated funding requirement of £250k with a view to reducing the amount.

Agreed PH

## 4.4 Schools Block Funding Requirement 2015-16

4.4.1 De-delegated Services (Table 7 of report)

A decision was required of members (by phase) to agree reductions detailed in Table 7 and per pupil de-delegated amounts.

4.1.1.1 School Facing Financial Difficulty (Appendix D)

Members enquired as to the loan being set aside for an unnamed Primary School of £300,000. PH stated that this was a precautionary measure and that no official request for a loan had been received as yet. .

PH stated that she had received a cheque for £200,000 from Warren School paying off their loan in full.

Members stated that the two primary schools which have recently asked for additional funding be issued with a loan. No funding in future should be given to schools unless it was in loan form.

PH

PH was asked to look into the implications regarding Eastbrook School if they did not receive the funding of £400,000 2015/16

PH

**Members proposed to reduce the funding to £250k from 2015/16**

GN

#### 4.1.1.2 School Specific Contingency

Members asked GN what exactly this funding covers. GN explained that it was kept back mainly to pay additional 'rates' for schools which were omitted from school budgets.

#### 4.1.1.3 Free School Meals Eligibility

Members asked that Revenue and Benefits (Sian Peters) report to Forum stating what the level of support consists of for the funding received.

**Action SP**

#### 4.1.1.4 Support for Trade Union duties (Appendix E)

Members asked that Trade Union representative (Dominic Byrne) report to Forum stating what level of support consists of for the funding received and a saving should be identified from the funding for future years.

**Action DB**

Member agreed but would like feedback from FSM and Trade Unions.

**Agreed by phase PH**

### 4.5 Spilt Site Criteria

Members were asked to approve the spilt site criteria. Forum members asked for clarity on the difference between Secondary School payment £216,000 and Primary £100,000. Members agreed that this payment as it stands is for only one year.

**Action GN  
PH  
Agreed for one year only**

### 4.6 Schools Funding Formula

#### 4.6.1 Funding Models (Appendix F, G, H, I)

Members agreed that the High Needs Block would need to be reviewed regarding clarity of expenditure. It was suggested that JH employ a person solely to do this for a short period of time.

**JH**

Forum members felt that they could not make a decision regarding which Model to be implemented. GN stated that a model must be submitted by the end of October. If members failed to agree, then Jonathan Bunt (Chief Finance Officer) would make the final decision.

After deliberation members agreed to tentatively submit Model B subject to further modelling as GN suggested that it could be changed before final submission in January 2015.

**Agreed PH**

PH informed members that an Exceptional Circumstances bid had been submitted to DfE. PH stated that she had requested a meeting with DfE and would like Chair to attend.

Members felt that a Special Forum Working Party Meeting be held to discuss overall savings of £5m over a four year period.

**Action LB**

**5 ANY OTHER URGENT ITEMS**

No other matters arising.

**6 DATE, TIME AND PLACE OF FUTURE MEETINGS**

The Members noted that a Special School Forum Working Party Meeting had been arranged as follows:

Monday 10 November 2014, 9.30am – 12.00 Roding Primary School (Cannington Road Site)

<http://dagenham.streetmapof.co.uk/cannington-road>