

**Unconfirmed minutes**

**MINUTES OF THE AUTUMN TERM MEETING OF THE SCHOOLS FORUM  
HELD ON 7 OCTOBER 2014  
AT THE COUNCIL CHAMBER, TOWN HALL, BARKING  
(10.00 am – 12.07 pm)**

**Present: School members**

**Primary School Representatives**

|                                 |                                |
|---------------------------------|--------------------------------|
| Elizabeth Chaplin (Joint Chair) | HT, Valence Primary School     |
| Caro Drumm                      | HT, Manor Junior School        |
| Ruth Ejvet                      | HT, St Margaret's CEVA 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 |

**Special Needs Representative**

|                  |                    |
|------------------|--------------------|
| Peter McPartland | HT, Trinity School |
|------------------|--------------------|

**Governor Representative**

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

**Head of Alternative Provision**

|             |                      |
|-------------|----------------------|
| Janet Lewis | Tuition Centre (PRU) |
|-------------|----------------------|

**Non-School Members**

**Trade Union Representative**

|               |     |
|---------------|-----|
| Dominic Byrne | NUT |
|---------------|-----|

**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**

Mr R. Leighton (RL) Chaired the meeting.

### **1 APOLOGIES FOR ABSENCE**

1.1 Apologies were received from Helen Jenner, Corporate Director of Children's Services, John Trow-Smith, LEYF (PVI).

1.2 RL introduced Sivadas Menon from MSD Funding, Monitoring and Assurance Team who joined us as a part of his EFA observer role.

1.3 RL introduced Ges Smith, HT Jo Richardson Community School who is replacing Valerie Dennis as a Secondary Representative on the Forum.

1.4 RL invited Ann Graham, Divisional Director, Complex Needs and Social Care to introduce herself to Forum members.

### **2 MINUTES**

The minutes of the meeting held on 24 June 2014 were confirmed and signed as a true account.

#### **Matters arising from the previous meeting:**

#### **2.1 Free School Meals (minute 3.6)**

Tony Sargeant was requested write to all schools clarifying the process of the systems used within the Revenue and Benefits.

**TS**

### **3 MATHS AND READING PAPER**

Stephen Noon, Senior Adviser, Primary presented Maths and Reading paper to Forum. No questions were forthcoming.

### **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 Elect a Chair and Deputy Chair from within membership**

4.1.1 JL proposed that the current structure whereby Joint Chairs serve from the Primary and Secondary Phases be kept. It was agreed by all members that Roger Leighton (Secondary) and Elizabeth Chaplin (Primary) serve once again for the next academic year.

**Agreed PH**

|                                                                                                                                                                                                                                                                                                                                                                        |                 |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------|
| 4.1.2 It was requested that Academies and Free Schools be contacted to come to an agreement as to who might represent them on the Schools Forum for the next Academic Year.                                                                                                                                                                                            | <b>Action</b>   | <b>LB</b> |
| 4.1.3 There was no Primary Heads vacancy as detailed in the report, the member was Caro Drumm and David Dickson was the Secondary Governor representative.                                                                                                                                                                                                             |                 |           |
| <b>4.2 Dedicated Schools grant – 2014-15 year end and forecast position</b>                                                                                                                                                                                                                                                                                            |                 |           |
| 4.2.1 High Needs Block Over spend £1.117k (Appendix A)                                                                                                                                                                                                                                                                                                                 |                 |           |
| Discussion took place regarding overspend in the High Needs block. Children who fall within this category have very complex needs and placements are costly.                                                                                                                                                                                                           |                 |           |
| RE enquired to the process of child living out of borough and being educated in LBBD. PH explained the top-up process and that other boroughs went through the same process of payment as this borough. PMc stated that it was Trinity's responsibility to claw this money back. PH stated that the High Needs Block was currently under review by the Steering Group. |                 |           |
| <b>4.3 Fairer Schools Funding Arrangements for 2015 – 2016 (Appendix B)</b>                                                                                                                                                                                                                                                                                            |                 |           |
| Forum members were asked to agree to no changes to the school factor funding levels of factors in light of national and London levels.                                                                                                                                                                                                                                 |                 |           |
| Members decided that they would like PH / GN to create another Model (Appendix G, H, I) bringing it closer in line with the London average of 1:31 and 1:29 and present at another meeting to be held in autumn term, before the end of October (tba).                                                                                                                 | <b>PH / GN</b>  | <b>LB</b> |
|                                                                                                                                                                                                                                                                                                                                                                        | <b>Deferred</b> | <b>PH</b> |
| <b>4.4 Centrally Retained Services</b>                                                                                                                                                                                                                                                                                                                                 |                 |           |
| Members were asked to agree each line of the centrally retained DSG for 2014/15. Members agreed that this item should be an agenda item at the next meeting.                                                                                                                                                                                                           |                 |           |
|                                                                                                                                                                                                                                                                                                                                                                        | <b>Deferred</b> | <b>LB</b> |
| <b>4.3 Growth Fund</b>                                                                                                                                                                                                                                                                                                                                                 |                 |           |
| Forum members were asked to approve growth criteria for 2015-16 but with the new phase set up payment £60k coming into effect for 2014-15.                                                                                                                                                                                                                             |                 |           |
| RL requested that GN seek advice from EFA to determine if this cost would also be paid for a new site set-up.                                                                                                                                                                                                                                                          |                 | <b>GN</b> |
| A vote was taken and agreed with RL abstaining as this was a conflict of interest regarding his position.                                                                                                                                                                                                                                                              | <b>Agreed</b>   | <b>PH</b> |

|     |                                                                |                                                                                                                                                                                                    |                                                                                                                                    |                |
|-----|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 4.4 | <b>Early Years Funding Requirements 2014-15</b>                | 4.1 Members were advised by PH that the Early Years Single Funding Formula was currently under review                                                                                              | <b>Action</b>                                                                                                                      | <b>PH</b>      |
| 4.5 | <b>Low Cost High Incident (LCHI) High Needs</b>                | Members were asked to approve the Low Cost High Incident (LCHI) High Needs Criteria. Members decided that this item was to be deferred to the next meeting.                                        | <b>Deferred</b>                                                                                                                    | <b>PH</b>      |
| 4.6 | <b>Schools Block Funding Requirements 2015-16 (Appendix F)</b> | Members were asked to approve by phase (primary, secondary) the per pupil de-delegated amounts. Members agreed that this item was to be deferred to the next meeting.                              | <b>Deferred</b>                                                                                                                    | <b>PH</b>      |
| 4.7 | <b>Spilt Site Criteria</b>                                     | Members were asked to approve the spilt site criteria. Members agreed that this item was to be deferred to the next meeting.                                                                       | <b>Deferred</b>                                                                                                                    | <b>PH</b>      |
| 4.8 | <b>PFI Schools Funding Criteria</b>                            | Members were asked to approve the PFI schools funding criteria.                                                                                                                                    | <b>Agreed</b>                                                                                                                      | <b>PH</b>      |
| 4.9 | <b>Schools Funding Formula</b>                                 | 4.9.1 Funding Models (Appendix G, H, I)                                                                                                                                                            | As previously stated PH / GN are to present another Model at the next meeting bringing LBBD closer to London average 1:31 and 1:29 | <b>PH / GN</b> |
| 5   | <b>ANY OTHER URGENT ITEMS</b>                                  | No other matters arising.                                                                                                                                                                          | <b>Action</b>                                                                                                                      |                |
| 6   | <b>DATE, TIME AND PLACE OF FUTURE MEETINGS</b>                 | The Members noted that a future meeting had been arranged as follows:<br>Autumn Term 2014 (2 <sup>nd</sup> Meeting) – Wednesday 22 October 2014, 9am – 11am<br>Eastbury Manor House (East Chamber) |                                                                                                                                    |                |
|     |                                                                | 8am Headteachers Pre-Meeting as usual.                                                                                                                                                             |                                                                                                                                    |                |
|     |                                                                | <a href="http://www.nationaltrust.org.uk/eastbury-manor-house/how-to-get-here">http://www.nationaltrust.org.uk/eastbury-manor-house/how-to-get-here</a>                                            |                                                                                                                                    |                |