

**MINUTES OF THE OF THE SCHOOLS' FORUM
HELD ON 15 JANUARY 2019
IN COUNCIL CHAMBER, TOWN HALL, BARKING
(10:00am – 12:00pm)**

Present: School Representatives

Primary School Representatives

| | |
|-------------------------------|-----------------------------------|
| Brian Fox | HT, Roding Primary School |
| Scott Halliwell (Joint Chair) | HT, Southwood Primary School |
| Christine James | HT, Dorothy Barley Infants School |
| Jayne Meech | HT, Village Infants School |
| Martin Nicholson | HT, Grafton Primary School |
| Richard November | HT, Valence Primary School |
| Julie Philips | HT, Godwin Primary School |
| Paramjit Roopra | HT, Northbury Primary School |

Secondary School Representative

| | |
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| Ges Smith | HT, Jo Richardson Community School |
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Governor Representatives

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| David Dickson | HT, Eastbury Community School |
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Academy / Free Schools

| | |
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| Janis Davis | HT, Sydney Russell School |
| Andrew Roberts | HT, Riverside School |

Academy Special School Representative

| | |
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| Roger Leighton (Joint Chair) | Chief Executive, Partnership Learning |
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Special Needs Representative

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| Susan Ball | HT, Trinity School |
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Non-School Representatives

| | |
|-----------------|----------------------------|
| John Trow Smith | Early Years Representative |
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Head of Specialist Alternative Provision

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| Annie Blackmore | HT, Mayesbrook Park School |
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Trade Union Representative

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| Dominic Byrne | NUT |
| John McGill | NASUWT |

Also present: Jane Hargreaves, Commissioning Director – Education
Councillor Evelyn Carpenter – Cabinet Member for Education and Schools
Patricia Harvey – Senior Professional, High Needs Block
Katherine Heffernan – Group Manager – Local Authority Finance and Investment
Shaj Sivadasan – Principal Accountant, Schools - Local Authority Finance
Feroza Begum – Interim Group Accountant – Local Authority Finance
Nichola Young – Local Authority Minute Clerk

MINUTES

Mr Roger Leighton (RL) chaired the meeting. Mr Scott Halliwell (SH) to chair the March meeting

1. APOLOGIES FOR ABSENCE

Ronan Fox – Joint Children’s Commissioner for Barking and Dagenham

2. DECLARATION OF INTEREST

Pat Harvey (PH) to leave the meeting under AOB item

3. MINUTES AND MATTERS ARISING

3.1 The minutes of the meeting held on 18 October 2018 were confirmed as an accurate record

3.2 Actions from 18 October 2018

2.2 DC to review the constitution. Annual elections of chair and co-chairs, works well so will be included in constitution; DC will prepare a draft for distribution – this is deferred to the June meeting. To be deferred to the January meeting until after the census data has been received – **Complete, on the agenda.**

2.6 Mr John Trow-Smith (JTS) commented that the early years clawback of 500k is a relatively low estimate due to the reduced census and might impact upon settings. KH replied that rates will be reviewed next year and possibility of new rates dependent upon census and providers will be notified mid-February as part of setting Early Years formula at January Forum. Deferred to the January SF meeting – **Complete, on the agenda.**

7.2 Noted Childcare Choice website is a difficult website for parents to use and support is required. It was suggested JB’s service to support. Deferred to the January SF meeting. NY to contact JB – **Complete, distributed with the SF papers.**

7.4 JTS requested a list of schools taking up the offer of offering 30 hours from September. NY to contact JB concerning this action – **Complete, distributed with the SF papers.**

- 8.2 Schools' Forum composition review to be presented at the next meeting with further elections. DD suggested 3-19 representative. Deferred to January SF meeting after the census – **Complete, on the agenda.**
- 4.1 Noted, Martin Nicholson (MN) volunteered to chair the HNB working subgroup. It was agreed that a meeting needed to take place within the next half term – **Complete, the meeting has taken place.**
- 5.3 Headteacher chair required for the Falling Rolls Sub Group. **Complete – Chris James has volunteered to be the chair. Date of meeting to be set at the end of the meeting. It was agreed that this sub group should be open to all HTs.**
- 9.1 The scheme for financing schools was last revised in 2013, this needs to be revised regularly. Finance are working on the revision, it will be circulated either just before or just after half term for schools to comment. KH to report back to January Schools' Forum – **Complete, on the agenda.**

4. REPORT FROM THE GROUP ACCOUNTANT - FINANCE

2. Constitution

- 2.1 Noted, a discussion took place around the proposed number of representatives from the schools' sector based on the October 2018 census.
- 2.2 It was asked whether all through schools should have a separate category in the constitution. It was noted that the LA had no view on this and for HTs to decide.
- 2.3 **Recommendation (i):** Schools' Forum are requested to note revised constitution, based on the October 2018 census and approve consultation with key members.

15 votes in favour
 0 vote against
 0 abstentions

Approved

- 2.4 Noted, when voting, all through schools have one vote in the category for the main pupil majority.

3. DSG Outturn 2018/19

- 3.1 Noted, the DSG is reporting an overspend of £2.10K, representing a favourable net movement of £564K, compared to the reported position in October 2018. This was a net effect of £108K additional expenditure of £108K on falling rolls and additional funding for High Needs, of £672K.
- 3.2 Noted, despite the additional HNB funding of £672K, the pressure has increased. The additional funding is offsetting the increased position and has

mitigated the extent of the problem. There is an overspend of c£2m, the pressure is therefore reduced to £1.5m.

| TABLE 3 page 4 of Report | Revised funding forecast £'000 | Expenditure forecast £'000 | Variance over/(under) £'000 |
|---|--------------------------------|----------------------------|-----------------------------|
| Schools block | 167,924 | 168,032 | 108 |
| Early years block | 21,319 | 21,319 | 0 |
| High needs block | 26,539 | 28,537 | 1,998 |
| Central block | 2,559 | 2,559 | 0 |
| Total | 218,341 | 220,447 | 2,106 |
| Brought forward DSG balance (excl. growth fund) | | | (3,048) |
| Growth fund | | | (500) |
| DSG balance forecast for 31st March 2019 | | | (1,442) |

3.3 **Recommendation (ii):** Schools' Forum are requested to note DSG 2018/19 forecast outturn.

Noted

4. DSG 2019/20 allocations

4.1 Noted the DSG budget for 2019/20 is £271,369m, before recoupment.

4.2 Noted, the funding available after recoupment is £214,065m

| <i>As reported table 5, page 6 of report</i> | 2019/20 Base (£) |
|--|------------------|
| Schools block base | 216,640 |
| Transfer to high needs | (1,039) |
| Centrally held growth fund | (1,536) |
| Total available for formula | 214,065 |

4.3 Noted, the Early Years allocation of £21,316m is provisional and will be updated.

4.4 Noted, there are two different elements that make up the central schools services block funding: ongoing responsibilities (£1.41m) and historic commitments (£1.157m). The levels of historic commitments are expected to reduce over time in accordance with NFF guidelines.

4.5 Noted, the government has allocated an additional £0.672m to the high needs block, but even with the additional allocation, expenditure has increased and demand far exceeds the available resources. Section 9 on page 8 of the report shows high needs pressures. There is a proposal to transfer £1,039k from the schools' block to high needs.

| Block | 2019/20 Base (£000's) | Transfers in / (out) (£000's) | Revised 2019/20 Base (£000's) |
|---------------|--------------------------|----------------------------------|-------------------------------------|
| Schools block | 216,640 | (1,039) | 215,601 |
| High needs | 30,838 | 1,039 | 31,877 |

4.6 **Recommendation (iii)** – SF are requested to

- a) Note the DSG budget for 2019/20 – **Noted**
- b) Approve the transfer of £1.039K from the Schools Block to the High Needs Block – **Approved**

4.7 Noted, it was asked whether the decision to transfer funds from the Schools Block to the HNB will be reviewed if more money is received. It was confirmed that as the NFF, school block formula is set in January, if more money is received and the HNB report an underspend, the transaction will be reversed back to DSG reserves.

5. Schools block, National Funding Formula and constitution results

5.1 Noted, the Funding Floor Factor (FFF) is a new form of protection introduced to be used in 2019/20 to bring schools up to the funding floor. The FFF is 1% higher than the per pupil level the LA proposed before the NFF in 2017/18.

5.2 Noted, nearly all Primary schools are below the funding floor and are receiving the protection funding level to bring them back to the funding floor level.

5.3 It was noted that the use of the FFF is not compulsory, but it was strongly recommended that Schools' Forum use this to reduce turbulence.

5.4 Noted, in the October SF it was agreed that –

1. Protection would be offered on the funding floor
2. Remain at ratio 1:1.34

Updated data census data has been received and it was clear that it wasn't possible to maintain the above principles. If all primary schools were offered the FFF protection (1% increase at the per pupil level from 2017/18) then the funding ratio would fall back towards 1:1.30.

5.5 Noted, Appendix A sets out the NFF rates used when applying the provisional 2019/20 allocations with FFF protection.

5.6 Noted, Appendix B demonstrated the proposed FFF model at the ratio of 1:1.34 as agreed by Schools' Forum along with the 2018/19 budgets.

5.7 Noted, Appendix C sets out the amount of total funding passing through under the FFF.

5.8 **Recommendation (iv)** – Schools’ Forum are requested to agree the proposed FFF model with 1% uplift baselined to 2017/18.

15 votes in favour
0 vote against
0 abstentions

Approved

6. Growth Funding

6.1 As noted previously, there is less growth funding in 2019/20 compared to 2018/19. As a result, the growth fund will be funded at AWPU rather than AWPU plus 20% and will be as restrictive.

6.2 Noted, table 8 page 9 of the report sets out the expansions and how this feeds through the year groups where growth funding will be allocated at APT. The remainder will be held centrally for allocation when schools and place planning agree where the new classes will be.

6.3 **Recommendation (v)** – Schools’ Forum are requested to approve the:

- a) Centrally held growth fund
- b) Revised growth fund rates (at AWPU rate)
- c) Revised growth fund policy (see appendix E)

Approved

7. De-delegation

7.1 Noted, de-delegation is top sliced from LA maintained schools only and table 9, page 10 of report.

| Description | 2016/17 per pupil (£) | 2017/18 per pupil (£) | 2018/19 Total (£) | 2018/19 per pupil (£) | 2018/19 Total (£) | 2019/20 per pupil (£) | 2019/20 Total (£) | 2019/20 Primary Phase | 2019/20 Second Phase | 2019/20 All-through |
|---------------------------------|-----------------------|-----------------------|-------------------|-----------------------|-------------------|-----------------------|-------------------|-----------------------|----------------------|---------------------|
| Schools in financial difficulty | 7.96 | - | | | | - | | | | |
| Schools specific contingency | 5.02 | 3.49 | 108,490 | 3.57 | 108,600 | 3.56 | 108,600 | 73,982 | 24,688 | 9,931 |
| Free school meals eligibility | 1.59 | 0.8 | 24,869 | 0.82 | 25,013 | 0.82 | 25,013 | 17,040 | 5,686 | 2,287 |
| Support for trade Union duties | 8.55 | 8.02 | 249,310 | 8.19 | 249,180 | 8.16 | 249,180 | 169,749 | 56,646 | 22,786 |
| Local safeguarding board | 1.36 | 1.33 | 41,344 | 1.36 | 41,477 | 1.36 | 41,477 | 28,255 | 9,429 | 3,793 |
| Total | 24.48 | 13.64 | 424,013 | 13.94 | 424,270 | 13.90 | 424,270 | 289,026 | 96,448 | 38,796 |

7.2 Noted, academies are invoiced via an SLA and are charged the same rate as maintained schools should they wish to buy into LBB trade union services.

| | 2018/19 per pupil (£) | 2018/19 Total (£) | 2019/20 per pupil (£) | 2019/20 Total (£) | Primary Phase 2019/20 | Second. Phase 2019/20 | All- through 2019/20 |
|-----------------------------------|-----------------------------|----------------------|-----------------------------|----------------------|-----------------------------|-----------------------------|----------------------------|
| Local safeguarding board | 1.36 | 10,607 | 1.36 | 11,051 | 25,634 | 18,411 | 22,345 |
| Support for trade union duties | 8.19 | 63,874 | 8.16 | 66,390 | 4,267 | 3,065 | 3,719 |
| Total | 9.55 | 74,480 | 9.52 | 77,441 | 29,901 | 21,476 | 26,064 |

7.2 Noted, De-delegation has been maintained at the 2018/19 level and as a result of a change in pupil numbers, the per pupil unit rates have changed

7.3 Recommendation (vi):

a) Respective representatives of the schools' forum are requested to vote on the:

i. Revised de-delegation rates for maintained schools,

Primary School vote - 8 votes in favour
0 against
0 abstentions

Secondary school vote - 3 votes in favour
0 against
0 abstentions

ii. And note the amounts chargeable to academies in respect of local and safeguarding and trade union duties

Approved

7.8 Noted, Dominic Byrne (DB) informed SF that academies and free schools that do not buy into the trade union SLA will not be represented, trade unions cannot represent non-members.

8. Central Schools Services Block (CSSB)

8.1 Noted, CSSB is made up of two allocations: ongoing responsibilities and historic commitments. Funding for historic commitments have been allocated as at 2018/19. Reduced funding for historic commitments is expected to start in 2020/21 (see table 11 on page 11 of report).

8.2 Long term future for the (CSSB) is uncertain. Table 11 on page 11 is divided into two halves. The first half of the table are the statutory responsibilities which are expected to continue. The second half of the table shows historic commitments. Reduced funding for historic commitments is expected to start in 2020/21.

8.3 During this two-year transition period, funding will be maintained and long term sustainability will be explored.

8.4 Noted, the allocation for license subscriptions is £157,400k in 2017/18, £185,340k for 2018/19 and is £185,340 for 2019/20.

8.5 **Recommendation (vii):** Schools' Forum are requested to:

- a) Note the allocation for license subscriptions - **Noted**
- b) Approve the remaining budget allocations - **Approved**

8.6 There was an error reported in the notes listed under on page 11 under table 11. (e) is for the LA and (j) is for BDSIP

9. **High needs estimated budget 2019/20**

9.1 The high needs block allocation includes an extra allocation of £672k from the DfE in support of SEND growth. The estimated expenditure is based on the 2018/19 forecast and factors in an increase of 2% growth.

| | £000's |
|--|---------------|
| High needs block grant allocation | 30,838 |
| Less: Academy recoupment (provisional) | (2,685) |
| Total – Indicative grant allocation | 28,153 |
| Less: Estimated 2019/20 budget (based on 2018/19 spend plus 2% growth) | 29,108 |
| 2019/20 projected overspend | (955) |
| Less: transfer from schools' block | 1,039 |
| Balance (to transfer to reserves) | 84 |

9.2 Richard November (RN) requested an example to be provided on some of the pressures that the LA is facing. It was noted that there has been a number of children who have moved in and out of the borough with high needs. Between September and December 2018, 34 moved in and 13 moved out.

9.3 Councillor Carpenter (EC) alerted SF to the fact that she has received some information from officers alerting her to the fact that other boroughs may be placing families with high needs in Barking and Dagenham. The leader has been made aware.

9.4 A discussion took place around the crisis that schools are experiencing with the high number of children with complex needs and the financial pressures that they are experiencing as a result. EC made SF aware of the fact that she is aware of this crisis and is doing as much as possible to lobby additional funding from the government for high needs.

9.5 Noted, reserves in DSG are £1.442m if another transfer £2.106m to the high needs block for another year will result in a DSG deficit.

9.6 Annie Blackmore (AB) informed SF that a colleague from another LA shared a report with her. The report was published in December 2018, the LGA ISOS High Needs Report, and provides a focus on high needs funding, SEND & complex needs and questions to ask the government. AB

offered to send the report to Nichola Young (NY) who could share with SF should they wish.

9.7 DB informed SF that the unions and professional association have also been lobbying the government for additional HNB funding.

9.8 **Recommendation (viii):** Schools' Forum are requested to note the high needs estimated budget for 2019/20.

Noted

10. **Early Years (EYRS)**

10.1 The Early Years NFF rates was introduced in 2017/18, but has remained static.

10.2 It is proposed that the rates are kept at the same level for 2018/19 and the amount of money retained centrally is 5% of spend.

10.3 The spend on EYRS and the funding is lower than the provisional estimates made by the DfE. The 5% has been calculated on latest numbers on roll. Proposed allocations are shown in table 14 of the report, page 14. The commissioning team within the local authority will be absorbing most of the reductions.

10.4 Noted the distribution of EYRS funding is as below:

| <i>As reported page 14, table 15</i> | 2018/19 DSG Centrally retained £ | 2019/20 DSG centrally retained £ |
|--------------------------------------|--|--|
| Amount allowable at 5% | 882,785 | 834,151 |
| Childminding development officers | 68,285 | 69,309 |
| Early years commissioning costs | 217,400 | 158,785 |
| Early years teachers service | 427,100 | 433,507 |
| Home portage scheme | 170,000 | 172,550 |
| Total | 882,785 | 834,151 |

10.5 Noted, as there has been no increase in funding from the DfE, it has been proposed that the base rate for funding providers be retained at £4.70 an hour in line with 2018/19 rates.

10.6 **Recommendation (ix)** – Schools' Forum are requested to:

- a) Note the distribution of early years funding - **Noted**
- b) Note the hourly provider rates for 3- and 4-year olds and 2-year olds - **Noted**
- c) Approve the 5% centrally retained budget – **Approved**

11. Scheme for financing in schools' outcome

11.1 The scheme for financing in schools was sent to all maintained schools for consultation. The consultation closed in December 2018. The final scheme of financing was attached to the report appendix D.

11.2 **Recommendation (iv)** – Schools' Forum are requested to approve the scheme of financing for schools (maintained schools only)

11 votes in favour
0 vote against
0 abstentions

12. Pay award – information only

12.1 Revised pay grant allocations were published by the DfE in November 2018 for the period covering September 2018 and March 2019. LBBB is funded at the inner London rate of £19.51, with a total allocation of £891k and £45k for maintained and high needs. Academy allocations of £232k are paid directly.

12.2 Noted, schools will receive the pay award before March 2019.

5. ANY OTHER BUSINESS

1. Loan request approval

1.1 The Financial Monitoring Group (FMG) met in December 2018 with Ripple Primary School to discuss their deficit recovery plan. A loan of £250k has been requested, School Finance were satisfied that the deficit recovery is robust and seek SF approval. There has been a three-year repayment schedule put in place as recommended.

1.2 **Recommendation (iv)** – Schools' Forum are requested to approve the loan of £250k to Ripple

Approved

2. Sugar tax levy

A paper was tabled on the Sugar Tax Levy, (to be sent with the minutes) provided by Andrew Carr, Group Manager for Admissions and Schools Investments

2.1 It was noted the SF were 100% behind the investment at Trewern

2.2 It was noted that Andrew Carr (AC) will send the paper on the sugar tax levy to all maintained schools and include the time scale for responses.

Action AC

3. AOB

- | | | | |
|-----|--|---------------|-----------|
| 3.1 | Formal Schools' Forum agreement is required for the continued services of a High Needs Block consultant for the next financial year | Agreed | NY |
| 3.2 | NY to act as the clerk for the Place Planning Sub Group and to liaise with Chris James (chair) and Lisa O'Dwyer and Andrew Carr from Admissions and to send information to SF members. | Action | NY |
| 3.3 | NY to book SF dates for the next financial year send invites to SF members | Action | NY |

6. DATE OF NEXT MEETING

The next Schools' Forum meeting will take place on Tuesday 19 March 2019 in the Chamber, Town Hall, 1 Town Square, Barking, IG11 7LU from 10:00am to 12:00pm.

Head teachers' pre-meeting will commence at 9.00am.