

**MINUTES OF THE SPRING TERM MEETING OF THE SCHOOLS FORUM  
HELD ON 15 MARCH 2016  
AT COUNCIL CHAMBER, TOWN HALL, BARKING  
(9.00 am – 12.00)**

**Present: School members**

**Primary School Representatives**

Brian Fox	HT, Roding Primary School
Scott Halliwell	HT, Southwood Primary School
Richard November	HT, Northbury Primary School
Ruth Ejvet	HT, St Margaret's C of E Primary School
Caro Drumm	HT, Manor Junior School
Julie Philips	HT, Godwin Primary School

**Secondary School Representative**

Ges Smith	HT, Jo Richardson Community School
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**Special Needs Representative**

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

Martin Nicholson	HT, Grafton Primary School
David Dickson	HT, Eastbury Community School

**Academy Representative**

Roger Leighton (Joint Chair)	HT, The Sydney Russell School
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**Non-School Members**

**Head of Specialist Alternative Provision**

Annie Blackmore	Tuition Centre (PRU)
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**Church of England Representative**

Anita Fenn

**Non-School members**

**Early Years Representative**

John Trow-Smith	LEYF (PVI)
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**Also present:** Jane Hargreaves, Divisional Director – Education  
Daksha Chauhan – Group Accountant - Local Authority Finance  
Patricia Harvey, Senior Professional, High Needs Block and Minute Clerk  
Councillor Evelyn Carpenter – Cabinet Member Education and Schools  
Lee Medlock – Principal Accountant, Schools – Local Authority Finance

## **MINUTES**

Mr Roger Leighton (RL) Chaired the meeting.

### **1 APOLOGIES FOR ABSENCE**

1.1 Apologies were received from Ms Helen Jenner, Corporate Director, Ms Elizabeth Chaplin, HT Valence Primary School, Mr Dominic Byrne, Trade Union Representative (NUT), Mr Richard Micek, HT The Warren School, Ms Glenda Spencer, Roman Catholic Representative, and MsYvonne Kelly, 14-19 Representative.

### **2. DECLARATION OF INTEREST**

2.1 Ms Patricia Harvey (PH) wished to declare an interest in agenda item 7, decision (iv) and it was decided that she would leave the chamber whilst this item was being discussed.

### **3. MINUTES AND MATTERS ARISING**

3.1 The minutes of the meeting held on 12 January 2016 were confirmed and the numbering required attention and revisions were noted from Derek Moore (NASUWT) as:

8.16 (page 5) Ms Helen Jenner suggested a directorate meeting with unions to look and discuss this, and Dominic Byrne (NUT) commented that such a meeting only concerned the teacher unions who were signatories to the local agreement on facility time.

8.17 Ms Ruth Ejvet (HT, St Margaret's C of E Primary School) commented that detail of the allocation of time would be useful.

8.18 Mr Peter McPartland (HT, Trinity School) commented that a large number of non-teaching staff are not covered by the agreement for teaching unions and details within Barking and Dagenham relating to those staff would be useful.

(page 6) 8.16 and 8.17 The point was made that further cuts within the context of the local agreement are being considered at TPA meetings, the forum for consultation between recognised teacher unions and the local authority

The minutes were signed as a true account.

3.2 Matters arising from the previous meetings:

**(3.2) Registration of Eligibility for Free School Meals (FSM) (20 October 2015)**

3.2.2 DC stated £20k would be the cost and Mr Scott Halliwell (HT Southwood Primary School) commented that there is an update in Parliament with regards to changes and automatic registration of FSM.

**Action**

**DC**

**(4.2) Growth Fund (20 October 2015)**

4.2.2 Presentation of a new model for the PAN funding was included in main agenda and paper.

**(3.0) Any Other Urgent Items (20 October 2015)**

3.1 JTS enquired regarding the Early Years Block Funding model, and EY sub group to reconvene was included in main agenda and paper.

3.3 Matters arising from meeting (12 January 2016)

8.5 Appendix D, clarification on schools receiving loans and repayment dates included in main paper.

8.8 Clarification of SFFD table previously reported included in main paper.

8.11 Details of Schools Specific Contingency budget included in main paper.

8.17 Facility time proposed savings of 5%, 7% and 12% included in main paper.

**4. REPORT FROM THE GROUP ACCOUNTANT – FINANCE**

Ms Daksha Chauhan (DC) introduced the Schools Forum Report outlining the items of business for the Forum to address and decisions to be made and approved.

**2. Dedicated Schools Grant Forecast as at February 2016**

2.1 Mr Roger Leighton(Chair) sought clarification on the under spend balances of DSG and any savings. It was clarified that these will be held on the balance sheet under DSG reserves at year end.

**3. Schools Facing Financial Difficulty Contingency**

3.1 It was noted that no further schools had requested assistance under the Schools Facing Financial Difficulty Contingency, but there was a reported over allocation of £448k.

**Noted**

**4. De-delegated Services**

4.1 Noted that final detailed reporting position on Schools specific

contingency to be reported at the June meeting, and this is used primarily for changes in year on NNDR for schools.

**Action**

**DC**

4.2 Trade Union Support – Impact of Savings noted as table 3 of proposed savings of 5% £13,420, 7% £18,788, 12% £44,018, and further work was being undertaken at the TPA meetings.

**Noted**

5. **Early Years**

5.1 Noted IDACI changes on the EYSFF totalled £12k reduction.

**Noted**

5.2 Noted reported pressure of £900k and further reporting of the details of this pressure to the next meeting.

**Action**

**DC**

5.3 A **decision** was required to approve to maintain the existing hourly rates for the EYSFF.

**Agreed**

6. **Growth Fund Update**

6.1 Appendix B detailing the growth fund allocations for 2015/16 and noted any further requests would place a pressure. The agreed model for funding was as per census data.

7. **High Needs Working Group update**

7.1 Ms Patricia Harvey (PH) discussed Appendix C of the proposed savings that were previously discussed in detail at the last sub group meeting 26<sup>th</sup> January and the realignment of some of the savings to address reporting pressures for budget setting 2016/17.

7.2 A **decision** was required to approve 9% savings £2.634m and realign £1.184m to support future pressures 2016-17.

**Agreed**

7.3 A **decision** was required to approve the increase in place provision at Trinity School to 290 in total (including 12 ARP) and utilise vacant place resources from Riverside Bridge (6) commencing September 2016.

**Agreed- but subject to confirmation from Riverside of no resource commitments**

PH left the meeting due to a declaration of interest.

7.4 A **decision** was required to agree the retention of the High Needs consultant for 3 days per week, for a further academic year to continue supporting the HNB, funded from the HNB.

**Agreed**

PH rejoined the meeting.

8. **High Needs Exceptional one year SEND funding 2016-17**

PH updated of the working sub group and Table 6 of the school bids and

It was agreed that school allocations will be as per census data and subject to final panel approval 18 April 2016 whilst reviewing the school bids.

8.1 A **decision** was required of School Forum to approve one year allocation of £40 per child in support of the SEND strategy for early years settings 2016-17. **Agreed**

8.2 A **decision** was required of School Forum to approve one year allocation of £80 per child to Elutec due to late deadline submission of their bid in accordance with census data. **Agreed**

8.3 A **decision** was required for School Forum to approve one year allocation of £80 per child to the PRU in accordance with census data for pupils not dual registered. **Agreed**

8.4 Ms Ruth Ejvet sought clarification that the PRU numbers/census data would be included in table 6 of the report. **Action**

PH

## 9. **National Funding Formula**

9.1 A **decision** was required for School Forum to re-establish the school funding working sub group to reply to the consultation on the School Funding and High Needs funding proposals. **Approved**

9.2 Nominations of the working sub group agreed were:

- David Dickson, HT Eastbury Community School
- Ruth Ejvet, HT St Margaret's C of E Primary School
- Elizabeth Chaplin (Joint Chair) HT Valence Primary School
- Daksha Chauhan, Group Accountant
- Lee Medlock, Principal Accountant
- Patricia Harvey, Senior Professional HNB
- Councillor Evelyn Carpenter, Cabinet Member Education and Schools

9.3 Daksha Chauhan to arrange meeting/date/venue. **Action**

DC

## 10. **Closure of School Accounts**

It was noted the date of 18<sup>th</sup> April for non-Oracle School workbooks

11. **Future Work Plan**  
Dates were noted.

## 5. **ANY OTHER BUSINESS**

5.1 Ms Jane Hargreaves updated that Ms Helen Jenner had provided an overview and comments on the School Funding Consultation and will be discussing at her Heads meeting 22<sup>nd</sup> March 2016. **Noted**

5.2 Councillor Evelyn Carpenter updated that Jon Cruddas MP was discussing school

places and capital funding requests in Parliament.

**Noted**

**6. DATE OF NEXT MEETING**

6.1 The next Schools' Forum will take place on Tuesday 21<sup>st</sup> June 2016 10am – 12:00 Council Chamber, Town Hall, Barking.

Headteachers pre-meeting will commence at 9.00am.