

**MINUTES OF THE OF THE SCHOOLS FORUM
HELD ON 17 JANUARY 2017
IN COUNCIL CHAMBER, TOWN HALL, BARKING
(9:00am – 12:00pm)**

Present: School Representatives

Primary School Representatives

Ruth Ejvet	HT, St Margaret's C of E Primary School
Brian Fox	HT, Roding Primary School
Scott Halliwell (Joint Chair)	HT, Southwood Primary School
Richard November	HT, Northbury Primary School
Julie Philips	HT, Godwin Primary School
Paramjit Roopra	HT, Henry Green Primary School

Secondary School Representative

Ges Smith	HT, Jo Richardson Community School
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Governor Representatives

Martin Nicholson	HT, Grafton Primary School
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Academy / Free Schools

Janis Davies	HT, Sydney Russell School
Andrew Roberts	HT, Riverside School

Academy Special School Representative

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

Susan Ball	DHT, Trinity School
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Non-School Representatives

Head of Specialist Alternative Provision

Annie Blackmore	Tuition Centre (PRU)
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Trade Union Representative

Dominic Byrne	NUT
John McGill	NASUWT

Church of England Representative

Anita Fenn	
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Early Years Representative

John Trow-Smith	LEYF (PVI)
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Also present: Jane Hargreaves, Commissioning Director – Education
Patricia Harvey – Senior Professional, High Needs Block and Minute Clerk
Daksha Chauhan – Group Accountant – Local Authority Finance
Katherine Heffernan – Group Manager – Local Authority Finance and Investment
Rishi Peetamsingh – Principal Accountant, Schools - Local Authority Finance
Councillor Evelyn Carpenter – Cabinet Member Education and Schools
Nichola Young – Local Authority Minute Clerk

MINUTES

Mr Roger Leighton (RL) chaired the meeting.

1. APOLOGIES FOR ABSENCE

Apologies were received from Mr M Lloyd, HT, Barking Abbey School, Ms Glenda Spencer, Roman Catholic Representative, and Ms Yvonne Kelly, 14-19 Representative.

2. DECLARATION OF INTEREST

- 2.1 Susan Ball (SB), DHT, Trinity School is representing Peter McPartland.
- 2.2 Roger Leighton made a declaration of interest on behalf of Partnership learning because of the discussion on possible SEMH respite places.

3. MINUTES AND MATTERS ARISING

- 3.1 The minutes of the meeting held on 4 October 2016 were clarified over accuracy on points 2.2.3 and 8.2.
- 3.2 Revised minutes.
- 2.2.3 Noted, a member asked whether membership of the Schools Forum is as per the DfE guidance. DC confirmed that this represented the most up to date information from DFE.
- 8.2 Jane Hargreaves (JH) stated that Rikke Damsgaard and Joy Barter will set this out in a separate sufficiency statement and report to Schools' Forum, as meeting the duty to provide 30 hour options from September 2017 will be challenging for all providers in the borough.

Action JB

- 3.2 Actions from 04 October 2016
- 3.2.2 Ms Daksha Chauhan (DC) confirmed that the review of the take up of Free School Meals (FSM) will be picked up as part of a High Needs Sub Group.

Complete

- 2.2.6 Trade Union de-delegated budget and proposed model with savings for 2017/18 was outstanding. On agenda to be discussed.

Complete

- 7.6 EC requested that the Schools Facing Financial Difficulty (SFFD) sub group should be renamed and the constitution of the group reviewed. The renaming of SFFD has been delegated to the Local Authority Finance Team. The sub group is now called Financial Monitoring Group.

Complete

- 3.1 Brian Fox (BF) asked that the Schools Forum distribution list be reviewed and updated as he and other members didn't receive any documents via email before the meeting.

Noted

- 2.2.1 It was noted that Janis Davis, Andy Roberts and Roger Leighton have been elected as school representatives for Academy Schools and Academy Special Schools. The Primary and Secondary mainstream school groups have not met yet and are unable to confirm their representative. By next meeting both groups will confirm their representatives.

- 2.2.2 EC has requested that all members be sent an updated copy of the constitution.

Complete

- 2.2.4 EC requested that guidance notes be sent to all members along with constitution and that this be received by 13th October in time for when the Primary heads meet

Complete

- 4.3.2 JTS queried if anything more can be done to encourage parents to sign up for pupil premiums. JH replied that this will be picked up by the HNWG.

Complete

- 4.4.1 HNWG is to be scheduled to investigate the achievement of further savings to support some of the anticipated pressures for 2016-17 and subsequent years.

Complete

- 4.6 The fall in the Early Year's Pupil Premium is to be explored at the next High Needs Working Group.

Action PH

- 6.4 De-delegation - EC queried whether the de delegation for free school meals allocation was value for money as there has not been an increase or progress in uptake. DC stated that this will be picked up at the High Needs Working Group (HNWG). This work should pick up how other local authorities have implemented automatic registration. JH asked that Tony Sergeant be invited to the HNWG to explore options.

Complete

- 9.4 DD suggested that maybe a small working group be set up outside of the Schools Forum to help make the Apprenticeship Levy digital vouchers work for schools. KH will check on how this will work corporately and report back to the next Schools Forum meeting in November.

Complete

- 3.3 Actions from 22 November 2016

- 5.15 A briefing not to go out to all schools about the Apprenticeship Levy to notify them the following:

1. Schools need to budget for the 0.5% for every £250k of employee costs
2. What the criteria is
3. The processes
4. To provide an update on the mechanism and how the levy can be used in the best way possible.

Complete

- 3.4 Scott Halliwell (SH) wanted it noted that the Schools' Forum documents were sent out in "drips and drabs" and that usually members like to receive documents one week in advance so they have an opportunity to look over them. Roger Leighton (RL) stated that the last set of documents sent out were only distributed to Schools' Forum members and that they also need to be sent to all Barking and Dagenham head teachers.

Noted

4.

REPORT FROM THE GROUP ACCOUNTANT - FINANCE

2. Dedicated Schools Grant 2016-17 Forecast Outturn Position

2.1 Noted, there is an overspend within the Early Years Block of £286k relating to an additional 200 PVI pupils.

2.2 Noted, High Needs Block is reporting an overspend of £352k.

2.2.1 Noted, there is a projected overspend of £309k on ARP provision due to additional places that have been created at Monteagle.

2.2.2 Noted, there is a projected overspend of £450k on SEN Contingency (in borough top-ups) due to demographic pressures and increasing number of pupils with SEN requirements.

2.2.3 Noted, overspend is partially offset by a projected underspend of £387k as a result of work to keep children within LBBB provision. There is another minor variance, an underspend of £20k.

2.3 Noted, SEND strategy has a projected underspend of £90k

2.4 Noted, Schools Block has a projected underspend of £216k.

2.4.1 The underspend on the schools' block is broken as:

- Schools Facing Financial Difficulties underspend (£533k);
- General Contingency underspend (£93k).
- Growth Fund overspend £784k
- Centrally Retained Budgets underspend (£374k)

3. Dedicated Schools Grant 2017-18

3.1 The Dedicated Schools Grant (DSG) allocated to this authority is £254.448m for 2017-18. This figure is before academy reductions.

3.1.1 Noted, gross DSG allocations for Schools' Block is £206,081m.

3.1.2 Noted, gross DGS allocation for 3-4 year olds (universal 15 hours) is £13,791m.

3.1.3 Noted, gross DSG allocation for 3-4 year olds (additional 15 hours from September 2017) is £1,650m.

3.1.4 Noted, gross DSG allocation for 2 year olds is £4,523m.

3.1.5 Noted, gross DSG allocations for 3-4-year-old disability fund is £80k.

3.1.6 Noted, Early Years pupil premium gross DGS allocation is £199k.

3.1.7 Noted, Total 2017-18 DSG funding for the Early Years block is £20,243m. For 2016-17 the latest allocation is £15.931m.

3.1.7 Noted, High Needs Block gross DSG allocation for 2017-18 is £28,123m. For 2016-17 the final allocation is £23.745m.

3.2. Noted, the retained element of £607k of the Education Services Grant has been transferred into the DSG Schools Block (SB) and is included in the SB unit of funding.

4. Schools Block DSG 2017-18

4.1 Noted, Schools' Forum agreed in October 2016 to retain £2.5m for significant 5-16 pupil growth and allocation criteria.

4.2 Noted, Centrally Retained Services – proposed amounts which total £1.917m as agreed on 22 November 2016.

4.3 Noted, the Local Authority will no longer be allocated ESG (£3.6m in 2016-17) from September 2017. The ESG retained duties rate of £15 per pupil is to be transferred into the DSG and will now form a part of the Schools Block for 2017-18 and amounts to £607k.

4.3.1 Scott Halliwell (SH) made a request that more information be provided on the impact that cutting the ESG fund will have on schools, and information on previous years expenditure.

Action DC

4.4. Decision required, Schools' Forum are asked to approve the central retention of retained duties (ESG).

Approved

4.5 Noted, Legal Services report a pressure of £97k in managing the appeals process for admissions. This can be funded from general duties rate for maintained schools or by increasing the centrally retained budget for admissions by £97k.

4.5.1 Noted, SH requested a breakdown of central costs – no decision to be made on funding of additional legal costs for School Appeals.

Deferred

4.6 Decision required for maintained Primary and Secondary Schools Forum representatives to approve the de-delegated per pupil amounts for Free School Meals Eligibility, Schools Specific Contingency, LSCB Contribution and Trade Union Support. Decision is broken down as below:

- Schools Specific Contingency – **Approved**
- LSCB Contribution – **Approved**
- Free School Meals Eligibility – **Approved**
- Support for Trade Union Duties – **Approved**

4.7 Schools Funding Formula 2017-18

4.7.1 Noted – all ten factors have been used in the Final Funding Model as in previous years, with the same level unit values for pupil led funding as 2016-17 except for AWPU rates which have increased:

- Primary: from £3,868 in 2016-17 to £3,887 in 2017-18
- KS3: from £4,609 in 2016-17 to £4,707 in 2017-18
- KS4 from £5,596 to £5,636 in 2017-18

4.7.2 Decision required – Schools' Forum is requested to consider and recommend a final funding model which maintains a ratio of 1: 1:30.

Approved

5. LBBB High Needs Block Proposed Budget (HNB)

5.1 Noted, Pat Harvey provided SF with an update on the expansion of Primary SEMH Provision and the HNB working group.

5.2 Noted, two proposals for short term interim arrangements for Year 6 pupils and to be reviewed June 2017.

- 5.2.1 Noted, a virtual six place provision at Seabrook for children who require 1st or 6th day provision and a 12-place specialist educational assessment respite provision with Partnership Learning.
- 5.3 Noted, £25k per place, schools have a guaranteed place funding of £10k, the remainder £15k will be pro-rated as per school funding regulations.
- 5.4 Roger Leighton (RL) stated that as there is only one proposed location for 12 places in the first instance, transport may be required. The referring school will cover transport cost as part of the AWPU.
- 5.5 Noted, the 12-place provision with Partnership Learning should come into effect at Easter 2017. Janis Davies (JD) asked how long the commitment would be? PH relied that this an ongoing review and a commitment cannot be made.
- 5.6 RL stated the pressure for Primary respite across the borough will not go away and will need to be worked through, this is not an alternative to SEMH Special Schools.
- 5.7 Committing from Easter 2017 to July 2018 in the first instance.
- 5.8 A further update will be provided on proposal 2 in June 2017.
- 5.9 Noted, Annie Blackmore (AB) stated that it is important to remember that there is also pressure on secondary AP places which is currently funded for 120 places with 149 pupils on roll – therefore pressure on places.
- 5.9.1 Noted, PH then said that this would be looked at as part of the “big picture” at the HNWP meetings.
- 5.9.2 JH stated that some of the pressure is offset by commissioned places, for example at Lifeline.
- 5.10 Noted, SH suggested that any future savings from HNB could be re-invested into SEMH provision.
- 5.11 Noted, Early Years funding was switched two years ago, PH to forward details of the report and minutes with regards to supporting portage and the Early Years Block. PH is proposing to switch this back as due to the school funding reform and a pressure within the Early Years Block. This has been included in the proposed HNB budget for 2017-18.
- 5.12 High Needs Block Decisions for Schools’ Forum 17th January 2017
- A) Approved - £500k of redistributed savings from Seabrook earmarked to support Primary Respite/6-day provision.
- B) Approved – CMLD ARPs increase top ups from £2k to £3k - (89 places - £89k).

- C) Approved – Increase EAL/Mobility placements for year 10/11 to £4k per child. £100k total budget.
- D) Approved – Switch £300k Early Years expenditure to HNB.
- E) Approved – Additional £1.388m for Post 16 High Needs to be ringfenced to HNB.
- F) Approved – £738k earmarked for top up budget for new SEMH provision in Sept 2017. £35k per place (7/12ths).
- G) Approved - Place funding of £300k for new SEMH provision in Sept 2017.
- H) Approved – £450k earmarked for the new Primary Respite / 6-day model (phase 1) – allocated the full year effect (FYE) from the 2017-18 budget.
- I) Approved – Budget allocation of £40k for visual impairment pressures on Early Years.
- J) Approved – Balance of proposed savings to go to Out of borough placements as there is a forecasted pressure.
- K) Approved – 2017-18 High Needs Budget (appendix D).
- L) Approved - HNB work depending on 16-17 outturn. Any surplus funding from 'one off exceptional Needs' to go to ARPs and Special Schools.

6. Early Years National Funding Formula

- 6.1 Noted - Base Rate Funding in 2016-17 is £3.00 per hour, this will increase to £4.50 per hour in 2017-18. This is an increase of £1.50 per hour.
- 6.2 Noted - Proposed deprivation rates are between £0.22 and £0.30 per hour. This is subject to change.
- 6.3 Noted – For 2017-18, 7% can be centrally retained. In 2018-19 this is going to be reduced to 5%.
- 6.4 Noted – Schools' Forum is requested to note the new early years national funding formula for 3 and 4-year-old children and the and the proposed rates for providers and new hourly rate to settings with eligible 2 year olds.
- 6.5 SH requested a breakdown and detailed explanation about centrally retained budgets including 30 hours in March Schools' Forum meeting.
- 6.6 Decision required – Schools' Forum is requested to approve managing £300k costs relating to the Portage Service to the HNB.

Action DC

Approved

7. Early Closure of Accounts

- 7.1 Noted - Schools' Forum members are asked to note the proposals for the early closure of accounts

8. National Funding Formula – Consultation Stage 2

- 8.1 National Funding Formula working sub group is due to meet on Monday 6 February 2017 at 3:30pm at Sydney Russell School in response to first stage of the consultations on the national funding formula for schools, high needs and the central schools block.

5. ANY OTHER BUSINESS

6. DATE OF NEXT MEETING

The next Schools' Forum meeting will take place on Tuesday 21st March 2017 in Council Chamber, Town Hall, Barking from 10:00am to 12:00pm.

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