

**MINUTES OF THE OF THE SCHOOLS FORUM  
HELD ON 17 OCTOBER 2017  
IN COUNCIL CHAMBER, TOWN HALL, BARKING  
(10:00am – 12:00pm)**

**Present: School Representatives**

**Primary School Representatives**

Scott Halliwell (Joint Chair)	HT, Southwood Primary School
Paramjit Roorpra	HT, Northbury Primary School
Julie Philips	HT, Godwin Primary School
Brian Fox	HT, Roding Primary School
Daniel Craft	HT, St Peter's Primary School

**Secondary School Representative**

Ges Smith	HT, Jo Richardson Community School
Jo Tupman	HT, Barking Abbey School

**Governor Representatives**

David Dickson	HT, Eastbury Community 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	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**

Annie Blackmore	HT, Mayesbrook School (PRU)
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**Trade Union Representative**

Dominic Byrne	NUT
John McGill	NASUWT

**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  
Shaj Sivadasan – Principal Accountant, Schools - Local Authority Finance  
Councillor Evelyn Carpenter – Cabinet Member Education and Schools  
Nichola Young – Local Authority Minute Clerk

## **MINUTES**

Mr Scott Halliwell (SH) chaired the meeting.

### **1. APOLOGIES FOR ABSENCE**

Councillor Evelyn Carpenter – Cabinet Member, Education and Schools  
Martin Nicholson, HT, Grafton Primary School  
Richard November, HT Valence Primary School  
Jo Tupman, HT, Barking Abbey School

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

- 2.1 Jo Preston (JP), HT, Gascoigne Primary School is representing Richard November
- 2.2 Gill Massar (GM), HT, William Bellamy Primary School is representing Martin Nicholson

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

- 3.1 The minutes of the meeting held on 20 June 2017 were confirmed as an accurate record
- 3.2 Actions from 20 June 2017
  - 2.5.1 David Dickson (DD) asked whether it would be possible to have a paper for the chairs of governors so that they are aware of the borough wide and national issues. This will enable schools to be more proactive. It was agreed to start in the autumn term. The paper went to the chair of governors in September  

**Complete**
  - 3.6.3 Daksha Chauhan (DC) replied that the growth fund is for classes opening in September who were not captured in the previous October census. DC will look at the forecast for places which will inform where there have been growth classes and future planned growth classes. This will be fed back to SF. DC provided information on this in Appendix A and mentioned that an updated report will be presented to Cabinet in December. Joy Barter (JB) is convening a group to look at nursery places and Scott Halliwell (SH) requested that for primary schools, localities with over provision be considered.  

**Action JB**

3.6.4 JH recommended that DC check the admissions forum report. Andy Carr to feedback to the next education improvement board

**Action AC**

3.7 SH requested that a detailed report be provided at the next SF on the amended budget for HNB as £750k has already been taken from reserves due to pressures. Pat Harvey will to feedback from the last HNWG

**Complete**

#### **4. REPORT FROM THE GROUP ACCOUNTANT - FINANCE**

##### **2. Barking and Dagenham Schools' Forum Constitution**

2.1 Scott Halliwell (SH) and Roger Leighton (RL) were elected as co-chairs. SH was nominated by RL and David Dickson (DD) and RL was nominated by SH and Brian Fox (BF). SF members were in agreement with this

2.2 DC to review the constitution. Annual elections of chair and co-chairs, co-chairs works well so will be included in constitution; DC will prepare a draft for distribution

**Action DC**

2.3 Noted, Jane Hargreaves (JH) informed SF that the diocese had been written to regarding a Roman Catholic and Church of England representative, no response has been received as of yet

**Action NY**

2.4 Proposal to hold elections every three years rather than annual

**Agreed**

2.5 Noted, Daniel Craft, Headteacher from St Peter's Catholic Primary School and Marie Ziane, Headteacher from Becontree Primary School have filled the two vacancies for Maintained Primary Schools representatives

2.6 Noted, Sue Ball, Headteacher from Trinity School has filled the vacancy of Maintained Special Schools representative.

2.7 Noted, Annie Blackmore (AB) asked that The Alternative Provision (PRU) now be amended to Mayesbrook Park School as registered.

##### **3. Dedicated Schools Grant 2016-17 Final Outturn**

3.1 Noted, the Schools Block is reporting an underspend of £96k due to an underspend in admissions and NNDR, this has been offset by an overspend in the growth fund

3.2 Noted, the final outturn position for 2016-17 was £213.870m. As the budget was £214.900m there was a £1,030m contribution to reserves

- 3.3 Noted, the final 2016-17 DSG carry forward reserve is £3,226m
- 3.4 Noted, the planned use of reserves in 2017-18 is £1,256m
- 3.5 Noted, the estimated DSG reserve at 31 March 2018 is £1,970m
- 3.6 Noted, the Q3 estimated schools reserve balance for 2016-17 was £6.006m, the actual schools reserve balance for 2016-17 was £3,82m. There is a difference of £2,2m.
- 3.7 Noted, a 2-3% uncommitted contingency is acceptable.
- 3.8 Pat Harvey (PH) stated that it may be useful to provide SF with an update on schools' spending plans, what they have committed and what the final balances are. There are schools listed in appendix B that have earmarked projects. PH suggests that columns are added to appendix B for committed funds and what the final revised balances are.

**Action DC**

#### **4. Dedicated Schools Grant 2017-18 Budget Allocation Update**

- 4.1 Noted, DSG funding for 2017-18 as at July 2017 update, base funding of £210.631m, planned use of reserves of £1,256m. Total revised budget of £211,887m
- 4.2 DC to write to all schools advising them of the claw back of funding for early years for 2016/17 and the amount for the period April 2017 to August 2017. From September 2017, schools will input the pupil numbers on the portal and will be paid on actual numbers. Any funding adjustments will be managed by the early years teams on a termly basis.
- 4.3 Noted, Early Years funding adjustment will use May census for 2017-18
- 4.4 Noted, PVI's are paid on a monthly basis
- 4.5 David Dickson (DD) queried as to whether there has been any movement on funding to ARPs, PH stated that this was discussed during the last HNWG meeting and that Joy Barter (JB) and Ann Jones (AJ) is working directly with the school. PH to check with (JB) and (AJ) that this is the case

**Action PH**

PH provided SF with an update on the High Needs Working Group meetings (HNWG) held on 6<sup>th</sup> July and 5<sup>th</sup> October and actions from minutes.

- 4.6 Early years – pupil premium and FSMs had decreased due to Welfare Reform changes in regulations and introduction of universal credit. Parents working 16 hours or more are not eligible for FSMs under the reform.
- 4.7 The HNB detailed budget and reporting had been discussed at both HNWG meetings in July and October.
- 4.8 Noted pressure for 2017-18 of £1m+ for HNB.

- 4.9 Noted, funding for ARPs – HNWG reviewing it strategically with new Special Schools, due to provisional cost of c20m for ARPs and Special schools based upon existing model and changes.
- 4.10 Noted, High Need place number templates – being completed by finance, and ESFA deadline date being mid-November of changes and out of borough changes under NFF. HNB NFF was discussed at the meeting for 2018-19 – ARP/resource basis receiving 4k via school's block (census count), Special schools and AP still receiving £10k per place, but review for 2019-10 on place funding by ESFA, and special schools will be protected from 2018-19 with MFG.
- 4.11 AP (Mayesbrook school) presentation of changes, provision and challenges by Annie Blackmore (AB). Decided to review challenges, once AP review had been finished by the Government.
- 4.12 Noted (Government) House of Commons – Education Select Committee has announced the launch of the review of AP, details were discussed at meeting.
- 4.13 Noted, SH informed SF that the HNWG is open to all colleagues and that it may be a good idea for Primary and Secondary representatives to attend.

## **5. National Funding Formula Update**

- 5.1 Noted, for 2018-19 and 2019-20 there will be a soft formula, SF can therefore use a local formula for allocate funding to individual schools. From 2020-21 a hard formula will be introduced

## **7.2. Central School Services Block**

- 7.2.1 Noted, Appendix C – This is the new Central School Services Block (CSSB) and details the ongoing and historic commitments. This also includes what was previously the retained duties ESG
- 7.2.2 Decision to approve the funding of historic and ongoing functions on a line by line basis for 2018-19. This was also approved for 2019-20

**Approved**

## **7.3. High Needs Block**

- 7.3.1 Decision to approve the transfer of 0.5% or £1.197m from the Schools Block to the High Needs Block

**Approved**

## **7.4. Schools Block**

- 7.4.1 Noted, applying the National Funding Formula will give a ratio of 1:1.43
- 7.4.2 DC to consult schools on the options for the National Funding Formula.

**Option 1** - Maintain the ratio of 1:1.30 in 2017-18

**Option 2** - Phase transition of the NFF - 1/3 of the impact in 2018-19 to 1:1.34, 2/3 of the impact in 2019-20 and full transition to the National Funding formula in 2020-21

**Option 3** - Go with the full transition of 1:1.43 in 2018-19

**Action DC**

7.4.3 Noted, SH informed SF that at the HT pre-meet, Headteachers agreed that Option 2 was the preferable option, DC stated that all schools would still need to be consulted

7.4.4 Decision required – a special Schools’ Forum be scheduled in November to agree the model proposed resulting from the consultation with schools. Date agreed for Tuesday 21 November 2017 from 10:00am to 12:00pm, only a 30 minute Headteachers’ pre-meet is required from 9:30am to 10:00am.

**Agreed**

**answered this at update and included in mins above 4.6**

## **8. Schools Block**

8.1 Noted, the surplus carried forward at the end of 2016-17 was £147k. Repayments are due from 5 schools during 2017-18, the balance at the end of 2017-18 will be £590k assuming no further requests are made.

## **5. ANY OTHER BUSINESS**

## **6. DATE OF NEXT MEETING**

The next Schools’ Forum meeting will take place on Tuesday 21 November 2017 at Barking Enterprise Centre, 50 Cambridge Road, Barking, IG11 8FG from 10:00am to 12:00pm.

Head teachers’ pre-meeting will commence at 9.30am.