

**MINUTES OF THE AUTUMN TERM MEETING OF THE SCHOOLS FORUM
HELD ON 04 OCTOBER 2016
IN ROOM 115, BARKING LEARNING CENTRE, BARKING
(9:00am – 12:00pm)**

Present: School Members

Primary School Representatives

Elizabeth Chaplin (resigning)	HT, Valence Primary School
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
Martin Nicholson	HT, Grafton 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
Mark Lloyd	HT, Barking Abbey School

Special Needs Representative

Peter McPartland	HT, Trinity School
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Governor Representative

David Dickson	HT, Eastbury Community School
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Special School Academy Representative

Roger Leighton (Joint Chair)	Chief Executive, Partnership Learning
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Non-School Members

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

Non-School members

Early Years Representative John Trow-Smith	LEYF (PVI)
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Also present: Jane Hargreaves, Commissioning Director – Education
 Daksha Chauhan – Group Accountant – Local Authority Finance
 Katherine Heffernan – Group Manager – Local Authority Finance and Investment
 Councillor Evelyn Carpenter – Cabinet Member Education and Schools
 Lee Medlock – Principal Accountant, Schools – Local Authority Finance
 Caroline Kenny – Alternative Provision – Local Authority
 Mike Freeman – Group Manager – Children’s Services - Local Authority (for Capital item only)
 Stephen Benning – Local Authority Commissioning Programme Manager (for Capital item only)
 Nichola Young – Local Authority Minute Clerk

MINUTES

Mr Roger Leighton (RL) Chaired the meeting.

1. APOLOGIES FOR ABSENCE

Apologies were received from Mr Richard Micek, HT The Warren School, Mr Simon Weaver, HT Dagenham Park School, Ms Glenda Spencer, Roman Catholic Representative, Ms Yvonne Kelly, 14-19 Representative, Janis Davis, Andy Roberts and Patricia Harvey, Senior Professional, High Needs Block and Minute Clerk.

2. DECLARATION OF INTEREST

- 2.1 Nichola Young (NY) declared that Pat Harvey was listening in on the meeting via telephone.
- 2.2 Mark Lloyd (ML) declared an interest as Barking Abbey School would form part of the report focusing on Schools Facing Financial Difficulty (SFFD). It was agreed that ML would leave the room when this was discussed.

3. MINUTES AND MATTERS ARISING

4.1 The minutes of the meeting held on 21 June 2016 were confirmed.

4.2 Actions from 15th March 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.

Action PH/DC

9.3 DC updated the Schools Forum that no response to the submitted National Funding Consultation has been received; therefore no meeting for the sub group has been arranged.

4.2 **Actions from 21st June**

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

Action PH

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.

Action DC

9.3 EC requested clarity from the capital allocations provided by School Estates to schools for the last financial year. Schools Forum requested a report from the Group Manager School Estates on the Capital allocations to schools, including the bidding process.

Mike Freeman and Steve Benning reported and presented to members on Capital reporting and school projects and left the meeting afterwards.

The minutes were signed as a true account

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.

Action NY

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

DC introduced the Schools Forum Report outlining the items of business for the Forum to address and decisions to be made and approved.

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

2.1. A decision was required to elect a Chair and Vice from amongst Forum members. It was agreed that there will be joint chairs. Ges Smith nominated and David Dickson seconded Roger Leighton to be co-chair Ruth Ejvet nominated and Brian Fox seconded Scott Halliwell to be co-chair. Roger Leighton and Scott Halliwell were elected joint chairs.

Agreed

2.2 **Schools and Academy Members**

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 group will confirm their representatives.

Action SH/RL

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

Action DC

2.2.3 Noted, JTS 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.

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.

Action DC

3. Dedicated Schools Grant 2015-16 Budget allocation update

3.1 It was noted that the reported DSG final budget at the end of 2015/16 was £235.578m.

3.2 Noted the additional 2 year old funding of £256k based on an additional 51 pupils.

3.3 Noted Early Years budget growth based on additional 115 pupils. This amounts to an overall increase of funding of 466k for 2016/17.

3.4 Noted, the High Needs Block reported an underspend of 1.3m.

3.5 Noted the final funding blocks for 2015/16 were noted following the Early Years adjustments.

4. Dedicated Schools Grant 2016-17 Budget allocation update

4.1 Noted, the reported DSG projected carry forward at the end of 2016/17 is forecast to be £2.671m.

4.2 Noted, 2 year funding £4.597m budget including £145k growth based on an additional 29 pupils.

4.3. Noted, Early Years Budget £13.730m, including 660k growth based an additional 198 pupils.

4.3.1 Noted, a reduction in the Early Years Pupil premium

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.

Action PH

4.4. Noted, High Needs block budget is 25.910m, includes a deduction of 60k. Reflects recoupment for ARP places at Eastbury Primary school which converted to academy status on 1st April 2016

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.

Action PH

4.5 Noted, Automatic registration of registering disadvantaged children was raised, also, ML stated that Theresa May had mentioned that there needs to be alternative means of noting/registering disadvantaged children.

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

Action PH

4.7 RL and GS queried the forecast expenditure on the SEND strategy. Clarification was provided that this included, payments to Early Years and Schools.

5. **Dedicated Schools Grant 2016-17 Forecast Outturn Position**

5.1 Noted the DGS forecast outturn as at 21st March 2017 £202k overspend.

5.2 Noted, 2 Year Old Funding is projected to outturn on budget at £4.597m.

5.2 Noted the Early Years Block is projecting an overspend of £206k due to an additional 200 PVI pupils.

5.3 Noted High Needs Block is projecting an overspend of £309k on ARP provision due to additional spaces created at Monteagle. Projects £400k over spend on SEN Contingency due to demographic pressures and SEN requirements. Projected underspend of £387k on Out of Borough placements.

5.4 Noted SEND Strategy project an underspend of £90k

5.5 Noted Schools Block - underspend on de-delegated budgets totalling £626k.

6. **Schools Funding Formula 2017/18 - Principles**

6.1 Noted, the delay of implementation of the proposed new funding model

until 2018/19 and local authorities have the same freedom to set local formulae for their schools in 2017/18.

- 6.2 National Funding Formula - Schools Forum to agree the principle of retaining funding factors at current levels subject to overall affordability of the model and maintaining a ratio of 1:1.30.

Agreed

- 6.3 Split Site Funding - Decision required from the Schools Forum to agree split site definition and funding allocation of £200k for Secondary Schools and £160k for Primary Schools. Decision required by both Primary and Secondary phases.

Agreed PH/TS

- 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 Sargeant be invited to the HNWG to explore options.

Action DC

- 6.4.1 A unanimous decision was passed to delay making a decision to agree overall de-delegated budgets and indicative per pupil rates (by phase).

Deferred

- 6.4.2 Proposed Facility Time Model for 2016-17 paper. Schools Forum requested that this paper be deferred to the next Schools Forum as it has only been sent the day before.

Deferred

6.5 **Centrally Retained Budgets**

- 6.5.1 The proposal is for centrally retained budgets to remain at 2016/17 levels for 2017/18 apart from licenses/subscriptions that are set by the DfE and recharged to local authorities. These have increased from £148k for 2016-17 to £154k for 2017-18 and reflects an increase in pupil numbers.

- 6.5.2 The Community Music Service has started some initial work in introducing a charge for its service. This is in preparation for the implementation of the National Funding Formula as there is a risk to the centrally retained DSG. Schools Forum agreed this was a sensible approach.

However, concern was raised that provision should be made for disadvantaged families, otherwise the music service will be for children that are better off when the charge is introduced

6.5.3	Noted, JH commented that that Trewern will also need to be reviewed		
6.5.4	School Improvement – JH would like a small group of heads from Education Improvement Board to explore the model of a School Improvement Company and report back to Schools Forum.		
		Action	JH
6.5.5	Each line in of the Centrally Retained Budgets were agreed and approved by Schools Forum.		
		Approved	
6.6.	Growth Fund		
6.6.1	Schools Forum agreed to the top slice for Growth Fund of £2.5m.		
		Approved	
6.7	The Schools Forum agreed to reconvene a special Schools Forum meeting to review and agree the 2017-18 funding model(s), and to review whether the allocated £2.5m for the Growth Fund would be sufficient. Proposed meeting date 22 nd November 2016 10:00am to 12:00pm. Venue to be confirmed.		
		Agreed	NY
7.	Schools Facing Financial Difficulty		
	ML left the meeting due to a declaration of interest.		
7.1	Noted Ripple Primary have made early repayment of their 2016-17 instalment.		
7.2	A representative from Monteagle primary School attended the SFFD sub group to request a loan of £58k – repayable over 2 years.		
		Approved	DC
7.3	A representative from Barking Abbey attended the SFFD sub group to request that Barking Abbey’s first loan repayment be deferred until 1 st April 2017. Motion agreed by Schools Forum but on the condition that the first instalment must be repaid in April 2017, and will be the first call on their 2017-18 budget.		
		Approved	DC
7.4	Barking Abbey loan agreement to be re-drafted to reflect the deferral. Schools Forum agreed that no further deferrals would be approved by School Forum.		
		Action	DC
7.5	Schools Finance Team to confirm that the loan instalment has been received from Eastbury Primary School.		

- 7.6 Noted, no new SFFD allocations received for 2016/17. Only emergency allocations will be approved for 2017/18.

8. Early Years Block

- 8.1 Noted, DC reported that the Early Years consultation had been submitted to the DfE. JTS reported that in September 2017, 30 hours of free Early Years child care will be implemented nationally. JTS noted that this will be a big pressure on the provision and asked how this will be managed.
- 8.2 JH stated that Ricky Damsgaard and Joy Barter will set this out in a separate sufficiency statement and will report to JTS individually.

Action JB/RD

- 8.3 Noted, the consultation of the Early Years Funding Formula is looking towards a 5% central retention rather than 10%, which will have a significant impact on the service.
- 8.4 Noted, when the response to the consultation is published the authority will need to work through the modelling and the impact. KH stated that some of the centrally retained costs may need to be shared between High Needs Block and the Early Years Block.

9. Apprenticeship Levy

- 9.1 Noted, will start in April 2017. All schools who are maintained by the local authority will have to pay Apprenticeship Levy. Wage bill needs to be over £3m in order to have to pay this, (not on a school level, on local authority level).
- 9.2 Noted, ML stated that he will have to pay £50k per year but will have no access to apprentices as he is unable to employ them for teaching.
- 9.3 Noted, the levy that is collected will be converted into digital vouchers and will be given back to schools to pay for staff training.
- 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.

Action KH

5. **ANY OTHER BUSINESS**

6. **DATE OF NEXT MEETING**

The next Schools' Forum will take place on Tuesday 22nd November 2016 from 10:00am to 12:00pm at Trinity School.

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