

**MINUTES OF THE SPRING TERM MEETING OF THE SCHOOLS FORUM
HELD ON 12 JANUARY 2016
AT COUNCIL CHAMBER, TOWN HALL, BARKING
(9.00 am – 12.00)**

Present: School members

Primary School Representatives

Elizabeth Chaplin (Joint Chair)	HT, Valence Primary School
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

Mark Lloyd	HT, Barking Abbey School
Ges Smith	HT, Jo Richardson Community School

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 (arrived 10:25am)	LEYF (PVI)
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Trade Union Representative

Dominic Byrne	NUT
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Also present: Helen Jenner, Corporate Director of Children's Services (arrived 10:20am)
Jane Hargreaves, Divisional Director – Education
Daksha Chauhan – Group Accountant - Local Authority Finance
Patricia Harvey, Senior Professional, High Needs Block and Minute Clerk
Derek Moore – NASUWT
Councillor Evelyn Carpenter – Cabinet Member Education and Schools
Lee Medlock – Principal Accountant, Schools – Local Authority Finance

MINUTES

Ms Elizabeth Chaplin (EC) Chaired the meeting.

1 APOLOGIES FOR ABSENCE

- 1.1 Apologies were received from Simon Weaver, HT Dagenham Park C of E School, Richard Micek, HT The Warren School.

2 DECLARATION OF INTEREST

- 2.1 Mark Lloyd (HT, Barking Abbey School) declared an interest as Barking Abbey School would form part of the report focusing on Schools Facing Financial Difficulty(SFFD). It was agreed that Mr Lloyd would leave the chamber when this section was discussed.

3 MINUTES AND MATTERS ARISING

- 3.1 The minutes of the meeting held on 6 October 2015 were confirmed and revisions were noted from Derek Moore (NASUWT) under 3.6 that he stated Trade Union Support arose from statutory provisions and the Burgundy Book and de-delegation enabled schools and the local authority to fulfil their Statutory obligations as employers, in accordance with the local agreement.

It was requested that a paper be presented at the next Forum explaining how the facility time provision operates, and suggestions regarding another way of working.

The minutes of the Special meeting held on 20 October 2015 were revised and noted that Julie Philips (HT, Godwin Primary School) and Ruth Ejvet (HT, St. Margaret's C of E Primary School) attended.

Both sets of minutes were signed as a true account.

Matters arising from the previous meetings:

3.2 Registration of Eligibility for Free School Meals (FSM)

- 3.2.2 PH stated that the Campaign to re-advertise PP to parents would have to be funded by schools. PH stated that she would pick this up with Tony Sargeant.

4.2 Growth Fund

DC

4.2.2 PH stated that she would defer the presentation of a new model for the PAN funding until the spring term schools forum meeting.

DC

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

3.1 JTS enquired regarding the Early Years Block Funding model. PH suggested that the EY Block Sub-Group be reconvened to discuss.

DC

4 **ACADEMIES AND FREE SCHOOLS**

4.1 Standing agenda item and nothing to report.

5 **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.

5.1 Ms Elizabeth Chaplin (Chair) sought clarification on acronyms NRA (Non Recoupment Academies) and SBUF (Schools block unit of funding) from DC.

Noted

5.2 **Centrally retained Services**

5.2.1 The Centrally retained services were agreed due to the changes from the DfE on the licences and subscriptions (£148,000) and noted no further increases were allowed to be made.

Agreed

5.2.2 Clarification was requested on what is supported centrally and what is supported from the School Improvement and Educational Inclusion strands and what Schools' Forum is agreeing to?

Action DC

5.2.3 Trewern Outdoor Education centre budget was queried and action for an increase to support the work. It was noted that due to regulations, no further increases were permitted and the alternative would be for the centre to operate under Service Level Agreements (SLAs)

Noted

5.3 A decision was required for confirmation of the centrally funded DSG for 2016-17.

Agreed

6.0 Contribution to Local Safeguarding Children's Board (LSCB)

6.1 March 2015, Schools' Forum approved the contribution to the LSCB for a one year contribution of £50k.

6.2 A decision was required for Forum to approve £50k contribution to the LSCB for 2016-17.

Agreed

7.0 Growth Fund

7.1 The growth fund criteria was discussed and £2,500,000 was top sliced from the schools block to fund additional classes planned to open from September 2016.

Mr Mark Lloyd left the meeting at 10:35am

7.2 A decision was required for Forum to approve the growth fund criteria for 2016-17 and the support funding for an increase in PAN with effect for 2015-16.

Agreed

Mr Mark Lloyd re-joined the meeting at 10:39am

8.0 De-delegated Services

8.1 Each line of the de-delegated budgets was discussed – Schools in Financial Difficulty.

Mr Mark Lloyd left the meeting under agenda item 2

8.2 Richard November requested clarification that the SFFD budget was reporting an overspend in Appendix D in 2015/16 due to only one repayment from a school.

8.3 PH confirmed that repayments from the other schools who had received a loan were scheduled for 1st April 2016 and that would be reported within the following financial year.

8.4 DC confirmed that Eastbury Primary loan repayments were over 5 years and the table doesn't report this in Appendix D.

8.5 A request was made for Appendix D to be clarified further with schools receiving the loans and scheduled repayment dates.

Action DC

8.6 Ms Helen Jenner confirmed that the SFFD loans and repayments were agreed at the working sub-group and the table needs updating for Forum members.

8.7 It was noted that the recommendation from the sub group was an increase

in loan of £100k to Barking Abbey School and to extend the loan repayments over 5 years.

8.8 It was decided for the table in Appendix D (SFFD) to be delegated to the working sub-group for revisions and to be reported to the next Forum meeting after Ms Helen Jenner confirmed that clarification of the table is required.

Action DC/LM

8.9 The chair enquired what is supported from the Schools Specific Contingency budget.

8.10 PH confirmed that schools rates adjustments are supported from this due to any rateable changes within the financial year and the allocation being included within the school formula at the start of the financial year.

8.11 It was requested for details to be reported to the next Forum of the Schools Specific Contingency budget and expenditure in 2016/17.

Action DC/LM

8.12 The chair thanked Derek Moore ((NASUWT) and Dominic Byrne (NUT) for the Trade Union Facility paper distributed prior to the meeting.

8.13 Mr David Dickson (HT, Eastbury Community School) reminded Forum that this item was discussed in the October meeting and Forum was looking for a reduction or reported savings of c5% or 10% in 2017/18, and the paper was welcomed but did not provide enough details of expenditure.

8.14 The chair requested recognition of what is being actually spent on the Trade Union facilities budget and further explanation and dialogue from the Trade Union reps of forum of the statutory requirement of Trade union duties and what is the contractual agreement with the local authority (the employer) for Forum members.

8.15 Derek Moore (NASUWT) commented that the paper supported this and apologised for the lateness of the paper being distributed prior to the meeting.

8.16 Ms Helen Jenner suggested a directorate meeting with unions to look and discuss this, and Dominic Byrne (NUT) commented that other non teaching unions are also required.

8.17 Ms Ruth Ejvet (HT, St Margaret's C of E Primary School) commented that details of the allocation of time for non-teaching and further clarification would be useful.

8.18 Mr Peter McPartland (HT, Trinity School) commented that a large number of staff are not covered with this agreement, and details within Barking and Dagenham would be useful.

8.19 Forum requested details on what the budget was being spent on, what additional duties were facility time?

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| 8.20 | Mr Brian Fox (HT, Roding Primary School) commented that this is currently included within the TPA meetings. | DC |
| 8.21 | Forum proposed for 5% or 7% savings in line with the HNB 2016/17. | Action |
| 8.22 | Ms Helen Jenner proposed that savings of 5%, 7% and 12% should be looked at the next TPA meeting, and included as an agenda item. | JH |
| | Action | |
| 8.23 | A decision was required for Forum to approve a minor adjustment to the per pupil de-delegated amounts for 2016-17. | Agreed |
| | | DC/LM |
| 8.24 | A decision was required to approve the SFFD contingency update. | Agreed |
| | (subject to further detail reporting) | |

Mr Mark Lloyd rejoined the meeting

9.0 Spilt Site

- 9.1 Mr David Dickson (HT, Eastbury Community School) requested that the split site criteria is looked at across the phase of 3-19 provision.
- 9.1.1 No decision was made on the amendments to the split site funding criteria.
- 9.2 The decision on the additional allowance of £15,000 to £20,000 for Secondary school(s) on split sites was discussed.
- 9.3 Ms Helen Jenner apologised for this not being looked at in detail prior to the meeting and reminded Forum that the recommendations and views of Schools' Forum will be reported to Cabinet by herself.
- 9.4 The chair reminded Forum that the reduction in the split site factor for Secondary schools (£216k to £200k) was approved at the special meeting on setting the 2016/17 School formula in October due to submission to the EFA end of October.
- 9.5 The chair commented that the decision only affects 2 schools in the borough, and enquired if this decision would mean re-modelling the school budgets for 2016/17. DC confirmed that the ratio of 1:1:30 would not be affected.
- 9.6 Ms Helen Jenner commented that potentially the 2 schools would face financial difficulties, and Mr Roger Leighton commented that any school who applies to the Schools Facing Financial Difficulties for help has to accept a repayment loan now.
- 9.7 The chair enquired on why the need to change the criteria and funding for

2 schools, and Ms Helen Jenner advised Forum that representation had been made from the 2 schools; one would be facing financial difficulties due to changes and another school potentially facing financial difficulties.

- 9.8 Ms Ruth Ejvet (HT, St Margaret's C of E Primary School) informed Forum that Primary heads meeting had been updated of the 2016/17 changes and now another change was proposed.
- 9.9 The chair commented that the IDACI changes of the bandings 5 and 6 had caused significant changes in the 2016/17 formula model, and no changes had been made to all those schools affected.
- 9.10 A vote was taken in support of the decision for Schools' Forum to approve an additional allowance of £15,000 to £20,000 for secondary schools on split sites.

9.10.1 In Favour – 3, Against – 10, Abstained – 2.
This will be reported to Cabinet.

Action DC

10.0 Funding Factors

- 10.1 The final funding factors were noted as Appendix E and a decision was required to consider and recommend the final funding model to maintain a ratio of 1:1:30.

Agreed

11.0 LBB High Needs Block (HNB) Working Sub Group

- 11.1 It was reported the savings of £1.3m 2015/16 were on track to be delivered, and a further £1.9m (7%) savings had been identified for 2016/17. £700k of the proposed savings will be earmarked against emerging pressures.
- 11.2 The next HNB working sub group is scheduled for 26th January at Sydney Russell school, whereby the savings proposals will be discussed in detail alongside the ARPs vacancies, and update of the SEN(D) funding applications.

12.0 National Issues

- 12.1 This was noted.

13.0 Closure of Accounts

- 13.1 This was noted.

6. ANY OTHER BUSINESS

- 6.1 Mr John Trow-Smith (Early Years) enquired on when the impact of the

IDACI changes will feed through to the Early Years settings especially the PVI's.

6.1.1 Ms Helen Jenner commented that these settings should have at least 6 weeks notice of any changes in their funding.

7. DATE OF NEXT MEETING

7.1 The next Schools' Forum will take place on Tuesday 15th March 2016 10am – 12:00 Council Chamber, Town Hall, Barking.

Headteachers pre-meeting will commence at 9.00am.