

MINUTES – SUMMER TERM 2013

MINUTES OF THE SUMMER TERM MEETING OF
THE SCHOOLS FORUM
HELD ON TUESDAY 25 JUNE 2013
AT
COUNCIL CHAMBERS, TOWN HALL
(10am – 11.15am)

Present: School Members

Special School

Peter McPartland HT, Trinity School

Primary School Representatives

Elizabeth Chaplin (Joint Chair) HT, Valence Primary School
Ruth Ejvet HT, St. Margaret's C of E Primary
Brian Fox HT, Roding Primary School
Margaret Pease HT, Southwood Primary School

Secondary Representative

Roger Leighton (Joint Chair) HT, Sydney Russell
Valerie Dennis HT, Eastbrook Comprehensive
Kevin Wilson HT, All Saints School

Governor Representatives

Avril Carnelly (Primary) HT, John Perry Primary School
David Dickson HT, Eastbury Comprehensive

Head of Alternative Provision

Janet Lewis

Non-School Members

Early Years Partnership

John Trow-Smith

Trade Union

Dominic Byrne

Also present: Helen Jenner, Corporate Director of Children's Services
Jane Hargreaves, Divisional Director - Education
Dawn Calvert, Local Authority Finance
Lesley Briden, Minute Clerk
Gaspere Nicolini, Local Authority Finance
Sheyne Lucock, General Inspector Information Technology
Muriel Rant, Education Funding Agency - Reform Team

1. **APOLOGIES FOR ABSENCE**

Roger Leighton took the Chair.

RL welcomed Muriel Rant, who had come to observe proceedings on behalf of the Education Funding Agency. Muriel introduced herself and stated the purpose of her visit.

1.1 No apologies for absence were received:

2. **MINUTES**

The minutes of the meeting held on 26 February 2013 were agreed.

Arising therefrom:

2.1 Finance Quarterly Update

It was agreed that DC send information to schools via email.

Action: DC

2.2 Allocation of funds regarding Schools Block, Secondary/Primary Spilt

Brian Fox is still awaiting final figures and will distribute once received

Action: BF

2.3 Free School Meals

Elevate have been contacted as they manage the school meal assessment process. The information they publish / send out to schools has been emailed to all Forum Members and Headteachers on 4 July 2013

3. **FINANCE REPORT**

2013/14 Schools Facing Financial Difficulty

3.1 Schools Forum was asked to approve the application of the 2012/13 DSG final outturn under spend.

Agreed

3.2 Schools Forum Sub-Group – Schools Facing Financial Difficulty –
Terms of Reference

Schools Forum was asked to agree the Terms of Reference for the Sub-Group.

It was requested by members that wording be proactive and that there is disclosure regarding legal referencing.

JL requested a template which sets against the criteria.

Action: DC

After changes have been made it was requested that this come back to Forum to approve.

Action: Sub-Group

3.3 Eastbrook School

Schools Forum was asked to approve allocation of exceptional funding on a one-off payment of £500,000 in 2013/14 to manage a fall in pupil numbers as recommended by the Sub-Group.

Agreed

3.4 Barking Abbey School

Schools Forum was asked to approve a loan of £400,000 to be repaid over 3 years, as recommended by the Sub-Group.

Agreed

3.5 Dorothy Barley Junior School

Schools Forum was asked to approve allocation of exceptional funding on a one-off payment of £92,000 in 2013/14 to address Key Ofsted issues.

Agreed

3.6 Village Infants School

Schools Forum was asked to approve allocation of exceptional funding on a one-off payment of £80,000 in 2013/14 to fund a Teacher and Teaching Assistant.

Agreed

Schools Forum Funding Review Sub Group

3.7 It was suggested by Valerie Dennis that the Local Authority / Headteachers Steering Group take on the High Needs Block savings as a single focus at their next meeting. Jane Hargreaves agreed to this proposal.

Agreed

- 3.8 Janet Lewis enquired if the current modelling process (Schools Funding Formula 2014/15) will be completed before the next Sub-Group Meeting on 17 September. It was felt that preliminary drafts would need to be submitted and Joint Chairs would make themselves available from mid/late August to meet with DC to achieve this.

Members asked when the final model is sent out that it is the model presented and agreed upon unlike previous modelling.

Agreed

Local Authority / Headteachers Steering Group

- 3.9 It was agreed to a reduction of £680,000 to the centrally retained DSG 'top slice' for 2014/15.

Agreed

Scheme for Financing Schools

- 3.10 Helen Jenner requested that this document also be sent to Chairs of Governors for comment.

Action: DC

Growth Fund 2013/14

- 3.11 Schools Forum was asked to agree the allocation of growth funding for additional classes to be issued by the end of July 2013.

It is noted that John Perry Primary School will receive funding for one additional class which had just missed the October 2012 census due to hand over delays.

Agreed

4. UPDATE ON SCHOOLS VoIP TELEPHONY SYSTEM

- 4.1 Sheyne Lucock presented his report. He thanked members of the Project Board for their input.

SL stated that only one school had not bought into this system and would be writing to convince them that it would be for their benefit to implement the system.

5. ADMISSIONS REPORT

- 5.1 It was felt that obtaining proof of identify and contact details regarding admissions put a strain on schools and was extremely time consuming.

HJ offered that training be offered to Administrative Personal in schools to help them reduce the time involved.

Action: HJ

6. **ANY OTHER BUSINESS**

Reading Comprehension Project

- 6.1 Concerns were expressed that this document had yet to be seen by some Headteachers. There were also concerns that not enough information regarding projects was available.

JH commented that this document was still at the discussion stage but would distribute copies to Headteachers for their information.

Action: JH

- 6.2 Helen Jenner suggested that a meeting be set up with Project Leaders and Headteachers to discuss what would be involved within their certain project.

Action: HJ

7. **DATE AND TIME SCHOOLS OFF TO USE THE NEW SYSTEM**

Tuesday 8 October 2013 - Present to this 2013 - Central Committee, Town of the Barking Board for their input.

Tuesday 14 January 2014 - Spring Term 2014 - Council Chamber, Town Hall, Barking
SL stated that only one school had not bought into this system and would be writing to convince them that it would be for their benefit to implement the system.