

**MINUTES OF THE AUTUMN TERM MEETING OF THE SCHOOLS FORUM  
HELD ON 14 JANUARY 2014  
AT THE COUNCIL CHAMBER, TOWN HALL, BARKING  
(10.00 am – 11.45 am)**

**Present: School members**

**Academies and Free School**

Nick Ball (Deputy for Paul Jordan) Thames View Infants School

**Primary School Representatives**

Elizabeth Chaplin (Joint Chair) HT, Valence Primary School  
Ruth Ejvet HT, St Margaret's CEVA Primary  
Brian Fox HT, Roding Primary School  
Martin Nicolson HT, Grafton Primary School  
Richard November HT, Northbury Jnr & Interim HT Infs

**Secondary School Representatives**

Roger Leighton (Joint Chair) HT, Sydney Russell Comprehensive  
Val Dennis HT, Eastbrook Comprehensive

**Governor Representatives**

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

**Head of Alternative Provision**

Janet Lewis Tuition Centre (PRU)

**Non-School Members**

**Early Years Partnership**

John Trow-Smith LEYF (PVI)

**16-19 Provision**

Lesley Graham Barking and Dagenham College

**Also present:** Jane Hargreaves, Divisional Director - Education  
Patricia Harvey, Interim Group Manager – Local Authority Finance  
Gas Lesley Briden, Minute Clerk  
Gaspere Nicolini, Local Authority Finance.  
Dominic Byrne – NUT  
Derek Moore - NASUWT

## **MINUTES**

Mr R Leighton (RL) Chaired the meeting.

### **1 APOLOGIES FOR ABSENCE**

- 1.1 Apologies were received from Peter McPartland, Special School Representative, Helen Jenner, Corporate Director of Children's Services, Kevin Wilson, HT All Saints School, Dr Duncan Ramsey, Church of England Diocesan Representative.

### **2 MINUTES**

The minutes of the meeting held on 8 October 2013 were confirmed and signed as a true account.

#### Matters arising from the previous meeting:

#### **2.1 Apologies for absence** (minute 1.1 refers)

Ms Val Dennis had submitted apologies which had been omitted.

#### **2.2 Scheme for Financing schools 2013** (minute 4.5)

Forum members had asked for dates to be included so that the document could be reviewed. PH advised that the next review will be when the next legislative changes occur and dates will be included in the revised scheme.

#### **2.3 Literacy and Numeracy Projects** (minute 4.6)

JH informed members that she was due to attend a Steering Group on Monday (20/01) regarding these projects and would report back.

**Action JH**

### **3 REPORT FROM THE INTERIM GROUP MANAGER – CHILDREN'S SERVICES**

PH introduced the School Forum Report outlining the items of business for the Forum to address and decisions to be made and agreed.

#### **3.1 Barking and Dagenham Schools Forum Constitution**

The decision was taken to realign the proportion of school representatives in line with the October 2013 census data as from the next meeting (18/03) and this would increase by a representative from the primary sector.

**Agreed**

**3.2 Church of England Diocesan Representative**

It was noted that Dr Duncan Ramsey (Headteacher William Ford Junior School) had agreed to take the position of CofE Diocesan Representative at the Schools Forum.

**Noted**

**3.3 2013/14 Schools Facing Financial Difficulty Contingency**

PH informed members of the contingencies set aside regarding schools facing financial difficulties, and the individual school allocations already agreed by school forum.

- 3.3.1 Val Dennis enquired as to the position of Eastbrook Comprehensive School regarding future payments of EAL allocation. PH stated that she would look into the previous minutes and agreement of the allocation and report back to Forum.

**Action PH**

**3.3.2 Schools Facing Financial Difficulty sub-group meeting**

Members of the group reported back to Forum the new requests for support:

- 3.3.3 The Warren School (£100,000 loan subject to a three year plan being submitted);
- 3.3.4 Henry Green Primary (£80,000, exceptional circumstances);
- 3.3.5 St. Joseph's, Barking (£66,000, exceptional circumstances);
- 3.3.6 Thomas Arnold Primary (£30,000, exceptional circumstances).

All were agreed with the exception of Thomas Arnold (£30,000) who would be able to resubmit another bid in March.

**Agreed**

- 3.3.7 It was noted that the Joint Chairs (RL/EC) would be discussing contingency issues including amounts set aside at a later date.

**Action RL/EC**

- 3.3.8 Members agreed to move Eastbrook allocation from Schools with Falling Rolls Fund to Schools facing Financial difficulties following the recent Ofsted inspection.

**Agreed**

- 3.3.9 The terms of reference for Schools Facing Financial Difficulty was tabled at the meeting from the school forum sub group and this was agreed by Forum.

**Agreed**

### 3.4 Summary of block requirements 2014/15

PH guided Forum through the DSG blocks of funding allocations as advised by the DfE. Members noted these funding allocations and agreed to the local authority proposals to apply the anticipated under spend of £633,000 to the Early Years block, £1,603,000 to the 2 year old provision and the balance of the anticipated retained DSG £4,818,000 within the High Needs block.

**Agreed**

### 3.5 Early Years Block and single funding formula review and consultation

A decision was made by Forum for the LA to undertake a full review and consultation of the Early Years Single Funding Formula in preparation for the 2015/16 financial year.

**Agreed**

3.5.1 Members agreed to set up a working party with the appropriate representation and further feedback would be reported back.

**Action PH**

### 3.6 High Needs Funding Requirements

Low cost high incident (LCHI)

3.6.1 PH updated the Forum of the LCHI within the school block allocations and stated that notional SEN allocations had increased by 30%. No additional funding would be set aside from the high needs block for LCHI. VD suggested that next year this allocation be presented to the Headteachers Steering Group for discussion.

**Action JH/PH  
/HT  
steering  
group**

### 3.7 Growth Fund 2014/15

PH asked permission of the Forum to agree the decision to revise the growth fund criteria and confirmed that the earmarked funding of £3,037m is to fund additional classes that would be opened from September 2014. PH updated members that the £53k reduction of the total earmarked allocation from the report (£3,090m-£3,037m) was due to the revised schools funding formula and a late notification from the EFA with regards to their funding spreadsheet that was only advised from the EFA a few days ago.

Criteria:-

- £57k to each school with a class opening September 2014 (which is additional to the classes opened in September 2013 (Funding would cover periods from September to March);
- Classes beginning after October census count receive AWPU x 30 per class until funding is received through the formula;

- Additional classes must be part of the growth plan agreed by the Schools Estates team;
- Primary schools who expand from 1.5 to 2 form of entry receive £28,500 additional funding;
- Additional classes due to an influx of casual admissions over the summer or where parents delay their child's admission until they reach statutory age receive £3,000 start up costs if these classes are not within the growth plan.

It was noted that the growth fund is covering 49 additional classes from September 2014 and if demand proves to be greater, any additional classes would have to be funded from the retained carry forward DSG.

**Noted and Agreed**

### 3.8 **School Funding Arrangements 2014/15**

3.8.1 PH requested that Forum members note the adjustment to the MFG, which had been raised to 4.51% from 4%.

3.8.2 The cost of the schools funding formula had increased by £53k to £176,960k. Due to late notification from the EFA of an anomaly with the funding spreadsheet they supplied. The additional £53k related to lump sum protection for merging schools and only affected Northbury Primary School.

3.8.3 PH updated the Forum that the Model 1 of the local authorities' formula was agreed by Cabinet on the 19 November 2013 and requested that Forum consider and endorse the local authority's 2014/15 final funding formula for the allocation of DSG to schools.

**Agreed**

### 3.9 **Headteachers Steering Group Meeting - Feedback**

#### 3.9.1 High Needs Block Spending

PH updated the Forum of the ongoing work of the group and concern was expressed regarding the cost of SEN pupils being placed in High Cost provision. JH clarified the situation. DD requested that a strategic planning group be put into place as early as possible.

**Action**

**RL/EC  
/HT  
steering  
group**

#### 3.10 **DeDelegated DSG Budget 2014/15**

PH requested that Forum members agree the per pupil de-delegated amounts for 2014/15.

**Agreed**

#### **Pensions and Free school meals update**

3.11 Forum noted the update.

**Noted**

5 **ANY OTHER URGENT ITEMS**

RL requested that a heading of Declaration of Interest be added to future Schools Forum agenda.

There were no other urgent items discussed and the Schools' Forum thanked PH for her assistance.

PH thanked GN for producing the Report.

6 **DATE, TIME AND PLACE OF FUTURE MEETINGS**

The Members noted that a future meeting had been arranged as follows:

Spring Term 2014 – Tuesday 18 March 2014, 10am – 12 noon, in the Council Chamber, Town Hall, Barking.

PH/LB