

**MINUTES OF THE SUMMER TERM MEETING OF THE SCHOOLS FORUM
HELD ON 23 JUNE 2015
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
Martin Nicholson	HT, Grafton Primary School
Richard November	HT, Northbury 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
------------------	--------------------

Governor Representative

Avril Carnelly	HT, John Perry Primary School
----------------	-------------------------------

Academy Representative

Richard Micek	HT, Warren School
---------------	-------------------

Non-School Members

Head of Specialist Alternative Provision

Annie Blackmore

Church of England Representative

Anita Fenn

Trade Union Representative

Dominic Byrne	NUT
---------------	-----

Also present: Jane Hargreaves, Divisional Director - Education
Patricia Harvey, Interim Group Manager – Local Authority Finance
Lesley Briden, Minute Clerk
Derek Moore – NASUWT
Councillor Evelyn Carpenter – Cabinet Member Education and Schools

MINUTES

Mrs Elizabeth Chaplin (EC) Chaired the meeting.

1 APOLOGIES FOR ABSENCE

- 1.1 Apologies were received from Helen Jenner, Corporate Director of Children's Services, Roger Leighton, HT Sydney Russell School (Joint Chair), David Dickson, HT, Eastbury School, Brian Fox, HT, Roding Primary School, John Trow-Smith, Early Years Representative, Yvonne Kelly, 14-19 Representative, Glenda Spencer, Catholic Representative, Lee Medlock, LA Finance

2 GAMES CO-ORDINATOR FEEDBACK ON WORK AND IMPACT

- 2.1 As requested by Forum, Elaine Burgess and Nigel Sagar presented feedback to members (via ppt) of the work undertaken by the Schools Sports Co-ordinator (part funded for the next academic by Schools Block de-delegated funding agreed for this financial year £50k). EC enquired if money was given in funded from the health budget. NS confirmed that this was the case. Members were very grateful for the feedback and thanked EB and NS.

3 MINUTES

The minutes of the meeting held on 17 March 2015 were confirmed and signed as a true account.

Matters arising from the previous meeting:

3.2 Registration of Eligibility for Free School meals (FSM) (minute 4)

- 3.2.1 PH stated that the Modified Application Form had yet to go live. Hard copies of the Application Form had been sent to schools and could also be found on the borough website.
- 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.
- 3.2.3 PH confirmed that Last Census information available to schools to find the missing children was being monitored on a weekly basis.
- 3.2.4 PH stated that the PP in Early Years (Joy Barter), was not subject to top slicing and all funding had to be distributed. The administration of this funding had to be administered within existing resources. The Early Years team were administering this.

PH

3.3 **De-delegated Services** (minute 6.2.2)

3.3.1 Trade Union support. PH stated funding had been agreed for this year and the TUs and finance would be looking at a model for next year's support. PH also stated that she would look at other LAs model's. This will be discussed at the next Schools Forum in October.

PH

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

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

4.1 **Dedicated School Grant – 2014-15 outturn**

4.1.1 Forum members were asked to approve the application of £129k under spend to the 2014-15 Early Years Block.

Approved PH

Forum members requested that Joy Barter submit the figure for 2 year old capitalisation purposes back to PH in July, after approval from the Secretary of State.

JB

4.1.2 Forum members were asked to approve the application of the under spend £1,258m to the High Needs Block.

Approved PH

RE enquired why there had been an under spend. PH stated that this was due to the planned savings for 2015/16 and budget holders starting the savings process during the year already and anticipation of a new funding model for the HNB. Since the change of government it is being anticipated that a HNB formula will be set and London boroughs would probably be losers in the funding

4.1.3 Forum was asked to approve the application of the 2014-15 under spend of £636k growth fund to the 2015-16 growth fund budget

Approved PH

4.2 **Growth Fund.**

4.2.1 Forum members were asked to approve the application of the additional criteria for the growth fund to support to schools that have increased their PAN by AWPU by agreement with the LA as a 'one off payment'.

4.2.2 PH agreed that she would present a new model re PAN funding with proposed additional criteria to the October Forum Meeting.

Action PH

4.3 Schools Facing Financial Difficulty Contingency

- 4.3.1 Forum members were asked to approve the under spend of the de-delegated Schools Facing Financial Difficulty contingency of £68,579 in 2014-15 to carry forward to 2015-16.

Approved PH

Members were concerned that no repayment had been made by Eastbury Primary School (table 2), and that the school was seeking additional support of £456,101 . PH assured members that at a sub-group meeting of Schools Facing Financial Difficulty had made the decision in line with agreed Schools Forum practice PH stated that one of the conditions (for both Eastbury and Ripple Primary Schools) was that the schools buy-back into Schools Finance (SLA £8,000) so that transactions, financial monitoring and balances can be monitored. The schools are also required to report to the Schools Facing Financial Difficulties Sub-Committee on their progress against their recovery plan.

Neither of these schools have been part of the Schools Finance buy-back for a number of years.

Forum members requested monthly checks be carried out on these school accounts and that an Audit of school accounts be reported back at the October Forum.

Action PH

Forum members requested that if a school needed to be granted a loan urgently that an emergency schools forum meeting be called.

PH stated that the Ripple Primary School loan agreement would be over a three year period even though the school's recovery plan showed repayment within the first year and Eastbury Primary School over a five year period.

- 4.3.2 Forum members were asked to approve revenue loans to both schools listed in table 2 of the report (Eastbury Primary School and Ripple Primary School).

Approved PH

4.4 2015-16 Dedicated Schools Grant budget update

- 4.4.1 Members were asked to approve the updated allocation of DSG including 201-15 carry forwards.

Approved PH

4.5 2014/15 School Balances

- 4.5.1 Forum members were asked to comment and note the reporting of balances.

No comments were made.

4.6 High Needs Block Working party meeting update

4.6.1 JH reported back on the ISOS findings and it was agreed by members that a temporary appointment be sought to oversee the HNB budget, this would be led by the joint chair.

Action EC / RL

4.7 Barking and Dagenham Schools Forum – Schedule of meetings

4.7.1 Approval requested from members of the schedule of meeting to July 2016 as detailed.

Approved PH

4.8 School Brokerage Service

4.8.1 PH asked if any school present would be willing to contribute to a pilot scheme to investigate the possibilities of a new initiative and report back to school forum of the savings / findings.

The following HT / schools agreed to take part:

1. Grafton Primary School
2. Northbury Primary School
3. Ripple Primary School
4. Valence Primary School
5. Barking Abbey School

Action PH

5 ANY OTHER URGENT ITEMS

Briefing note – Ann Jones, urgent decision required (paper tabled at the meeting)

5.1 Riverside Bridge Special School

It was requested that Forum members approve funds of c£103k (top ups range £100k to £130k maximum) to fund 14 additional places at Riverside Bridge Special School. Members agreed that this should be paid from the HNB under spend.

Approved PH

6 DATE, TIME AND PLACE OF FUTURE MEETINGS

The next Forum will take place on Tuesday 6 October 2015 10am – 12.00, Council Chamber, Town Hall, Barking.

Headteachers pre-meeting will commence at 9.00am