

**MINUTES OF THE SPRING TERM MEETING OF THE SCHOOLS FORUM  
HELD ON 17 MARCH 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
Brian Fox	HT, Roding Primary School
Martin Nicholson	HT, Grafton Primary School
Richard November	HT, Northbury Primary School

**Special Needs Representative**

Peter McPartland	HT, Trinity School
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**Governor Representative**

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

**Academy Representative**

Richard Micek	HT, Warren School
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**Non-School Members**

**Early Years Representative**

John Trow-Smith	LEYF (PVI)
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**Church of England Representative**

Anita Fenn

**Trade Union Representative**

Dominic Byrne	NUT
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**Also present:** Jane Hargreaves, Divisional Director - Education  
Patricia Harvey, Interim Group Manager – Local Authority Finance  
Lee Medlock, Local Authority Finance  
Caroline Kenny, 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 , Caro Drumm, HT, Manor Junior School, Ruth Ejvet. HT, St. Margaret's C of E Primary School, Emma-Louise Merva, Interim Head of Alternative Provision

### **2 SCHOOLS FORUM VACANCIES**

EC welcomed Anita Fenn as the Church of England Representative and also commented that Yvonne Kelly had been appointed as the new 14 – 19 Representative. With the appointment of Mark Lloyd (Barking Abbey School) as the new Secondary Representative it is noted that Schools Forum now has full membership, and membership will be reviewed October 2015.

### **3 MINUTES**

The minutes of the meeting held on 13 January 2015 were confirmed and signed as a true account.

Matters arising from the previous meeting:

#### **3.2 Trade Union Support (minute 4.5.1.2)**

Derek Moore requested an amendment to the paragraph. This now reads 'Members stated that funding for trade unions be explored by the Teacher Professional Association (TPA) meeting and reported back to Forum'.

**LB**

#### 4 **REGISTRATION OF ELIGIBILITY FOR FREE SCHOOL MEALS (FSM)**

Robert Nellist (RN), (Revenues and Benefits Team) explained to Forum the two ways that eligibility for FSM was gathered at present, either through Housing / Council Tax benefit or a standalone claim form.

RN stated that a new Pupil Premium (PP) form would be available (1 April 2015) that would last for the entire school life of a child. RN stated that it was hoped that this form would in future be part of the admissions process.

RN stated that it was known that at least 800 school aged children were not claiming for PP when they are entitled to it. Although their names were known the School they attended was not.

Discussion took place around various ways the pupil's parents could be approached to give the relevant information Revs and Bens needed to claim PP. RN stated that it was mandatory to include National Insurance number / Asylum Seekers number.

DD asked if a campaign might take place to re-advertise PP to 'catch' some the pupils whose parents are yet to apply.

RN informed Forum that at present two schools were taking part in a compare and contrast exercise to highlight children whose parents had not submitted a PP forms.

EC commented that children starting school with older siblings already on roll and claiming PP could be targeted first.

Action points discussed:

1. Modified online Application Form to go live by 1<sup>st</sup> April 2015
2. Campaign to re-advertise PP to parents (funding required)
3. Last Census information available to schools to find the missing 800 children
4. Check SEN data which is held by SEN Department (Ann Jones)
5. Awareness of PP in Early Years (Joy Barter)

RN  
RN  
RN  
AJo  
JB

Feedback required for the Summer Term Schools Forum meeting (23 June).

PH

#### 5 **FORECASTING OF PUPIL NUMBERS**

Janet Caliste (JC) presented information regarding the future forecasting of LBBB which would impact on school places.

DD expressed concern regarding Free Schools / Academies and Sixth Form Colleges attracting B&D pupils leaving a shortfall in secondary schools. DD suggested that a campaign be initiated to attract pupils into LBBB Secondary Schools.

It was requested that JC present to Schools Forum in the Summer Term the future forecast of Year 6 pupils, going into Year 7.

JC (MF)

## 6 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 agreed.

### 6.1 Dedicated Schools Grant 2014-15 Budget allocation update

6.1.1 Forum members were asked to approve the capitalisation of £700,000 for ‘2 year old’ revenue funding from the reported early years under spend.

Agreed PH

6.1.2 Forum members were asked to approve the carry forward the under spend of £200k on the maths and Literacy project to continue the programme for the next financial year 2015-16 that had provisionally been agreed at the High Needs Working group meeting.

Agreed PH

DD enquired if the money might be spent on a new project for disadvantaged children (Kings Project). JH commented that a paper was being written and this would be presented to Forum.

Action JH

### 6.2 Schools Facing Financial Difficulty

4.2.1 PH stated that all schools in future would only be offered a loan if they applied to the Schools Facing Financial Difficulty meetings. PH requested that all loans be bought back to Forum once a year for review and updates. Future meetings and terms of reference including workplans to be reported to next Schools Forum.

Agreed PH

4.2.2 PH asked Forum to agree the 2014-15 under allocation of £169,765 to be carried forward to 2014-15 de-delegated schools facing Financial Difficulties budget.

Agreed PH

### 6.3 De-delegated Services

6.2.1 Corrective wording (SF Report 13 January, 9.1.1) – ***De-delegation is not an option for academies, special schools, nurseries or PRUs. Where de-delegation has been agreed for maintained primary and secondary schools, the local authority will offer the service (Free school meals eligibility and support for trade union duties) on a buy-back basis to those schools and academies in the area which are not covered by the de-delegation.***

PH

6.2.2 The de-delegation of Trade Union support - Further modelling work to be undertaken in advance of the 2016/17 de-delegated trade union support. A separate meeting with relevant parties to be planned.

6.2.3 Academies / Free Schools

JH/PH

It was requested that a Standing item be added to Schools Forum Agenda regarding Academies and Free Schools

**Action** **LB**

#### 6.4 **Early years Single Funding Formula (EYSFF)**

##### 6.4.1 Consultation Papers

It was requested that any Consultation papers in future be an agenda item on Head Teacher meetings for discussion prior to the closing date of the consultation exercise.

**Action** **PH**

6.4.2 PH asked Forum to approve the implementation of the EYSFF subject to the School Funding Reform of Early Years.

**Agreed**

#### 6.5 **Appendix D – SEND Funding: longer term changes**

6.5.1 It was requested that the notional SEN(D) funding be reported to full Forum in October.

**Action** **PH**

#### 6.6 **Future Work Dates**

6.6.1 PH proposed dates of Forum meetings for the next Academic year. It was requested that these dates do not coincide with full HT meetings.

6.6.2 Additional work items to report back to School Forum:-

- Section 251 reporting
- Academies and Free Schools

**Action** **LB**

### 5 **ANY OTHER URGENT ITEMS**

Briefing note – Helen Jenner (paper tabled at the meeting)

5.1 It was requested that Forum members approve one of three models given in the paper regarding finance of LSCB. After discussion it was agreed to adopt Option 1.

**Agreed** **PH**

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

The next Forum will take place on Tuesday 23 June 2015 10am – 12.00, Council Chamber, Town Hall, Barking.

Headteachers pre-meeting will commence at 9.00am