

**MINUTES OF THE SCHOOLS FORUM MEETING
THURSDAY 23 FEBRUARY 2012**

Present: School Members

Headteachers:- Tony Hartney, Chair, (Gladesmore), Will Wawn (Bounds Green), Linda Sarr (St Ann's) , Cal Shaw (Chestnuts) (Mike Clayden (NPSC) for Monica Duncan, Alex Atherton (Park View), Jane Flynn (Alexandra)

Governors:- Laura Butterfield (Coldfall), Melian Mansfield (Children's Centres (Pembury House), Sarah Crowe (Devonshire Hill), Imogen Pennell (Highgate Wood), Sarah Miller (Gladesmore), Asher Jacobsberg (Welbourne)

Non- School Members

Bill Barker, Haringey 6th Form Centre (for June Jarrett), Pat Forward (Unison),

In attendance: Neville Murton, Steve Worth, Belinda Evans, Anne Woods and Carolyn Banks

MINUTE NO.	SUBJECT/DECISION	ACTION BY
1.	CHAIR'S WELCOME	
1.1	The Chair welcomed everyone to the meeting	
2.	MEMBERSHIP (Agenda Item 2) for decision	
2.1	The Clerk reported that there had been no further developments regarding the filling of the two places allocated for Academy representation.	
2.2	There were no other changes to the Forum's membership.	
3.	APOLOGIES AND SUBSTITUTE MEMBERS (Agenda Item 3)	
3.1	Apologies for absence were received from Patrick Cozier, Val Buckett, Vic Seeborun, Mark Rowland, Evelyn Pittman, Maxine Pattison, Jeremy Renaud and Cllr Reith.	
3.2	Bill Barker substituting for June Jarrett and Mike Clayden substituting for Monica Duncan.	
4.	DECLARATION OF INTEREST (Agenda Item 4)	
4.1	There were no declarations of interest.	
5	MINUTES OF MEETING HELD ON 26 JANUARY 2012 (Agenda Item 5)	
5.1	AGREED: The minutes of the meeting were agreed as a true record.	
6.	MATTERS ARISING	
6.1	Min 7.2 SW reported that he was still trying to clarify the figures in relation to the take up of full time nursery places for 3 year olds and	

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	whether there might be any claw back. He assured the Forum that he would provide schools with their finalised budgets shortly and he would include information on this matter.	SW
6.2	Min 8.3 NM advised the Forum that Academies (from the date of conversion) will be asked to pay for Music services.	
6.3	Min 9.8 Res 6 – Noted that the issue in relation to free school meals would be addressed as part of any issues relating to the Pupil Premium.	
7.	UPDATE ON CHILDCARE TRANSITIONAL FUNDING (Agenda Item 7) <i>report for information/note</i>	
7.1	As previously requested BE presented an update report on the use of the £522,000 which had been set aside to fund transitional arrangements for wrap around childcare provision.	
7.2	As a result of a survey sent to the schools who received funding, three broad categories had emerged:- <ul style="list-style-type: none"> • Schools who were in a strong financial position to continue with a Breakfast Club and/or afterschool childcare. In this category there were 2 models of delivery: in house delivery and delivery by an external partner. • Schools who were indicating that the provision was sustainable with subsidy provided by the school e.g. using the Pupil Premium. • Schools who were indicating that the provision was not sustainable without a level of external subsidy 	
7.3	The Forum was reminded that the transition funding had been provided to enable schools to get into a sustainable position. In response to questions it was noted that roughly one third of the schools had indicated that they could not sustain provision. To this end the Local Authority was looking to assist with supporting a consortium approach, and a seminar was to be arranged to showcase best practice business models in the borough where breakfast clubs and after school care were continuing, and to look at options available such as outsourcing the provision. James Lane, the previous Headteacher at Welbourne was assisting with this initiative.	
7.4	Although there was some concern expressed that any increase in fees could affect the take up of places and in the longer term the ability to provide places, it was noted that assurances had been sought from schools that any increases would be minimal and that in many instances parents were involved in decisions made by the schools.	
7.5	In response to a question from MM as to whether there were gaps in provision in any parts of the borough it was noted that although the Childcare Sufficiency Audit 2011 did not go into sufficient detail on this information might emerge as the process was underway. It was however acknowledged that more work needed to be done in this area.	
	RESOLVED: 1. That the results of a survey that had been conducted with schools that had received funding in 2011/2012 to assist in the transfer of responsibility of afterschool childcare and breakfast club provision be noted.	

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	<p>2. That the expectation that these services continue and that schools that struggle to do so be encouraged to urgently review their processes, make use of the opportunities set out below and take action to ensure the provision continues.</p> <p>3. That it be noted that the Local Authority would be taking action to ensure that best practise is shared and that schools are making informed decisions about the continuity of provision.</p> <p>4. That a further update be presented to the next meeting.</p>	BE
8.	THE SCHOOLS INTERNAL AUDIT PROGRAMME	
8.1	Following the suspension of FMSIS and its replacement with SFVS internal audit were no longer required to audit SFVS. Instead an annual assessment of returns would be made, which should it was noted assist schools in providing the necessary assurances to governing bodies.	
8.2	The report showed the overall outcomes and assurances provided to individual schools for 2010/11 and 2011/12 to date. It highlighted areas where schools had adequate controls in place and were effectively applied at the time of the audit visit; areas where there were concerns that schools either did not have adequate controls in place and/or these had not been effectively applied at the time of the audit visit and gave consideration to the options for the future in order to improve schools overall performance in key risk areas.	
8.3	<p>The Forum was informed that, although there were a number of areas where schools had adequate and effective controls in place, it was of concern that 50% of schools overall had been assessed as “limited assurance” Particular areas where schools did not have adequate control and/or effective controls in place to manage the risks were around Management Organisation; staffing; disbursement accounting records; Inventory records and data protection. SW agreed to provide the Forum with details as to where the on-line schools finance manual was located. (see below links)</p> <p>http://www.haringey.gov.uk/schools_financial_manual.pdf</p> <p>http://www.haringey.gov.uk/schools_financial_regulations.pdf</p>	SW
8.4	In response to concerns expressed it was noted that follow ups were made to all Priority One’s and for any schools that had failed FMSIS extra support was provided. Details of the types of Priority 1 recommendations were noted. The Forum was also advised that such recommendations were likely in cases where there was a lack of information or evidence or where the scheme of delegation had been exceeded or if a governing body had not been kept informed. With regard to financial support available to schools SW informed the Forum that the service had been reduced from 3 to 1 member of staff providing advice to all schools. It was however possible for the Finance traded service which had been set up to undertake a range of services such as	

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	audit health checks should schools want this.	
8.5	In order to ensure that improvements were made in key risk areas training would be offered to schools, and governors training was to be offered on SFVS, which would include information on good practice in relation to audit during the Summer term. A suggestion was made that the training should include information on good Financial Management in relation to modern technology. It was agreed that all Forum members should encourage their governors to attend this very important training, particularly those governors on Finance Committees. The need for Governors to be provided with good quality data in order for them to sufficiently challenge, support and to have a good understanding of the level of risk was emphasised.	
8.6	Internal audit's programme of routine audit work for 2012/13 was noted. Whilst Internal Audit would liaise with Headteachers to arrange a mutually convenient time for audit visits where schools cancelled visits after the final confirmation had been sent (one week prior to the visit) it was noted that schools would now be charged £350, the cost of one day's audit.	
8.7	In response to a query from WW regarding timescales following an inspection it was noted that the timescale for delivery, which had previously been an issue, had improved and 92% of draft reports were now issued within 15 days. In addition it was noted that the external auditor Deloitte and Touche did not get paid until the final report was delivered.	
	<p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the results of the 2010/11 and 2011/12 audit programme to date and the planned programme of audit work for 2012/13 be noted. 2. That the reporting route for school audit reports and follow up work for 2012/13 be noted. 	
9.	2012-13 BUDGET STRATEGY UPDATE Agenda Item 9) <i>report for information/note/consultation/views</i>	
9.1	Further to previous meetings the Forum received an update on the consultation with schools on the proposed changes to the Funding Formula and on the Pupil Premium.	
9.2	A summary of the responses received from the three consultations on protection for bulge classes, using only floor area in allocating general premises resources and on additional support for small secondary schools was provided. The Forum noted that with regard to bulge classes the consensus was to support the proposal. With regard to premises in both primary and secondary sectors the consensus was to reject the proposed changes on allocating premises funding. It was therefore agreed that bearing in mind the likely changes to school funding nationally there should be no changes made in this element for 2012-13. MM reminded the meeting that this factor did not take into account the cost of maintaining new buildings which could in fact be higher than for older buildings. Set against this it was noted that some older buildings were also high maintenance.	
9.3	Of those responding regarding additional support for small secondary schools the majority favoured some form of additional support although	

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	not on a formulaic basis. It was therefore agreed that, taking into account the fact that there were existing mechanisms for additional support through the Contingency for schools in financial difficulty there should be no change to the formula.	
9.4	SW advised that the DfE had now issued to schools for checking the data on the current and historic eligibility for Free School Meals of current pupils. The Forum noted that there were only 22 local authorities that were due to receive a lower percentage increase (at 67%) in the Pupil Premium than Haringey. Members re-iterated their concerns that the stated intention of the pupil premium to target disadvantage may not be met using the current methodology and the Forum was reminded that officers had responded to the DfE opposing the Ever 6 formula for determining the Pupil Premium. Officers advised that they would discuss the position with other similar local authorities and continue to review the situation and keep the Forum advised of any changes. It was noted that the pupil premium did not include any element for Area Cost Adjustment. The Forum reaffirmed their previous decision to raise the Ever 6 formula with the Equalities Minister and it was agreed that officers draft a letter in conjunction with Cllr Reith expressing the Forum's concerns on this matter.	
9.5	NM informed the Forum that the Pupil Premium money of around £3m, approximately just over 1% of the schools budget was the only new money coming into the borough.	
	<p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the introduction of a factor to guarantee a minimum of 24 funded places in KS1 bulge classes be agreed. 2. That the developments in the national allocation of the Pupil Premium be noted. 3. That a letter be sent to the Equalities Minister, Lyn Featherstone on behalf of the Forum and in consultation with Cllr Reith expressing concern over the methodology used to target disadvantage. 	SW/NM
10.	<p>NATIONAL CONSULTATION ON DSG FORMULA CHANGES (Agenda Item 10) <i>verbal report</i></p> <p>SW advised that there still had not been any information from the DfE regarding any changes to the DSG formula and that it was increasingly becoming unlikely that any fundamental changes would be introduced in April 2013.</p>	
10.1	It was noted that when the changes were announced there would be a need to rewrite the local funding formula, to consult the Forum, schools and to issue budgets in a very short timescale.	
11.	ANY OTHER URGENT BUSINESS	
	-Educomms – SW advised the Forum that he had been informed that previous difficulties with the use of Educomms and in particular in relation to where schools had changed their email addresses had now been resolved.	

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12.	DATE OF THE NEXT MEETING – 24 May 2012	
	The Chair thanked everyone for attending and closed the meeting.	

The meeting closed at 5.50 pm

TONY HARTNEY

Chair