



## NOTICE OF MEETING

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## Haringey Schools Forum

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**THURSDAY 2 DECEMBER 2021 AT 4PM ON ZOOM**

No	Item	Presenter	Action from previous meeting	For noting/ Decision
<b>1</b>	<b>Meeting administration</b>			
1.1	Welcome	TH		
1.2	Observers and representatives	TH		
1.3	New members	NA - Clerk		
1.4	Declarations of interest	Chair		
1.5	Minutes of the meeting on Thursday 21 October <ul style="list-style-type: none"> <li>• Accuracies</li> <li>• Matters arising</li> </ul>	Chair		
<b>2</b>	<b>Membership</b>			
2.1	Vacancies/allocations	NA - Clerk		
<b>3</b>	<b>DSG</b>			
3.1	DSG 2021-22 Quarter 2 update	BS/MA		For noting
3.2	DSG/HNB Recovery Plan verbal report	BS/MJ		For noting
3.3	SEN Contingency 2022-23 update	BS/MJ		For noting
<b>4</b>	<b>Other reports</b>			
4.1	Schools in Financial Difficulty Update	BS/MA		For noting
<b>8</b>	<b>Updates from Working Parties</b>			
8.1	DSG working party	WW		
8.2	HNB working party	MD		
8.3	Early years working party	MM		
8.4	AOB			
8.5	Dates of future meetings <ul style="list-style-type: none"> <li>• Thursday 13 January 4pm</li> <li>• Thursday 24 February 4pm</li> <li>• Thursday 14 July 4pm</li> </ul>			

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**MINUTES OF THE SCHOOLS FORUM MEETING  
THURSDAY 21 OCTOBER 2021 AT 4pm**

<b>School Members</b>		
<b>Headteachers</b>		
<b>Special (1)</b>	Martin Doyle (Riverside)	
<b>Nursery Schools (1)</b>	Sian McDermott (Rowland Hill Nursery and Children's Centre)	
<b>Primary (7)</b>	(A) Mary Gardiner (West Green)	(A) Michelle Randles - maternity leave Substitute member – Grant Bright (Rokesly Infants & Nursery)
	Stephen McNicholas (St John Vianney)	Paul Murphy (Lancasterian)
	Ian Scotchbrook (South Haringey)	Linda Sarr (Risley Avenue)
	Will Wawn (Bounds Green)	
<b>Secondary (2)</b>	Andy Webster (Park View)	Tony Hartney (Gladesmore)
<b>Primary Academy (1)</b>	(A) Simon Knowles (LDBS Academies Trust)	
<b>Secondary Academies (3)</b>	Michael McKenzie (Alexandra Park)	Vacancy
	Elen Roberts (Heartlands High)	
<b>Alternative Provision (1)</b>	Gerry Robinson	
<b>Governors</b>		
<b>Special (1)</b>	Jean Brown (The Vale)	
<b>Nursery School (1)</b>	Melian Mansfield (Pembury)	
<b>Primary Maintained (7)</b>	*Hannah D'Aguiar (Chestnuts Primary)	John Keever (Seven Sisters)
	*Jenny Thomas (Lordship Lane)	Appointment to take effect from 2 December 2021 - Andrew Willett (West Green Primary)
	Dan Salem (Muswell Hill Primary)	Appointment to take effect from 2 December 2021 - Alex McAskell (Willow Primary)
	Vacancy	
<b>Secondary Maintained (3)</b>	Laurence Penn (Highgate Wood)	
	Sylvia Dobie (Park View)	
<b>Primary Academy (1)</b>	Vacancy	
<b>Secondary Academies (3)</b>	*Noreen Graham (Woodside)	Vacancy
	Vacancy	
<b>Non-School Members</b>		
<b>Non-Executive Councillor</b>	(A) Cllr Sarah Williams	
<b>Trade Union Representative</b>	Paul Renny	
<b>Professional Association Representative</b>	(A) Ed Harlow	
<b>Faith Schools</b>	(A) Geraldine Gallagher	
<b>14-19 Partnership</b>	(A) Kurt Hintz	
<b>Early Years Providers</b>	Susan Tudor-Hart	
<b>Observers</b>		
Riddhi Kachhela – Student from Goldsmiths College		
<b>Cabinet Member for CYPs</b>	Cllr Zena Brabazon	
<b>Also Attending</b>		
LBH Director of Children's Services	(A) Ann Graham	
Chief Executive of Haringey Education Partnership (HEP)	James Page	
LBH Assistant Director, Schools & Learning	Eveleen Riordan	
LBH Assistant Director, Finance	Thomas Skeen	
LBH Head of Finance	(A) Josephine Lyseight	
LBH Head of Service, Integrated SEND	Mary Jarrett	

LBH Head of Strategic Commissioning, Early Help & Culture	*Ngozi Anuforo
LBH Assistant Director Commissioning	*Charlotte Pomery
LBH Interim Schools Finance Manager	Brian Smith
LBH Finance Business Partner (Schools & Learning)	Muhammad Ali
LBH Service Improvement & Children's Services	*Karen Oellermann
Lead for Governor Services (HEP)/Clerk (Minutes)	Neetha Atukorale
LBH Asst Director Early Help, Prevention and SEND Division	Jackie Difolco
LBH Head of Admissions and School Organisation	*Carlo Kodsi
LBH Head of Audit and Risk Management	Minesh Jani

(A) = Apologies given

\* = Asterisk denotes absence

**SUMMARY OF AGREED ACTIONS TO BE CARRIED OUT FOR 2 DECEMBER 2021 MEETING**

ITEM	ACTION	FOLLOW UP
<b>Matters arising 7.6.1</b>	The revised terms of reference were tabled and agreed. The terms of reference for the HNB, DSG and Early Years working parties are also being reviewed. These will be circulated to members and tabled at the next forum meeting.	<b>WW and MD</b>
<b>Matters arising 7.6.1</b>	Produce a flowchart that shows the officers responsible for the governance structures management and reporting lines of the HNB strategy.	<b>MJ</b>
<b>Matters arising 10.5</b>	Circulate demographic report produced by MJ showing pupils on ECHP plans	<b>NA - Clerk</b>
<b>Matters arising 10.8</b>	Circulate the minutes of the meeting on 8 October to all members.	<b>NA - Clerk</b>
<b>10.12</b>	DSG Working group/BS to report outcome of the consultation and present recommendations at the Schools Forum meeting on <b>13 January 2022</b> .	<b>BS/DSG Working group</b>

**MINUTES OF THE MEETING**

ITEM NO.	SUBJECT/DECISION	ACTION ASSIGNED TO
<b>1</b>	<b>ELECTION OF CHAIR</b>	
	<p>The Clerk opened the meeting and invited members to make nominations for Chair for the academic year until July.</p> <p>Laura Butterfield proposed Tony Hartney. This was seconded by Jean Brown. There were no objections to the proposal.</p> <p>Tony Hartney explained that this would be a transitional arrangement until July 2022 as he will be resigning as Headteacher at the end of the academic year with a view to a new Chair taking over from July.</p> <p>Tony Hartney took over as Chairing the meeting at this point.</p> <p>Will Wawn raised a conversation that had taken place with the Chair.</p> <p>The Chair explained that Will Wawn as an extremely knowledgeable member of the forum is willing to support the transitional arrangements with a view to putting himself forward to be elected as Chair.</p>	

2	<b>ELECTION OF VICE CHAIR</b>	
	The Chair proposed Laura Butterfield as Vice Chair. There were no objections to the proposal.	
3	<b>CHAIR'S WELCOME</b>	
	The Chair welcomed all present to the meeting	
4	<b>APOLOGIES, OBSERVERS, NEW MEMBERS AND SUBSTITUTE MEMBERS</b>	
	<p><b>Apologies</b> Apologies were received from Josephine Lyseight, Ann Graham and Ed Harlow. Michelle Randles is currently on maternity leave until June 2022.</p> <p><b>New Member</b> The Chair welcomed Sian McDermot (Rowland Hill Nursery and Children's Centre) to the meeting as the replacement member for the Nursery Headteacher place, replacing Peter Catling.</p> <p>Elen Roberts (Heartlands High) was also in attendance as the new Secondary Academy Headteacher Representative.</p> <p><b>Resignation</b> It was confirmed that primary governor representative Julie Davies (Tiverton Primary) had resigned as a governor and from the forum.</p> <p><b>Substitute Members</b> There were two substitute Headteacher members on the forum – Grant Bright (Rokesly Infants &amp; Nursery) representing Michelle Randle and Ian Scotchbrook (South Haringey) replacing Emma Murray who is no longer a substitute member on the forum.</p> <p><b>Observers</b> Requests to attend the meeting had been received from the two observers below:</p> <ul style="list-style-type: none"> <li>• Riddhi Kachhela – A Digital Journalism student at Goldsmiths University of London and attending attending the meeting for research into education and training in local government. Riddhi Kachhela was logged into the meeting for the entire duration.</li> <li>• Amber Ludlam – from the Education and Skills Funding Agency. Amber Ludlam did not attend the meeting.</li> </ul>	
5	<b>DECLARATIONS OF INTEREST</b>	
	None were made	
6	<b>MINUTES OF THE MEETING ON 24 JUNE 2021</b>	
	The minutes were agreed as a true record of the meeting.	
7	<b>MATTERS ARISING/ACTIONS FROM THE LAST MEETING</b>	
	<p><b>5.3.1 Report on the outcome of a call for governor nominations to fill vacant places</b> The breakdown of vacancies on the Forum at the last meeting was:</p> <ul style="list-style-type: none"> <li>• 2 Primary maintained governor vacancies</li> <li>• 1 Primary academy governor vacancy</li> <li>• 2 Secondary academy governor vacancies</li> <li>• 1 Secondary academy headteacher vacancy</li> </ul>	

	<p>Governor vacancies had been promoted via the HEP Monday briefings. Four Primary maintained school governors had completed application forms. Two governors were no longer able to make the commitment, which means that the remaining two governors below can be appointed onto the Forum and attend the next meeting on 2 December 2021.</p> <p>Alex McAskell – West Green primary governing body Andrew Willett - Broadwaters Inclusive Learning Community – The Brook Special Primary School., The Willow Primary School and the Children’s Centre</p> <p>The Clerk confirmed that the remaining vacancies are:</p> <ul style="list-style-type: none"> <li>• 1 Primary Maintained School Governor vacancy following the resignation of Julie Davies</li> <li>• 1 Primary academy governor vacancy</li> <li>• 2 Secondary academy governor vacancies</li> <li>• 1 Secondary academy headteacher vacancy</li> </ul> <p>The Clerk will continue to promote the Governor vacancies in the Monday briefings and at governor training.</p> <p><b>5.3.2 Report on the Scrutiny panel and the restructure</b> ER had produced a report and it was presented at item number 9.</p> <p><b>7.4.1 Review the allocation of Schools Forum membership places and table an updated for review at the Schools Forum meeting in October</b> The Clerk explained that the papers for the review had been circulated in advance of the meeting. The allocations had been reviewed and corrected. This had resulted in an increase in the number of Academy Headteacher places from 2 places to 3 places and also an increase in the number of Academy Governor places from 2 places to 3 places.</p> <p><b>7.4.2 Promote the work of Schools Forum and governor vacancies at training sessions, briefings and the weekly update.</b> This had been covered at matters arising item 5.3.1 above.</p> <p><b>7.6.1 The Terms of Reference will include the revised allocations and tabled for approval at the Schools Forum meeting in October.</b> The revised terms of reference were tabled and agreed. The terms of reference for the HNB, DSG working parties are also being reviewed. These will be tabled along with the Early Years working party terms of reference will be tabled at the next forum meeting. <b>ACTION WW,MD, MM</b></p> <p>One member commented that the review of all terms of reference is very useful in terms of clarifying the responsibilities of Schools Forum and the delegated working parties. He suggested that in addition, it would be helpful to have a flowchart that outlines the officers responsible for the governance structures management and reporting lines of the HNB strategy as the focus of Schools Forum needed to be strategic financial oversight. <b>ACTION MJ</b></p> <p><b>10.5 Demographic report showing pupils on ECHP plans for the next meeting</b> MJ gave presented a demographic report to the forum, which showed the position at the end the last academic year in July 2021. She highlighted that on average there were 3.3% of pupils in Haringey are on an EHCP, the national SEN</p>	<p>WW ,MD &amp; MM</p> <p>MJ</p>
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	<p>figure for pupils is 11.97%. The report also indicates schools with a higher than average number of pupils on an EHCP. The Chair thanked MJ for her report. The report will be circulated with the minutes of the meeting. <b>ACTION : NA -Clerk</b></p> <p><b>10.8 Circulate HNB Working party meeting minutes from 23 April.</b> The working party minutes had been circulated with the papers for the meeting.</p> <p>The minutes of the meeting on 8 October will be circulated to all members. <b>ACTION: NA - Clerk</b></p>	<p><b>NA - Clerk</b></p> <p><b>NA - Clerk</b></p>
<b>8</b>	<b>ORDER OF AGENDA</b>	
	The order of agenda was changed slightly to include the election of the Vice Chair. Item 7.3 Report on the restructure and scrutiny panel presented first as ER attended the meeting whilst on away on annual leave.	
<b>9</b>	<b>REPORT ON THE RESTRUCTURE AND THE SCRUTINY PANEL</b>	
<b>9.1</b>	The report had been circulated prior to the meeting and is for information. The report gives an overview of the purpose and work of the panel. ER explained that the Restructure and Scrutiny Panel had been set up in 2017 under section 12 of the Financial Scheme of Delegation for Schools. In addition to other responsibilities, the panel was set up to appropriately and robustly challenge restructure proposals that have redundancy implications as there can be financial implications for the LA.	
<b>9.2</b>	In addition, ER highlighted that Section 37 of the Act makes it clear that the costs incurred in respect of securing the dismissal of staff through redundancies do not generally not come from the school's delegated budget unless the Local Authority has good reason for refusing to fund all or part of the costs. 'Good reason', while not defined, can include that the LA believes that the proposed redundancy was unnecessary, efforts to secure redeployment were not adequately explored, where payments are too high or if the school holds a surplus revenue budget which could reasonably be used to fund the additional costs.	
<b>9.3</b>	She explained that the panel is made up of LA officers and three Headteachers including a Primary Headteacher and Secondary Headteacher.	
<b>9.4</b>	ER referred to table A highlighting the redundancy amounts that ranged from £6,000 to £165,990.15.	
<b>9.5</b>	The panel has only refused a small number of applications (two) where it is clear either that the restructure doesn't provide any financial saving that is able to contribute towards keeping the school out of licensed deficit, or where there are reserves within the school to enable them to pay for any redundancy costs. It is likely that the criteria and requirements for submitting an application to the panel have ensured a high standard of applications from schools. Following review at the panel, several schools have also had to come back with stronger evidence or a revised approach before being accepted.	
<b>9.6</b>	The panel has been working well in terms of providing challenge and also for redundancy being used as a last resort. The panel is intended to support schools.	

9.7	<p>A feedback survey will be circulated to schools in November to assess the panel experience.</p> <p>A report will be brought to the next Forum (December 2021) to consider an adjustment to the panel criteria to allow for schools to implement a restructure in advance of a move to a deficit budget (and therefore the need for a licensed deficit) and where such a move will allow the school to retain a positive budget going forward. In allowing such cases to go forward, the panel will want to be reassured of the following:</p> <ul style="list-style-type: none"> <li>a) that the school can demonstrate historic sound financial planning;</li> <li>b) that the restructure put forward is a last resort and that it is evidenced that the restructure will avoid a deficit position within the next 18 months.</li> </ul>	
10	<b>DEDICATED SCHOOLS GRANT (DSG) – FUNDING MODEL STRATEGY 2022-23</b>	
10.1	BS presented the report. He explained that the paper set out the strategy for the allocation of DSG funding for 2022-23. The paper divided up funding into the four blocks – Schools, HNB, Early Years and CSSB.	
10.2	<p>He highlighted that:</p> <ul style="list-style-type: none"> <li>• There have been national changes to the funding levels. Haringey overall get 2.33% on per pupil funding, however this actually amounts to 1.3 - 1.6% depending on pupil numbers and also the decisions made by Schools Forum regarding allocation.</li> <li>• October census funding will inform the PLASC for 2022-23 DSG block funding. The DSG working group will be looking at minimum funding guarantee (MFG) for 2022-23 between +0.5% and +2%.</li> <li>• Early years final funding allocations have not yet been confirmed, this will take place in late November/early December. This is unlikely to take place in time for the next Schools Forum meeting on 2 December.</li> <li>• Graph A that gives indicative DSG budget for 2022-23 which includes the Teachers Pay Grant (TPG) and Teachers Pension Employers Contribution Grant (TPECG) has been included in the indicative allocations for 2021/22 and 2022/23, which explains the seeming uplift from 2020/21..</li> </ul>	
10.3	<p>He presented the timeline of the approach to the consultation to agree the 2022-23 DSG formula as below:</p> <ul style="list-style-type: none"> <li>• <b>October 2021</b> - Decision for Schools Forum to delegate to the DSG working group to agree the models to be consulted on with schools in</li> <li>• <b>November 2021</b> - DSG working group meet to agree the models to be consulted on and the Schools finance team to issue consultation to schools</li> <li>• <b>December 2021</b> - Collate and evaluate consultation responses from schools and present recommendations to School's Forum in January 2022. BS highlighted that the timeline is tight as the DfE does not confirm allocations until December.</li> <li>• <b>4. January 2022</b> – Presentation of the proposed recommendations and Authority Proforma Tool (APT) following consultation from schools for Schools' Forum approval.</li> </ul>	



10.4	He explained that following Lead member approval, the APT will be submitted to the ESFA.	
10.5	<p><b>Schools Block DSG Funding formula 2022-23 proposed models</b></p> <p>BS highlighted the table in the report that showed the breakdown of proposed models.</p> <p>He summarised that:</p> <ul style="list-style-type: none"> <li>• There is a growth allocation of £1.1m which as the same as the previous year, there is likely to be a slight underspend which will be rolled forward to the DSG.</li> <li>• The amount being spent on trade union activity has gone up. This year £132,000 was collected from schools. This is likely to go up to £165,000. This is likely to amount to £7.20 per pupil.</li> <li>• Top slice from Education Welfare Services</li> <li>• Top slice for one nursery school for a nursery split site of £60,000</li> <li>• Although the models outlined in the paper look different, in reality they don't affect any change due to MFG. In light of this, the DSG working group is exploring different models to see the impact schools including different MFGs for the Primary and Secondary sectors</li> <li>• The block transfer from the Schools Block to HNB is (0.25%) £537,000.</li> <li>• Smaller primary schools tended to be more sensitive to changes in funding due to falling roll numbers, not having lettings taking place and also SEND funding</li> <li>• The principle underpinning the proposal for the HNB transfer is to re-allocate all funding back to schools to support SEND.</li> </ul> <p><i>The Chair invited questions and comments.</i></p>	
10.6	<p>The Chair of the DGS block working party explained that the proposed timeline for the models had been set for the DSG working group to meet on 17 November 2021, to take into account the October 2021 census data, with a two-week consultation period with clear information in a paper for schools and Chairs of Governors in the last week of November. He also explained that the DSG working party is exploring with the ESFA to agree if proposal of £68,000 lump sum to Tiverton Primary should either be taken from the growth fund or if the disapplication model needs to be used.</p> <p><b>ACTION : BS</b></p>	
10.7	<p><b>Decision to be taken:</b></p> <p><b><i>The Chair confirmed the decision to be taken was for the forum to agree that the DSG working group confirms the final 2022/23 DSG allocation models for consultation with schools in November 2021</i></b></p>	
10.8	<p><b>One member requested confirmation of the membership of the group raising concerns that there was an imbalance of secondary v primary representation:</b></p> <ul style="list-style-type: none"> <li>• The members of the group were confirmed as WW, TH, MM, BS and MA.</li> <li>• Members of the group confirmed that the group made decisions on behalf of all schools without bias and additional primary representation was welcome.</li> </ul>	

10.9	<b>Governor representatives requested consideration of governor and gender representation</b> <ul style="list-style-type: none"> <li>The Chair of Schools Forum requested that interested Primary, Female and Governor representatives were most welcome to attend and be part of the group and extended an open invitation for Schools Forum members to attend.</li> <li>WW asked interested members to contact him</li> </ul>	DSG Working group/BS
10.10	<b>Decision taken</b> All members present unanimously agreed for the DSG working group to confirm the final 2022/23 DSG allocation models for consultation with schools in November 2021.	
10.11	<b>Decision taken</b> All members present unanimously agreed to Agree to delegate to the DSG working group consideration and decision on the disapplication request to the ESFA/SoS for a £68k second year lump sum payment to Tiverton or protection through use of Growth Fund.	
10.12	<b>ACTION: DSG Working group/BS to report outcome of the consultation and present recommendations at the Schools Forum meeting on 13 January 2022.</b>	
11	<b>DEDICATED SCHOOLS GRANT (DSG) – NATIONAL FUNDING FORMULA CONSULTATION RESPONSE</b>	
11.1	BS presented the report. He explained that: <ul style="list-style-type: none"> <li>The DfE had carried out a consultation from July 2021 – September 2021 based on the latest proposals some of which were detailed, others were less detailed with further information to follow .</li> <li>There is an expectation that the Department for Education (DfE) will change the local funding formula and the schools' allocation is likely to move closer to 'hard' NFF from 2023-24.</li> <li>The potential implications of this could be less flexibility in terms of local decision making for schools in need of additional funding.</li> <li>In general, the Haringey response to the consultation is in line with the London Councils collective response.</li> </ul>	
11.2	<b>The questions raised in the consultation were:</b> <ul style="list-style-type: none"> <li>Should the 'hard' NFF be implemented?</li> <li>Should 10% of the 'hard' NFF be implemented?</li> <li>Should local decision making be retained?</li> </ul>	
11.3	The Schools Finance Team sent a very detailed report on behalf of Haringey following the consultation with the DSG working group. The Chair of the working group produced a very detailed response which has been included in the report. Updates will be given to the forum.	
11.4	One member requested the rationale behind the funding year not being an academic year.	
11.5	It was confirmed that a lagged funding model builds in more time to make changes as schools accounts need to be consolidated with the council accounts at	

	the end of the financial year. If maintained schools worked to the academic year they would need to undertake two-year end of year returns which would lead to additional workload pressures. The accounts would need to take place twice which would result in more schools. This was not the case for academies.	
11.6	One member also raised that most London LAs are facing the risk of total cuts to their “historic commitments” funding. This risk is not the case for Haringey as there is no funding attributed to “historical commitments” as remedial action had been taken.	
11.7	One member commented that detailed analysis needs to take place in view of the White Paper that is likely to be released and Haringey needs to be prepared.	
12	<b>HIGH NEEDS BLOCK – SEND RECOVERY PLAN</b>	
12.1	MJ delivered the presentation. She explained that the SEND strategy is currently out for consultation. She encouraged all members to respond to the consultation with feedback and comments through the local offer website.	
12.2	There are 3 strands to the SEND strategy: <ul style="list-style-type: none"> <li>• Reporting to Ofsted on progress</li> <li>• System changes underpinned by a shared SEND strategy</li> <li>• Good financial governance</li> </ul>	
12.3	She explained that the strategy needed to be shared before looking at HNB recovery.	
12.4	The purpose of the plan is to support all children not just children on Education Health care plans to bring around systemic changes in terms of education, health and social care.	
12.5	The strategy was drawn up through research that had been carried out. Meetings had taken place with parents over the summer, parental complaints had been reviewed, the AMAZE report and the Ofsted feedback had been reviewed.	
12.6	The priorities identified in the plan are: <ul style="list-style-type: none"> <li>• Early support</li> <li>• Developing local offer</li> <li>• A varied local offer with breaks, good quality breaks and access to parks</li> <li>• Involving parents, carers and young people in developing the offer</li> <li>• Developing a strategy for young adults</li> </ul> <p>A revised strategy will be released after the consultation period.</p> <p>The Chair thanked MJ for her presentation invited members to raise questions and comments.</p>	
12.7	<p><b>Question:</b> One member commented on the timescales of 2022-23 identified in the strategy and suggested that the significant issues needed immediate attention.</p> <p><b>Answer:</b> MJ agreed that some urgent priorities needed to met and Ofsted likely to visit within 18 months, however a realistic approach needed to be taken over</p>	

	time in view of the amount work that needs to be carried out. She suggested that the member included this in the consultation response.	
12.8	<p><b>Question:</b> One member asked how many parents were involved in the initial events</p> <p><b>Answer:</b> MJ confirmed that a virtual event and a face to face event was held 40 parents were involved. Some parents had attended both events.</p>	
12.9	<p><b>Question:</b> One member asked about the deadline for response.</p> <p><b>Answer:</b> This was confirmed as 7 November.</p>	
12.10	<p><b>Comment:</b> One member commented that positive comments in the presentation needed to be included in the consultation on the website and the stakeholder engagement in the consultation should not just be with parents.</p>	
12.11	<p><b>Comment:</b> One member added that parents needed to be assured that provision in schools is good and it needs to be reinforced that schools came out well in the SEND review.</p>	
12.12	<p><b>Comment:</b> One member suggested that the issues raised in the strategy should be extended to cover post 16 provision.</p> <p>The Chair thanked MJ for her presentation.</p>	
13	<b>HNB – RECOVERY PLAN</b>	
13.1	MJ delivered the presentation that had been circulated to members. She opened the presentation by highlighting that the HNB recovery plan needed to be about good governance and financial management and there needed to be a joined-up approach.	
13.2	<p>BS explained that a HNB deficit had been developing. He highlighted that:</p> <ul style="list-style-type: none"> <li>• The brought forward deficit from 2019-20 was £10.1m</li> <li>• The 2020-21 outturn added a further £6.8m (subject to normal annual audit)</li> <li>• The 2021-22 brought forward deficit for the total DSG stands at £17.0m</li> </ul>	
13.3	MJ explained that there needed to be an understanding of the spend. Work had been carried out to analyse spending.	
13.4	The figures had been used to project growth. She explained there is likely to be an increased demand and spend unless action is taken. There is likely to be an increase of 3000 – 4000 children with EHCPs.	
13.5	MJ reported that there is an increased demand in system- hypothesis: that schools are increasing demands for EHCPs to address funding gaps caused by high costs of SEN and falling rolls. In addition, the needs of pupils can be complex and the early years fund needs to be reviewed. Pathways of intervention need to be	

	reviewed for SEND children. A number of strategies were looked at including early intervention and support.	
13.6	<p>MJ proposed that ISOS and Headteachers need to work together to reduce the demand for EHCPs. She explained that some parents do not want social care involvement, out of borough children attend schools in Haringey which leaves schools left to deal with support and the financial implications.</p> <ul style="list-style-type: none"> <li>• The complex needs of pupils could be met out in Haringey Schools.</li> <li>• Preparation for adulthood is important</li> <li>• The spend on therapies is high</li> <li>• The 1.3 million transfer to early help needs to be resolved</li> <li>• The HNB block needs to be held to account with Schools Forum being kept updated</li> </ul>	
13.7	<p>MJ requested that members come forward to be involved in a strategy working group. The Head of the Alternative provision stated that it was encouraging that MJ and the SEN Team were working together and it was positive to move forward to map out a strategy.</p> <p>Another member commented that it was a positive way forward.</p> <p>One member thanked MJ for her presentation and commented on the approach taken.</p>	
13.8	<p><b>Question</b> - One member commented on the falling rolls in the Primary sector and asked if it was having implications on the number of children on EHCP plans.</p> <p><b>Answer</b> - MJ stated that there didn't appear to be implications on the number of children on EHCP plans although there could be a delay, however there did appear to be an increase in children with complex needs.</p>	
13.9	<p><b>Comment</b> - One member commented that the approach of re-apportioning funding to children that need it was very positive.</p>	
13.10	<p><b>Comment</b> - One member suggested that it needs to be considered if children actually need to be on EHCPs and it's not necessary to have children on plans if they don't need to be.</p>	
13.11	<p><b>Comment</b> - Cllr Brabazon as Cabinet member commented that it was a very good approach and the SMEH needed to be strengthened in the primary sector.</p>	
14	<b>PLACE PLANNING UPDATE</b>	
14.1	<p>ER gave a verbal update. She explained that there had been a fall in demand for reception places. The LA has been working with a company called ISOS. Some schools have been contacted. Schools have given feedback that the process is moving too quickly. In view of this the process take place more gradually.</p> <p>Conversations will also take place with regards to the secondary plan.</p>	
14.2	The Chair invited comments from members:	

	<b>Comment</b> - One member commented that the place planning report presented was of high quality and a very good piece of work.	
<b>15</b>	<b>INTERNAL AUDIT UPDATE</b>	
<b>15.1</b>	<p>MJ presented the annual outcome of the schools audit for the financial year 2020-21. He explained that it had been a particularly challenging year for schools and auditors to participate in audits. The outcome of the audits were:</p> <ul style="list-style-type: none"> <li>• No schools were assigned nil assurance</li> <li>• 2 schools were assigned limited assurance</li> <li>• 15 schools were assigned adequate assurance</li> </ul>	.
<b>15.2</b>	The improvements were a result of the to improve governance and the training uptake by SBMs and governors	
<b>15.3</b>	<p>Appendix A shows the number of recommendations. This year there were fewer recommendations, with priority being given to the more serious risks which gives schools a clear focus on the areas to review.</p> <p>The key findings for 2020-21 that needed to be addressed in paragraph 2.10</p>	
<b>16</b>	<b>WORKPLAN 2021-22</b>	
<b>16.1</b>	NA – Clerk explained that the workplan had been circulated. The terms of reference for the working groups would be added in. Members were asked if anything else needed to be added in.	
<b>16.2</b>	One member added that the Early years strategy needed to be added to the outturn in the event of clawback. This was noted.	
<b>17</b>	<b>Updates from working parties</b>	
<b>17.1</b>	<p>The HNB working party minutes from 8 October will be circulated. <b>Action NA – Clerk</b></p> <p>Early Years working party – most of the work covered was around the Early Years review and has been included into the workplan.</p>	
<b>18</b>	<b>ANY OTHER URGENT BUSINESS</b>	
	None	
<b>19</b>	<b>CLOSE</b>	
	The Chair thanked members for attending and closed the meeting.	
<b>20</b>	<b>DATE OF FUTURE MEETINGS</b>	
	<ul style="list-style-type: none"> <li>• Thursday 2 December 4pm</li> <li>• Thursday 13 January 4pm</li> <li>• Thursday 24 February 4pm</li> <li>• Thursday 14 July 4pm</li> </ul>	

There being no further business the Meeting closed at 5.15pm

**Agenda Item**  
**3.1**



**Report Status**

For information/note ☒

**Report to Haringey Schools Forum – 2<sup>nd</sup> December 2021**

**Report Title: Dedicated Schools Grant Outturn Projection 2021-22**

**Authors:**

Muhammad Ali  
Schools Finance Business Partner  
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Finance Manager  
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**Report authorised by:**

Josephine Lyseight  
Head of Finance  
Email: [Josephine.Lyseight@haringey.gov.uk](mailto:Josephine.Lyseight@haringey.gov.uk)

**Purpose:**

1. To inform members of the Dedicate School Grant expected financial position for 2021-2022 overall; and for updates on Early Years Block, Schools Block, High Needs Block and Central School Services Block and latest updates from the DfE.

**Recommendations:**

**1 Introduction.**

- 1.1 This paper sets out a summary of the DSG expected outturn financial position of the four blocks: (Early Years Block, Schools Block, High Needs Block and Central School Services Block) for the financial year 2021-2122.



## 2 DSG 2021-22 Expected Outturn Position at – September 2021.

- 2.1 The overall DSG position projection in September 2021 (P6) is an in-year deficit of £6.38m. The High Needs Block is the main pressure to the DSG grant with a £6.38m deficit in-year projection. The following graph represents the under and overspends projections of the different blocks for 2021-22. The overall overspend equates to 3.14% of Haringey's overall grant allocation after recoupment.

**Graph A: DSG Expected Outturn**

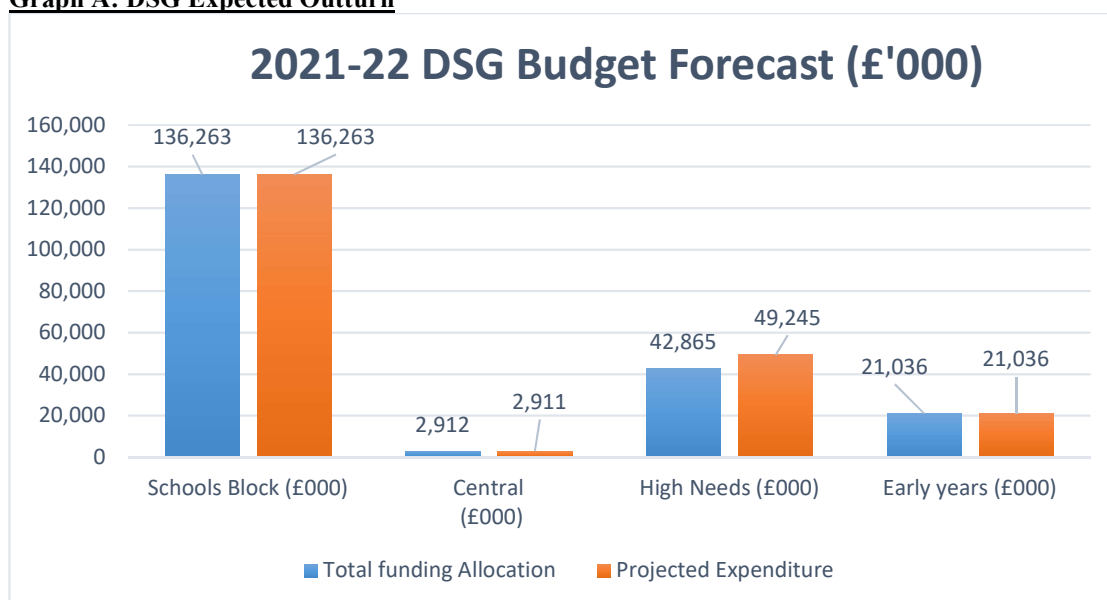


Table A below provides the gross expenditure projections of the DSG and details of the forecast closing DSG reserve balance. The in-year overspend of £6.4m when added to the brought forward deficit from 2020-21 shows the accumulated DSG deficit is forecasted to be £23.4m.

**Table A: DSG Out-turn Projection @ P6 2021.**

2021-22 DSG Budget Forecast	Schools Block (£000)	Central (£000)	High Needs (£000)	Early years (£000)	Total (£000)
Schools Block DSG funding settlement	135,163	2,912	43,473	21,036	<b>202,584</b>
Schools Block to High Needs Block	0	0	0	0	<b>0</b>
Growth Fund	1,100	0	0	0	<b>1,100</b>
Additional SEN funding	0	0	0	0	<b>0</b>
<b>Total funding Allocation</b>	<b>136,263</b>	<b>2,912</b>	<b>42,865</b>	<b>21,036</b>	<b>203,076</b>
<b>Projected Expenditure</b>	<b>136,263</b>	<b>2,911</b>	<b>49,245</b>	<b>21,036</b>	<b>209,455</b>
<b>In year Position</b>	<b>0</b>	<b>1</b>	<b>-6,380</b>	<b>0</b>	<b>-6,379</b>
<b>B/fwd Balances</b>	<b>-1</b>	<b>79</b>	<b>-16,987</b>	<b>-108</b>	<b>-17,017</b>
<b>Net Position</b>	<b>-1</b>	<b>79</b>	<b>-23,367</b>	<b>-108</b>	<b>-23,397</b>



### **3 Early Years Update**

#### **Early Years Block**

- 3.1 Further to announcements from the DfE reported at the last Schools Forum we are still awaiting the final confirmation for the funding mechanisms for 2020-21. All available funding will be distributed to the providers according to the guidelines.

#### **High Needs Block**

- 3.2 The High Needs Block (HNB) overspend forecast for the year is £6.4m. When added to the brought forward position deficit of £17.0m the forecast cumulative deficit will be £23.4m. The main pressure areas continue within the special schools spend and various top up funding as this is a demand led funding pot.
- 3.3 The SEND strategy consultation closed the first week of November. A comprehensive report from the Head of Service will be presented to the Schools Forum for HNB strategies over the next 3 years and which forms part of DSG deficit recovery plan.
- 3.4 The SEND review by the DfE is still waiting publication.

#### **Schools Block**

- 3.5 The projections for the Schools Block is reported as breaking even but there has been a further rise in Licenced Deficit applications from our schools in this financial year. The total number of Schools with a Licenced Deficit is 21 with 5 new cashflow advances and licenced deficits agreed from April to November 2021.
- 3.6 A combination of falling pupil numbers, loss of income from activities due to Covid and funding for SEN pupils are the reported driving factors. The Council are still committed to providing cash advances to address any cash flow problems that schools face due to Covid.

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<b>Agenda Item</b>
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<b>Report Status</b>
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For information/note <input type="checkbox"/> For decision <input checked="" type="checkbox"/>
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**Report to Haringey Schools Forum 2<sup>nd</sup> December 2021**
**Report Title: SEN Contingency Funding 2022-2023**
**Authors:**

Brian Smith

Finance Manager

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Mary Jarrett

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**Report authorised by:**

Josephine Lyseight

Head of Finance

 Email: [Josephine.Lyseight@haringey.gov.uk](mailto:Josephine.Lyseight@haringey.gov.uk)
**Purpose:**

1. To note the proposal to extend and increase the SEN contingency fund for 2022-2023 pending further review during the year 2022 with a potential new formulation agreed for 2023

**Recommendations:**

- a. To note the proposal to increase the amount available in the SEN contingency fund via a transfer of 0.25% from Schools Block of DSG to the High Needs Block. This is approximately £537k for the financial year 2022-23 and is part of the schools' consultation on the DSG allocations. Confirmation of the outcome of this consultation and recommendation will go to Schools Forum in January 2022.
- b. To note maintaining the formulation of the SEN contingency fund to ensure that schools with higher numbers of EHCPs benefit from the redistributed resources.

- c. To review the formulation and distribution of the SEN contingency funding as part of the high needs block recovery plan and potentially a new offer from September 2023.

## 1 **Proposal.**

- 1.1 Haringey has over 9,000 children with identified SEND needs of whom 2600 have Education, Health and Care Plans. Haringey has a strong and well-established tradition of delivering high quality and inclusive education which the Local Authority wishes to support and maintain. The Local Authority recognises that the distribution of pupils with SEN needs across the school's establishment is variable with factors such as parental preference and the impact of high levels of deprivation impacting on school's ability to delivery high quality SEND services.
- 1.2 The Local Authority is undergoing a significant review of the funding for SEND services and the distribution of the High Needs Block. The high needs recovery plan includes a proposal to seek external facilitation and consultation to remodel the governance and distribution of the High Needs block to schools. To that end the Local Authority will commission the ISOS partnership to work in co-production with key stakeholders to ensure a fair, open, and transparent distribution of resources, supported by good governance.
- 1.3 The current agreement for SEN contingency funding consists of £1.3m split into two different distribution methods:
  - a) £900k distributed solely to secondary schools; and
  - b) £400k split between primary and secondary schools.
- 1.4 The £900k for secondary schools is equivalent to £75k for each of the 12 secondaries and is re-distributed amongst secondary schools, with the intention of maintaining a consistent offer to all pupils with SEN across Haringey.
- 1.5 The £400k is distributed to primary and secondary schools where there is a disproportionately high number of pupils with an EHCP. Based on a weighting method, a share of £400K is shared amongst qualifying schools. In the current financial year, £299k was allocated to 28 primary schools and £101k was allocated to 3 secondary schools.
- 1.6 As an interim proposal to support schools with a higher distribution of pupils with EHCPs, the Local Authority is proposing that a 0.25% block transfer from the school's block (approximately £537k) is added to the existing SEN contingency fund (£1.3m). This fund will be distributed as per previous criteria for the £400k according to numbers of children with EHCPs. This would create a combined pool of £937k and the estimated split would see £700k go to primary schools and £237k go to secondary schools.

## Agenda Item 4.1



## Report Status

For information/note ☒  
 For consultation & views  
 For decision

### Report to Haringey Schools Forum –2<sup>nd</sup> December 2021

#### Report Title: Schools in Financial Difficulty Update

#### Authors:

Muhammad Ali  
 Schools Finance Business Partner  
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 Finance Manager  
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#### Report authorised by:

Josephine Lyseight  
 Head of Finance  
 Email: [Josephine.Lyseight@haringey.gov.uk](mailto:Josephine.Lyseight@haringey.gov.uk)

#### Purpose:

1. Update on Schools in Financial Difficulty
2. Updates on School Resource Management Advisory programme.
3. Updates on School Finance Training Sessions

#### Recommendations:

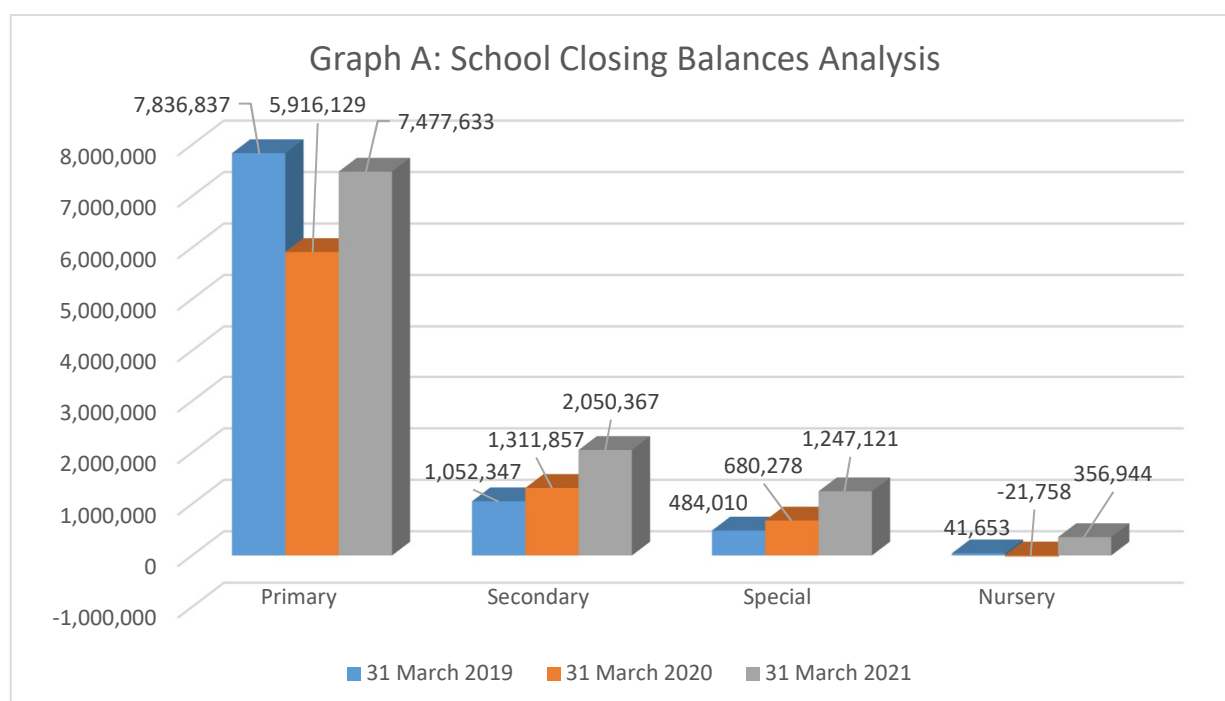
1. To note the content of this report.

## 1 Introduction.

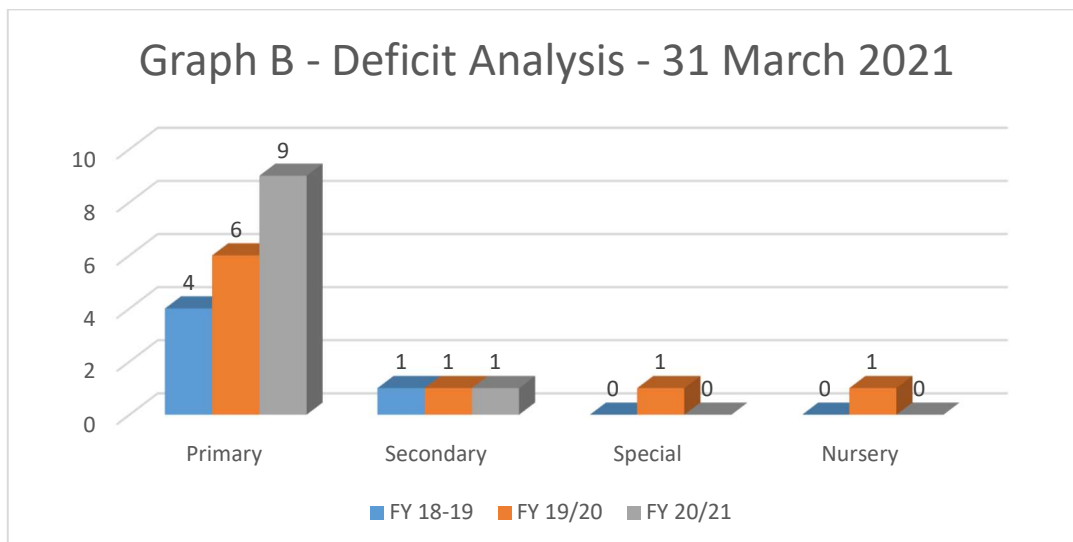
- 1.1 The report provides an update on the schools' year end balances over the last 3 years and an update on number of schools with licenced deficits and the total amount of licenced deficits funded by Haringey Council.
- 1.2 The report also provides an update on School Resource Management Advisory (SRMA) programme and the recognition of Haringey Schools Finance team support to Haringey Schools in the DfE case study.

## 2 Analysis of Schools balances as of 31 March 2021

- 2.1 The graph A represents school closing balances over the last 3 years. The school closing balances have gone up by £1.561m, £0.738m, £0.567m and £0.379m for Primary, Secondary, Special and Nursery respectively during the financial year 2020-21.



- 2.2 The graph B represents number of schools with new licenced deficits agreed over the last 3 years. The analysis shows an increasing number of primary schools in deficit; a constant number of secondary schools; and no new Special and Nursery school licenced deficits.



- 2.3 The following Table 1 represents number of schools with either a licenced deficit or short term cashflow advance and total amount funded by Haringey Council. A further five loans totalling £419k have been agreed from April to November 2021.

**Table 1: The number of schools with a licenced deficit and the total loans advanced.**

School setting	No of Schools at 31 March 21	Closing Balance at 31 March 21	Additional loans as at Nov 2021
Primary	15	2,219,987.68	419,000
Secondary	1	200,000.00	0
Special	0	0.00	0
Nursery	1	61,500.00	0
<b>Total</b>	<b>17</b>	<b>2,481,487.68</b>	<b>419,000</b>

- 2.4 Where the school submits a deficit budget, the chair of governors and school headteacher will formally notify the council of their application to apply for a Licenced Deficit. A meeting will be arranged with the schools to review the school's deficit with school required to submit a deficit recovery plan to ensure that measures have been taken to reduce the deficit.
- 2.5 Schools with deficits are recorded on the Council's risk register and discussed as part SIMG meeting to ensure that there is an appropriate level of support being given to school by the council.
- 2.6 Strategies for supporting schools include:
- Training Schools Business Managers on how to manage their budget effectively
  - Schools with deficits are required to submit a deficit recovery plan and will be supported by the Council
  - Submissions of quarterly budget monitoring reports along with full set of accounts are required
  - Cashflow forecasts are prepared to ensure the schools have sufficient money to meet immediate their commitments

- Indicative Budget templates are issued and training for schools and governors is provided
  - Development of a school's finance traded service to support schools in need of financial management support
  - Schools in deficit to go through School Resource Management Advisor programme funded by the DfE or independent Integrated Curriculum-led Financial Planning funded by the school.
- 2.7 Where schools are unable to manage their finances by way of a deficit reduction plan with the support and guidance provided, Haringey may be required to exercise its responsibility to intervene and remove financial delegation. This would be considered as a last resort.

However, it is Haringey's intention to provide more proactive approach to schools in providing support and guidance to financial management.

### **3 School Resource Management Advisory programme (SRMA)**

- 3.1 Haringey council is working closely with the DfE on SRMA programme during the financial year 2020-21 and 2021-22. Seven schools have already gone through the SRMA programme, and four schools are signed up for the programme during the current financial year.
- 3.2 Schools supported by the programme would be able to achieve:
- Financial assurance in their annual budget
  - Ensuring the LA and school are aware of budget allocations outside benchmarking norms and highlight area further investigation and analysis
  - Supporting schools with the DfE approved procurement frameworks to help delivery the value for money.
- 3.3 The Council and schools have found the SRMA programme effective, and it has given schools new ideas for further exploration. Our aim is that the school in financial difficulty will go through the programme and implement Integrated Curriculum led financial planning which will help the schools create their own deficit recovery plans.
- 3.4 Schools applying for licenced deficits will be required to go through the SRMA programme which may be funded by the DfE or an independent review by the schools budget.
- 3.5 DfE have recognised the effort made by the school's finance team in supporting schools with the SRMA work and Haringey schools have become part of a case study for the DfE.



## 4 Schools Finance Training Session

- 4.1 Haringey Schools finance team are running a number of workshops and training sessions for school business manager and headteachers.
- 4.2 A schedule of training session for the academic year 2021-22 has been provided in the table below.
- 4.3 Feedback from headteachers would be welcomed preferred day and timings of future training sessions.

2021-22 Academic Year						
*Subject to change based on Term Dates.						
Term	Date*	Time	Type	Topic	Intended For:	Duration
Autumn	24/09/2021	10:00	Breakfast Club	Briefing: Funding Updates (Indicative APT) - 21/22	School Business Manager	1 Hour
Autumn	24/09/2021	12:00	Breakfast Club	Briefing: Funding Updates (Indicative APT) - 21/22	Headteachers/Governors	1 Hour
Autumn	08/10/2021	12:00	Training	Briefing: Schools Financial Value Standards	Headteachers	30 mins
Autumn	15/10/2021	10:00	Training	Training: Schools Financial Value Standards	School Business Manager	1 Hour. 30 mins
Autumn	12/11/2021	10:00	Training	Briefing: Indicative Budget Setting Tool 21-22 *Technical	Headteachers	30 mins
Autumn	19/11/2021	10:00	Training	Training: Indicative Budget Setting Tool 21-22	School Business Manager	1 Hour. 30 mins
Spring	28/01/2022	10:00	Breakfast Club	Briefing: Funding Updates (Schools Forum Approved APT) - 21/22	School Business Manager	1 Hour
Spring	28/01/2022	12:00	Breakfast Club	Briefing: Funding Updates (Schools Forum Approved APT) - 21/22	Headteachers/Governors	1 Hour
Spring	04/02/2022	10:00	Training	Briefing: Closure / Year End	Headteachers	30 mins
Spring	11/02/2022	10:00	Training	Briefing: Closure / Year End	School Business Manager	1 Hour. 30 mins
Spring	25/02/2022	10:00	Training	Training: Novus Systems Dashboard and Closure.	Headteachers	30 mins
Spring	04/03/2022	10:00	Training	Training: Novus Systems (with emphasis on Closure)	School Business Manager	1 Hour. 30 mins
Summer	21/05/2022	10:00	Breakfast Club	Briefing: Feedback on Closure/Year End	School Business Manager	1 Hour
Summer	21/05/2022	12:00	Breakfast Club	Briefing: Feedback on Closure/Year End	Headteachers/Governors	30 mins
Summer	10/06/2022	10:00	Training	Training: Refresher on School Budget Cycle * Concepts/Good Practice	Headteachers	1 Hour
Summer	10/06/2022	10:00	Training	Training: Refresher on School Budget Cycle * Concepts/Good Practice	School Business Manager	1 Hour
Summer	01/07/2022	10:00	Training	Briefing: SMB choice. * They can choose a topic or specific area of learning i.e. Cost Variance Analysis, SEND funding.	Headteachers	1 Hour
Summer	08/07/2022	10:00	Training	Briefing: SMB choice. * They can choose a topic or specific area of learning i.e. Cost Variance Analysis, SEND funding.	School Business Manager	1 Hour

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## **Schools Block Working Group Terms of Reference**

### **1. Purpose**

- 1.1 The working groups of Haringey Schools forum make recommendations to the main Schools Forum meetings related to areas within their remit, described in 'scope' below. They **do not vote** but make recommendations based on consensus. Where no consensus can be reached by the working group two or more alternatives are presented to the main Schools Forum. The chair and the vice chair are appointees of the main Schools Forum and shall always be elected members of Haringey Schools Forum.

### **2. Scope**

- 2.1 The Schools Block Working Group (SBWG) supports the funding of school aged children other than children who come under the High Needs Block or Early Years Block. Included in the scope of SBWG are children in maintained and academy schools.

### **3. Membership**

- 3.1 Anyone from the Schools Forum who has declared their interest in this working group is able to be a member of the group. The membership representation under the "Schools' Colleagues" membership is limited to a maximum capacity of 8.

#### LA Officers

- a) Assistant Director, Schools and Learning
- b) Head of Finance, People
- c) Finance Manager, Schools and Education
- d) Schools Finance Business Partner, Schools and Education
- e) Principle Accountants, Schools and Education

#### Schools Colleagues

- a) Academy representative (maximum 1)
- b) Primary maintained Headteacher representatives (maximum 3)
- c) Secondary maintained Headteacher representatives (maximum 2)
- d) Governor representation (Maximum 2)

#### Haringey Education Partnership

- a) Chief Executive officer, HEP

This list is not exhaustive and other interested parties may also attend and contribute if invited to do so by the Chair.

### **4. The working group will:**

- 4.1 Assimilate, analyse and debate information provided by the LA finance officer and other LA officers to make informed recommendations to the Schools Forum on treatment of the funding formula for the schools block. This is to ensure the schools formula is fit for purpose and working in line with agreed principles

- 4.2 Develop work plans for future meetings and work with Early Years Block and High Needs Block groups when required to ensure plans are aligned and that there no overlaps or duplication
- 4.3 Discuss and agree responses of DfE consultation documents that impact schools' block funding
- 4.4 Monitoring progress and implementation of statutory funding requirements
- 4.5. To monitor, evaluate and recommend to schools forum on all school based financial issues, such as school balances, growth funding, PFI, rates and central costs

### **5. Administration**

- 5.1 HEP will provide a clerk for the meeting
- 5.2 Papers for the meeting will be circulated 5 days prior to the meetings
- 5.3 Minutes from the meeting will be circulated 5 days after the meeting
- 5.4 Approved minutes will be sent to the clerk of schools Forum for uploading onto the Schools Forum website
- 5.5 Meetings will be held at least termly but more frequently when required and when papers are to be presented to the Schools Forum. Where papers are to be presented to the Schools Forum, meetings will be scheduled prior to the Schools Forum pre meeting which is normally two weeks before the main Schools Forum meeting
- 5.6 Where members do not attend 3 meetings without apologies membership will be withdrawn
- 5.7 The working group make recommendations to the Schools Forum
- 5.8 The Chair of the Schools Forum may attend SBWG meetings as a matter of course

## **Haringey Schools' Forum High Needs Block Committee Terms of Reference**

### **1. Purpose**

To provide a structured forum for representatives identified by the Schools Forum to:

- Ensure that High Needs Funding is allocated appropriately to achieve the best possible outcomes for children and young people with SEND
- To offer advice and recommendations to the Schools Forum through reports regarding the use of High Needs funding so that:
  - (a) there is ongoing cognisance of issues related to the High Needs Block, including deficit-recovery
  - (b) Schools Forum members have greater opportunity to take a proactive role in High Needs Budget decision-making
- To review and make recommendations to Schools Forum on directing the allocation of High Needs Funding in relation to:
  - (a) top-up values, number of places and other specific financial pressures or issues identified by the committee
  - (b) the wider strategic agenda which underpins Haringey's approach to meeting the needs of children and young people with SEND

### **1. Membership**

- Schools Forum representative members agreed by Schools Forum, including headteachers and governors. Where possible a member of the Early Years Committee should be invited to join. Members able to delegate attendance to a representative should they be unable to attend
- Other attendees (i) Head of Service, Integrated SEND (ii) Principal Accountant (DSG)

### **2. Chairing / Clerking / Reporting**

- A chair will be elected by committee members with terms of office agreed by members
- Meetings will be clerked, minutes signed off by the Chair, and circulated with other Schools Forum papers
- Schools Forum meeting agendas will have High Needs Block Committee reports as a standing item

### **3. Responsibilities**

- Ensure that High Needs Funding is allocated appropriately to achieve the best possible outcomes for children and young people with SEND and provides value for money.
- Ensure that High Needs Funding underpins/aligns with Haringey's Strategic Plan for SEND.

- Enable a clear understanding of the current and future forecast pressures on the authority's funding allocation.
- Review and make recommendations to Schools Forum on directing the allocation of High Needs Funding in relation to top-up rates, number of places and other specific financial pressures or issues identified by the sub-committee.
- Ensure that the Schools Forum is kept informed of progress and receives evidence-based recommendations to enable them to address matters arising.

•  
**4. Responsibilities to be carried out through:**

- (a) reviewing and monitoring the current use of High Needs Funding, in line with national and local SEND Policy.
- (b) Identifying current and projected pressures on the High Needs Block.
- (c) identifying and undertaking specific Task and Finish groups focusing on priority areas and issues arising
- (d) identifying any areas where savings can be made through scrutiny of detailed budget-profile updates
- (e) identifying any changes to the way that SEND services and provisions are currently delivered that could aid with deficit-recovery without reducing the quality of funded services
- (f) developing short-, medium- and long-term financial plans for the High Needs Block.

**Frequency of meetings**

- An annual timetable of meetings will be drawn up once the Schools Forum meeting dates have been set, so that the committee can meet and produce reports in good time prior to Schools Forum meetings.

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## High Needs Block Committee

### Draft minutes of the meeting held on 19th November 2021 at 2.00pm via Teams

#### Schools Forum Members

Martin Doyle: Headteacher Riverside School – Chair  
Sian McDermott: Headteacher Rowland Hill Nursery School and Children Centre  
Melian Mansfield: Pembury House Chair of Governors  
Mike McKenzie: Secondary Heads Rep. Headteacher Alexandra Park School  
Will Wawn: Primary Heads Rep. Headteacher Bounds Green School  
+ Gerry Robinson: Alternative Provision  
+ Kurt Hintz: CoNEL

#### Also Invited

Mary Jarrett: Integrated Head of Service  
Phil di Leo: Chair of Governors, The Vale  
+ Tony Hartney: Headteacher Gladesmore, Chair, Schools Forum  
+ Brian Smith: Schools Finance Manager  
+ Ngozi Anuforo: Commissioning Manager

#### Attending

+ Robin Hindley: CoNEL  
Lewis Antony: Finance Trainee  
Ruth Abiona: Principal Accountant, Schools and Education  
Sarah Hargreaves: Senior Governance Officer + Denotes absence

#### 1. Welcome, apologies for absence and acceptance

- 1.1 The Chair (Martin Doyle) welcomed everyone present to the meeting. He welcomed Ruth Abiona and Lewis Antony to their 1<sup>st</sup> meeting.
- 1.2 Apologies for absence have been received from Brian Smith and Ngozi Anuforo.

#### 2. Minutes of the meeting of 8th October 2021

- 2.1 The minutes were **agreed** as a correct record of the meeting. They will be signed and returned for safe keeping when this is next possible.

#### 3. Matters arising from the minutes

- 3.1 Pt 3.4 Martin, Robin and Dean Britton~~ain~~ are still to meet to discuss pathways out of education for those post ~~Year 11 and~~ Year 14. **Action MD**
- 3.2 Pt 3.6 The autumn special schools conference, run by HEP, will now be held in the spring term.
- 3.3 Pt 3.3.1 and 4.3.2 Mary to circulate details of the feedback received so far on the consultation; in particular that received from parents. The consultation period ended on 7<sup>th</sup> November. The report will now go to Scrutiny and not Cabinet as there are no financial implications to it. **Action MJ**
- 3.4 Pt 5 WW said that the HNB funding was discussed at the Schools Forum pre-meeting. He will distribute the minutes of the School Block working party to show further discussion on the topic. **Action WW**
- 3.5 Pt 5.4 and 5.5 It is not clear as not how many places are being funded at CoNEL, if any. Ruth will speak to Brian and report back. **Action RA**

- 3.6 Pt 5.9 The prevalence of EHCPs in EY needs to be part of the EY Review. Mary pointed out that this is not her department but she will speak to Ngozi. **Action MJ**
- 3.7 Pt 5.10 There is a meeting on Nov 24<sup>th</sup> to discuss the funding formula for 2022-23, the results of which will then go to School Forum for consideration.
- 3.8 Pt 6.1 The Terms of Reference were circulated to the group as agreed, but Neetha Atukorale of Governor Services has asked for a ~~further~~ copy. **Action Clerk**
- 3.9 Pt 6.2 Dates for the rest of the financial year have been circulated by Kathy Mahoney; (7<sup>th</sup> Jan, 11<sup>th</sup> Feb and 8<sup>th</sup> March).

#### 4. Minutes of the Early Years Forum meeting (30<sup>th</sup> September) for information

- 4.1 Noted.

#### 5. Update on High Needs Block Recovery Plan: Mary Jarrett

- 5.1 Mary explained that there are 4 projects working at the same time. The Isos partnership will be assisting the borough for 6 months with re-modelling the funding allocations made since February 2021.
- 5.1.1 Mainstream schools with EHCP pupils appear to be the main area of concern; it is recognised that the £6,000 top-up funding is insufficient to meet all the costs schools incur and EHCP costs are driving many school's deficits. EHCPs in mainstream schools are not evenly distributed across the borough.
- 5.1.2 EY and PVI settings will be considered after mainstream schools as the Inclusion Support grant works differently.
- 5.1.3 Members expressed concern about the efficiencies of this model as SEND funding is not forming part of the current EY review either; even though this review is due to end in 4 weeks time. The Code of Practice is to cover all pupils from 0-25 and so the 2 reviews need to be joined up, even if the financing streams are different. Mary said that she will speak to Nick Hewlett. She asked MM and SMC for examples of the need for SEND funding within EY settings. **Action MJ, SMC, MM**
- 5.2 There will be workshops run on preparing teenagers for adulthood next.
- 5.3 Ofsted had noted that there are piecemeal areas of excellent work in the borough but there are also gaps.
- 5.3.1 Mary is working with Ngozi on models for change.
- 5.4 There is planned to be an extra classroom at Riverside School for September 2022; this will help to keep more pupils in-borough. The capital funds are available. It was noted that having a strategy to keep pupils in-borough was good but but further work need to be done to ensure pupil don't need to be in itself insufficient as they have to be offered places somewhere.
- 5.4.1 The extra places at The Grove will all be taken by transfers from their primary to secondary.
- 5.5 It was noted that in some areas, for example, Leeds, Notts and Camden, HNB funds are allocated without the need for an EHCP. This means that students can be funded sooner (as it can take 20 weeks to obtain an EHCP). There is a need to complete the paperwork sooner so that pupil's needs can be met.
- 5.5.1 There needs to be consistent practice across all cases although a "one size fits all" approach won't work.
- 5.6 It was agreed to carry on with the current system until a full review has been completed, rather than tinkering at the edges and possibly creating unintended consequences.

#### 6. Proposal to Increase SEND Contingency Funding (as an interim measure): Mary Jarrett

- 6.1 0.5% of the budget can be transferred from the Schools Block of the DSG to the HNB. (£1.3m). It is proposed, as an interim measure for 2022-23, to transfer an additional 0.25% (£537,000) to support the 32 schools with higher than average numbers of SEND pupils. This funding is available to any school, it is not ring-fenced to a specific 32 schools.



- 6.1.1 In addition there will be £900,000 of funding (£75,000 each), divided between the 12 secondary schools. It was noted that this £900,000 would be money "in and out" as schools have already committed to supporting the pupils.
- 6.1.2 It was noted that although this would provide useful additional funding there would still be a HNB deficit.
- 6.1.3 A 14 day consultation on the Funding Formula for the Schools Block proposal will commence on 29<sup>th</sup> November which will include models proposing a 0.25% transfer from the SB to the HNB. Following review of the consultation a paper will then go to School Forum in January for a decision.
- 6.1.4 After discussion, and explanation from MJ, members felt that there was insufficient time to consider the suggestions/proposals outlined in Brian Smith's explanatory email of earlier today. These would require further exploration and evaluation. Therefore the proposal within MJ's draft paper to Schools Forum for the 0.25% block transfer to be used as per the current SEN Original proposal to transfer the funds to the HNB to be used for the 0.25% block transfer to be used as per the current SEN provide a stopgap measure for 22/23 whilst a longer term, and better, solution is sought.

**2.50pm Ruth Abiona** left the meeting.

- 6.1.5 MJ asked members to send any amendments through to her **today** so that the proposal can be finalised.
- 6.1.6 *Members asked to what extent parents and SENDCOs have been involved in drafting the document as it could directly affect services to their children and the families SENDCOs work with.* Parents have been asked to be involved via schools.
- 6.2 It was noted that in the West of the borough parents choose to have EHCPs for their children so that they can access funding whereas in the East parents can be more reluctant to engage with services. It is therefore hard to have a one size fits all funding formula. The intention is to have a funding formula which does not create new issues as it removes existing ones. Currently the number of children in the borough has reduced but the formula has not been changed to reflect this fact. (The October Census data is now in, which will give an accurate picture of the number of children using settings in the borough).
- 6.2.1 Changing the formula has been discussed for 3 years but no changes have been made so far.
- 6.3 Next financial year is going to see some challenges. There will be £300,000 cuts in primary school budgets with between 10-15% of cuts before March 2023.

## 7. AOB

- 7.1 Members asked for an up to date report on the budget profile and each cost line as this has not been received by the Committee for some time many months. This should include a budget profile of the out borough placements and the actual versus budgeted spend on all areas. Members discussed that this had proved to be a valuable exercise in the past, not only enabling the Committee to carry out a 'health check' on the income and expenditure, but also often finding savings from, for example, expenditure miscoded to HNB.

7.2 Mary will ask Brian to present this at the next meeting as it is not an area she works on.

**Action MJ, BS**

- 7.2 There is currently a child by child costing review taking place. This is also checking how many pupils are being funded in each setting; what the funds are being spent on, where, and on whom. This should provide a "health check" for the whole budget.
- 7.3 The headline consultation responses will be circulated now with more detail coming to the next meeting. **Action MJ**
- 7.4 It was confirmed that SEND transport costs should not be being paid for out of the HNB budget.
- 7.5 *Members asked Mary if she now had the staffing capacity in place to complete all the work which needs to be done.* She said that she now has 4 staff in place which is a significant improvement on the previous situation.

There being no further business the Chair thanked everyone for their attendance and closed the meeting at **3.10pm**.

Signed

Date



**Schools Forum Early Years Working Group  
17<sup>th</sup> November 2021 at 1pm. Virtual meeting**

<b>Name</b>	<b>Designation/ Representation</b>
Melian Mansfield (MM)	<b>CHAIR.</b> Chair of Pembury House Nursery School
Ngozi Anuforo (NA)	Head of Strategic Commissioning, Early Help and Culture
* Gladys Baah-Okyere (GBO)	PVI Settings Rep
Luisa Bellavita (LB)	PVI Settings Rep
Joanna Conroy (JC)	Childminder
Duwan Farquharson (DF)	Willow Director of Business
* Jane Griffin (JG)	SBM Seven Sisters Primary School
Nick Hewlett (NH)	Principal Advisor for Early Years
Sian McDermott (SMc)	Nursery Head Rep (Rowland Hill)
Storm Moncur (SM)	Childminder
Susan Tudor-Hart (ST-H)	School Forum PVI Settings Rep
* Lucy Walker-Collins (LW-C)	Primary Rep (Stroud Green Primary School)
Melanie Widnall (MW)	Principal Advisor for Early Years
Christine Yianni (CY)	Childcare Sufficiency Manager
Grant Bright (GB)	Primary Rep (Rokesly Primary School)
<b>Also Present</b>	
Sarah Hargreaves (SH)	Senior Governance Officer

\* denotes absence

**1. Welcome and Apologies**

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 Introductions were made and Grant Bright was welcomed to his 1<sup>st</sup> meeting. Apologies have been received from Lucy Walker-Collins.
- 1.3 NH said he would speak to GB-O about whether she can continue to attend. **Action NH**

**2. Minutes of the meeting of 30<sup>th</sup> September 2021**

- 2.1 Pt 4.4.1 It was noted that the APPG referred to is the nursery schools APPG.
- 2.2 Pt 5.1 It is in fact not yet known if there will be a clawback in funding from the DfE for 2020.
- 2.3 Pt 6.2 The meeting with Cllr Brabazon has not happened and is unlikely to; to be removed as an action.
- 2.4 The minutes were **agreed**, they will be signed and returned to Ngozi for safe keeping when this is next possible.

**3. Matters arising not on the agenda**

- 3.1 Pt 3.1 The issue of the need for transparency in school's funding has been raised with Ali Mohammad in Finance; it is hoped that he will be able to resolve it. MM said that she would also speak to Ali. **Action MM**

- 3.1.1 Duwan spoke, as agreed, to the Harringay and West Green SBM group. This consists of 12 schools; 4 reported similar issues. It was **agreed** that it would be useful for someone from the EY team to attend the next NLC meeting to discuss further. Ngozi **agreed** to attend on 19<sup>th</sup> January. **Action NA**

- 3.2 Pt 3.4 The meeting between Ngozi and Cllr Brabazon hasn't happened yet. **Action NA**  
**1.15pm Nick Hewlett** left the meeting.

- 3.3 Pt 3.5 The possibility of childminders being used in settings rather than agency staff has been considered but it is felt that there could be a range of safeguarding issues to be mindful of and there could be logistical issues. It was noted that agency staff are expensive, especially when it is teaching posts which need to be covered due to Covid isolation.

#### **4. High Needs Block minutes, 8<sup>th</sup> October, for information**

- 4.1 SMC expressed concern that the assertion that funding for EY SEND cases was an "inefficient" use of funding was an untested hypothesis which could lead to assumptions about the benefit of reducing funding. As an untested hypothesis it is not currently included in the EY Review or as part of the SEND strategy. There are already financial changes affecting the maintained nursery schools.
- 4.1.1 It was **agreed** that the 0-25 year strategy should underpin both the EY and SEND reviews.
- 4.1.2 The need for EY to have a higher profile as part of an early intervention strategy was noted. The majority of SEND funding is spent post age 14, whereas spending earlier may have a larger impact on outcomes for children.
- 4.2 A related point was noted that the number of early years EHCPs was deemed to be high. This raised alarm bells as an EHCP is one of the few ways, currently, to access funding for pupils with SEND. If this funding was to be curtailed it would be even harder for EY to form part of an effective early intervention strategy.
- 4.2.1 It was noted that the driver should be to look at whether the best support is being offered to children; an EHCP might not be the best or only strategy. The annual reviews are also important.
- 4.3 The above points will be raised at the HNB meeting and the SEND review meeting.

**Action SMC, NA, MM**

#### **5. DfE Updates and Impact on Local Finance**

- 5.1 NA reminded members that the LA receives funding, of around £20m, from the DfE for a projected number of children and they then make adjustments later on depending on the actual numbers of children in attendance at settings.
- 5.1.2 Due to the unusual circumstances in 2020-21 the DfE asked for additional data in order to be able to make accurate adjustments. The January census took place as usual and then there was an additional one held in June.
- 5.1.3 LAs have been told to expect a decision "in November" of the final 2020 allocation. £19m of the £20 was spent but it is not known if the other £1m will be subject to clawback. It is unclear if the DfE will be using the whole year data on which to base their decisions or just the spring census data. The impact of the lockdown months is therefore unclear currently.
- 5.4 It is not known what the hourly rate will be. Some funding has been made available to cover the increase for the FEE (£160m in 2022-23, £180m 2023-24 and £170m 2024-25). The rate from April 2022 should be known in the next 2 weeks; settings will be written to in December. There is still some variation in what LAs are paying in the hourly rate as they use different weightings.

**1.45pm Storm Moncur** joined the meeting.

- 5.5 Some members felt that any increase in funding should be put into the base rate so that all settings benefit.
- 5.6 The LA has a statutory requirement to set a formula. After discussion, it was **agreed** to recommend to School Forum to keep the formula the same as it currently is for now. £76,000 will be used for the Quality Supplement. 2015 was the last time it was formally reviewed.

- 5.7 The DfE has announced a national £150m for Early Years Catch-up funding. However, Haringey is not one of the areas targetted in the bidding round.
- 5.8 Funding of £200m per year will also be available for holiday activities and food, however, it is not clear if this has to be bid for.
- 5.9 It is anticipated that maintained nursery school funding will remain unchanged over the 2022-23 period.

## 6. Deprivation Supplement Update

- 6.1 A clear and transparent single funding formula is a statutory requirement. This has been in place since 2011 and was reviewed in 2015. It was **agreed** that it should be child focused and be used to support better outcomes for children.
  - 6.1.1 Any deprivation supplement only has to apply to 3 and 34 year olds, not the 2's; which some LAs have questioned.
  - 6.1.2 Child level deprivation data will now be used rather than IDACI which is based on where settings rather than children are located. For the 2021-22 allocations the IDACI data from 2019 was used.
  - 6.1.3 With some parents loosing their Universal Credit entitlement and having to work longer hours, subsidised childcare is increasingly important for them.
  - 6.1.4 LAs can use Quality, Flexibility, Scarcity, Sufficiency etc as factors but Deprivation is the only statutorily required factor to be included. Haringey has decided to continue including Quality as a factor and funding £76,000 for the Peer Support Programme.
- 6.2 The 5% centrally retained allocation funds Ngozi's and Melanie's teams.
- 6.3 The base rate will remain at £5.13 ph for all providers, with some adjustments for various factors.
- 6.4 It was **agreed** that any review of the Deprivation Supplement would need to consider what the purpose of the review is, taking into account how deprivation within the borough has changed since the last review in 2015. It would need to be clear what was trying to be improved. Care should be taken that a postcode lottery is not created; there are pockets of deprivation in the more affluent areas.
- 6.5 Any review will need to be mindful that any overall reduction in the number of children will automatically lead to a reduction in funding.
- 6.6 It was felt that there are 5 questions which any review needs to address:
  - Is the deprivation measure, underpinning the current supplement, child focused?
  - Should the deprivation supplement include an allocation for "additional support" within a mainstream settings (see p82 of the Guidance)
  - Is the deprivation supplement delivering better outcomes for children and how do we know?
  - How could the deprivation supplement support better outcomes for children?
  - Is the deprivation supplement rate at the right level for the expected outcomes?
 It was **agreed** that the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> points are hard to answer.
- 6.7 *For the purposes of modelling, members asked if the 2's should be automatically assumed to become eligible for funding when they turn 3. If they were modelled into the figures as though they were 3 it could assist with future funding requirements.* CY said this was possible to run with anonymised data and she would look into it. Data to come to the next meeting. **Action CY**
- 6.7.1 It was felt that this would be a useful exercise to see if the children are being captured in the data as well as any financial modelling. Many children have moved home during lockdown.
- 6.7.2 Care is needed as this exercise will only target those children who are already in the borough, not those who enter when they are over 2. If it is those who are already in the system who are catered for the others may be missed. However, tracking children as they move through the age range will help to show the added value of the settings they attend.
- 6.8 The next meeting is scheduled for January but an additional meeting can be arranged once the funding rates are known for April 2022 onwards, if needed.

**2.30pm Sian McDermott and Grant Bright leave the meeting.**

**7. Members Updates**

- 7.1 PVI settings extended their thanks to Maria Schmidt from Public Health for her assistance during the pandemic. Some families have got lax around the distancing and masking requirements and the information from PH has helped settings enforce the requirements. Settings were disappointed to hear that Maria is leaving the borough. Katy Harker will be taking over from her.
- 7.2 The increase in salary costs will hit most settings. CY reminded settings that Business Support is available for all settings, if required.
- 7.3 There are children turning 5 in January who don't have school places; mainly from Romanian families. They didn't apply for a place. PVI settings are now helping them to do so.
- 7.4 Some settings are full and others have several vacancies.
- 7.5 SM will speak to JC about childminders working in settings. **Action SM, JC**
- 7.6 It has been noted that the needs of children coming into settings are higher than in the past.
- 7.7 NA said that these and other issues are being raised with the DfE constantly, for example at the Heads of Early Years and APPG meetings, however, so far, no response has been received. All boroughs have similar issues and increased levels of need for all age groups. Funding levels are important but so are the increasingly complex levels of need.
- 7.8 Members **agreed** that it is important that the current EY and SEND reviews are joined up together. The issues of EY children with SEND needs should not be ignored.

**8. Date for Next Meeting**

- 8.1 **Agreed** as **6<sup>th</sup> January at 10am-noon** via Teams.

The Chair thanked everyone for attending.

There being no further business the meeting closed at **3.05pm**.

**Signed:**

**Date:**

**Actions from the EYF minutes: 17<sup>th</sup> November 2021**

Item	Action	By Whom
1.3	To speak to Gladys Baah-Okyere regarding her attendance at these meetings	NH
3.1	To speak to Ali Mohammad regarding the remaining finance issues for settings	MM
3.1.3	To speak to the next Harringay and West Green SBM meeting	NA
3.2	To arrange a meeting with Cllr Brabazon	NA
4.3	To raise the issues discussed at the HNB meeting on 8 <sup>th</sup> Oct at the HNB and SEND review meetings	SMc, NA, MM
6.7	To model the data for 2's becoming 3 for the next meeting	CY
7.5	To discuss further the possibility of childminders working in settings	SM, JC