

NOTICE OF MEETING

HARINGEY SCHOOLS FORUM

THURSDAY 17 JANUARY 2019 AT 15:45 HRS FOR 16:00 HRS – HARINGEY EDUCATION PARTNERSHIP TRAINING ROOM, HORNSEY SCHOOL FOR GIRLS, INDERWICK ROAD, LONDON N8 9JF

1. CHAIR'S WELCOME

2. APOLOGIES AND SUBSTITUTE MEMBERS

Clerk to report.

3. DECLARATIONS OF INTEREST

Declarations are only required where an individual member of the Forum has a pecuniary interest in an item on the agenda.

4. MINUTES OF THE MEETINGS OF 6 DECEMBER 2018 (PAGES 1 - 6)

5. MATTERS ARISING

6. UPDATE ON DEDICATED SCHOOLS GRANT (PAGES 7 - 24)

This report covers the following areas:

- a) An updated DSG forecast outturn for the current financial year (2018-19).
- b) The current DSG reserves position statement.
- c) An update on the final DSG allocation for Schools, Early Years, High Needs and Central Schools Services Blocks for 2019-20.
- d) A request to Schools Forum seeking agreement for 2019-20 schools budget based on the local funding formula.
- e) A request for de-delegated funding to maintained primary and secondary schools for Attendance and Welfare Service in 2019-20

7. WORK PLAN 2018/19 (PAGES 25 - 26)

To inform the Forum of the proposed work plan for 2018-19 and provide members with an opportunity to add additional items.

8. UPDATE FROM WORKING PARTIES/ OTHER AREAS (IF ANY)

- THE GROVE
- EARLY YEARS WORKING GROUP
- HIGH NEEDS SUB GROUP MINUTES

9. ANY OTHER URGENT BUSINESS

10. DATE OF FUTURE MEETINGS

- 28 February 2019
- 11 July 2019

**MINUTES OF THE SCHOOLS FORUM MEETING
THURSDAY 06 DECEMBER 2018**

Schools Members:**Headteachers:****Special (1)****Nursery Schools (1)****Primary (7)**

Martin Doyle (Riverside)

Peter Catling (Woodlands Park)

Mary Gardener (West Green)

Steve McNicolas (St John De Vianney)

Emma Murray (Seven Sisters)

Will Wawn (Bounds Green)

Andy Webster (Park View)

Sharon Easton (St Paul's and All Hallows)

(A) Gerry Robinson (Woodside)

Patricia Davies

(A) Adrian Hall (Rhodes Avenue)

Paul Murphy (Lancasterian)

Linda Sarr (Risley Avenue)

Tony Hartney (Gladesmore)

Michael McKenzie (Alexandra Park)

Secondary (2)**Primary Academy (1)****Secondary Academies (2)****Alternative Provision****Governors:****Special (1)****Nursery Centres (1)****Primary (7)**

Jean Brown (The Vale)

Melian Mansfield (Pembury)

Andreas Adamides (Stamford Hill)

Laura Butterfield (Coldfall)

John Keever (Seven Sisters)

Lorna Walker (Rokesly Infants)

Sylvia Dobie (Park View)

(A) Johanna Hinshelwood (Hornsey Girls)

Vacancy

(A) Noreen Graham (Woodside)

Zena Brabazon (Seven Sisters)

Hannah D'Aguiar (Chestnuts Primary)

(A) Jenny Thomas (Lordship Lane)

Terry Sullivan (Park View)

Secondary (3)**Primary Academy (1)****Secondary Academies (2)****Non School Members: -****Non-Executive Councilor****Trade Union Representative****Professional Association Representative****Faith Schools****14-19 Partnership****Early Years Providers**

Cllr Daniel Stone

(A) Pat Forward

(A) Ed Harlow

Geraldine Gallagher

(A) Kurt Hintz

Susan Tudor-Hart

Observers: -**Cabinet Member for CYPS**

(A) Cllr Elin Weston

Also attending:

LBH Director of Children's Services

Chief Executive of Haringey Education Partnership (HEP)

LBH Assistant Director, Schools and Learning

LBH Assistant Director, Quality Assurance, Early Help & Prevention

LBH Head of SEN and Disability

LBH Head of Early Help and Prevention

LBH Head of Audit and Risk Management

LBH Head of Finance and Business Partners

LBH Finance Business Partner (Schools and Learning)

LBH Service Improvement Manager

LBH Principal Education Welfare Officer

Head of Governor Services – HEP

HEP Clerk (minutes)

Ann Graham

James Page

Eveleen Riordan

Gill Gibson

Vikki Monk-Myer

Jennifer Sergeant

(A) Minesh Jani

Paul Durrant

Kamaljit Kaur

(A) Karen Oellermann

Michael Welton

Carolyn Banks

Jonathan Adamides-Vellapah

(A) Apologies given

**MINUTES OF THE SCHOOLS FORUM MEETING
THURSDAY 06 DECEMBER 2018**

MINUTE No.	SUBJECT/DECISION	ACTION BY
1.	CHAIR'S WELCOME	
1.1	The Chair opened and welcomed everyone to the meeting.	
2.	APOLOGIES AND SUBSTITUTE MEMBERS	
2.1	Apologies: Received and accepted.	
2.2	Substitutions: None.	
2.3	Observers: David Hean (Grieg City), Haringey Finance	
3.	DECLARATIONS OF INTEREST	
3.1	The were no new declarations of interest for items on the agenda.	
3a.	VARIATION TO THE AGENDA	
3a.1	The Members agreed to add to the agenda the Tuition Service update and this was recorded under item 9.4.	
4.	MINUTES OF THE MEETINGS 19 OCTOBER 2018	
4.1	The minutes of the meeting on the 19 October 2018 were approved, subject to the agreed amendments to correct the members names.	
5.	MATTERS ARISING 19 October 2018	
5.1	<p>The Forum reviewed the matters arising and agreed they had been completed. The following additional updates were noted:</p> <ul style="list-style-type: none"> Fairness Commission. Zena Brabazon provided a summary update and noted that the Parkview hosted event went well. Hornsey School will be holding an event on the 15 January 2019. The Forum noted that should they wish the Commission to visit their school to contact Zena to see if arrangements can be made. Working Party review on the financial distribution model. The Forum noted the group met and the consultation had been completed. 	
6.	DEDICATED SCHOOLS BUDGET STRATEGY 2019-20	
6.1	<p>The Head of Finance and Business Partners (Paul Durrant) presented the paper and noted the following:</p> <ul style="list-style-type: none"> There were a number of recommendations following the consultation on the Schools Funding Formula. The report details the rationale for supporting the recommendations and the de-delegation of budgets. There is a need to support the High Needs Block and balance the DSG in the longer term. The allocation of surplus funds to the Growth Fund, following the maximum allocation into the Minimum Funding Guarantee (MFG). Where indicated the requirement under the regulations for constituent member voting on recommendations. 	
6.2	<p>The Forum Chair opened the discussion and the following was noted:</p> <ul style="list-style-type: none"> The vote counting will be taken on a show of hands and administered by the Head of Governor Services. The Chair clarified that the circa £827k (options B or C) will be transferred, if available to the growth fund, however if option A was selected £971k may be available for the growth fund. The HNB poses the greatest overspend due to increased requests for support. There are a number of external factors, including funding in education being available up until the age of 25, however this has not been reflected in government funding available. 	

**MINUTES OF THE SCHOOLS FORUM MEETING
THURSDAY 06 DECEMBER 2018**

	<ul style="list-style-type: none"> • There have been HNB strategies put in place to reduce the deficit and these continue, however the Forum noted that paying a fair rate to TAs should not be comprised or increases withheld. • There will be a radical re-think on how the HNB is commissioned and delivered locally. To consider how the operating model can either be adapted, re-designed or re-shaped to enable this to take place. • The HNB deficit does impact on the Early Years as it has reduced the ability to implement agreed strategies as the funding has had to be used to balance any deficit across the blocks. • The Forum were aware of pending judicial reviews and legal cases taking place by parents/carers on the reductions in EHCP and statement funding. Final rulings have yet to take place. • There will be minimal effect on the MFG funding. 	
6.3	RESOLVED: The School Forum noted the outcome of the consultation process.	
6.4	HARINGEY FUNDING FORMULA FOR 2019-20 RESOLVED: The School Forum noted the financial implications for each option of transferring funds from Schools Block to High Needs Block in seeking to agree one of the three options, either A, B or C. The Forum approved option B.	
6.5	GROWTH FUND NOTED: LBH Assistant Director, Schools and Learning (Eveleen Riordan) presented the overview in support of the Growth Fund and advised that these funds are needed to support the bulge classes needed for Secondary Schools. A review is being undertaken in assessing the longer-term requirements for school places that builds on the GLA data and does include the Haringey housing development plans. RESOLVED: The Schools Forum agreed to allocate £0.8m for the Growth Fund.	
6.6	ATTENDANCE AND WELFARE SERVICE The Director of Children's Services (Ann Graham) presented an overview of the importance of the work undertaken by the service, which is valued. The Forum discussed that previously a report had been promised for the de-delegation decision to be agreed and a proper discussion held, however there was no paper, and no opportunity to discuss the service. The Director asked for the item to be withdrawn and differed to the next meeting. AGREED: The Forum agreed to the Director of Children's Services request to withdraw the item. A meeting will be arranged with Forum members. ACTION: The de-delegation Attendance and Welfare Service for the primary maintained and the secondary maintained will be brought back to the 17 January 2019 Schools Forum meeting.	

**MINUTES OF THE SCHOOLS FORUM MEETING
THURSDAY 06 DECEMBER 2018**

6.7	<p>CONTINGENCY FOR SCHOOLS IN FINANCIAL DIFFICULTY</p> <p>The Forum discussed the previous agreement to use part of the budget to support schools by providing Finance advice and it was confirmed that this had taken place.</p> <p>The Forum discussed the wider issues of schools being supported where Pupil Admission Number (PAN) had been reduced in the short term to reflect the local demographic and stem the oversupply of places. These schools need support to review and restructure because of assisting with Local Authority with this request. The Assistant Director advised that support was being given to schools affected.</p> <p>RESOLVED: The Members representing the primary maintained schools agreed to de-delegate a Contingency for Schools in Financial Difficulty.</p> <p>RESOLVED: The Members representing the secondary maintained schools agreed to de-delegate a Contingency for Schools in Financial Difficulty.</p>	
6.8	<p>TRADE UNION FACILITIES TIME.</p> <p>The Forum reviewed the paper and attachments and noted that academies will be given the opportunity to buy into this service. Should academies not wish to take-up the offer they will have to ensure separate arrangements are in place.</p> <p>RESOLVED: The Members representing the primary maintained schools agreed to de-delegate funding for Trade Union Facilities Time.</p> <p>RESOLVED: The Members representing the secondary maintained schools agree to de-delegate funding for Trade Union Facilities Time.</p>	
7.	<p>DEDICATED SCHOOLS GRANT – CENTRAL BLOCK</p>	
7.1	<p>Finance Business Partner – Schools and Learning (Kamaljit Kaur) presented the paper and the Forum discussed how the monies were allocated from the block to the constituent services as detailed in the appendix.</p> <p>Members queried the Administrative costs and overheads how the monies are allocated in respect of the FTEs. The Forum understood that an analysis will take place with a detailed report produced. The Forum noted that the £80k reduction directly affect HEP and asked if the offset could be taken from elsewhere that meets criteria which is outlined within the guidance.</p>	
	<p>RESOLVED: The Schools Forum noted and agreed the planned expenditure through the DSG Central School Services Block 2019/20</p>	
8.	<p>WORK PLAN 2017/18</p>	
8.1	<p>The Forum noted the Work Plan and members were asked to email Carolyn Banks and Kamaljit Kaur with amendments or any items for consideration.</p>	

**MINUTES OF THE SCHOOLS FORUM MEETING
THURSDAY 06 DECEMBER 2018**

9.	UPDATE FROM WORKING PARTIES	
9.1	THE GROVE UPDATE	
9.1a	<p>The Head of SEN and Disability (Vikki Monk-Myer) provided the verbal update and the following was noted from the discussion:</p> <ul style="list-style-type: none"> • There is a phased opening plan for 2019 once the building is refurbished with an intake of 42 admissions in Year 1. • The temporary site at St Marys is operating well. • Information on possible admissions are being reviewed for pupils to ensure needs can be met and the right support is in place. • There is a website and information is available. • The parent/carer and family model of engagement has been spoken about for consideration, however the school does need to open and take in pupils before looking at the wider engagement strategies. 	
9.2	EARLY YEARS WORKING GROUP	
9.2a	The Chair of the Working Group (Melian Mansfield) advised that the committee has met to discuss the underpinning strategies and finances. It was noted that funding remains to be a challenge for the Early Years sector.	
9.3	HIGH NEEDS BLOCK COMMITTEE	
9.3a	<p>The Forum had been provided updates throughout the meeting and noted the minutes. The Forum discussed:</p> <ul style="list-style-type: none"> • The ESFA meeting and the discussion on the recoupment of monies from CoNEL post-merger and the impact on the HNB. • The action had been taken to put through the TA salary uplift. • The review of CAPEX and development spending across all settings. • The Alternative Provision review being undertaken. 	
9.4	TUITION SERVICE	
9.4a	The Chair of the Management Committee (Laura Butterfield) noted that discussions continue in the search for appropriate premises. The service has seen an increase in demand and continues to manage the range and diversity of needs of the pupils attending.	
10.	ANY OTHER URGENT BUSINESS	
10.1	None.	
11.	DATES OF FUTURE MEETINGS	
	<ul style="list-style-type: none"> • 17 January 2019 • 28 February 2019 • 11 July 2019 	
	As there was no further business the meeting closed.	

This page is intentionally left blank

Agenda Item 6



Report Status

For information/note	<input checked="" type="checkbox"/>
For consultation & views	<input checked="" type="checkbox"/>
For decision	<input checked="" type="checkbox"/>

Report to Haringey Schools Forum – Thursday 17 January 2019

Report Title: Dedicated Schools Grant (DSG)

Author:

Muhammad Ali – Dedicated Schools Budget Accountant
Contact: 0208 489 4491 Email: muhammad.ali@haringey.gov.uk

Purpose:

This report covers the following areas:

- (a) An updated DSG forecast outturn for the current financial year (2018-19).**
- (b) The current DSG reserves position statement.**
- (c) An update on the final DSG allocation for Schools, Early Years, High Needs and Central Schools Services Blocks for 2019-20.**
- (d) A request to Schools Forum seeking agreement for 2019-20 schools budget based on the local funding formula.**
- (e) A request for de-delegated funding to maintained primary and secondary schools for Attendance and Welfare Service in 2019-20**

Recommendations for Decision:

Recommendation 1:

Schools Forum notes the forecast in-year closing position of £3.6m overspend on DSG.

Recommendation 2:

Schools forum notes the brought forward reserves position of £1.4m surplus, calculated in conjunction with the in-year deficit position, leaving the DSG in a forecast deficit of £2.2m carry forward into 2019-20.

Recommendation 3:

Schools Forum notes the changes to the local schools funding formula for 2019-20 in line with previously agreed proposals at 6th December forum.

(a) Set the 2019-20 Growth Fund at £921,620

(b) Transfer 0.25% in 2019-20 from Schools Block to High Needs Block

Recommendation 4:

Maintained primary school Schools Forum representatives agree to de-delegate funding for Attendance and Welfare Service after giving consideration to specific report on this topic.

Maintained secondary school Schools Forum representatives agree to de-delegate funding for Attendance and Welfare after giving consideration to specific report on this topic.

1. Introduction

- 1.1 This is the final report to Schools Forum on budget setting in relation to the Dedicated Schools Grant (DSG) for 2019-20 and primarily covers four key areas:
- 1.2
- a) **An updated forecast outturn for the current financial year (2018-19)**
 - b) **The current reserves position statement.**
 - c) **An update on the final DSG allocation for Schools, Early Years, High Needs and Central Schools Services Blocks for 2019-20.**
 - d) **A request to Schools Forum seeking agreement for 2019-20 schools budget based on the local funding formula.**
 - e) **A request for de-delegated funding to maintained primary and secondary schools for Attendance and Welfare Service in 2019-20**
- 1.3 More detail on the financial position on High Need Block is provided as a separate report in relation to agenda item number 9.
- 1.4 The financial position on Growth fund and Early Years block will be reported in the February school forum in relation to agenda item number 8 and 10.

2. DSG Forecast 2018-19 Outturn and Reserves Position

- 2.1 In 2018-19 the DSG introduced four blocks: Schools Block, High Needs Block, Early Years Block and Central School Services Block. The DSG remains legally a single statutory grant from the Education Skills and Funding Agency (ESFA). By the close of the current financial year 2018-19, Haringey is required to balance DSG with a view to developing a strategy in relation to funding for 2019-20 and subsequently 2020-21.
- 2.2 The 2018-19 **in-year** forecast as at Period 8 is £3.6m. The forecast position for each block is as follows, Schools Block is reporting a underspend of £273k, Central Block is reporting £15k underspend, Early Years is reporting £5k overspend and High Needs reporting £3.9m.
- 2.3 **Brought forward** balances equated to a surplus of £1.4m. This was reported in each block after agreed transfers as follows; Schools Block £379k surplus, Central Block nil balance, Early Years £552k surplus and High Needs £488k surplus.
- 2.4 **Schools Block** opened with a brought forward surplus reserves of £379k and is forecast to close with £652k. This is based on:
- (a) forecast underspend in Growth Fund (£272k)
- 2.5 **Early Years Block** opened with a brought forward surplus of £552k and is forecast to close with a surplus £556k.

2.6 **The High Needs Block** opened with a brought forward surplus of £488k is forecast to close with a deficit of £3.4m.

2.7 Pressures in this block have not yet slowed down with the number of pupils receiving EHCPs, which the Council is legally obliged to fund. Continue to growth and the inflationary increases applied by the providers continue to rise at a greater rate than the increase in funding received. It is anticipated that the high needs strategy in place will start to curb this growth and possibly start reducing spend.

2.8 There are no reserves in the High Needs Block and therefore this will need to be balanced through the remaining DSG reserves. At year end the DSG is forecasting a deficit of £4m.

2.9 At the recent joint Schools Funding, Early Years and High Needs Review Groups, it was agreed to recommend to Schools Forum that overspend in High Needs should be partially funded from the DSG Reserves in the other blocks.

Recommendation 1:

Schools Forum to note the forecast in-year position stated above.

Recommendation 2:

Schools Form to note the forecast carry forward position stated above.

3. Dedicated Schools Grant Allocation

Table A sets out Haringey's DSG allocations for 2018-19, the National Funding Formula DSG allocations for 2019-20 and the illustrative National Funding Formula for 2020-21.

TABLE A – Dedicated Schools Grant Allocation

Dedicated Schools Grant	2018-19 Funding allocation as at 19 Dec 2018	2019-20 Funding allocation as at 19 Dec 2018	2020-21 Illustrative NFF
	£M	£M	£M
Schools Block	195.30	196.97	196.97
Central School Services Block	3.09	3.03	2.95
Early Years Block	20.29	20.28	20.28
High Needs Block	35.47	36.05	36.05
Total DSG	254.15	256.33	256.25

In late December 2018 a further £625k was approved by the EFSA for 2 years 2018/19 and 2019/20, as additional funding for the High needs block. This is shown on the table above.

Schools Block Allocations 2019-20

- 3.1 The 2019-20 Schools Block is based on the schools block units of funding (SBUF) of £5,000.54 per Primary pupil and £6,858.83 per Secondary pupil. 21,370 Primary pupils and 12,501 Secondary pupils taken from the October 2018 census multiply this.
- 3.2 £6.14m is provided for growth and £3.05m for premises and mobility factors giving a Schools Block allocation of £196.97m.

Early Years Allocations 2019-20

- 3.3 The indicative 2019-20 Early Years Block allocation of £20.28m includes:
- (a) funding of £12.56m for the universal 15-hour entitlement for all 3 and 4 year olds
 - (b) funding of £3.6m for the additional 15 hours for 3 and 4 year old children of eligible working parents
 - (c) funding of £2.7m for the 15-hour entitlement for disadvantaged 2 year olds
 - (d) funding of £0.13m for the year pupil premium (EYPP)
 - (e) funding of £0.06m for the disability access fund (DAF)
 - (f) supplementary funding of £1.24m for maintained nursery schools

High Needs Allocations 2019-20

- 3.4 The 2019-20 High Needs Block allocation of £36.05m is made up of:
- (a) Actual high needs NFF allocations, excluding basic entitlement factor and import/export adjustments is £33.95m
 - (b) Actual ACA-weighted basic entitlement factor unit rate of £4,497.43
 - (c) 443 pupils in special schools/academies (based on October 2018 school census)
 - (d) Actual import/export adjustment unit rate of £6,000
 - (e) 84.5 exported pupils/students (based on January 2018 school census and February R06 2017/18 ILR)
- 3.5 Up to 0.5% of the Schools Block funding can be transferred to other blocks within the DSG, with the approval of Schools Forum. At the last meeting, however it was agreed that a 0.25% transferred to High Needs could be made which equates to £490k for 2019-20.

Central Block Allocations

- 3.6 The Central Block was separated out from the schools block in 2018/19 and is now funded on a rate £89.34 per pupil.
- 3.7 Additionally a fixed sum for historic commitments that will reduce over time is also added taking the total allocation to £3.03m.

4. Haringey Schools Funding Formula 2019-20

- 4.1 Following agreement from Schools Forum the Council is required to formally submit the schools local funding formula to the ESFA by 18th January 2019.
- 4.2 Following the results of the consultation in November with all maintained and academy schools, Schools Forum met on 6th December 2018 and agreed the following principles for the local funding formula in 2019-2020:
- (a) revise the Growth Fund to £922k
 - (b) transfer 0.25% out of the Schools Block into the High Needs Block
 - (c) set the MFG at +0.2% per pupil
 - (d) after which, if there was a surplus, to move any further amounts necessary to increase the amount to be transferred from the Schools Block into the High Needs Block up to the maximum of 0.5% permissible.
- 4.3 This has since required updating with the final figures from the ESFA and other financial adjustments. Key adjustments include:
- (a) pupil numbers have changed from 33,871 pupils in October 2017 to 33,946 pupils in October 2018 census used to calculate Haringey's 2019-20 Schools Block funding. This increase in pupil numbers is a consequence of growing schools
 - (b) The 5/12 total amount of £200k for St. Thomas More RC, Greig City Academy and Harris Academy Tottenham will be recouped by LA from ESFA in 2019/20. As academies get the funding from ESFA based on academic year (Sep-Aug) but to start the new class we pay full financial year (Apr-Mar) to academies and then we recoup 5/12 (Nov-Mar) from ESFA in following year's APT.

Financial Impact of Schools Forum Decisions

Current formula with the following changes: - +0.25% MFG - +0.25% CAP 100% Scaling - 2019-20 Growth Fund set at £921,620 - +0.25% transferred to High Needs Block	
2019-20 Schools Block Dedicated Schools Grant allocation	£196,969,420
Transfer 0.25% from Schools Block to High Needs Block	(£490,093)
Growth Fund for 2019-20	(£921,620)
Funding available for Schools Block Formula	£195,557,707

Recommendation 3:

Schools Forum notes the changes to the local schools funding formula for 2019-20 in line with previously agreed proposals at 6th December forum.

5. De-delegated funds

5.1 At Schools Forum on 6th December 2018, the following was agreed in relation to de-delegated funds:

- (a) £179k for Schools in Financial Difficulties
- (b) £117k for Trades Union facilities time

Attendance and welfare

5.2 At the previous Schools Forum it was agreed that the Education Welfare Service (EWS) would make a case for continuing the £122k de-delegated funding at Schools Forum in January 2019.

Recommendation 4:

Maintained primary school Schools Forum representatives agree to de-delegate funding for Attendance and Welfare after giving consideration to a separate report provided by the service.

Maintained secondary school Schools Forum representatives agree to de-delegate funding for Attendance and Welfare after giving consideration to a separate report provided by the service.

Education Welfare Service

Impact of reduction of EWS staffing

Since the ending of the Education Services Grant, the Education Welfare Service (EWS) has been part funded by de-delegated funds as approved by Schools Forum. The annual amount requested is £122,000.

This report highlights the role of EWS, and, should funding not be agreed, the effect that the loss of officers would necessarily have on the ability of the EWS to support schools and families in relation to securing improvements in school attendance.

The loss of part or all of the “discretionary” aspect of the EWS could also negatively impact on pupil progress and attainment, due to decreased support to schools, and also Haringey’s ability to robustly safeguard children.

The EWS currently offers a comprehensive range of support to schools and families in order to assist with improving pupil attendance at school. EWS also offers support to home educating families and contributes significantly to safeguarding.

Statutory support is provided free of charge to all Haringey schools; this includes:

- Enforcement to improve attendance
- Identifying the whereabouts of missing children
- Identifying children not receiving education
- Child & chaperone licencing

Discretionary support is offered at a cost (and is detailed below).

The full range of EWS work is currently undertaken by:

7.0 EWOs (including 1 CME (children missing education) officer & 1 licencing officer)

0.6 EHE (elective home education) advisory teacher

1.0 Administrator (also supports other teams)

1.0 Manager

Loss of funding would necessitate a brutal restructure of the team, leading to a skeleton staff to cover solely statutory functions, a loss of experienced EW officers who are very familiar with our schools and our schools’ personnel, and would inevitably result in a significant reduction of support to schools and families. A staffing reduction will result in a greatly reduced service including:

- EWS will no longer be able to offer significant amounts of EWO time to schools for the purpose of improving pupil attendance.
- EWS will no longer be able to offer the full and varied range of support to schools, many of which link to services provided in other area including but

not limited to MASH (multi agency safeguarding hub), Early Help, Admissions, the police and social care.

- EWOs will no longer be able to accept current numbers of pupil referrals.
- EWS ability to intervene at an early stage to prevent poor attendance becoming entrenched will be much reduced.
- Referral criteria will change, only accepting referrals of poor attenders whose poor attendance may already be entrenched (e.g. referral criteria of less than 50% attendance rather than less than 90% at present) – this will undoubtedly impact on individual and borough wide attendance figures which are scrutinised by Ofsted at Section 5 and other inspections.
- Schools will have to manage a greater number of poor attendance concerns by themselves and without the expertise currently held by LA officers.
- School staff may be required to attend court to give live evidence where legal action is requested. At the current time much of the evidence provided in court is through a small number of EWOs who have become expert in being able to give appropriate and compelling evidence and who are wholly familiar with the court process. Inevitably this leads to more positive outcomes for our young people and their education attendance and therefore attainment.
- Schools' relationships with parents will be negatively affected if EWOs are less likely to be responsible for having "difficult" discussions with parents. Further, involvement from an agency (the LA) that sits outside of the school has proven to have a greater positive impact on parents/carers and young people leading to improved school attendance.
- Effective tracking of pupils whose families move away will be restricted as EWS ability to make multiple attempts to contact parents will be diminished if there are less officers available to carry out this function.
- EWS ability to manage the "School Safe" process may be affected (an email alert to all schools and relevant agencies advising of any concern in the geographical area immediately around any given school).
- A pattern of an increasing numbers of child licence applications (800+ in 2016-17 and 1000+ in 2017-18) will result in the officer spending more time processing this statutory duty, hence reducing the officer's ability to work with our schools.
- An increasing number of EHE referrals will result in more EWS resource being used to support EHE work. This work is critical for the LA to be able to reassure itself that the home education is taking place and that there are no safeguarding concerns that need to be referred. This also links to PREVENT work in the borough.

- EWS is expected to be reduced to an “advice only” service in many cases.
- EWS ability to link involved professionals will be restricted due to accepting fewer referrals.
- EWS ability to provide advice for parents in relation to bullying, social media, exclusions, complaints and effective engagement with schools will be negatively affected.

Should EWS receive funding for a further extended period, this will allow EWS to continue to support schools to improve attendance and to allow for planning to improve how the service works with schools.

EWS would be able to offer maintained schools an additional free service to the statutory offer. This would be a planned termly half day visit by an education welfare officer to either meet parents whose children’s attendance is becoming a concern, and to conduct a register and attendance “health check”.

It is proposed that further detail on this additional support is mapped out across a three year period so that schools can be reassured of the support to be provided and the LA can be held to account on this provision.

Statutory Provision

The Education Welfare Service (EWS) undertakes the Local Authority’s statutory duty to ensure children registered at our schools attend on a regular basis (as per sections 436 – 447 of the 1996 Education act and subsequent amendments). The EWS also fulfils the Local Authority’s child licencing duty. To expand, these duties are:

- Ensure pupils registered at Haringey’s schools attend school regularly. Statutorily, this is through case investigation (meeting parents and school attendance staff) prior to potential enforcement action (court and penalty notices) in cases where this is deemed to be appropriate. Where schools use EWS, casework and subsequent legal work is undertaken by EWOs.
- Investigate the whereabouts of pupils reported as missing to the Local Authority, as per the Education (Pupil Registration) (England) Regulations 2006, as amended (8(1)(h)). This is usually in relation to pupils who do not return to school as their families have moved away, or who fail to return to school following a holiday. Schools and the Local Authority must undertake reasonable enquiries prior to a decision to delete the pupil from school registers.

- A local authority must make arrangements to identify children not receiving education (section 436A, Education Act 1996). If a child is deemed not to be in receipt of a suitable education, the LA must send a written notice to the parent, followed by a school attendance order if they do not comply with the notice (section 437, Education Act 1996). This duty relates to both children missing education and home educated children whose parents have not satisfied the Local Authority that they are providing a full time education.
- Child employment, child entertainment and chaperone licencing. In order to ensure that children are safeguarded and are not exploited, and that school work and school attendance are not negatively affected, licences are processed, and a register kept of all licenced children and chaperones. Visits are also made to premises where children are working to ensure that licence terms and conditions are adhered to.

Discretionary (Traded) Provision

The service offers additional and discretionary casework with referred families and in a preventative capacity in order to improve school attendance at an early stage. The service also offers advice and guidance to maintained schools in order to provide support to ensure schools adhere to legislation in relation to school attendance.

The EWS traded offer to schools is essentially based on EWO time. EWS offers are:

Platinum (2 days/week EWO time)

Gold (1 day/week EWO time)

Silver (½ day/week EWO time)

Bronze (1 or ½ day EWO time per half term)

Daily or half daily rates

Schools can therefore choose which service offer best suits their attendance profile. Some schools' attendance is such that they do not require EWS service, but most Haringey schools use EWS. EWS offers to maintained schools are discounted compared to academies and out of borough schools. Traded income represents an important funding source for the EWS, but this would reduce given fewer EWOs.

The majority of recipients of the traded service are primary schools, but some secondary schools do use EWS. This is principally a reflection of the different sizes of the respective establishments, with secondary schools more likely to employ their own or absorb responsibilities for managing attendance within their staffing establishment. Currently 59 schools (49 primary schools, 4 secondary schools, 4 special schools, 1 out borough and Alternative Provision) buy discretionary services from EWS.

EWS has received increasing numbers of referrals (missing children, irregular attenders and EHE). Total number of referrals to EWS since September 2017 is 1434. Partly as a result of our work, pupil absence has decreased over recent years. The discretionary EWS work includes:

EWS work prior to referral:

- Whole school consultancy around attendance;
- Meeting with school attendance officers to identify irregular attenders, cohorts and trends;
- Provide advice and guidance to ensure improvements in attendance;
- Training of school staff;
- Speaking to parents and children during assemblies;
- "Late gate" duty to advise late-arriving parents in relation to punctuality;
- Pre-referral attendance clinics with parents whose children are beginning to accrue absences;
- Advising parents on their legal duty to ensure regular attendance at school;
- Working with school staff to identify the whereabouts of pupils who fail to return from school holidays during the early stages of absence.

Post referral:

- Casework with referred families to improve attendance;
- Progression of cases to consideration of legal action;
- Appearance in court to provide live evidence where required;
- Work with wider professional network to ensure referred pupils are safeguarded;
- Referral on to agencies/Local Authorities etc. where appropriate.

It should be noted that day-to-day attendance work would still be undertaken by attendance staff at school. This would include first day absence processes and work with non-referred families. The EWO meets with the attendance officer regularly (depending on the school's requirements) in order to identify pupils of concern and agree actions and responsibilities. Once a pupil has been referred to the service, the EWO will lead on casework and actions.

EWS does not require parental agreement to make contact with families and attempt to work with them for the purposes of improving pupil attendance, as irregular attendance is potentially illegal. This means that even in cases where the parent refuses to engage, EWS can still make progress, ultimately instigating legal proceedings should this prove necessary.

Working in partnership with EWS, schools are able to maintain their relationship with “difficult” parents as EWS assist with the challenging aspects of the attendance role, through the issuing of warnings and enforcement action. EWS attempts to work with difficult to engage families, for example home educators, whose children would otherwise not be “seen” by professionals.

Wider Benefits

EWS works across professional partnerships in order to support families to improve school attendance and to support greater safeguarding of children. Examples include work with: Early Help, Social Care, Youth Justice. EWOs sit on numerous Local Authority panels and meetings as the education representative. These include MASH; Vulnerability Panel (Child Sexual Exploitation, Child Criminal Exploitation, Girls and Gangs and Missing Children); MARAC (Domestic Violence Panel); Looked After Children Attendance and Attainment Panel.

EWS budget funds the LA’s Elective Home Education Advisory Teacher who assesses the quality of education of EHE children, and contributes significantly to safeguarding by ensuring that these children are “seen” and any concerns reported to Children’s Social Care. Withdrawal of funding will have a significant impact on our ability to safeguard this very vulnerable cohort. There are currently nearly 300 EHE open cases.

EWS operates “School Safe”. This is a process whereby schools inform EWS of any incidents which may represent a threat to Haringey school pupils, for example potential abductions, the taking of photographs of children, members of the public acting in a threatening manner etc. EWS collect evidence and liaise with the police, who will advise whether a “School Safe” alert should be implemented.

Appendices

Encomium

1.

Dear Serif,

I would like to thank you for your kind support in helping us with our poor attendance within our school.

The strategies you have implemented has enabled us to reduce our PA list from 49 seven months ago to 24 today, and still reducing.

Our attendance figure when I returned from a long sickness in February 2018 was 95% Yet today we have an average of 96.72 - 97%

Again we are so thankful and keep up the great work you are doing to in supporting schools.

2.

Hello Serif,

I know that you are doing a lot behind the scenes. You are very good at your job – best EWO that I have encountered in 20 years. I hope that your line manager realises this and appreciates what you do as much as I do.

You are making a difference to children’s lives.

Harris Academy Philip Lane

3.

West Green Primary would like to thank you and your team for all the support your service has provided us with over the past few years.

A special thank you from myself, who had been working alongside of your team to improve our school attendance and punctuality.

Your service has helped the school a great deal by pushing our attendance from 94% to 97.72%!

It makes a massive difference when parents are contacted to come into school for an attendance clinic where their issues are discussed and resolved with members of the school and an external member (EWO) too. Only then do they realise the seriousness of the matter!

Your team has always helped the parents by putting them through to other agencies that may be able to offer further advice and help and that has also helped make an impact on our improvement toward the attendance and punctuality of our pupils.

I understand how difficult it is to chase up missing children and also non attendees. As we all know, this is a very time consuming task. I could never have been able to do this without you all.

Thanking and your team once again for all your support.

West Green Primary School

4.

Michael is always the 1st point for advice and answers queries promptly. He guides me on attendance issues regarding the law and supports me in court.

He attends termly Court Assessments Meetings in the school, deals with difficult parents and follows up any issue.

He arranges EWO Forum meeting for Haringey Schools this is very helpful and updates on any issue regarding attendance and discusses case issues.

Duke's Aldridge Academy

5.

Just wanted to add that without the help, support and advice that you and EWS give I would find it extremely difficult to do this job. Accompanying us in court is especially needed.

Greig City Academy

6.

In my new role as EWO based at Woodside High school, the support has been invaluable. It has been helpful to tap into the resources and knowledge of experienced staff. Mr Welton has provided ongoing training, assisted with Court Assessment Meetings, preparation and attendance at court.

Historical and background checks provided by the service have helped the school to gain a holistic view of families we work with and their circumstances therefore we have been able to better support the families to improve attendance.

Continuing Professional Development has been provided through coordinating the EWO forum events which is very informative and contributes to good practice around casework.

Having a first port of call to discuss next steps has ensured fair processes in how we work with our families.

Woodside High School

7.

The Education Welfare officer visits our school on a weekly basis and meets with the attendance team to discuss any student who are failing to attend school regularly; she support us in identifying and resolving attendance problems

She also inspects our registers to make sure they're being filled in properly (has spoken to staffs who fail to take their register consistently) and looks for patterns in pupils' absences that could indicate a problem.

She'll meet with parents and pupils at school or home to explain their legal responsibilities, as well as the importance of their child receiving a solid education maximising their educational opportunities. She'll put together a plan, which might include support from other agencies and monitor pupils' progress or lack of. She might also request information from other professionals involved with the family, such as social services, their GP or health visitor, to build a fuller picture of what's happening.

Unfortunately, at times she may need to take necessary action through the magistrates' court and this may break down the relationship with the parent. However, although it's important for parents not to see her as an enemy; as her role is to ensure our students are getting the education they need. This does however, allows the schools attendance team to keep the positive relationship with the parents and more than often the contact is continuous.

Some of her duties may include:

- Home visits – poor attendees or missing students i.e. moved home and not informed the school
- Meeting parents - exploring the reasons behind absence, challenging appropriately where they condone unnecessary absence and developing strategies they can use themselves to support their child's attendance. This includes holding difficult meetings which needs patience and her ability to remain calm in stressful situations is outstanding
- Having meeting at school with the students; highlighting concerns and encouraging good attendance; often discussing the importance of regular attendance to attain good GCSE's, but also post 16 opportunities
- Setting targets for students/parents, monitoring & reviewing regular
- Handling sensitive information appropriately
- Keeping detailed notes in case she needs to enforce attendance, using legal measure where necessary

- Supervise parenting contracts in relation to attendance
- Monitor compliance with relevant orders where necessary.

It's important for me to say; that our whole school attendance percentage would not have improved and be consistently great without the support of our Education Welfare Officer

Gladesmore School

8.

Education Welfare Officer, Iain Nicholson, works closely and effectively with key members of staff in the school to resolve attendance problems. As a school, we acknowledge that encouraging good attendance is one of the most powerful ways that we can prepare our pupils for success at school and in the future. Iain has always maintained a good working relationship with members of staff. He regularly meets with parents at school to explain the importance of good attendance and their legal responsibilities in this area. He is always respectful and informative when dealing with parents. Iain also supports the school in providing advice on other areas including school admissions, transfers and child employment licensing.

St Francis de Salles Federation

Number of referrals since September 2017:

EHE: 230

Poor Attendance: 614

CME: 590

Total new referrals since September 2017: 1434

This page is intentionally left blank

Agenda Item 7



Report Status

For information/ note ☒
 For consultation & views ☒
 For decision ☐

Report to Haringey Schools Forum – 17 January 2019

Report Title: Schools Forum Work Plan 2019 -20 Academic Year.

Author:

Muhammad Ali, Dedicated Schools Budget Accountant
 Telephone: 020 8489 4491 Email: muhammad.ali@haringey.gov.uk

Purpose: To inform the Forum of the updated work plan for the 2019-20 academic year and provide members with an opportunity to add additional items.

Recommendations:

That the updated work plan for the 2019-20 academic year is noted.

1. Schools Forum

- 1.1. It is good practice for Schools Forum to maintain a work plan so that members ensure that key issues are considered in a robust and timely way.
- 1.2. Members of the Forum are asked to consider whether there are any additional issues that should be added to the work plan for the next Academic Year.
- 1.3. This work plan will be included on the agenda for each future meeting so that members are able to review progress and make appropriate updates.

Haringey Schools Forum - Work Plan Academic Year 2019-20

February 2019.

- The Schools Internal Audit Programme (Schools & Learning)
- Update from working parties (Schools & Learning)
- Arrangements for the use of pupil referral units and the education of children otherwise than at school (School & Learning)
- Update on Early Years budget pressures 2019-20 (Early Years)
- Update on High needs block budget pressures 2019-20 (High needs)
- Update on Growth fund position 2019-20 (Schools & Learning)

July 2019.

- Dedicated Schools Budget Outturn 2018-19 (finance)
- DSG reserve position 2018-19 (finance)
- Scheme for Financing Schools (finance)
- Update on schools closing 2018-19 (finance)
- Update on Dedicated Schools Budget Strategy 2019-20 (finance)
- Outcome of Internal Audit Programme 2018-19 (School & Learning)
- Forum Membership (Schools & Learning)
- Update from working parties (Schools & Learning)