

# MINUTES OF THE SCHOOLS FORUM MEETING

## THURSDAY 12 JULY 2018

### Schools Members:

#### Headteachers:

##### Special (1)

\*Martin Doyle (Riverside)

##### Nursery Schools (1)

(A) Peter Catling (Woodlands Park)

##### Primary (7)

(A) Adrian Hall (Rhodes Avenue)

(A) Dawn Ferdinand, (The Willow)

(A) Julie D'Abreu (Devonshire Hill)

(A) Will Wawn (Bounds Green)

\*Linda Sarr (Risley Avenue)

\*Fran Hargrove (St Mary's CE)

(A) Emma Murray (Seven Sisters)

##### Secondary (2)

\*Andy Webster (Parkview)

\*Tony Hartney (Gladesmore)

##### Primary Academy (1)

(A) Sharon Easton (St Paul's and All Hallows)

##### Secondary Academies (2)

\*Elma McElligott/ (Woodside)

\*Michael McKenzie (Alexandra Park)

##### Alternative Provision

\*Claire Macdonald

#### Governors:

##### Special (1)

\*Jean Brown (The Vale)

##### Nursery Centres (1)

\*Melian Mansfield (Pembury)

##### Primary (7)

\*Jenny Thomas (Lordship Lane)

\*John Keever (Seven Sisters)

\*Laura Butterfield (Coldfall)

\*Zena Brabazon (Seven Sisters)

\*Andreas Adamides (Stamford Hill)

\*Hannah D'Aguiar (Chestnuts Primary)

(A)Lorna Walker (Rokesly Infants)

##### Secondary (3)

\*Johanna Hinshelwood (Hornsey Girls)

Sylvia Dobie (Park View)

(A) Noreen Graham (Woodside)

##### Primary Academy (1)

Vacancy

##### Secondary Academies (2)

Vacancy@ 2

### Non School Members: -

#### Non-Executive Councilor

\*Cllr Daniel Stone

#### Professional Association Representative

(A) Ed Harlow

#### Trade Union Representative

Pat Forward

#### 14-19 Partnership

Russ Lawrence

#### Early Years Providers

\*Susan Tudor-Hart

#### Faith Schools

Observer: Nicola Purvis for Geraldine Gallagher

#### Pupil Referral Unit

Vacancy

### Observers: -

#### Cabinet Member for CYPS

\*Cllr Elin Weston

### Also attending:

LBH Director of Children's Services

Ann Graham

LBH Joint Assistant Director, Schools and Learning

James Page

LBH Joint Assistant Director, Schools and Learning

Eveleen Riordan

LBH Assistant Director, Quality Assurance, Early Help & Prevention

Gill Gibson

LBH Head of SEN and Disability

Vikki Monk-Myer

LBH Head of Early Help and Prevention

(A) Jennifer Sergeant

LBH Head of Audit and Risk Management

Minesh Jani

Audit Partner – Mazars

Jerry Barton

LBH Senior Business Partner

Paul Durrant

LBH Finance Business Partner (Schools and Learning)

Kamaljit Kaur

LBH Service Improvement Manager

Karen Oellermann

LBH Governance Services Manager

Carolyn Banks

Haringey Clerk (minutes)

Jonathan Adamides-Vellapah

\* Members present

(A) Apologies given

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MINUTE No.	SUBJECT/DECISION	ACTION BY
<b>1.</b>	<b>CHAIR'S WELCOME</b>	
1.1	The Chair opened the meeting and welcomed everyone to the meeting.	
<b>2.</b>	<b>APOLOGIES AND SUBSTITUTE MEMBERS</b>	
2.1	Apologies: Received and accepted.	
2.2	Substitutions: None.	
2.3	Observers: Nicola Purvis for Geraldine Gallagher	
2.4	Welcome to new members: The Governor Services Manager welcomed the new members to their first meeting. Non-Executive Councilor: Cllr Stone, Secondary Governor: Sylvia Dobie and The Director of Children's Services: Ann Graham.	
2.5	Member retiring from the Forum. The Governor Services Manager advised that this will be the last meeting for Fran Hargrove.	
<b>3.</b>	<b>DECLARATIONS OF INTEREST</b>	
3.1	The were no new declarations of interest for items on the agenda.	
<b>4.</b>	<b>MINUTES OF THE MEETINGS 22 FEBRUARY 2018</b>	
4.1	The minutes of the meeting on the 22 February 2018 were approved.	
<b>5.</b>	<b>MATTERS ARISING 22 FEBRUARY 2018</b>	
5.1	Tuition Service building covered under item 7.2.	
<b>6.</b>	<b>FORUM MEMBERSHIP</b>	
6.1	<p>The Governor Services Manager presented the paper which outlined the reasons for retaining the existing structure for an additional two years pending the DfE review.</p> <p>The Forum agreed after discussion to amend the constitution as it was determined by the Forum.</p>	
6.2	The Forum noted the existing membership vacancies.	
	<b>RESOLVED: The current membership of the Forum will be retained for a further two years and the constitution will be amended accordingly.</b>	
	<b>RESOLVED: There will be no changes to the allocation of places for Academy representation for the Academic year 2018/19.</b>	
	<b>RESOLVED: The Forum noted the number of governor vacancies and the responsibility of the Haringey Governors Association for submitting nominations for these places.</b>	
<b>7.</b>	<b>UPDATE ON THE TUITION SERVICE</b>	
7.1	<p>The Headteacher for the Tuition Service (Claire McDonald) gave a verbal update and the Forum noted the following:</p> <ul style="list-style-type: none"> <li>The admissions and referral process are being reviewed to manage</li> </ul>	

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	<p>the increasing demand for the service. This may involve setting up a dedicated panel to consider all applications to the service.</p> <ul style="list-style-type: none"> <li>• A part-time business manager has been recruited.</li> <li>• Payments from schools and LA commissioned services continue to pose challenges including the recovery of top-up funding from schools not following the child.</li> <li>• Issuing permanent staff contracts continues to be progressed, however this is a slow process.</li> <li>• Premises are a concern as the requirement to provide SEN unplaced and specialist Tuition becomes ever increasing. Outreach is being provided at an additional site, however this is not sustainable and additional satellite premises are needed.</li> <li>• The co-located site at Bruce Grove is at capacity as both the Tuition Service and the Youth Service grow their services.</li> </ul> <p>The Chair noted that the Tuition Service is a valuable provision and resourcing the needs of the service is important.</p>	
7.2	<p>The Forum discussed the need for a suitable building for the Tuition Service and agreed that there is a need for new premises as they have out grown their co-located site and are at capacity.</p> <p>The Forum noted that a separate site may be required to provide services and this research is being undertaken by LA Officers.</p>	
<b>8.</b>	<b>THE SCHOOLS INTERNAL AUDIT PROGRAMME 2017/18 - FEEDBACK</b>	
8.1	<p>The Head of Audit and Risk Management (Minesh Jani) presented the circulated paper and introduced Jerry Barton from the Mazars the Audit Partner for Schools. The Forum noted the following:</p> <ul style="list-style-type: none"> <li>• The summary from 2014/15 to 2017/18</li> <li>• The information and results from the follow-up programme.</li> <li>• The summary of assurances and recommendations</li> <li>• The highlights on common issues relating to non-compliance with the Schools Finance Manual.</li> <li>• The approach taken to share with schools about to be audited the summary checklist.</li> <li>• The training provided to Schools and Business Managers prior to an audit.</li> <li>• It was important that schools recognise the importance in managing the risk and have good administration process in place.</li> </ul>	
8.2	<p>The Forum discussed the report and noted the following:</p> <ul style="list-style-type: none"> <li>• It was important for Schools, Headteachers and Business Managers to work towards the audit requirements and address previous audit issues or compliance requests.</li> <li>• The Audit process is transparent, and Schools are advised ahead of time to work towards having a good audit outcome.</li> <li>• The training provided should be attended.</li> <li>• The governance requirements to be understood by Governors and the audit document shared with the Governing Boards.</li> <li>• The Governance requirements, i.e. what is needed in minutes to</li> </ul>	

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	ensure compliance.	
	<b>ACTION: Head of Audit and Risk Management to review the Schools Financial Manual and use flow diagrams to enable compliance. This will apply to Schools and Governing Boards.</b>	
	<b>RESOLVED: The Schools Forum noted the feedback on the work completed in 2017/18, including the results of the follow-up audits from 2016/17.</b>	
<b>9.</b>	<b>GROWTH FUND UPDATE 2018/19</b>	
9.1	<p>The Finance Business Partner for Schools and Learning (Kamaljit Kaur) presented the circulated paper and noted the following:</p> <ul style="list-style-type: none"> <li>• Due to different in the financial funding year for academies (September to August) v the LB Haringey (April to March), there is an in-year recoupment by the ESFA to fund academy school's growth. LB Haringey will then recoup this in the following year.</li> <li>• There have been change in secondary school admissions, with most Haringey children opting to be educated within the Borough rather LB Barnet or LB Enfield. Work is being undertaken with the GLA to ensure future projections are adjusted.</li> <li>• LB Haringey will continue to apply the agreed local formula to funding bulge classes.</li> </ul>	
9.2	The Forum discussed if schools with a regular bulge class should increase their PAN. Members agreed that bulge classes are one-off funding positions and PAN increases need the agreement of the LA.	
	<b>RESOLVED: The Forum noted the updated information on the Growth Fund 2018/19.</b>	
<b>10</b>	<b>HIGH NEEDS BLOCK (HNB) 2018/19</b>	
10.1	<p>The Head of Service SEN and Disability (Vikki Monk-Myer) presented the circulated paper and noted the following:</p> <ul style="list-style-type: none"> <li>• There are significant pressures on the HNB, with the budget less than actually required.</li> <li>• The overspend was £1.5m and can be attributed to the significant increase in needing to support: <ul style="list-style-type: none"> <li>○ EHCP plans which have increased by 37% over the last four years.</li> <li>○ Top-ups for main stream schools.</li> <li>○ Support required for children with complex needs in special schools.</li> <li>○ The new duty to support hospital admissions.</li> <li>○ The need to support therapeutic places for mental health needs associated with SEMH/Autism.</li> <li>○ The rise in Independent School places and transport cost due to lack of capacity.</li> <li>○ The cost associated with residential places for young people 18 and over (HNB covers cost up to age 25).</li> </ul> </li> <li>• There has been a recoupment by the ESFA of £1m due to the CoNEL merger and the change of responsibility to LB Camden. The Forum</li> </ul>	

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	<p>noted that this will be challenged as the adjustment is in-year.</p> <ul style="list-style-type: none"> <li>• The mitigation strategies being considered and have been put in place, including the expanded use of the Tuition Service &amp; Octagon to provide outreach services. There is also the temporary opening of the Grove at St Mary's, which will be funded by the HNB.</li> <li>• A review of the EHCP and the analysis of need and the assessment timeframes. The analysis to date shows the EHCP cover Autism, MLD, SEMH and SPLD.</li> <li>• The HNB sub-group minutes were noted.</li> </ul>	
	<b>ACTION: The Chair of the Forum to consider writing a joint letter with Director of Children's Services on funding for the High Needs Block.</b>	
	<b>ACTION: The Director of Children's Service to write to the DfE/ESFA and challenge the in-year recoupment of £1m being transferred to Camden following the CoNEL merger.</b>	DCS
	<b>ACTION: A regular update on The Grove opening will be a standing item on the agenda.</b>	VMM
	<p><b>RESOLVED: The Forum noted the following:</b></p> <ul style="list-style-type: none"> <li>• The outturn position of the High Needs Block 2017/18 and the increased demand on the budget.</li> <li>• The allocated budget for 2018/19 and the potential pressures and proposed action to mitigate the pressure.</li> <li>• Recommendations from the High Needs Block sub-group.</li> <li>• The forecast spend to 2023, if previous trends continue and the importance of mitigating actions.</li> </ul>	
<b>11.</b>	<b>ADMINISTRATIVE ARRANGEMENTS FOR THE ALLOCATION OF CENTRAL GOVERNMENT GRANTS PAID TO SCHOOLS VIA THE LOCAL AUTHORITY</b>	
11.1	The Finance Business Partner for Schools and Learning (Kamaljit Kaur) presented the circulated paper, which informed the Forum (as per the Finance Regulations) of the arrangements for administering grants paid to schools.	
	<b>RESOLVED: The Forum noted the Paper on Administrative arrangements for the allocation of central government grants paid to schools via the local authority.</b>	
<b>12.</b>	<b>SCHOOLS BUDGET OUTTURN AND FINAL BUDGET ALLOCATION FOR DEDICATED SCHOOLS GRANT FOR 2017/18</b>	
12.1	<p>The Finance Business Partner for Schools and Learning (Kamaljit Kaur) presented the paper, which had been circulated.</p> <p>The key items noted from the report:</p> <ul style="list-style-type: none"> <li>• The final 2017/18 DSG allocations after deductions and recoupments.</li> <li>• The 2017/18 DSG outturn.</li> <li>• The 2018/18 DSG allocations for all blocks.</li> <li>• The allocation to the Growth Fund and agreement on DSG reserves.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• The High Needs Block 2017/18 detailing the make-up of the £1.5m overspend and the use of reserves to support the overspend.</li> <li>• The revenue balances by School type and settings to March 2018.</li> <li>• The review balances from March 2011 to March 2018.</li> </ul> <p>The Forum were advised that the schools in deficit had been contacted and visits to the schools have either taken place or have been arranged. There is also a monitoring process in place to support these schools. The Forum noted that most deficits will be repaid this financial year.</p>	
	<b>RESOLVED: The Forum noted the following:</b> <ul style="list-style-type: none"> <li>• The latest DSG allocations for 2017/18 and 2018/19.</li> <li>• The position on Schools' Balances at March 2018</li> <li>• The DSG reserve carried forward to 2018/19 of £1.4m.</li> </ul>	
	<b>RESOLVED: The Forum agreed the final DSG outturn for the Schools Block, Early Years Block and the High Needs Block.</b>	
	<b>RESOLVED: The Forum approved the draw down from the DSG reserves to meet the overspend in the High Needs Block.</b>	
<b>13.</b>	<b>WORK PLAN 2017/18</b>	
	The Forum noted the Work Plan and members were asked to email Carolyn Banks with amendments or any items for consideration.	
<b>14.</b>	<b>UPDATE FROM WORKING PARTIES</b>	
	The were no updates presented.	
<b>15.</b>	<b>ANY OTHER URGENT BUSINESS</b>	
15.1	The Forum congratulated Melian Mansfield on being awarded an MBE.	
<b>16.</b>	<b>DATES OF FUTURE MEETINGS</b> <ul style="list-style-type: none"> <li>• 18 October 2018</li> <li>• 06 December 2018</li> <li>• 17 January 2019</li> <li>• 28 February 2019</li> <li>• 11 July 2019</li> </ul>	
	As there was no further business the meeting closed.	