

**MINUTES OF THE INQUORATE SCHOOLS FORUM MEETING
THURSDAY 11 JULY 2019 AT 4pm**

School Members

Headteachers

Special (1)	Martin Doyle (Riverside)	
Nursery Schools (1)	(A)Peter Catling (Woodlands Park)	
	*Mary Gardiner (West Green)	Vacancy
Primary (7)	Stephen McNicholas (St John Vianney)	(A) Paul Murphy (Lancasterian)
	*Emma Murray (Seven Sisters)	(A) Linda Sarr (Risley Avenue)
	Will Wawn (Bounds Green)	
Secondary (2)	*Andy Webster (Park View)	*Tony Hartney (Gladesmore)
Primary Academy (1)	(A) Sharon Easton (St Pauls & All Hallows)	
Secondary Academies (2)	Gerry Robinson (Woodside)	(A)Michael McKenzie (Alexandra Park)
Alternative Provision (1)	Patricia Davies	

Governors

Special (1)	Jean Brown (The Vale)	
Nursery Centres (1)	*Melian Mansfield (Pembury)	
	*Laura Butterfield (Coldfall)	
Primary (7)	*Hannah D’Aguiar (Chestnuts Primary)	*John Keever (Seven Sisters)
	Jenny Thomas (Lordship Lane)	(A) Julie Davies (Tiverton)
	Lorna Walker (Rokesly Infants)	
Secondary (3)	Johanna Hinshelwood (Hornsey Girls)	Terry Sullivan (Park View)
	(A) Sylvia Dobie (Park View)	
Primary Academy (1)	Vacancy	
Secondary Academies (2)	Noreen Graham (Woodside)	Vacancy

Non-School Members

Non-Executive Councillor	*Cllr Daniel Stone
Trade Union Representative	Pat Forward
Professional Association Representative	*Ed Harlow
Faith Schools	Geraldine Gallagher
14-19 Partnership	Kurt Hintz
Early Years Providers	Susan Tudor-Hart

Observers

Cabinet Member for CYPS	*Cllr Zena Brabazon
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Also Attending

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 Head of SEN & Disability	*Vikki Monk-Myer
LBH Head of Strategic Commissioning, Early Help & Culture	*Ngozi Anuforo
LBH Head of Audit & Risk Management	Minesh Jani/*Jerry Barton
LBH Head of Finance & Business Partners	*Paul Durrant
LBH Finance Business Partner (Schools & Learning)	*Muhammad Ali
LBH Service Improvement Manager	Karen Oellermann
Lead for Governor Services (HEP)	Carolyn Banks
HEP Clerk (Minutes)	Felicity Baird

(A) = Apologies given

ITEM NO.	SUBJECT / DECISION	ACTION ASSIGNED TO
1.	CHAIR’S WELCOME	

1.1	The Chair welcomed attendees to the meeting. It was noted that the Forum was not quorate. Attendees agreed to proceed with the meeting as most items, apart from membership, were for note.	
2.	APOLOGIES & SUBSTANTIVE MEMBERS	
2.1	Apologies were noted from the following: Paul Murphy, Sharon Easton, Peter Catling, Linda Sarr, Sylvia Dobie, Mike McKenzie, Julie Davies and Ann Graham.	
3.	DECLARATIONS OF INTEREST	
3.1	None.	
4.	MINUTES OF THE MEETING ON 28 FEBRUARY 2019	
4.1	Approval of the Minutes would be carried forward to the next meeting.	Clerk
5.	MATTERS ARISING	
5.1	Carried forward to the next meeting.	
6.	FORUM MEMBERSHIP	
6.1	Carried forward to the next meeting.	Clerk
7.	OUTCOME OF INTERNAL AUDIT PROGRAMME 2018-19	
7.1	The audit report was generally positive. In 18-19, 12 schools had been audited. There was a marked improvement on the previous 3 years but not on the previous 8. Muhammed Ali (MA) urged caution that results needed to continue to improve especially within the coming year.	
7.2	120 recommendations had been raised, and MA said that it was important for these actions to be implemented. Previously, 169 actions had been raised, and only 70% had been implemented.	
7.3	There was a reported weakness around expenditure and accounting methods in schools, and a lack of control in ordering. There were ongoing issues with decisions not being properly recorded at Governing Body meetings and not being able to find things listed in inventories.	
7.4	It was recommended that schools kept an eye on the recommendations arising from an audit. Those schools with limited assurance were to be audited again the following year.	
8.	DEDICATED SCHOOLS BUDGET STRATEGY 2019-20	
8.1	An overall £2.2M deficit was reported. However, this reflected the national picture, in which Haringey fell in the lower/middle, compared with other London boroughs. There was a reported £4.3M overspend in the High Needs Block. If the Early Years Block was to continue as expected, there would be a closing position of £4.5 – 5.5M deficit, which would trigger a formal debt recovery plan.	
8.2	Members asked for the numbers to be scrutinised as it was unclear how an underspend in Early Years spending could result in an expected deficit of up to £5.5M. ZB said she had spoken to the Director on the issue. Members were disappointed that what was reported to the Schools Forum was not the same information reported to the Early Years Working Group.	
8.3	The Chair stated that there was a need to look at how the money was redistributed to schools and that this would be examined in a future meeting. It was noted that a paper looking at the most appropriate way to distribute funding would be brought to a future Schools Forum meeting.	

8.4	Paul Durrant (PD) informed the Forum that he recommended that the LA's deficit plan came to the Forum every 4 weeks, and that ultimately, it needed to come to the Forum for sign off.	
8.5	The Forum was informed that the LA planned to talk to schools about buying in to more support regarding budget setting, and that it would talk to School Business Managers in September. Tools would be provided to schools to calculate their indicative numbers. The outline of the support offer for schools. It was noted that a key issue was that the system the LA used was not the same as used by some schools, meaning that when some information was requested the system did not generate the correct information.	
8.6	Members were concerned about where schools would find funding to pay for budget setting support from the LA, and that it appeared as though there was not the capacity within the LA to provide such a service. PD suggested that funding could be utilised from the utility rates relief.	
8.7	Assistant Director for Schools & Learning, Eveleen Riordan (ER), reported that the School Business Manager (SBM) conference had been very well received. SBMs were able to liaise with LA Officers. It had been agreed that half termly SBM breakfast meetings should take place. The Forum discussed the number of schools with SBMs (approx. 70% of schools used external consultants to carry out bookkeeping tasks), and it was noted that the quality of SBM service varied dramatically across the borough.	
8.8	Members discussed the sustainability of funding models and rebuilding the relationship between schools and the LA. It was noted that the Local Government Association had carried out a peer review and their key message arising from it was that LAs needed to rebuild their infrastructure – in HR, and finance, and needed to regain the confidence and trust of schools.	
9.	HIGH NEEDS BLOCK	
9.1	It was reported that the HNB had significantly overspent. Overall, the picture was positive. Any nursery could apply for top up funding for children with SEND. It was noted that there was a high density of children with ASD in the east of the borough.	
9.2	It was reported that the number of children with significant needs was high, and the number of children named an EHCP was increasing. In addition, there was a number of EAL children with such significant needs that they were subject of an EHCP.	
9.3	The Head of SEN & Disability, Vikki Monk-Myer (VMM), said that the LA wanted to continue to work with all schools to support them with a balanced number of EHCP children. She informed members that children and young people would now remain on an EHCP until the age of 25 – usually in the case of those with significant disabilities – so that therapeutic offers, interventions and residential offers could be sourced for them.	
9.4	The Forum asked where the national strategy for this issue came from and who led the accountability monitoring. VMM said that nationally, strategy was unclear. Locally, the strategy needed to be sourced from where the best outcomes came from. The local strategy needed to look at SEND and mental health and the links with deprivation. Accountability locally needed to come from the High Needs Committee, the Children's Improvement Board.	
10.	THE GROVE AS PART OF THE BOROUGH'S PROFILE OF HIGH NEEDS SPECIAL SCHOOL PLACES	

10.1	The Head of SEN & Disability presented a report on the developing offer of The Grove special school for children with ASD.	
10.2	The Forum noted that this was a good strategy but there needed to be wraparound provision in place. It was also crucial that schools make it work. At present, there were 42 pupils on roll, with a maximum of 104 expected. RESOLVED: That the report was noted.	
11.	ALTERNATIVE PROVISION – REVIEW	
11.1	Laura Butterfield (LB) declared an interest in this item, as she was the Chair of the Tuition Service.	
11.2	The Assistant Director for Schools & Learning provided the Forum with an update on the ongoing review of Alternative Provision. A Steering Group had been set up to look at the model which would work best for children, families, and schools. During July, there would be further input from schools and other stakeholders, to enable the findings and recommendations. Work would continue in the Autumn term with a view to delivery being in place from September 2020.	
11.3	The Forum was informed that there were 21 providers of special provision. It was agreed that further information should be provided to the Forum in respect of the costs and that this remain a regular item for the Forum. ER advised that until a model had been developed, it would not be possible to determine the cost, however, it was important that the offer was sustainable. RESOLVED: That the progress made on the Alternative Provision to date be noted and the item remain a regular item on Forum agendas.	
12.	WORK PLAN 2019-20	
12.1	The Forum noted the work plan for 2019 – 20.	
13.	UPDATE FROM WORKING PARTIES	
13.1	The Forum noted the High Needs Sub Group Minutes of 1 st March 2019.	
14.	INFORMATION ITEMS (if any)	
15.	ANY OTHER BUSINESS	
15.1	The Interim Dedicated School Budget Accountant, Ali Muhammed, advised the Forum that there had been instances where schools had not provided information to external auditors in a timely fashion. It was noted that schools had a duty to comply with such requests. It was agreed that for audits in 2019 – 20, schools would be asked to agree the date and time.	
16.	DATE OF FUTURE MEETINGS	
16.1	17 October 2019; 5 December 2019; 16 January 2020; 27 February 2020; 25 June 2020.	
	There was no further business, therefore the meeting closed.	