

**MINUTES OF THE SCHOOLS FORUM MEETING  
THURSDAY 17 OCTOBER 2019 AT 4pm**

<b>School Members</b>		
<b>Headteachers</b>		
<b>Special (1)</b>	Martin Doyle (Riverside)	
<b>Nursery Schools (1)</b>	*Peter Catling (Woodlands Park)	
	Mary Gardiner (West Green)	Vacancy
<b>Primary (7)</b>	(A)Stephen McNicholas (St John Vianney)	(A)Paul Murphy (Lancasterian)
	Emma Murray (Seven Sisters)	Linda Sarr (Risley Avenue)
	*Will Wawn (Bounds Green)	
<b>Secondary (2)</b>	*Andy Webster (Park View)	Tony Hartney (Gladesmore)
<b>Primary Academy (1)</b>	Sharon Easton (St Pauls & All Hallows)	
<b>Secondary Academies (2)</b>	*Gerry Robinson (Woodside)	Michael McKenzie (Alexandra Park)
<b>Alternative Provision (1)</b>	*Patricia Davies	
<b>Governors</b>		
<b>Special (1)</b>	Jean Brown (The Vale)	
<b>Nursery Centres (1)</b>	Melian Mansfield (Pembury)	
	Laura Butterfield (Coldfall)	
<b>Primary (7)</b>	Hannah D'Aguiar (Chestnuts Primary)	John Keever (Seven Sisters)
	Jenny Thomas (Lordship Lane)	Julie Davies (Tiverton)
	Vacancy	
<b>Secondary (2)</b>	*Johanna Hinshelwood (Hornsey Girls)	Vacancy
	Sylvia Dobie (Park View)	
<b>Primary Academy (1)</b>	Vacancy	
<b>Secondary Academies (3)</b>	*Noreen Graham (Woodside)	Vacancy
<b>Non-School Members</b>		
<b>Non-Executive Councillor</b>	(A)Cllr Daniel Stone	
<b>Trade Union Representative</b>	(A)Pat Forward	
<b>Professional Association Representative</b>	*Ed Harlow	
<b>Faith Schools</b>	*Geraldine Gallagher	
<b>14-19 Partnership</b>	*Kurt Hintz	
<b>Early Years Providers</b>	Susan Tudor-Hart	
<b>Observers</b>		
<b>Cabinet Member for CYPS</b>	Cllr Zena Brabazon	
<b>Also Attending</b>		
<b>LBH Director of Children's Services</b>		*Ann Graham
<b>Chief Executive of Haringey Education Partnership (HEP)</b>		James Page
<b>LBH Assistant Director, Schools &amp; Learning</b>		Eveleen Riordan
<b>LBH Head of SEN &amp; Disability</b>		*Vikki Monk-Myer
<b>LBH Head of Strategic Commissioning, Early Help &amp; Culture</b>		*Ngozi Anuforo
<b>LBH Head of Audit &amp; Risk Management</b>		Minesh Jani/*Jerry Barton
<b>LBH Head of Finance &amp; Business Partners</b>		Paul Durrant
<b>LBH Finance Business Partner (Schools &amp; Learning)</b>		Muhammad Ali
<b>LBH Service Improvement Manager</b>		*Karen Oellermann
<b>Lead for Governor Services (HEP)</b>		Carolyn Banks
<b>HEP Clerk (Minutes)</b>		Felicity Baird
<i>(A) = Apologies given</i>		
<i>* = Asterisk denotes absence</i>		

ITEM NO.	SUBJECT / DECISION	ACTION ASSIGNED TO
<b>1.</b>	<b>CHAIR'S WELCOME</b>	
1.1	The Chair welcomed all to the meeting.	
<b>2.</b>	<b>ELECTION OF CHAIR AND VICE CHAIR</b>	
2.1	CB invited nominations for Chair. TH was nominated and agreed to Chair the Schools Forum for a further year, which was unanimously approved by the membership.	
2.2	The Chair invited nominations for Vice Chair. LB accepted a nomination as Vice Chair, and membership unanimously approved her appointment.	
<b>3.</b>	<b>APOLOGIES AND SUBSTITUTE MEMBERS</b>	
3.1	Apologies were received in advance from Paul Murphy; Pat Forward; Cllr Stone; Stephen McNicholas, and were noted by the Forum.	
<b>4.</b>	<b>DECLARATIONS OF INTEREST</b>	
4.1	There were none.	
<b>5.</b>	<b>MINUTES OF THE MEETING OF 28 FEBRUARY 2019 &amp; INQUORATE MEETING OF 11 JULY 2019</b>	
5.1	The Minutes of 28 February were approved.	
5.2	The Minutes of 11 July were approved.	
<b>6.</b>	<b>MATTERS ARISING</b>	
6.1	[Minutes of 28 Feb] It was noted that a member had discussed ratios of funding taken from the Early Years Block (EYB) to support the High Needs Block (HNB), and that it had been asked if anything could be done to support the Early Years funding.	Ali Muhammed to report on HNB and EY at the December meeting
6.2	A member queried why no information regarding surplus/reserves had not been given, noting that they would like reserves to remain in the EY block	The Local Authority (LA) to look at ensuring info re surplus/reserves is provided prior to the December meeting
6.3	[Minutes of 11 July] LB declared an interest as she was Chair of the Tuition Service. LB advised that there had been significant delays with the AP review. As a consequence the Tuition Service was buckling under the strain and this was impacting on vulnerable children in Haringey. ER stated that progress was being made and that a meeting with Primary Headteachers had taken place. Updates to the Director of Children's Services and Cllr ZB were being given.	(Agenda item at next meeting) Update on progress with review of alternative provision.
<b>7.</b>	<b>FORUM MEMBERSHIP</b>	
7.1	CB noted that the Forum's membership was agreed until 2020, but that there remained a requirement for a regular review of membership, for the purposes of ensuring the right balance between Academy and maintained schools. It was agreed that the current split of academy / maintained schools for	

	headteacher representation on the Forum should remain unchanged but the number of places for governors from the secondary sector be changed so that there are three academy places and 2 maintained sector places. . It was noted that there was a need to fill current vacancies.	
7.2	It was queried whether only 1 EY member should be present in the membership was correct, and whether this could be looked at as part of review. This was noted.	
<b>8.</b>	<b>DEDICATED SCHOOLS BUDGET STRATEGY 2019-20 &amp; 2020-21</b>	
8.1	The Forum received a presentation from Kristian Bugnosen, Principal Accountant. It was reported that there were 2 changes in funding for 2020-21; an uplift of 1.84%, in line with inflation. It was noted that for Haringey, there was a need to determine whether this was minimum or per pupil funding. All current figures were indicative.	
8.2	Almost £8M was to be released for the HNB. The LA was proposing to keep the transfer. Q: What is the basis for keeping to 2.5% for the HNB? What is the rationale behind this not being increased? A: The Forum can suggest it being increased. Figures are currently indicative and the LA is trying to be prudent with the available funding.	
8.3	The LA asked the Forum to consider splitting the site funding for EYB as there was an underspend	
8.4	It was reported that there was an overspend of £7M, including a £2.2M carry-forward from 2018-19, and that a deficit recovery plan would have to be produced. The Head of SEND was currently working with the Early Years Commissioner, examining possible solutions. It was reported that the LA's intention was to bring a method statement to the next School Forum meeting	Bring a method statement regarding overspend to next meeting
8.5	Q: Did a consultation take place regarding how to mute a deficit? Could it be met from LA reserves? A: The latest best practice guidance stated that general council funding should not cross over with DSG.	
8.6	An almost £7M increase for the HNB was reported. ER noted that the alternative provision review may contribute to reducing the deficit; it would allow children with autism to remain within the borough. A member noted that it appeared as though EYB was pitted against schools, which should not be the case, as it was regarding the poorest children in need.	
8.7	An update on financial management support for schools in financial difficulty was given. Q: Is the dedicated in-house finance officer for schools being recruited to a permanent post? A: The LA can only recruit for the period of time that the School Forum commits the money, so only a 2-year fixed term post can be recruited to. The post is funded by the DSG, not the LA. JP reported that meetings with School Business Managers (SBM) had been very well received. The Chair noted that that SBMs were more informed, which was a positive development.	

8.8	The Chair asked for views on the recommendations in the DSG – should it remain the same for 2020-21? The Forum deliberated. It was agreed that without SFA figures, it was difficult to take a decision. Once the figures were available, modelling could be undertaken and options reviewed. It was agreed that the same schools allocated formula should be adhered to and 0.25% - 0.5% should be looked at in the next meeting to see how it affects schools.	Review schools allocated formula at next meeting
8.9	The Forum agreed that £60k should be granted to Pembury House – the source of funds to be confirmed. It was further agreed this should be revisited at the next meeting.	Review funding source of £60k to Pembury House
8.10	It was noted that the Forum had requested the LA brought a proposal for a redistribution of the £914k surplus generated from the rates refund, and how this could be distributed in 2019-20. Members discussed whether a significant proportion of the HNB deficit should be plugged. The Chair suggested the Forum adhere to the LA’s proposal for the distribution of the £914k, but noted that a decision was not required now. The forum agree to use £100k to fund post for School Finance Adviser for the two years. It also agreed HNB transfer is not permitted rather funding is kept in schools budget for schools in financial difficulty	
<b>9.</b>	<b>EDUCATION WELFARE – UPDATE</b>	
9.1	It was reported that following the last meeting, a Working Group had been set up. Feedback on work undertaken since January was given. The group would focus on 3 key areas: a 3-tiered offer to schools (non-maintained schools that do not buy into the EWS services; maintained schools that do not buy EWS services; all schools that buy EWS services. This would be covered by a differentiated pricing structure).	
9.2	It was reported that schools had experienced issues with families taking children out of school during term time. The LA’s Fixed Penalty Notice had been amended to covering 6 sessions absent in 6 weeks, and had been in place since 1 <sup>st</sup> September. From this date to the time of reporting, the LA had issued twice as many Notices as were issued during the whole of 2018. Attendance was reported to be approximately 96% for primaries and 95% for secondaries nationally.	
9.3	The Forum heard how, as part of making the service more accountable, an end of year assessment of the Education Welfare Officer could be undertaken by school staff, to help drive improvements in the service provided to schools. It was hoped that this would improve the capacity of the service, address absences, allow more free support for non-trading maintained schools. The 3-year plan was outlined to members.	
9.4	Q: Regarding pupils taking holiday during term time – is there data to say if this is steady or is increasing? A: This has been steady over time, but is dependent on how the school codes these absences. Primary schools tend to code that these are holiday absences, whilst Secondary schools do not. We would expect that if that decreased, we would see an increase in absence due to ‘illness’.	

	It was noted that there had been some concerns that vulnerable families may be targeted disproportionately. When the LA is requested to issue a Penalty Notice, the request comes from the school. The Headteacher and LA work together and if it is felt that a family is vulnerable, the Notice would not be issued. It was confirmed that Penalty Notices could be withdrawn if needed.	
9.5	It was reported that there was a 27% increase in families choosing to home-educate their children in Haringey. There was currently a caseload of approximately 250 children who were home-schooled. It was noted that difficulties emerged when families did not engage with the Education Welfare Service (EWS). Home visits and other interventions are undertaken if families want to remove their child from school.	
9.6	The Chair recommended in principle that the School Forum funded the EWS for the 3 years as considered by the Forum in January 2019 to give security and stability to the team and allow it to be able to plan effectively. <i>It was noted that this could not be agreed; due to members leaving the meeting early, the meeting was not quorate at this stage</i>	Recommend that funding for EWS for t 3 years be agreed in principle.
<b>10.</b>	<b>WORK PLAN 2019-20</b>	
10.1	To be reported at next meeting.	
<b>11.</b>	<b>UPDATE FROM WORKING PARTIES (EARLY YEARS WORKING GROUP &amp; HIGH NEEDS SUB GROUP)</b>	
11.1	<u>Early Years Working Group</u> Papers would come to the December meeting.	
11.2	<u>High Needs Sub Group</u> The Group wanted clarity from the HNB Committee on how it has decreased expenditure.	
<b>12.</b>	<b>INFORMATION ITEMS</b>	
12.1	None.	
<b>13.</b>	<b>ANY OTHER URGENT BUSINESS</b>	
13.1	None.	
<b>14.</b>	<b>DATE OF FUTURE MEETINGS</b>	
	5 December 2019; 16 January 2020; 27 February 2020; 25 June 2020.	
	There was no further business, therefore the meeting closed at 6:06pm.	