

**MINUTES OF THE SCHOOLS FORUM MEETING
THURSDAY 27 FEBRUARY 2020 AT 4pm**

School Members		
Headteachers		
Special (1)	*Martin Doyle (Riverside)	
Nursery Schools (1)	*Peter Catling (Woodlands Park)	
Primary (7)	Mary Gardiner (West Green)	(A) Michelle Randles
	Stephen McNicholas (St John Vianney)	*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)	Sharon Easton (St Pauls & All Hallows)	
Secondary Academies (2)	Gerry Robinson (Woodside)	*Michael McKenzie (Alexandra Park)
Alternative Provision (1)	Patricia Davies	
Governors		
Special (1)	*Jean Brown (The Vale)	
Nursery Centres (1)	*Melian Mansfield (Pembury)	
Primary (7)	*Laura Butterfield (Coldfall)	
	Hannah D'Aguiar (Chestnuts Primary)	*John Keever (Seven Sisters)
	Jenny Thomas (Lordship Lane)	Julie Davies (Tiverton)
	Vacancy	
Secondary (2)	Vacancy	Vacancy
	Sylvia Dobie (Park View)	
Primary Academy (1)	Vacancy	
Secondary Academies (3)	Noreen Graham (Woodside)	Vacancy
Non-School Members		
Non-Executive Councillor	Cllr Daniel Stone	
Trade Union Representative	Pat Forward, Sean Fox	
Professional Association Representative	(A) 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	
Also Attending		
LBH Director of Children's Services	Ann Graham	
Chief Executive of Haringey Education Partnership (HEP)	James Page	
LBH Assistant Director, Schools & Learning	Eveleen Riordan	
Interim LBH Head of SEN & Disability	Nathan Jones	
LBH Head of Strategic Commissioning, Early Help & Culture	Ngozi Anuforo	
LBH Assistant Director Commissioning	Charlotte Pomery	
LBH Head of Early Help & Prevention	Martin Clement	
LBH Head of Finance & Business Partners	Brian Smith	
LBH Finance Business Partner (Schools & Learning)	Muhammad Ali	
LBH Service Improvement & Children's Services	Karen Oellermann	
LBH Principal Accountant DSG	Kristian Bugnosen	
Lead for Governor Services (HEP)	Carolyn Banks	
HEP Clerk (Minutes)	Felicity Baird	

(A) = Apologies given

* = Asterisk denotes absence

ITEM NO.	SUBJECT / DECISION	ACTION ASSIGNED TO
1.	CHAIR'S WELCOME	
1.1	The Chair welcomed all to the meeting.	
2.	APOLOGIES AND SUBSTITUTE MEMBERS	
2.1	Apologies were received from: Michelle Randles, Ed Harlow, Linda Sarr, Martin Clement. It was noted that Paul Durrant had now left the LA and was replaced by Brian Smith. Karen Oellermann was from the Council's Children's Services.	
3.	DECLARATIONS OF INTEREST	
3.1	None were made.	
4.	MINUTES OF THE MEETING OF 16 JANUARY 2020	
4.1	The Minutes were approved as an accurate record.	
5.	MATTERS ARISING All covered within the agenda.	
6.	THE SCHOOLS INTERNAL AUDIT PROGRAMME	
6.1	Report from Head of Audit and Risk Management in Haringey Council. The recommendation to Schools Forum was that the Forum note the planned programme of audit work for 2020/21 and the initial feedback on outcomes following audit work completed in 2019/20.	
6.2	<p>Q: The LA has identified some schools that would benefit from additional support, what would this look like?</p> <p>A: This takes different forms; for some schools we would meet the auditors in advance to explain what an audit form looks like, for example.</p> <p>Q: Are any themes arising?</p> <p>A: Once we have finished the full year's work, we will produce an annual report that sets out a detailed account of issues raised as well as a thematic review. We will report back to the Forum after year end.</p> <p>The Chair noted that less financially secure schools (in terms of financial management) would be visited more often.</p>	
7.	DEDICATED SCHOOLS GRANT – CSSB	
7.1	<p>Report from Head of Finance and Business Partnering, Schools Finance Business Partner, Principal Accountant. Recommendation to Forum: Schools Forum is asked to note the planned expenditure through the DSG Central School Services Block 20-21.</p> <p>A report was tabled to the Forum. It noted that central government funding was being reduced annually by approximately £80k. The LA had allocated exactly same as last year, apart from the school standards line, which was reduced by the full amount the CSSB reduced.</p> <p>Q: What does school standards refer to? Why has this reduced?</p> <p>A: This refers to a contractual agreement with HEP, with a reduction of 80k annually. We want to honour this for next 3 years.</p>	

	<p>The Assistant Director for Schools and Learning noted that this was not a contractual obligation and that HEP and the LA were liaising on this matter.</p> <p>Q: Referring to the £378k in line 1, can you confirm this includes funding for SACRE, which is done by HEP, and that HEP will be reimbursed for this? A: Yes, this is part of negotiations between HEP/LA with a value of £25k annually.</p> <p>Q: 350k for Early Help has remained the same. Will a review of Early Help come to this Forum to scrutinise the efficiency and effectiveness of this funding? A: An ongoing review of Early Help is taking place which will be reported back to Schools Forum. Services are being transformed and it is hoped that schools will feel the outcome of this review soon.</p> <p>The Director for Children’s Services noted that a previous report was given on this two meetings ago. Early help service plans will be shared with schools.</p> <p>Q: If further cuts take place next year, will all lines will be reviewed and considered where the reductions should be allocated? Will we look at all lines going forward? A: Yes. There are also ongoing discussions between HEP/LA taking place.</p> <p>Schools Forum noted the report.</p>	
8.	DEDICATED SCHOOLS BUDGET OUTTURN PROJECTION 2019-20	
8.1	<p>Report from Principal Accountant in Haringey Council. Recommendation to Schools Forum that it nominates a panel of Forum members to agree a mechanism to distribute the remaining funds to schools by way of formula taking into consideration the following:</p> <ol style="list-style-type: none"> 1. Current level of deficit 2. Current cash flow forecast 3. Key Performance Indications (contact ratio, school budget efficiency and benchmarking operation structure against similar schools) <p>An alternative proposal would be to allocate the refunded sum to all schools, using the gross revenue budget DSG budget allocation for 2019-20.</p> <p>£5.39M in-year deficit projected. £7.62M deficit projected overall for the financial year 19-20.</p> <p>Business rates refund re-allocation to schools: this has not yet been allocated for the year. It had been agreed in principle that some would be sent to schools in financial difficulty, and some to the High Needs Block. If we don’t allocate it, it will just go into the deficit for the year.</p> <p>Q: Can you guarantee that the money won’t go to DSG deficit? A: That’s what we would like. This year, we will keep it in reserve until 20-21. That is assured.</p>	Report to June meeting on any actions taken by the Panel

	<p>The Chair noted that there was some flexibility around this, as it was a one-off fund.</p> <p>The Assistant Director for Schools and Learning stated that previous discussions had looked at sharing the amount equally - possibly averaging £10k per school, or whether the panel set up should look at how best to support the schools.</p> <p>It was agreed that the finance working group would look at this issue and report back to the Forum. Members included: Will Wawn, Andy Webster, Mike McKenzie, Tony Hartney, LA Finance Officers, Eveleen Riordan and James Page. Paul Murphy was invited to join the group as an additional Primary Head.</p> <p>The Chair thanked the Finance team for getting the indicative budgets out this week. It was noted that it was an enormous help to school to get them out so early.</p>	
9.	CONTINGENCY FOR SCHOOLS IN FINANCIAL DIFFICULTY	
9.1	<p>The previous meeting set an action for a report back on this issue. The LA had worked with schools in difficulty since September. The LA would like to use a budget to set up a support programme to help those schools in deficit or having a cash flow problem. The LA felt there was a skills gap among some SBMs with lots of schools using external advisors and a lack of strategic support to schools SLT, which hampered effective budget management in some schools.</p> <p>The LA intends to allocate an advisor to schools and to allocate apprentices from 6th forms to help SBMs.</p> <p>The Chair said the strategic management of this could prevent crashes in the future, to enable early changes.</p> <p>The Schools Forum unanimously AGREED the recommendation.</p>	
10.	<p>EARLY YEARS BLOCK Report from Head of Strategic Commissioning, Early Help & Culture.</p> <p>The LBH Head of Strategic Commissioning, Early Help & Culture’s report summarised funding arrangements. Previously she had spoken about funding allocation.</p> <p>Q: Regarding 2yr olds, the report states not all those children eligible are accessing places. How many are accessing places? A: Approximately 740.</p>	

Commented [R1]: Please specify what this recommendation is

	<p>Q: Some other boroughs pay £6ph+. There are providers in this borough finding it hard to manage at £5.66ph. Are any providers unable to provide due to the amount?</p> <p>A: None have stopped business. We realise it is a fragile system. We do support providers, and we work closely with sector and where possible offer support.</p> <p>Q: The gross number of children going down, but take up increasing? Are we using the welfare benefits database to identify possible children to take up places?</p> <p>A: In terms of declining number of 2yr olds, we get a list from DWP and this number is on a steady decline across UK and reflects the changes to welfare benefits. We have tried to work with colleagues in social care, welfare benefits team and we use our own local data. The increased number is a result of this work.</p> <p>Regarding SEN, we have seen an increase in the number of providers drawing down inclusion funding. Work on this has meant more children taking up places with the right support. We are working with SEN team on why take up of this resource is low.</p> <p>We continually review Early Support places. Some vacancies around 2 year olds are mainly around children centres. Strategies will be put in place for summer term to look at how we can better use these spaces.</p> <p>It was AGREED that:</p> <ol style="list-style-type: none"> 1. SF noted the indicative funding for the EY Block in 20-21 2. SF agreed the proposed allocation of the EY Block for 20-21 3. SF noted and agreed the proposed budget allocation for centrally retained funds for 20-21 as set out in 3.3 in the report 4. SF noted the predicted outturn position for 2019-20 financial year 	
<p>11. 11.1</p>	<p>HIGH NEEDS BLOCK</p> <p>Report from Head of SEN and Disability Service at LA.</p> <p>Recommendation to Schools Forum:</p> <ol style="list-style-type: none"> 1. To note the budget position for 2019-20, the pressures and agreed actions taken to mitigate the pressures 2. To agree the budget proposals for 20-21 <p>It was reported that there was a predicted overspend of £5.6M. There had been an increase of new funds, of £4.7M to £38.4M for 2020-21. However, this did not erode the overspend in 2019-20, and the year was starting with a £1M overspend.</p> <p>From February 2019 to February 2020, there has been a growth in need of EHCPs and it was anticipated that key pressures would remain the same. The LA was aware of the importance to consider how to support schools pre-EHCP.</p>	

	<p>Q: Who is the Autism Adviser? A: This role sits within Inclusion Team, a specialist teaching team.</p> <p>Q: What role is Further Education playing? Are they part of this group or not? Will they need some kind of representation? A: We should work in tandem. It is a concern if funding reduces.</p> <p>The Chair noted that there was a representative from CONEL, but only 1 place from that sector currently. This could be reconsidered by the Forum if it thought that appropriate.</p> <p>One Headteacher noted the impact of the growth of the Grove special school to supplement places meant that his school was left with many vacancies. The Assistant Director of Schools and Learning said that the LA did not intend to allocate places to an emerging free school at the expense of a local maintained school. Cllr Brabazon said that there needed to be a political response to this issue.</p> <p>The Schools Forum noted budget position and agreed the budget proposals.</p>	
12.	WORK PLAN 2020-21	
12.1	<p>Report from School Finance Business Partner. Recommendation to Schools Forum: That the updated work plan for 2020-21 academic year is noted. Schools Forum noted the updated work plan for 20-21.</p>	
13.	<p>UPDATE FROM WORKING PARTIES EARLY YEARS WORKING GROUP Early help development: Teams working with families were sharing information effectively. Audits had taken place on teams around families, the quality of which had been variable. Quarterly meetings were taking place with external agencies.</p> <p>Wood Green youth hub development: This would take place in autumn 2020. In the interim the LA was working with secondary schools to look at knife crime, staying safe online, etc.</p> <p>There had been a rise in referrals from Wood Green schools.</p>	
14.	<p>INFORMATION ITEMS UPDATE ON THE ALTERNATIVE PROVISION REVIEW Report from Assistant Director for Schools and Learning. Agreed:</p> <ol style="list-style-type: none"> 1. That Schools Forum notes the report and change model 2. That Schools Forum notes the implications of the proposed change model for the High Needs Block and the need to make decisions in the future regarding spend 	

	<p>The Forum endorsed the change plan and noted that Stamford Hill School site was likely to be used as the AP hub. Feasibility and project work was already under way.</p> <p>AP provision in the borough was currently taking place at the tuition centre and at the Octagon. The LA was no longer commissioning TBAP from end of August.</p> <p>Q: What is happening with the premises at the Octagon? A: Currently, it is remaining with TBAP Trust. 2 processes are underway: (1) TUPE, (2) discussions about what will happen to the site. It is hoped it will become a Haringey site. It is on a leasehold arrangement. There are certain conditions linked to this.</p> <p>It was noted that the LA was under significant time pressure.</p> <p>It was noted that part of the AP review was to increase capacity. The LA had put in additional capacity with an HT supporting the Head of School at the Tuition Service. The Assistant Director said that it was regrettable that the Tuition Service had to move for health and safety reasons.</p>	
15.	ANY OTHER URGENT BUSINESS	
16.	DATE OF FUTURE MEETINGS 25 JUNE 2020	

Meeting closed 6:10pm