

**MINUTES OF THE SCHOOLS FORUM MEETING
THURSDAY 15 OCTOBER 2020 AT 4pm**

School Members		
Headteachers		
Special (1)	Martin Doyle (Riverside)	
Nursery Schools (1)	Peter Catling (Woodlands Park)	
Primary (7)	Mary Gardiner (West Green)	*Michelle Randles
	*Stephen McNicholas (St John Vianney)	Paul Murphy (Lancasterian)
	Emma Murray (Seven Sisters)	Linda Sarr (Risley Avenue)
	Will Wawn (Bounds Green)	
Secondary (2)	Andy Webster (Park View)	Tony Hartney (Gladesmore)
Primary Academy (1)	Vacancy	
Secondary Academies (2)	Vacancy	Michael McKenzie (Alexandra Park)
Alternative Provision (1)	(A) 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	(A) Paul Renny	
Professional Association Representative	(A) Sabina Cole	
Faith Schools	*Geraldine Gallagher	
14-19 Partnership	*Kurt Hintz	
Early Years Providers	(A) Susan Tudor-Hart	
Observers		
Cabinet Member for CYPS	*Cllr Amin	
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		(A) Charlotte Pomery
LBH Head of Early Help & Prevention		(A) Martin Clement
LBH Head of Finance & Business Partners		Brian Smith
LBH Finance Business Partner (Schools & Learning)		Muhammad Ali
LBH Service Improvement & Children's Services		(A) Karen Oellermann
LBH Principal Accountant DSG		Kristian Bugnosen
Lead for Governor Services (HEP)		Neetha Atukorale
Asst Director Early Years Help and SEND		Ann Marie Dodds
HEP Clerk (Minutes)		Chris Lambert

(A) = Apologies given

* = Asterisk denotes absence

ITEM NO.	SUBJECT / DECISION	ACTION ASSIGNED TO
1.	CHAIR'S WELCOME	
1.1	The Chair, Tony Hartney, welcomed everyone present to the meeting. A warm welcome was extended to Assistant Director, Early Years Help and SEND – Ann Marie Dodds.	
1.2	Late arrivals – Sylvia Dobie and Jean Brown (at 4.48pm)	
2.	ELECTION of CHAIR and VICE CHAIR	
2.1	Nominations were sought for the role of Chair for the Academic year 2020/21. Laura Butterfield nominated Tony Hartney; the proposal was seconded by Melian Mansfield. With no other nominations received Tony Hartney was elected Chair.	
2.2	Nominations were sought for the role of Vice Chair for the Academic year 2020/21. Melian Mansfield nominated Laura Butterfield and this proposal was seconded by John Keever. With no other nominations received Laura Butterfield was elected Vice Chair	
2.	APOLOGIES AND SUBSTITUTE MEMBERS	
2.1	Apologies were received from: Paul Renny, Sabina Cole, Patricia Davies, Charlotte Pomery and Martin Clement. It was noted that Paul Sutton was replaced by Ann Marie Dodds.	
2.2	It was noted that that the composition of membership would be reviewed in June 2021	
2.3	The Forum were informed that there were five vacant governor representative posts: 1 for Primary mainstream, 2 for Secondary mainstream 1 for Primary Academy and 1 for Secondary Academies. It was agreed that the Haringey Governors Association (HGA) would seek nominations for these vacant posts and voluntary placements. ACTION	HGA
4.	DECLARATIONS OF INTEREST	
4.1	None were made.	
5.	MINUTES OF THE MEETING OF 25 JUNE 2020	
5.1	The Minutes were approved as an accurate record of the meeting, subject to minor amendments in 8.1, 9.1 and Actions – as below.	
6.	MATTERS ARISING Members were asked to speak out if there were errors on the Attendance List. Item 8.1: the sum to be used as a Covid-19 fund is £784k not £788k as reported. Item 9.1 to be amended to state that there were less applications for reception schools in Haringey this year compared to last year. ER will verbally update the Forum on the application issue at the October meeting. ER stated that Heads would be written to on this issue this week. ACTION ER It was noted that a full line by line review of the CSSB by the Financial Working Party had been agreed as an action but was omitted from the	ER BS/KB/MA/HEP

	Minutes. A full review will take place at the next Schools Forum on 3 December. ACTION BS/KB/MA/Haringey Education Partnership (HEP)	
7.	FORUM MEMBERSHIP	
7.1	It was noted that all updates had been received and there were no outstanding items for discussion.	
8.	DEDICATED SCHOOLS BUDGET	
8.1	Kristian Bugnosen presented a summary of the Report on the Dedicated Schools Budget Strategy (DSG) 2021/22 / Outturn Projections 2020/21, which had been previously circulated.	
8.2	<p>The key points covered were:</p> <p>The purpose of the Report was to inform members of the indicative DSG position 2021/22 overall and in Early Years Block, Schools Block, High Needs Block and Central School Services Block, and the latest updates from the DfE. To receive updates on School Block funding formula for 2021/22 and to note the DSG 2020 /21 forecast. To update members on the DSG recovery plan.</p> <p>DfE has confirmed that there are no changes to local flexibility factors for 2021/22 and so the local / soft formula will still apply. There was no date set by the DfE for a consultation on hard funding.</p> <p>The Funding allocations for 2019/20 and 2020/21 and Indicative Funding Allocation were noted</p> <p>In 2021/22 the structure of the formula has remained unchanged and key factors have increased by 3%. The indicative Authority Performance Tool (APT) will be presented at the 3 December School's Forum. School SBM's will be informed of the likely funding distribution at their training session in November.</p> <p>It was noted that IDACI outturns are to be based on 2019 data set and be based on ranks and not scores.</p> <p>An indicative APT model will be made available prior to the December Schools Forum. ACTION BS/KB/MA</p> <p>Schools Finance will model the IDACI changes to review any effect on schools, and the results will be shared with the DSG Finance Working Group and be presented at December Schools Forum. ACTION BS/KB/MA</p> <p>The Local funding formula in 2020 /21 has the following principles:</p> <p>(a) Growth Fund to remain at 932k</p> <p>(b) Transfer of 0% out of Schools Block into High Needs Block</p> <p>(c) The block transfer of £122k for Education Welfare Services to Central Block</p>	<p>BS/KB/MA</p> <p>BS/KB/MA</p>

<p>The DSG working group to meet between now (15 Oct) and December to agree a model for the Schools Block funding formula for 2020/21 for presentation at December School forum 2020. ACTION DSG Working Group</p>	<p>BS/KB/MA</p>
<p>A consultation survey will be sent to all schools by the School Finance Team and its findings will be presented at December 2020 School's forum for final ratification of the local funding formula. ACTION BS/KB/MA</p>	<p>BS/KB/MA</p>
<p>A request was made for future consultations to be emailed to both Headteachers and Chairs of Governors. ACTION KB to forward to Neetha Atukorale</p>	<p>KB</p>
<p>Due to DfE decisions in regard to ongoing responsibilities and historic commitments there will be a £74k reduction in the Central Schools Service Block (CSSB) in 2021/22 (from 2020/21)</p>	
<p>A working group to be set up to make a detailed review of the CSSB spend led by the Schools Finance Team. ACTION BS/KB/MA</p>	<p>BS/KB/MA</p>
<p>The DfE has stated that as a basic principle schools should not see a reduction in High Needs funding in 2021 /22 unless place numbers are reduced (subject to the 40 place minimum). The limit on gains is reduced to 12% but the funding floor remains at 8%. A review of the High Needs NFF is expected within 4 years.</p>	
<p>The Forum noted the guidance and update on Early Years</p>	
<p>The DSG 2020 /21 outturn position at August 2020 (P5) was reported, being a Deficit of £4.6m with the High Needs Block being the main pressure with a £4.6m deficit in year projection. The in-year overspend would be added to the carry forward deficit and if the financial year ended on 15 October the DSG would return a deficit of £14.8m.</p>	
<p>The Head of Service for High Needs will present a full report on HNB strategies over the next 3 years at the next meeting on 3 December. This will also form part of the DSG deficit recovery plan. ACTION Nathan Jones</p>	<p>NJ</p>
<p>It was noted that the SEND review by the DfE is still to be published. This would inform the deficit recovery plan.</p>	
<p>There is no set Deficit Recovery Plan (DRP) available. ESFA sent out a template plan which is available on-line in a DfE approved format.</p>	
<p>The LBH DRP is aligned to the LBH SEND review. LBH has been reviewing the use of High Needs Block budgets and linking in with the London Finance Advisory Committee to ensure consistency of HNB spend usage with other London partners. It was noted that LBH is at a mid-point on a scale of other partnership schools in regard to HNB overspend.</p>	

	<p>Finance Team to provide Schools Forum more comparative data on HNB spending across schools in other Boroughs. High needs comparison data to be tabled at next Schools Forum meeting in December. ACTION : BS/KB/MA</p> <p>Recovery plans should be discussed with the School’s Forum and signed off by LBH chief financial officer.</p> <p>Schools Forum to receive recovery plan updates during the academic year. ACTION : BS/KB/MA</p> <p>The rise in Licensed Deficit Applications (LDA) was noted. Currently 19 schools operate with an LDA and one has asked for a debt restructure. In the past nine months 10 new applications have been received of which five have been approved. Of the five three have received a cash advance and a formal LDA is expected shortly to formalise the restructure of the payment. Two schools have had their applications rejected due to a lack of reliable cashflow projections and a sustainable repayment plan. Covid and the loss of income are the two drivers for this immediate rise in applications. It was suggested a decline in pupil places was also a key driver. Most of the applications are from primary schools with one application from a secondary school and one from a special school.</p> <p>The Finance sub group has been tasked to look at schools reporting financial stress.</p>	<p>BS/KB/MA</p> <p>BS/KB/MA</p>
<p>9.</p>	<p>COVID-19 CONTINGENCY FUNDING – AMOUNT and CRITERIA</p>	
<p>9.1</p>	<p>Kristian Bugnosen gave the Forum a summary verbal report on his Report: Covid -19 Emergency Fund – amount and criteria. The report updated the Forum on the ESFA fund for Covid and how schools have been able to apply.</p> <p>Key points: To inform members of the DSG Working Groups proposed Covid fund arrangements using the business rates rebate; and to provide the Forum with options from the outcome of the working groups’ discussions.</p> <p>Only maintained and voluntary controlled primary and secondary schools are eligible to receive funding.</p> <p>Two options were proposed on how the Covid Emergency Support Fund could be distributed.</p> <p>1) That the £784k be distributed equally across all 43 schools. Each to receive £18,232</p> <p>2) That the £784k be shared across the 43 schools – each to receive £13,000; the £225k balance to be open for a further bidding process based on</p>	

	<p>exceptional Covid costs and reduced income. Bids received would be reviewed by the Restructure and Scrutiny Panel and would be based on Q3 returns from schools.</p> <p>Any unspent balances at 31 March 2021 would have to be put back against the overall DSG overspend as this fund is time limited to 2020/21. In either option the sum (£18,232 or £13,000) will be distributed in the November 2020 cashflow.</p> <p>The Forum considered the merits of both options. Option 1 was a simple solution that enabled a swift distribution of funds to all eligible schools. Option 2 provided all schools with a base sum of £13,000 and the opportunity to bid for a share of the £225k pot based on evidence of meeting agreed criteria. Option 2 was more complex and would require more significantly more administration by both the schools and the Panel.</p> <p>The Forum put the options to a vote and Option (1) secured 5 votes; Option (2) 4 votes.</p> <p>Breakdown of Business rate rebate vote: Option (1) Andrew Webster, Emma Murray, Paul Murphy Linda Sarr, John Keever; Option (2) Julie Davies, Laura Butterfield, Mary Gardiner, Will Wawn</p> <p>Option (1) was approved and the sum of £18,232 will be distributed to all 43 eligible schools in the November cashflow. ACTION BS/KB/MA</p>	<p>BS/KB/MA</p>
<p>10.</p>	<p>PLACE PLANNING UPDATE</p>	
<p>10.1</p>	<p>Eveleen gave a verbal summary of the Report prepared by Carlo Kodsi and Nick Shasha on School Places and Finance Briefing for School’s Forum.</p> <p>The Report provided an update on Schools’ PAN (Planned Admission Number), related financial implications and the role of the Council in working with schools to effectively manage school rolls.</p> <p>Eveleen reported that in the past there had been a rising demand for Reception places. The Borough met this demand with additional capacity available at the Brook, Eden Primary, Harris Academy and Rhodes Avenue. In 2012 a decline in the birthrate was reported which fed into a reduction in demand for places in 2016. Current projections suggest a flat demand for Reception places which leaves some schools with lower demand and surplus capacity and a budget that will not balance pupil numbers with staff costs.</p> <p>Eveleen reported there was now surplus capacity in Primary schools and reductions in intake were required in schools in two of the five Planning areas. It was noted that Covid-19 was having an impact on demand with many families having relocated out of Borough and out of London seeking lower cost housing and costs of living.</p>	

	<p>It was noted that birth rate in the Borough has dipped to 2002 levels. Projections show a decline in demand for school places which is projected to continue to 2023 so swift and pragmatic action is required now.</p> <p>A working party would be established to determine a means by which any reduction in pupil placement could be made on an evidence based basis. It was suggested that schools with highest number of applications would receive the least reduction in placements. Schools would be asked to cooperate in this review which would take place over the next few months. A member of the Forum and school Governor would be part of the working party. Forum asked on the possibility of amalgamations arising from the outcome of this review and suggested a Federated model would be preferred.</p> <p>Schools Forum members noted the contents of the paper.</p> <p>ACTION: ER to set up a working party to review the reduction in pupil placements.</p>	ER
11.	ALTERNATIVE PROVISION	
11.1	<p>It was noted that the Octagon had now closed and the Haringey Learning Partnership was open. It was noted that communications on these changes were due to be circulated to schools shortly.</p> <p>Ngozi Anuforo will table a report to the 3 December meeting of the School Forum. ACTION : Ngozi Anuforo</p>	NA
12.	UPDATE FROM WORKING PARTIES	
12.1	<p>Early Years There was no update report</p>	
12.2	<p>High Needs Martin Doyle reported on meetings that took place on 11 September and 9 October. Monthly meetings have been scheduled. A key focus of review is on the restructure of the High Needs Block including the Top Up funding. The review will determine how this source of funds fits into the overall funding model. It was noted that Gerry Robinson and Kurt Hintz had been invited to join the meetings.</p>	
13.	WORKPLANS 2020/21	
13.1	There were no comments on the papers circulated on this item	
14.	ANY OTHER URGENT BUSINESS	
14.1	<p>The Finance Team to report on the use and value for money of additional funding from the Schools Forum this year. An action and impact report on funding to be tabled at the next Schools Forum meeting on 3 December.</p> <p>ACTION BS/KB/MA</p>	BS/KB/MA

15.	DATE OF FUTURE MEETINGS <ul style="list-style-type: none"> • 3 December 2020 • 14 January 2021 • 25 February 2021 • 24 June 2021 	
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Early departures – notified via chat	5.30pm – Peter Catling 5.31pm – 10 minutes (Brian Smith) 5.32pm – Melian Mansfield
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There being no further business the Meeting closed 6.01pm

SUMMARY OF ACTIONS

ITEM	ACTION	FOLLOW UP
2.3	It was agreed that members would seek nominations for these vacant posts and voluntary placements.	Haringey Governors Assn
6 (9.1)	Circulate a letter to all Headteachers regarding the reduction in primary school places	ER
6 (9.1)	Present a line by line review of the CSSB by the Financial Working Party at the next School's Forum Meeting on 3 December.	BS/KB/MA/HEP
8.2	Circulate an indicative APT model prior to the School's Forum Meeting on 3 December.	BS/KB/MA
8.2	Schools Finance Team to model the IDACI changes to review any effect on schools, and the results will be shared with the DSG Finance Working Group and present this at the School's Forum Meeting on 3 December.	BS/KB/MA
8.2	The DSG Finance Working Group to meet between now (15 Oct) and December to agree a model for School Block funding formula for 2020/21 for presentation at the School's Forum Meeting on 3 December.	BS/KB/MA
8.2	A consultation survey will be sent to all schools by the School Finance Team and its findings will be presented at December 2020 School's forum for final ratification of the local funding formula	BS/KB/MA
8.2	Future consultations to be emailed to both Headteachers and Chairs of Governors	KB /Neetha Atukorale

8.2	A working group to be set up to make a detailed review of the CSSB spend, led by the Schools Finance Team.	BS/KB/MA
8.2	The Head of Service for High Needs is to present a full report to the School's Forum on HNB strategies over the next 3 years. This will also form part of the DSG deficit recovery plan	NJ
8.2	Provide Schools Forum more comparative data on HNB spending across schools in other boroughs. The high needs comparison data will be tabled at next Schools Forum meeting on 3 December	BS/KB/MA
8.2	Ongoing – provide recovery plan updates during the academic year	BS/KB/MA
9.1	The sum of £18,232 will be distributed to all 43 eligible schools in the November cashflow	BS/KB/MA
10.1	Set up a working party to review the reduction in pupil placements	ER
11.1	Table a report on Alternative Provision at the meeting on 3 December.	NA
14.1	Produce an action and impact report including; the use and value for money of additional funding from the Schools Forum this year. The report will be tabled at the next Schools Forum meeting on 3 December.	BS/KB/MA

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