

**MINUTES OF THE SCHOOLS FORUM MEETING
THURSDAY 3 DECEMBER 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)	(A) 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)	Simon Knowles (LDBS Academies Trust)	
Secondary Academies (2)	Vacancy	Michael McKenzie (Alexandra Park)
Alternative Provision (1)	Gerry Robinson	
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) Ed Harlow	
Faith Schools	*Geraldine Gallagher	
14-19 Partnership	*Kurt Hintz	
Early Years Providers	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	
LBH Assistant Director, Finance	Thomas Skeen	
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	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)/Clerk (Minutes)	Neetha Atukorale	
Asst Director Early Years Help and SEND	Ann Marie Dodds	

(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 Simon Knowles – Executive Headteacher LDBS Academies Trust and Gerry Robinson – Alternative provision	
1.2	Late arrivals – Hannah D'Aguiar (at 4.49pm) Linda Sarr (at 4.54pm) Daniel Stone (at 5.13pm) and Mike McKenzie (at 5.26pm)	
2.	APOLOGIES AND SUBSTITUTE MEMBERS	
2.1	Apologies were received from: Paul Murphy and Charlotte Pomery. It was noted that there were no substitute members in attendance at the meeting.	
2.2	It was noted that the composition of membership would be reviewed in June 2021	
3	DECLARATIONS OF INTEREST	
3.1	None were made	
4	MINUTES OF THE MEETING ON 15 OCTOBER 2020	
4.1	The Minutes were approved as an accurate record of the meeting, subject to the minor amendments below: Page 1 – Correction The Professional Association Representative is Ed Harlow Item 2.3 Addition : The appointment of Simon Knowles as Primary Academy Representative replacing Sharon Easton.	NA - Clerk
5	MATTERS ARISING	
	Members were asked to speak out if there were any matters arising.	
5.1	Item 6 (9.1) – Present a line by line review of the CSSB at the next Schools Forum Meeting on 3 December It was noted that this action hadn't been included in the agenda for the meeting on 3 December, clarification was requested if the information would be included in the reports presented.	
5.2	Brian Smith reported that a request had been made to defer the item to the Schools Forum Meeting meeting on 14th January 2021. Present a line by line review of CSSB. ACTION BS/KB/MA	BS/KB/MA
6	FORUM MEMBERSHIP	
6.1	The Forum were informed that one secondary school governor had expressed an interest in being appointed onto the Forum and will be invited to attend the next meeting.	
6.2	Laura Butterfield agreed to raise the vacant posts with her governor group and also at the next Chairs group meeting. ACTION LB	LB

6.3	Melian Mansfield of the Haringey Governors Association (HGA) will contact Neetha Atukorale to circulate a request to all governors for nominations for the vacant posts and voluntary placements. ACTION MM (HGA)	MM (HGA)
7	DEDICATED SCHOOLS BUDGET	
7.1	Outturn forecast 2020-21	
	<p>Kristian Bugnosen presented a summary of the Report on the Dedicated Schools Budget Strategy (DSG) Outturn Projections 2020/21, which had been previously circulated.</p> <p>7.1.1 The purpose of the Report was to inform members of the DSG 2020-21 forecast outturn and to note the updated position with regards to the DSG Deficit Recovery Plan.</p> <p>7.1.2 The key sections highlighted from the report were: The overall DSG position projection as at October 2020 (P7) is a £5.25m in-year deficit for the High Needs Block(HNB) . This is the main pressure to the DSG overspend and this deficit projection has grown since the last report to Schools Forum by approximately £700k.</p> <p>The strategies to address the deficit including :</p> <ul style="list-style-type: none"> • Reviewing the Top Up bandings and award processes • Alternative provision strategy • Review of all funding processes <p>7.1.3 It was reported that there is a £48.86K deficit for Early Years</p> <p>7.1.4 The projections for the schools block indicate breaking even, however there has been an increase in the number of licensed deficit applications with 19 schools having a licensed deficit. It was reported that one school had requested a debt restructure. The increase has been due to the loss of income generation during the pandemic. It was reported that this has been the case across other London LAs. The loss of income generation may not have been recognised by the DfE.</p> <p>7.1.5 The Haringey Covid Fund as agreed at October Forum has been paid to all eligible schools. One voluntary controlled school has reported that funds have not been received. The Finance Team will carry out investigations into this and provide an update at the next Schools Forum Meeting on 14 January 2020: ACTION BS/KB/MA</p> <p>7.1.6 Deficit recovery plan – It was reported that the plan is combined with SEND and the Alternative Provision review to capture the different streams of the deficit.</p>	BS/KB/MA

7.1.7	A member requested that some joint work is carried out to capture the High Needs Block (HNB) strand of funding as the Deficit Recovery plan presented did not appear to be robust. It was confirmed that the HNB report that will follow later in the meeting will cover some of the information requested.	
7.2	Local funding formula for 2021-22 and Deficit Recovery Plan (DSG)	
7.2.1	Muhammed Ali presented the report on the Dedicated Schools Budget Modelling for 2021-22. The purpose of the report was to propose the Local funding formula for 2021-22 for all Haringey Schools that was based on previous years.	
7.2.2	The recommendations from Schools Forum will be included in the consultation circulated to schools to report back feedback at the Schools Forum meeting on 14 January 2021.	
	The key sections highlighted in the report were:	
7.2.3	The shift to a hard formula, without local input has not yet been implemented by the DfE and there will be no charges for 2020-21. The expectation is that a hard NFF formula will be introduced without a local formula applied – from 2022-23.	
7.2.4	Changes to the formula funding to include the rolling in of the Teachers Pay Grant (TPG), the Teachers Pension Employers Contribution Grant (TPECG) and changes to the Income Deprivation Children Index (IDACI).	
7.2.5	It was reported that the majority of schools have gained from the funding from the ESFA that was based on the October 2019 census. The APT has not yet been received for this year. It is expected during the second week of December.	
7.2.6	The real impact of the funding allocation is a 1.6% increase from last year to this year.	
7.2.7	In December 2019 following consultation with all maintained and academy schools, Schools Forum agreed the following principles for the local funding formula in 2020-21: <ul style="list-style-type: none"> a) Growth fund budget to be set different to the indicative budget allocation b) The transfer of 0.0% out of the Schools Block into the High Needs Block c) Set the Minimum Funding Guarantee(MFG) between +0.5% and +2.0% per pupil d) Education Welfare top slice e) Split Sites for nursery schools 	
7.2.8	The agreement from Schools Forum was sought to keep the above methodology.	

7.2.9	A verbal recommendation was made for Schools Forum to apply the same funding mechanism as last year for de-delegated funds to be allocated to amount to £7.70 AWP for Schools in Financial Difficulty and Trade Union Representation of £5.80 AWP. This recommendation was not included in the report.	NA (Clerk)
7.2.10	It was recommended that an in year adjustment to the growth fund takes place to reduce the growth fund from £1.199 million to £1.100 million and transfer £99k back into DSG to protect Tiverton Primary School uptake with Stamford Hill's closure.	
7.2.11	High Needs Block (HNB) Transfer –Reference was made to the discussions in the DSG Working Group - where 3 options for the High Needs Block transfer were reviewed which were 0%, 0.25% and 0.5%.	
7.2.12	The request was made to transfer from DSG to the HNB a minimum of 0.25% - £529,000 and a maximum of 0.41% - £869,000 pending SEND requests. This was recommendation was not included in the report. Last year the HNB transfer was 0%.	
7.2.13	One member requested clarification on the transfer proposal. He asked if the proposed transfer from DSG to HNB was being made based on the actual SEND position. It was confirmed that this was based on the previous year and there are not current cases for a transfer.	
7.2.14	Minimum Funding Guarantee (MFG) protects schools from changes from IDACI and other factors. This had been discussed with the DSG working group. MFG to be set from 0.5% to 2.0%. Schools are not expected to lose more than 0.5%.	
7.2.15	It was requested that all decisions are included on the front of the report as this report had included all recommended decisions within the report. Include all recommended decisions on the front page of reports: ACTION : NA (Clerk)	
7.2.16	One member raised concerns that members were being asked to vote on very important areas on de-delegation without the full information being included in the paper and suggested that members were given the opportunity to vote on the basis of consulting with schools first. He requested for the vote to be deferred to the meeting at 14 January 2021.	
7.2.17	He also asked if the PLASC data was available, as it was difficult to vote without the information available.	

	<p>It was explained that the PLASC data has not been received yet and there were time limits in terms of the consultation response and the next Schools Forum Meeting on 14 January with the submission to be made to the DfE by 21 January.</p>	
7.2.18	<p>In addition the member asked if the APT will exclude the TPG and TPAC on MFG.</p> <p>It was confirmed that the APT will exclude the TPG and TPAC on MFG.</p>	
7.2.19	<p>Two members expressed concerns about voting on this decision without being able to review the exact financial information in advance.</p>	
7.2.20	<p>It was highlighted that the consultation deadline was tight and suggested that a vote was taken with the details to be tabled at the forum on 14 January 2021. The feedback from the consultation with schools and the exact information on the de-delegated funds will be tabled at the next Schools Forum Meeting on 14 January 2021. ACTION : BS/KB/MA</p> <p>A vote was taken on the following recommended decisions:</p> <ul style="list-style-type: none"> To agree to revise the growth fund from £1.199 million to £1.100 million and transfer £99k back into DSG to protect Tiverton Primary School uptake with Stamford Hill's closure. To confirm if a transfer to a High Needs Block will be considered as outlined above pending SEND requests To confirm the treatment of MFG to APT To agree to the top slice for Education Welfare for £122K To agree to the top slice for Nursery split sites for £60K <p>No objections were raised to the above proposed decisions.</p>	BS/KB/MA
7.3	High Needs Block Budget projected position for 2020-2021	
7.3.1	<p>Nathan Jones presented this report. The purpose of the report is to:</p> <ul style="list-style-type: none"> Set out the projected budget position for the High Needs Block for 2020-2021 Outline the pressure driving the financial position on the High Needs Block Identify the initial deficit recovery steps 	
7.3.2	<p>It was reported that the HNB has been under pressure, with insufficient funding on a national level. Haringey received an additional £4.7 million funding for the financial year 2020-2021. The EFSA have indicated that further funding will be allocated an early indication is that this will amount to £44,457 million. Confirmation is expected in December 2020.</p>	

7.3.3	There is currently a projected overspend of £5,269 million from HNB for the 2020-21 financial year which will result in a projected deficit carry forward into 2021/22 is £15,336 million. This figure does not take into account the projected uplift from the EFSA for 2021/22. If it does take place the budget carry forward will be around £10,067 million.	
7.3.4	It was reported that the key areas of the over spend were: Independent and non-maintained, special school place funding, mainstream Top up, Special unit Top ups and Further Education Top up.	
7.3.5	As a borough provision has grown with the creation of 152 places in the last 5 years. The new places created at the Grove Special School will have reached it's PAN for September 2021 intake.	
7.3.6	It was highlighted that further work is needed to finalise funding levels for the FE Sector.	
7.3.7	It was reported that in 2019 the national figure was 202 per 10,000 against Haringey's 215. Work was carried out to understand where there is increasing demand Haringey. The new EHCPs are pretty much in line with national figures over 5 years. Table 6 shows the 16+ age group is higher than national figures with 49 per 10,000 on ECPs in comparison with the national figure of 44 per 10,000. The 20-25 age group showed 19 EHCPs per 10,000 in comparison with the national figure of 11 per 10,000.	
7.3.8	The LA has been contacted by a number of head teachers over the last 6 months reporting significant financial pressures to support learners with SEND.	
7.3.9	National data indicates the average proportionality for EHCPs against the full school population should be approximately 3%. It was reported that one mainstream school in Haringey has 6% of the school population with EHCP creating significant financial pressure for the school.	
7.3.10	The 50 most expensive placements were reviewed. These account for £5,951 million of the high needs spend with an average cost of £119K per annum. Only 17 of these are residential placements which cost the LA £3.56 million.	
7.3.11	9 placements are for young people with autism with an average cost of £264K per annum and 7 placements are for young people with SEMH with an average placement cost of £194K cost per annum. The remaining 33 day placements cost the LA £2,38 million. Of this group 23 have autism with an average placement cost of £76K and 7 have SEMH as a primary need with an average placement cost of £64K.	

7.3.12	<p>Work is taking place to robustly address Haringey's deficit plan to submit to the DfE. There is no single line of focus to reduce costs it will have to be across many lines to support recovery.</p> <p>The areas of focus to support the deficit recovery will be :</p> <ul style="list-style-type: none"> • SEND support • The 20-25 cohort – this will be important as the FE sector don't have a robust structure in place • A review of the high needs funding system • Consideration for the development of further provision within Haringey • Sufficiency planning to ensure that the effective planning is in place to reduce the need to use independent provision • The AP review the development of nurture hubs to provide early intervention to children at the early stage. <p>Further updates identified in the deficit recovery plan will be brought back to the Schools Forum.</p> <p>The Chair thanked Nathan Jones for his report.</p>	
7.3.13	<p>One member asked if there was adequate support and capacity to carry out a deficit recovery plan in view of the lack of resources and support, particularly as £1.6 million is not accounted for.</p> <p>It was confirmed that it would be a challenge and the one line of funding was a particular area of concern and a priority. However, there is a focus across finance and commissioning on this and the team are working together and the position is better than six months ago.</p>	
7.3.14	<p>Another member asked if there is more optimism in the day placement sector than the residential placements as these are much more difficult to change, particularly as the Grove is increasing in position.</p> <p>Nathan confirmed that the number of independent placements is relatively low and some users have particular care needs. It was confirmed that numbers are growing. However, the primary and secondary transfers will mean that it will be difficult to find spare places mid-year. The scope for the most traction will take place in the independent day places</p> <p>It was recognised that nationally all HNBs are struggling.</p>	
7.3.15	<p>A member commented that the report was useful and some LAs have experienced a very large increase in demand so comparatively the position in Haringey was more positive. He asked if investigations could be carried out into the work taking place in Islington growth appears to have been managed for the older cohort of pupils.</p>	

7.3.16	<p>Nathan confirmed that he has been involved in a cross borough group across North London and it was important to ensure that there are good alternative means of support.</p> <p>A member highlighted that comparative data on HNB spending across schools in other boroughs as listed as action 8.2 from the last Schools Forum meeting had not been provided. It was agreed that this would be addressed at the next HNB meeting. ACTION NJ</p> <p>The Forum thanked Nathan for his useful report.</p>	NJ
8	Schools in Financial Difficulty Programme Update	
8.1	The purpose of the report was to provide an update on the progress of the Schools in Financial Difficulty Programme.	
8.2	It was reported that £120K was earmarked for Schools in Financial Difficulty for 2020-2021. There is a shared pot that is made up of contributions of £1.9K from each maintained school. This is like an insurance premium for schools in the event of going into financial difficulty, there is tailored support from the Schools Finance Team.	
8.3	Preventative measures have included a two year programme of training for School Business Managers and New Headteachers including sessions on SFVS and the APT planning tool. Governor finance training has also been delivered at no charge to the HEP. In addition to develop and implement a robust 3-5 year budget forecast in line with a place planning analysis.	
8.4	<p>It was reported that so far there has been a 50% increase of loans to schools so far this year. The number of schools being supported has been increasing as the year has progressed. It is still an issue for schools. The Schools Finance Team have developed a traded offer to support schools which is charged at £7500 for Primary, Nursery and Special Schools and £10,000 for Secondary Schools. Schools in financial difficulty are not charged for support as the fund meets these costs. The additional £120K allows for around 20 schools in financial difficulty to access LA support.</p> <p>This has given the Schools Finance Team some capacity in terms of offering targeted support without increasing the financial burden on some schools in financial difficulty, particularly with schools that have lost income during the pandemic that would have been generated from lettings.</p>	
8.5	One member asked if the £44K that had been earmarked is not used by 2020 – 2021 will it be clawed back. It was confirmed that it would be rolled over. He also asked if surveys from the work could be carried out and the feedback reported to Schools Forum.	

8.6	<p>One member commented that the deficits are beyond the control of some schools and requested clarification on the training offered to Headteachers. She suggested that more direct support with members of the schools finance team would be more useful.</p> <p>Brian confirmed that the training highlighted the particular specifics of the school with regards to curriculum.</p>	
8.7	<p>One member commented that the funding was available for the schools to apply for and felt that it was unfair that budgets had been top sliced. She emphasised that the Schools Forum needed to see the impact of this as school budgets had been top sliced. Primary Schools had particularly suffered and deficits are unavoidable.</p>	
8.8	<p>It was agreed that a report on the impact of the work to support Schools in Financial Difficulty will be reported at the next Schools Forum Meeting on 14th January 2021. ACTION: BS</p>	BS
9	<p>Arrangements for the use of pupil referral units and the education of children otherwise than at school</p>	
9.1	<p>Ngozi Anuforo presented this report.</p> <p>It was reported that the Haringey Learning Partnership opened in September 2020. There have been significant changes with the closure of the Octagon Academy. The new provision has brought existing pupil referral provision under one DfE number. The HLP is made up of four houses:</p> <p>Commerce House – formerly Octagon Academy Pulford House – formerly Haringey Tuition Service Simmons House – unchanged Key stage 4 – Virtual Roll</p>	
9.2	<p>It was reported that there had been 13 permanent exclusions since the start of the Autumn Term 2020 in comparison to 26 across the whole academic year for 2019 – 2020. In increase in exclusions this term could be due to a number of factors including the lockdown over the summer term with pupils adjusting back into education. In addition some hearings may have been postponed as a result of the pandemic. An exclusions deep dive of recent exclusions will take place to understand what could have been done differently.</p>	
9.3	<p>There has been positive impact of some work with the re-integration of 13 pupils into mainstream school using the In Year Fair Access process (Primary and Secondary).</p>	
9.4	<p>A system approach is being taken to work with mainstream schools to prevent exclusions and how the offer can be looked at from HLP to look at the resourcing from the Hubs into mainstream schools.</p>	

9.5	The report identifies that significant investment will be required both in the short and medium term.	NA - Clerk
9.6	The quality of provision in Haringey will also need to be reviewed.	
9.7	The Schools Forum needs to recognise that the HLP is going through a transitional phase. So going forward sustaining funding going forward will be required.	
9.8	It was agreed that the Alternative Provision update would be higher up in the agenda for a more in-depth review at the next Schools Forum Meeting. ACTION NA – Clerk The forum thanked Ngozi for her report and also Gerry Robinson for her work on setting up the HLP.	
10	Early Help and Preventative Services Update	
	It was agreed that this update will be deferred to the Schools Forum Meeting on 14th January 2021. ACTION MC	MC
	Scrutiny Panel Restructure	
	It was agreed that this will be deferred to the Schools Forum Meeting on 14 January 2021.	
	Updates from working parties	
	Early Years The minutes of the working party will be circulated to Schools Forum Members.	
	High Needs No updates were reported.	
14.	ANY OTHER URGENT BUSINESS	
14.1	None	
15.	DATE OF FUTURE MEETINGS <ul style="list-style-type: none"> • 14 January 2021 • 25 February 2021 • 24 June 2021 	

There being no further business the Meeting closed 6.08pm

SUMMARY OF ACTIONS

ITEM	ACTION	FOLLOW UP
5.2	Present a line by line review of CSSB at the next Schools Forum Meeting on 14 January 2021	BS/KB/MA
6.2	Raise the vacant posts with governor group and also at the next Chairs group meeting.	LB
6.3	Contact Neetha Atukorale to circulate a request to all governors for nominations for the vacant posts and voluntary placements.	MM (HGA)
7.1.5	Update on the payment of the Covid fund to voluntary controlled school that has not received funding.	BS/KB/MA
7.2.15	Include a summary of decisions to be made on the front page of each Schools Forum Report	NA (Clerk)
7.2.20	Provide a report on the feedback from the consultation with schools and the exact information on the de-delegated funds.	BS/KB/MA
7.3.16	Provide comparative data on HNB spending across schools in other boroughs	NJ
8.8	Provide a report on the impact of the work to support Schools in Financial Difficulty	BS
9.8	The Alternative Provision update will be higher up in the agenda for a more in-depth review at the next Schools Forum Meeting on 14 January 2021.	NA (Clerk)
10	Early Help and Preventative Services update to be deferred to the Schools Forum Meeting on 14 January 2021.	MC
11	Scrutiny panel restructure to be deferred to the Schools Forum Meeting on 14 January 2021	