

**MINUTES OF THE SCHOOLS FORUM MEETING  
THURSDAY 24 JUNE 2021 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)	
<b>Primary (7)</b>	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)	
<b>Secondary (2)</b>	Andy Webster (Park View)	Tony Hartney (Gladesmore)
<b>Primary Academy (1)</b>	(A) Simon Knowles (LBDS Academies Trust)	
<b>Secondary Academies (2)</b>	Michael McKenzie (Alexandra Park)	Vacancy
<b>Alternative Provision (1)</b>	Gerry Robinson	
<b>Governors</b>		
<b>Special (1)</b>	Jean Brown (The Vale)	
<b>Nursery School (1)</b>	Melian Mansfield (Pembury)	
<b>Primary (7)</b>	Laura Butterfield (Coldfall)	
	*Hannah D'Aguiar (Chestnuts Primary)	John Keever (Seven Sisters)
	*Jenny Thomas (Lordship Lane)	Julie Davies (Tiverton)
	Dan Salem (Muswell Hill Primary)	Vacancy
<b>Secondary (2)</b>	Laurence Penn (Highgate Wood)	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 Sarah Williams	
<b>Trade Union Representative</b>	*Paul Renny	
<b>Professional Association Representative</b>	*Ed Harlow	
<b>Faith Schools</b>	(A)Geraldine Gallagher	
<b>14-19 Partnership</b>	(A)Kurt Hintz	
<b>Early Years Providers</b>	(A)Susan Tudor-Hart	
<b>Observers</b>		
None		
<b>Cabinet Member for CYPS</b>	Cllr Zena Brabazon	
<b>Also Attending</b>		
LBH Director of Children's Services	Ann Graham	
Chief Executive of Haringey Education Partnership (HEP)	James Page	
LBH Assistant Director, Schools & Learning	(A)Eveleen Riordan	
LBH Assistant Director, Finance	Thomas Skeen	
Head of Finance	Josephine Lyseight	
Interim LBH Head of SEN & Disability	Mary Jarrett	
LBH Head of Strategic Commissioning, Early Help & Culture	*Ngozi Anuforo	
LBH Assistant Director Commissioning	*Charlotte Pomery	
LBH Interim Schools Finance Manager	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)/Clerk (Minutes)	Neetha Atukorale	
LBH Asst Director Early Help, Prevention and SEND Division	(A)Jackie Difolco	
LBH Head of Admissions and School Organisation	*Carlo Kodsi	

(A) = Apologies given

\* = Asterisk denotes absence

**SUMMARY OF AGREED ACTIONS TO BE CARRIED OUT FOR 21 OCTOBER 2021 MEETING**

ITEM	ACTION	FOLLOW UP
5.3.1	Report on the outcome of a call for governor nominations to fill vacant places	NA - Clerk
5.3.2	Report on the restructure and the scrutiny panel	ER
7.4.1	Review the allocation of Schools Forum membership places and table an updated for review at the Schools Forum meeting in October	NA - Clerk
7.4.2	Promote the work of Schools Forum and governor vacancies at training sessions, briefings and the weekly update.	NA - Clerk
7.6.1	The Terms of Reference for Schools Forum will include the revised allocations and tabled for approval at the Schools Forum meeting in October.	NA - Clerk
10.5	Demographic report showing pupils on ECHP plans for the next meeting	MJ
10.8	Circulate HNB Working party meeting minutes from 23 April.	NA Clerk

**MINUTES OF THE MEETING**

ITEM NO.	SUBJECT/DECISION	ACTION ASSIGNED TO
1.	<b>CHAIR'S WELCOME</b>	
1.1	The Chair welcomed all members present to the meeting.	
2.	<b>APOLOGIES, SUBSTITUTE MEMBERS AND OBSERVERS</b>	
2.1	Apologies had been received from Michelle Randles and Jackie Difolco. There were no substitute members or observers present.	
3	<b>DECLARATIONS OF INTEREST</b>	
3.1	None were made	
4	<b>MINUTES OF THE MEETING ON 25 FEBRUARY 2021</b>	
4.1	The minutes were agreed as a true record of the meeting.	
5	<b>MATTERS ARISING</b>	
5.1	One member requested an update on the actions listed in the minutes. It was confirmed that the matters arising below have been covered in the <b>DSG 2020-21 Provisional Outturn and Finance Update</b> to be presented at item 8 further down the agenda.  4.2 Produce report on the underspend for the growth fund for 2020-21 to be tabled at the meeting on Thursday 24 June. 7.5 Review and report on the transfer from the HNB to Early Help 8.2 Report on schools with a licensed deficit 8.15 Report on HNB funding 9.10 Update on Early Years block funding 10.3 Report on the actual demand for the 2021-22 spend	
5.2	It was confirmed that the items below have been covered in the <b>Schools Forum Membership and Terms of Reference report</b> to be presented at item 7 further down the agenda.  11 Report on annual membership based on census data 13 Produce a one-page protocol on the attendance of observers	
5.3	<b>It was agreed that the following items would be deferred to the next Schools Forum meeting in October.</b>	

5.3.1	Report on the outcome of a call for governor nominations to fill vacant places	<b>NA- Clerk</b> <b>ER</b>
5.3.2	Produce a report on the Scrutiny Panel Restructure: <b>ACTION ER</b>	
<b>6</b>	<b>ORDER OF AGENDA</b>	
6.1	The order of agenda was agreed.	
<b>7</b>	<b>SCHOOLS FORUM MEMBERSHIP AND TERMS OF REFERENCE</b>	
7.1	<p><b>Schools Forum Membership</b></p> <p>The Clerk presented the report on Schools Forum membership. She explained that the allocation of Schools Forum membership for school staff and governor places are based on the number of pupils across sectors as at the January census. The report is presented on an annual basis to the Forum. She reported:</p> <ul style="list-style-type: none"> <li>• The slight decline in pupil numbers hadn't impacted on allocation of places on Schools Forum.</li> <li>• There are currently six vacant governor places on the forum, HEP Governor services will work with the Haringey Governors Association to promote these places.</li> <li>• DfE Schools Forum guidance recommends that membership should not be too large to make decision making unwieldy.</li> </ul>	
7.2	<p>It was proposed that:</p> <ul style="list-style-type: none"> <li>• The allocation of school places remains the same</li> <li>• The number of governor places is reviewed if the vacant places are not filled by February 2022</li> <li>• An Alternative Provision Management Committee place is added to the Forum membership</li> </ul>	
7.3	<p>The Chair invited members to comment. The comments were:</p> <ul style="list-style-type: none"> <li>• That DfE Schools Forum guidance indicates that membership should not be unwieldy and the forums of other London LAs have more streamlined membership structures</li> <li>• That the DfE Schools Forum guidance indicates that changes to allocations as a result of a change in pupil numbers in the January census can be applied in September</li> <li>• The importance of Management Committee representation from the Alternative Provision as a key stakeholder</li> <li>• The number of secondary academy pupils was larger than the number of secondary maintained pupils and the proposed allocations in the report didn't represent this as the secondary maintained school governor places were higher</li> <li>• That the allocations should be reviewed again to ensure that the Special School Staff and Special School Governor places were included</li> <li>• Delete the reference to Nursery Centre Governor and replace with Nursery School Governor</li> <li>• Raise the awareness of the work of Schools Forum with governors and carry out a recruitment campaign to fill the vacant governor place.</li> </ul>	

7.4	<b>The agreed actions were:</b>	<b>Clerk</b>
7.4.1	<b>ACTION:</b> The allocations would be reviewed and the amended report will be tabled for review at the Schools Forum meeting in October.	
7.4.2	<b>ACTION:</b> Promote the work of Schools Forum and governor vacancies at governor training sessions, briefings and in the HEP weekly update.	<b>Clerk</b>
7.5	<b>DECISION TAKEN: Members present agreed that the Alternative Provision Management Committee place would be added the membership.</b>	
7.6	<p><b>Terms of Reference</b> The Clerk explained that the Terms of Reference on the Haringey Council website needed to be updated as some of the member places were no longer accurate and an observer protocol needed to be added as agreed at the last meeting. The suggested amendments were:</p> <p><b>Paragraph 2.2 d</b> <b>DELETE:</b> Representatives of Pupil referral units: known in Haringey as Pupil Support Centre <b>Suggested amendment – REPLACE WITH:</b> <i>Representatives of the Haringey Learning Partnership</i></p> <p><b>Paragraph 2.7</b> <b>REMOVE:</b> Children’s centre staff, Children’s centre governor <b>REMOVE:</b> Pupil Referral Unit – Head of Pupil Support Centre <b>Suggested amendments</b> <b>ADD</b> <i>Haringey Learning Partnership – Executive Headteacher</i> <b>ADD NEW PLACE</b> <i>Haringey Learning Partnership – Management Committee Member</i></p> <p><b>UPDATE: Academy places 4</b> <b>Suggested amendment –ADD</b> <i>four additional academy places and the breakdown of places as below:</i></p> <ul style="list-style-type: none"> <li>1 Academy school members – Primary</li> <li>3 Academy school members - Secondary</li> <li>1 Academy governor members – Primary</li> <li>3 Academy governor members – Secondary</li> </ul> <p><b>Paragraph 4.1.4</b> <b>Members of the Public</b> <b>ADDITION:</b> Members of the public wishing to attend a forum meeting must email the Clerk at least 24 hours in advance of the meeting date. During meetings members of the public are required to state any declarations of interest at the beginning of the meeting. Members of the public do not have the authority to either speak or vote on Forum matters.</p> <p><b>Paragraph 8.1.4</b> <b>ADDITION:</b> Members of the Forum and observers including members of the public are required to declare an interest in and withdraw from the meeting for any relevant matter under consideration in which they have a direct pecuniary</p>	

<p>7.6.1</p>	<p>interest. Each Agenda will remind members, observers and members of the public of their obligation to declare interests on items proposed on it.</p> <p><b>The agreed action:</b>  <b>ACTION:</b> The Terms of Reference will include the revised allocations and tabled for approval at the Schools Forum meeting in October.</p> <p><b>DECISION TAKEN: Members present approved the changes to the Terms of Reference subject to the amendments to the allocation of Schools Forum places.</b></p>	<p>NA - Clerk</p>
<p>8</p>	<p><b>DEDICATED SCHOOLS GRANT (DSG) 2020-21 PROVISIONAL OUTTURN AND FINANCE UPDATE</b></p>	
<p>8.1</p>	<p>BS presented the report for members to note.</p> <p><b>The items below were highlighted:</b></p> <ul style="list-style-type: none"> <li>• There have been significant cost pressures on the DSG from the High Needs Block with a £10.2m deficit carried forward from the last financial year and a £6.8m in year from 2021 which brings the total deficit to £17m.</li> <li>• Section 2 the change in grant funding which is driven by place numbers</li> <li>• The inflationary increases to the DSG.</li> <li>• Section 3 Table B - the increase of schools reserves by £ 3.2 m which as partly due to capital works not going ahead during the pandemic and some schools not incurring additional expenditure.</li> <li>• This loss of income has not been reimbursed by the ESFA.</li> </ul> <p><b>Licensed deficits</b>  <b>BS reported that</b></p> <ul style="list-style-type: none"> <li>• At the beginning 2020/21 there were 12 schools with a licensed deficit which amounted to £1.3m. Due to Covid, several schools faced exceptional financial difficulty particularly with the loss of income</li> <li>• During the year 13 schools applied for licenced deficits totalling £1.9m these applications were approved by the LA</li> <li>• At the end of 2020/21, 17 schools had a licenced deficit, and the total amount outstanding was £2.5m with the amount outstanding doubled at the end of the year</li> </ul> <p><b>Schools in financial difficulty</b></p> <ul style="list-style-type: none"> <li>• The LA has supported schools with redundancy costs through restructures creating permanent savings</li> <li>• The Schools Finance Team has been strengthened to support schools in financial difficulty</li> </ul> <p><b>Growth fund</b></p> <ul style="list-style-type: none"> <li>• All the growth fund for 2020/21 was allocated with the exception of £9,800 which will be carried forward for the growth fund for 2021/22  The allocation for 2021/22 was agreed at £1.1m with the £10m</li> <li>• The brought forward from 2020/21 and the total earmarked for growth is £1.11m.</li> <li>• Total earmarked budget for 2021/22 is £992k leaving £118K unallocated</li> </ul>	

<p>8.2</p>	<p><b>DSG closing position – 31 March 2021</b></p> <ul style="list-style-type: none"> <li>• There was a deficit of a £17m as at 31 March 2021 as indicated in Table E</li> <li>• The HNB (High Needs Block) was the main pressure to the DSG grant accounting for the largest proportion of with a deficit of £16.8m</li> <li>• The Schools block, Central block and Early Years block had all been allocated out</li> </ul> <p><b>High Needs Block</b></p> <ul style="list-style-type: none"> <li>• Discussions have taken place with the ESFA, about the hard funding formula, High Needs block spending and the annual increase of 11% spending on EHCP plans since 2014</li> <li>• 25% of the funding is based on numbers and 50% in terms of historical funding, with High Needs block funding never be fully funded in terms of pupil numbers</li> </ul> <p><b>Early Years Block</b></p> <ul style="list-style-type: none"> <li>• There has been a notional budget that was set by the ESFA which has been notionally underspent for various reasons including Covid</li> <li>• The ESFA will not confirm the funding until November</li> <li>• If the underspend is retained then it will be distributed within the rules, however there is a possibility that the ESFA will claw back the underspend as it has done in previous years.</li> </ul> <p><b>DSG Management Plan</b></p> <ul style="list-style-type: none"> <li>• The Finance Team will be reporting to the ESFA in August including current, future spending and pressures including the £1.3m transfer from the High Needs Block to Early Help</li> <li>• The report will be a live document produced in consultation with schools and private sector partners</li> </ul> <p>The Chair invited questions from members. The comments and questions below were raised:</p> <ul style="list-style-type: none"> <li>• One member raised concerns about Early Years funding</li> <li>• A member clarified that Early Years funding is based on the number of pupils, so the DfE finalise the funding in November. In the case of the 2020/21 allocation there were less pupils, than the funding allocated which may result in the funding being clawed back in November 2021</li> <li>• One member commented that if the High Needs block had not contributed to Early Help it would be the only High Needs Block in credit</li> <li>• One member asked the if the £2.5m licensed deficit also includes cash loans</li> <li>• MA confirmed that it does include short term and long-term cash loans</li> <li>• One member questioned, if the London Council response was happening and if a joint response is taking place with other LAs in addition to an individual response as this approach had proved successful previously</li> </ul> <p>BS confirmed that the Society of London Treasurers, London Council and SWEGIT had also been active on this as it is a national issue. However, he did highlight the current £17m deficit is considerable. He explained that the ESFA has been working with 5-6 LAs and reported back in March by taking care of their licensed</p>	
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	<p>deficit with regards to the HNB with the condition that the LA sets a balanced budget is set going forward. He indicated that this can work if LAs have reached the peak of their EHCPs this is achievable, however in the case of Haringey the peak has not been reached and is underfunded.</p> <p>JL added that the ESFA has made it clear that they do not have the funds to apply this and can only work with 5-6 LAs at any given time. Haringey is 19<sup>th</sup> on the list, so it is unlikely to receive the support under this mechanism. Going forward it will be important to be clear about the demands and the ESFA will want to know the steps Haringey is taking to bring the in-year position down and manage the deficit.</p> <p>One member, commented that in November/December 2019 the Secretary of State had received several Schools Forum requests to approve variations above the cap for transfer between the Schools block to the HNB and this resulted in additional funding being allocated to the HNB.</p> <p><b>The Chair re-iterated that the report presented was to be noted.</b></p>	
<b>9</b>	<b>UPDATE FROM EARLY YEARS WORKING PARTY</b>	
	<p>MM reported that there had been funding issues in the Early Years sector with settings remaining open during the pandemic whilst having a fewer children with families moving away from the borough and parents having changes in work patterns.</p> <p>There have been concerns in the Early Years sector about:</p> <ul style="list-style-type: none"> <li>• The possible Early Years clawback in November mentioned earlier in the agenda could also result in additional pressures.</li> <li>• The lack of information given when funding is received on 15<sup>th</sup> of the month when funding is either removed or added without explanation</li> <li>• The model for deprivation, with settings with less deprivation getting more funding than settings with high levels of deprivation.</li> </ul> <p>MM also reported that there have been national campaigns to address the low level of Early Years funding.</p>	
<b>10</b>	<b>UPDATE FROM HIGH NEEDS WORKING PARTY</b>	
<b>10.1</b>	MD reported that considerable work had taken place to address the HNB deficit. Benchmarking against other LAs have taken place including comparisons around the number of EHCPs as Haringey has issues with post -19 commitments.	
<b>10.2</b>	MJ reported that a condition of the DSG is that LAs with an overall deficit need to present a plan to the DfE to show the management of future spending. An initial meeting had taken place with the DfE and ESF. A recovery plan will need to be submitted by 2 August. There appears to be a correlation between the strategic response to SEN across Haringey and the accumulation of the overspend. There was scrutiny around the strategy for young people on EHCP plans over the age of 18 and children under the age of 5 on EHCP plans than other LAs. Haringey has 2500 ECHP which is higher than the London and National average. The LA is consulting on a SEN strategy and the financial recovery for the HNB needs a more effective SEN strategy.	

<b>10.3</b>	One member commented that provision should be brought back in house to ease pressures on the HNB.	
<b>10.4</b>	One member requested a breakdown by school of the EHCP plans to show the East and West parts of the borough. Other suggestions included the demographic report should include the age profiles and residential areas of the pupils on EHCPs.	
<b>10.5</b>	MJ agreed to produce a demographic report showing pupils on ECHP plans for the next meeting. <b>ACTION MJ</b>	<b>MJ</b>
<b>10.6</b>	One member requested clarification on the timeframe for the recovery plan.  BS confirmed that it is a live document subject to amendment that will be submitted to the ESFA by 2 August.	
<b>10.7</b>	One member commented that schools there are considerable budgetary pressures for schools with a high number of children with ECHP plans. He also explained that governors had not been included in the consultation for SEN strategy. He also requested the HNB meeting minutes for 23 <sup>rd</sup> April.	
<b>10.8</b>	<b>ACTION: Circulate HNB Working party meeting minutes from 23 April. NA Clerk</b>	<b>CLERK</b>
<b>10.9</b>	MJ confirmed that it had been sent to Special School governors and she had also attended the LLG governors. She had also been invited to the Governors briefing but is on leave.	
<b>10.10</b>	The Clerk confirmed that the LLGs had been sent the consultation.	
<b>10.11</b>	Cllr Brabazon confirmed that it was a council priority to ensure that SEND provision meets the needs of children and considerable work had been carried out on the SEND strategy. The falling pupil rolls in Haringey as a result of the pandemic, which may free up physical space for provision within the borough. She confirmed that co-production will be needed to move forward.	
<b>11</b>	<b>PROPOSED MEETING DATES 2021-22</b>	
	The Chair asked members to note the dates.	
<b>13.</b>	<b>ANY OTHER URGENT BUSINESS</b> None	
<b>14.</b>	<b>DATE OF FUTURE MEETINGS</b> <ul style="list-style-type: none"> <li>• Thursday 21 October 4pm</li> <li>• Thursday 2 December 4pm</li> <li>• Thursday 13 January 4pm</li> <li>• Thursday 24 February 4pm</li> <li>• Thursday 14 July 4pm</li> </ul>	

There being no further business the Meeting closed at 5.15pm