

MINUTES OF HARINGEY'S SCHOOLS FORUM MEETING THURSDAY 9 FEBRUARY 2023 AT 4PM

AT HEP:Inderwick Road, Crouch End N8

Attendance

| School Members | | |
|--|---|---|
| Headteachers | | |
| Special (1) | Martin Doyle (Riverside) | |
| Nursery Schools (1) | Sian McDermott | |
| Primary (7) | (A)Mary Gardiner (West Green) | Julie D'Abreu (Devonshire Hill Nursery & Primary) |
| | (A)Stephen McNicholas (St John Vianney) | Paul Murphy (Lancasterian) |
| | (A)Ian Scotchbrook (South Haringay) | Linda Sarr (Risley Avenue) |
| | Will Wawn (Bounds Green) [Chair] | |
| Secondary (2) | Jo Davey (Fortismere) | Vacancy |
| Primary Academy (1) | (A)Simon Knowles (LDBS Academies Trust) | |
| Secondary Academies (3) | (A)Michael McKenzie (Alexandra Park) | Angela Wallace (Woodside High) |
| | Vacancy | |
| Alternative Provision (1) | Gerry Robinson | |
| Governors | | |
| Special (1) | Phil Di Leo (The Vale) | |
| Nursery School (1) | Melian Mansfield (Pembury) | |
| Primary Maintained (7) | (A)John Keever (Seven Sisters) | Dan Salem (Muswell Hill Primary) |
| | Andrew Willett (Willow Primary) | Alex MacAskill (West Green Primary) |
| | (A)Helen Froggatt (St Aidan's Primary) | Jenny Thomas (Lordship Lane) |
| | Vacancy | |
| Secondary Maintained (3) | Laurence Penn (Highgate Wood) | Vacancy |
| | Sylvia Dobie (Park View) | |
| Primary Academy (1) | Vacancy | |
| Secondary Academies (3) | Andrea Henry (Greig City Academy) | Vacancy |
| | Vacancy | |
| Alternative Provision (1) | Laura Butterfield (HLP) [Vice Chair] | |
| Non-School Members | | |
| Non-Executive Councillor | Cllr Ibrahim Ali | |
| Trade Union Representative | (A)Paul Renny | |
| Professional Association Representative | (A)Ed Harlow | |

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| Faith Schools | (A)Geraldine Gallagher |
| 14-19 Partnership | (A)Kurt Hintz |
| Early Years Providers | Susan Tudor-Hart |
| Observers | |
| None | |
| Cabinet Member for CYPS | |
| Cllr Zena Brabazon | |
| Also Attending | |
| Director of Children's Services | (A)Ann Graham |
| Assistant Director of Finance (Deputy S151 Officer) | Josephine Lyseight |
| Assistant Director, Schools & Learning | Jane Edward |
| Assistant Director, Commissioning & Programmes | Caroline Brain |
| Assistant Director, Early Help, Prevention & SEND Division | Jackie Difolco |
| Principal Advisor for Early Years | Nick Hewlett |
| Head of CYP Commissioning | Kevin Taggart |
| Early Help Commissioning Manager | Julia Bleet |
| Head of Finance | Neil Sinclair |
| Interim Schools Finance Manager | Brian Smith |
| Finance Business Partner (schools & Learning) | (A)Muhammed Ali |
| Head of Service, Integrated SEND | (A)Mary Jarrett |
| Chief Executive HEP | (A)James Page |
| Lead for Governor Services (HEP) | Anne Etchells |
| Clerk (HEP) | Corinne David |

(A) Absent

1. CHAIR'S WELCOME

1.1 The Chair welcomed everyone to the meeting.

2. APOLOGIES, SUBSTITUTE MEMBERS AND OBSERVERS

2.1 The Clerk confirmed that apologies for absence had been received from:

- Mary Gardiner (West Green Headteacher)
- Ian Scotchbrook (South Haringay Headteacher)
- Michael McKenzie (Alexandra Park Headteacher)
- Simon Knowles (Executive Headteacher LDBS Academies Trust)
- Helen Hamnett (St Aidan's Primary governor)
- John Keever (Seven Sisters governor)
- James Page (Chief Executive HEP)
- Ann Graham (LBH Director of Children's Services)

2.2 The Clerk confirmed that there were no substitutions.

3. DECLARATIONS OF INTEREST

3.1 No declarations of interest were made.

4. MINUTES OF THE MEETING OF 12 January 2023

4.1 The minutes of the School's Forum meeting held on 12 January 2023 were **AGREED** and **RATIFIED** as a correct record, subject to the following point of accuracy:

- To include the following action point: The Educational Welfare team to present a paper at the July meeting detailing how the £122,000 top slice (agreed in January), was spent, what the KPI's will be and to include school feedback, allowing for SF to objectively review any further top slicing requests for the EW service.

4.2 Matters arising

- 4.2.1 Item 4.2.2 Vacancies on the School's Forum membership
ACTIONS
- a) All members to continue recruitment through all avenues to appoint to vacant positions.
 - b) Will Wawn to follow up with Secondary Academies to try and recruit to vacancies
 - c) For each block that had vacancies, elections to take place to select members to the Forum.
 - d) HEP to continue to email all Governors regarding Governor vacancies on Schools Forum. Governor Forum members to make request for members at relevant Chairs and Governor meetings.
- 4.2.2 Item 4.2.4 Impact of the Safety Valve (SV) programme on Post 16 young people
Kurt Hintz and Jackie Difulco have arranged a meeting to discuss impact of the SV programme on Post 16 young people. Update to be provided at the next meeting.
- 4.2.3 Item 4.2.6 FSM by Super output areas
Finance team to review FSM by super output areas: Brian Smith to forward information to Chi, copying in Will Wawn and Nick Hewlett.
- 4.2.4 Item 6.1.3 Impact of LTNs on schools
Cllr Brabazon informed SF that two meetings had taken place with PVI's and other providers, to collect comments and evidence of the LTNs impact on settings, pupils and families. Information and views are still being gathered. Noted that SEND transport has been consulted. LTNs to be an agenda item at the July meeting.
- 4.2.5 Item 7.4 Model for change programme
The model for change programme group met on 2 February 2023.

5. **FORUM MEMBERSHIP**

- 5.1 The Clerk informed the Forum of the following changes to the membership:
- New member: Andrea Henry governor at Greig City Academy.
 - Kuljit Rahelu (Headteacher for Hornsey School for Girls) stood down from the forum on 2 February 2023.
- 5.2 The following vacancies were noted:
- 1 Secondary Academy Headteacher
 - 1 Secondary Maintained Headteacher
 - 1 Primary Maintained Governor
 - 1 Primary Academy Governor
 - 1 Secondary Governor
 - 2 Secondary Academy Governors

ACTION See item 4.2.1

6. **UPDATE FROM WORKING PARTIES**

To receive an update from the working parties not covered within the agenda.

- 6.1 Early Years (EY) working party.
Members noted receipt of the draft minutes from the meeting held on 25 January 2023. Noted that EY working group has also met on 30 January and 6 February 2023. The main focus areas of discussions were:

- At the October SF members were informed of an underspend. The EY working group worked on proposals to allocate the underspend to projects to best support EY settings.
- On 25 January the EY working group was informed that the reported underspend was no longer available. The EY working group discussed how to fund those projects.
- In June, 12 settings were told that they received over payments for 2 year old funding; with the money clawed back. January the EY working group was then informed that there had been an over spend of £1m within 3 & 4 year old funding stream. The LA wouldn't be clawing back the money.

See item 12 for further discussions.

6.2 High Needs Block (HNB) working party.

Members noted receipt of the draft minutes from the meeting held on 24 January 2023. Noted that the main focus areas of discussions were:

- 19–25 year old students with complex needs and access to courses within CONEL.
- The role of HNB in the context of SV programme. The group will be meeting after half term to review terms of reference and how the HNB works with SV to deliver the programme.

6.3 Dedicated School Block working party.

See item 8.

7. **HIGH NEEDS BLOCK**

Jackie Difolco provided the Forum with a verbal update on the current Safety Valve application. Noted that the Council was asked to revise and resubmit the application. This was done within the deadline provided by the DfE.

8. **DEDICATED SCHOOLS BLOCK**

Brain Smith informed the Forum that the school level amounts had not yet been announced; expecting this by May.

ACTION Feedback on school level amounts to be received at the July meeting.

9. **CENTRAL SCHOOL SERVICES BLOCK**

Brian Smith took the Forum through the Central School Services Block update paper. The highlights were:

- a) CSSB funds local authorities for the statutory duties that they hold for both maintained schools and academies
- b) Haringey's provisional CSSB allocations for the financial year 2023/24 is £2.710m (£2.785m FY 2022-23)
- c) Financial year 2022-23: The maximum per-pupil funding for ongoing responsibilities each LA received was minus 2.5%. Haringey has seen the funding rate reduce by 2.5% and the pupil numbers fall by 1.9% and the overall funding for Haringey reduced by 4.4%.
- d) Financial year 2023/24: The maximum per-pupil funding for ongoing responsibilities each LA will receive is minus 2.5%. Haringey has seen the funding rate reduce by 2.5% and the pupil numbers fall by 0.2% and the overall funding for Haringey has reduced by 2.7%.
- e) Financial year 2024/25: The maximum per-pupil funding for ongoing responsibilities each LA will receive is minus 2.5%. If the pupil numbers remain static, then this will be a further cash reduction of almost £68k.

10. SCHOOLS IN FINANCIAL DIFFICULTY

Brian Smith took the Forum through the schools in financial difficulty paper. The highlights were:

- a) For the year 2022/23, 3 schools are forecasted to finish paying off their loans; 2 new schools received loans; 3 schools had no changes to their repayment profile and 11 schools increased their borrowing.
- b) Schools with deficits are recorded on the Council's risk register and discussed as part of the Schools Improvement Management Group (SIMG) meeting to ensure that there is an appropriate level of support being given to school by the council.
- c) The average deficit has increased from £100k in 2018/19 to £165k in 2022/23.
- d) Nine Haringey schools have gone through the SRMA process. There are a further two schools signed up for the programme during the current financial year.
- e) Schools that go through the SRMA process are expected to implement an Integrated Curriculum led financial planning process which will help schools in creating their own deficit recovery plan.
- f) Common factors affecting schools' budgets were noted as: falling rolls, reduced income from school activities, rising food and utility costs and Senior Leadership Team (SLT) salary costs.

10.1 *Q: Is there any data yet regarding schools that could go into deficit for 23/24?*

A: Yes, the LA receives the quarter returns. Schools that are entering financial difficulty are placed onto the SIMG meeting for review. Noted that this is part of the work the Council undertakes.

10.2 *Q: What capacity does the Council have to review the data from all schools?*

A: Officers are currently reviewing quarterly returns and data.

10.3 Noted that there were local concerns that fall rolls in Tottenham has affected school places in Tottenham. From the 8 schools that have reduced PANs, 6 of them were located within Tottenham. Concerns were raised that the next step was to close schools in Tottenham. Members enquired if birth data from ONS could be shared with PVIs and schools. Noted that children could only be tracked once they receive a UPN.

11. RESTRUCTURE AND SCRUTINY PANEL

Nick Hewlett took the Forum through the Restructure and Scrutiny Panel paper.

11.1 The Panel convenes once a week in term time to consider any restructuring proposals from our community and VA schools. The panel is chaired by the AD for Schools and Learning and includes: one primary Headteacher, one secondary Headteacher, HEP Chief Executive and Council Officers from School's finance and HR. Current vacancy for one Primary Headteacher. Agreed that a SBM would further strengthen the panel's expertise.

11.2 The panel provides challenge and advice to schools to ensure that schools have considered all possible alternatives and is a fair process. This includes difficult conversations on re-structures. The council is supporting schools to make restructures; 7 applications have been made this financial year totalling £450k.

11.3 Haringey Schools HR have been advising schools on their submissions; however, they can only give detailed advice to schools who have signed up to the traded service offer. Schools need to approach their own HR provider before they approach the panel with their proposal.

11.4 Q: *Where does the budget to support the restructures come from?*

A: The money comes from Haringey's general fund. The expectation is the pension cost for employees over the age of 55; which comes from the school's own budget.

12. EARLY YEARS BLOCK

Caroline Brain and Neil Sinclair took the Forum through the Over Allocation of Early Years DSG Deprivation Funding paper.

12.1 The paper and officers acknowledged that errors had been identified in the underlying calculations used for the distribution of the Early Years Dedicated Schools Grant Funding Block (EY DSG) for the financial year 22/23. This had resulted in an overallocation of the deprivation element of the funding that has then been distributed to all settings providing education to 3 & 4 year olds in Haringey. The level of overallocation will be known definitely by the end of March 2023; estimated to be around £1million. The council has a statutory obligation to maintain a balanced budgetary position for the EY DSG Funding Block.

12.2 An explanation of how the overallocation happened was provided. Noted that all 3 & 4 year old settings were paid a total hourly rate of £6.02 p/h, rather than a base rate of £5.65. The deprivation element of £0.37 should only have been paid as a supplement to those settings providing education to 3 & 4 year olds eligible for Early Years Pupil Premium (EYPP).

12.3 To resolve the overallocation and prevent a claw back the following actions will be taken:

- Use the unallocated funding for 2021/22 of £879,000
- Use the unallocated funding for 2022/23 of £344,920
- The projects proposed by the Early Years Working Group (EYWG) will remain under consideration with officers seeking other funding streams.
- When confirmation of actual unallocated funds has been confirmed, officers will inform stakeholders and facilitate discussion and agreement of funding allocation.

12.4 Funds have been identified to support the following projects:

Targeted community groups
Recruitment and training of parent champions
Promotion of the Family Hub offer

12.5 The following actions to prevent any future errors were noted as:

- a) The AD for Commissioning, will review and understand how the errors in the over allocation occurred, to prevent a repeated moving forward. Noted that work on this has already begun.
- b) A review of the end-to-end financial processes is being undertaken; resulting in the development and embedding of new policy, procedures and system gateways.
- c) A Risk Assessment will be undertaken by officers to understand the impact of the correction in hourly rate on providers.
- d) The CYP Programme & Commissioning teams are being restructured into a new unified service, moved into Children's Services under the AD for Commissioning.

- e) New internal governance & reporting systems will be introduced to ensure compliance and management oversight at all stages of the process.
- f) Monthly dashboards will be produced and presented to Haringey's Children's Departmental Management Team, chaired by the DCS to track, and monitor progress and input any measures required to ensure early years sufficiency and, best value.

12.6 *Q: How was £1million overpayment paid out to settings, only discovered in January 2023?*

A: The LA is not where it wants to be in regards to the current staffing capacity. There are two new accountants within the team. There is a need to strength budget monitoring. The internal auditors will be supporting the team moving forward. The officers that reviewed and highlighted the situation are new in post.

12.7 *Q: Is the S105 officer aware of the current situation? Has the LA to consider its financial systems and the processes in place to provide oversight?*

A: Yes, The S105 approved the report and actions moving forward.

12.8 *Q: Is the depravation supplement being paid until the end of the financial year?*

A: Yes, the current payment of £6.02p/h will be paid until the end of March.

12.9 *Q: Have EY settings been notified of the situation?*

A: The Settings have not yet been notified. The LA will write out to settings informing them of the new rate, if the decision is taken and update them of the situation. There will be a drop in funding for settings moving forward.

12.10 Members expressed their concerns and frustrations regarding the current situation. Noted that the whole PVU sector was vulnerable to changes in funding levels. The Forum recommended transparent communication with the PVI and school sector to explain what has happened and the actions taken to prevent a similar situation occurring in the future.

12.11 *Q: What is the impact of this error on children who were born in a pandemic and some PVI run on limited budgets; what help is being provided to them?*

A: The LA is undertaking a risk assessment about the financial impact and what support is required around each organisation. There is a contingency fund for some of the more vulnerable setting to prevent closure. Currently the LA is reacting to things that have happened in the past. The LA is wanting to put safeguarding measures in place and improve communication. A review of what data/ information is collected and what is need to inform service delivery is being undertaken.

12.12 The Chair proposed that Schools Forum vote on the recommendation that the unallocated funding for 2021/22 of £879,000 and the unallocated funding for 2022/23 of £344,920 was used to offset the 2022/23 3 and 4 year old overspend.

Members UNANIMOUSLY AGREED the recommendation to use the unallocated funds from 21/22 and 22/23 to offset the 22/23 overspend in the 3 and 4 year old budget.

12.13 Julia Bleet took the Forum through the paper titled DSG Early Years Funding Budget Allocation 2023/24 (indicative funding).

- 12.14 For 2 year olds Haringey is provided with an indicative allocation with a set hourly rate by the DfE, of which 100% is passported through. This funding provides 15hrs of free early education for eligible children who meet the criteria.
- 12.15 Funding for 3 & 4 year olds is broken down as follows:
- The Teachers Pay and Pension Grant (TPPG),
 - A maximum of 5% centrally retained funding for the LA,
 - An hourly base rate of funding for all 3 & 4 year olds across all providers,
 - Supplement funding, which includes:
 - Deprivation (mandatory supplement)
 - Rurality or sparsity (discretionary supplement)
 - Flexibility (discretionary supplement)
 - Quality (discretionary supplement)
 - English as an additional language (EAL) (discretionary supplement).
- 12.16 Early Year Pupil Premium (EYPP) is provided by DFE for all 3 & 4 year olds who take up the 'universal' 15hrs and are eligible for EYPP. It is paid as a "top up" to the hourly base rate for the hours attended.
- 12.17 Disability Access Fund (DAF) Paid for children eligible for Disability Living Allowance and paid annually to an individual setting as a lump sum. If a child moves setting the funding does not follow the child.
- 12.18 Maintained Nursery School (MNS) Haringey are provided with an indicative amount of funding for the MNS (Woodlands Park, Rowland Hill and Pembury). This is paid monthly and the Teachers Pay and Pension Grant (TPPG) for MNS is included within this funding line as of April 2023.
- 12.19 Noted that the 2022/23 over payment does not have an impact on the funding level/ funding formula for 23/24.
- 12.20 Julia Bleet took the Forum through the two funding options, with worked examples:
- a) Option 1: provide deprivation funding for all 3 & 4 year olds - as is the case in 2022-23.
 - b) Option 2: only provide deprivation funding for 3 & 4 year olds that are eligible for EYPP.
- 12.21 Members noted that with option 2 some settings could see a at potential 6% drop from 2022-23 funding. For the PVI settings there will be significant impact the ability to pay staffing and cover overheads.
- 12.22 *Q: 5% is the maximum that can be retained centrally; was a lower central percentage retention investigated?*
- A: Yes, it was however from 2024/25 this would not be a viable option moving forward.
- ACTION** Officers and Susan Tudor-Hart to meet and discuss deprivation funding.
- 12.23 Members from the EY working party informed SF that as the proposal currently stood they would not be providing any recommendations and requested that before any agreement on 2023/24 funding allocation was taken, a risk assessment on the proposed funding levels was to be undertaken and reassurances that the figures were correct need to be provided.

12.24 Q: *What are the risks of not approving the 3 & 4 year old funding formula today?*

A: The DfE haven't come back with a final deadline for submission, however settings need to start financial planning for 2023/24. The latest would-be mid-march.

12.25 The Chair proposed that an extra-ordinary SF meeting was scheduled to discuss and agree the Early Years Funding Budget Allocation 2023/24.

AGREED **Extra-ordinary SF meeting on 8 March 2023 at 4pm: virtual via Teams**

12.26 Members expressed their concerns and frustrations regarding the current funding situation and uncertainty for Alternative Provision (AP) and Haringey Learning Partnership (HLP). Noted that AP commissioning will be moved into Children's Services under the AD for Commissioning.

ACTION a) AP commissioning and HLP funding paper to be received at the July SF meeting. Gerry Robinson, Mark Chapman (HLP Chair) and Caroline Brain to liaise regarding the paper.

b) Clerk to update the forward work plan and reissue to all members.

13 MEETING DATES FOR 2022-2023

13.1 The dates and format of future meetings were noted as:

- Wednesday 8 March 2023 at 4PM. Virtual over Teams.
- Thursday 13 July 2023 at 4PM. Face to Face at HEP.

14 ANY OTHER URGENT BUSINESS

14.1 Agenda item for Wednesday 8 March 2023:

- EYs funding 2023/24

14.2 The Chair informed the Forum that Brian Smith was leaving the Council and provided his thanks, on behalf of the Forum for his work and dedication during his tenure.

The Chair thanked members for attending and closed the meeting at 6pm.

SUMMARY OF AGREED ACTIONS TO BE CARRIED OUT FOR 13 JULY 2023 MEETING

| ITEM | ACTION | FOLLOW UP |
|-------|--|--|
| 4.2.1 | <p><u>Vacancies on the School's Forum membership</u></p> <p>a) All members to continue recruitment through all avenues to appoint to vacant positions. b) Will Wawn to follow up with Secondary Academies to try and recruit to vacancies c) For each block that had vacancies, elections to take place to select members to the Forum. d) HEP to continue to email all Governors regarding Governor vacancies on Schools Forum. Governor Forum members to make request for members at relevant Chairs and Governor meetings.</p> | <p>All</p> <p>WW</p> <p>All</p> <p>HEP</p> |
| 4.2.2 | <p><u>Impact of the Safety Valve (SV) programme on Post 16 young people</u></p> <p>Update on KH & JD meeting to be provided at the next SF meeting</p> | KH & JD |
| 4.2.3 | <p><u>FSM by Super output areas</u></p> <p>Finance team to review FSM by super output areas: Brian Smith to forward information to Chi, copying in Will Wawn and Nick Hewlett.</p> | BS |
| 4.2.4 | <p><u>Impact of LTNs on schools</u></p> <p>Update on LTNs to be an agenda item at the July meeting</p> | NH & Clerk |
| 8 | <p><u>Dedicated Schools Block</u></p> <p>Feedback on school level funding amounts to be received at the July meeting</p> | Finance |
| 12.22 | <p><u>EY deprivation funding</u></p> <p>Officers and Susan Tudor-Hart to meet and discuss deprivation funding</p> | JB & STH |
| 12.26 | <p><u>AP paper for July SF meeting</u></p> <p>a) AP commissioning and HLP funding paper to be received at the July SF meeting. Gerry Robinson, Mark Chapman (HLP Chair) and Caroline Brain to liaise regarding the paper. b) Clerk to update the forward work plan and reissue to all members.</p> | GR, CB & Mark Chapman Clerk |