

**Schools Forum Early Years Working Group
14th June 2023 at 2.30pm Virtual meeting**

Name	Designation/ Representation
Melian Mansfield (MM)	CHAIR. Chair of Pembury House Nursery School
* Gladys Baah-Okyere (GBO)	PVI Settings Rep
Luisa Bellavita (LB)	PVI Settings Rep
* Joanna Conroy (JC)	Childminder
Duwan Farquharson (DF)	Willow Director of Business
Nick Hewlett (NH)	Principal Adviser for Early Years
* Sian McDermott (SMcD)	Nursery Head SF Rep (Rowland Hill)
Storm Moncur (SM)	Childminder
Susan Tudor-Hart (ST-H)	School Forum PVI Settings Rep
Melanie Widnall (MW)	Principal Advisor for Early Years
Christine Yianni (CY)	Childcare Sufficiency Manager
* Grant Bright (GB)	Primary Head Rep (Rokesly Primary School)
* Jane Griffin (JG)	SBM Seven Sisters Primary School
Cllr Zena Brabazon (ZB)	Lead Member
Ridhwaan Edoe (RE)	Early Years Team
Lucy Walker-Collins (LW-C)	Primary Head Rep (Stroud Green Primary School)
* Patricia Harvey (PH)	Finance Team
Also Present	
Madeleine Milner	Graduate Trainee
Sarah Hargreaves	Senior Governance Officer

* denotes absence

1. Welcome and Apologies

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 Apologies have been received from Sian McDermott and Joanna Conroy and for having to leave early from Lucy Walker-Collins.
- 1.3 Madeleine (Maddie) Milner was introduced as being on a graduate placement, working with Nick.

2. Minutes of the Meeting of 10th May 2023

- 2.1 The minutes were **agreed** as a correct record of the meeting.
- 2.2 *Members asked where the minutes went to outside of the WP.* It was explained that they go to the HNB WP for information and to the SF. This means that they are not confidential as the SF papers are available on the council's website.

3. Matters arising from the minutes of 10th May 2023

- 3.1 Due to changing job responsibilities Julia Bleet, Kevin Taggart and Caroline Brain will only attend these meetings if they are required for particular items.

3.2 Patricia Harvey will be asked to nominate someone from her team to attend regularly.

Action NH

4. Terms of Reference: Nick Hewlett

4.1 Comments on the Terms of Reference had been received from Susan and Julia. There were various small changes to the language used and clarifications made to ensure consistency in the terminology used.

4.2 There is a need to be clear as to whether the DCS and CFO will be regular attendees.

4.3 It was **agreed** that membership on the WP would be for three years, to be the same as on School Forum. If people leave within their three year term new people can be appointed (from the SF membership).

4.3.1 Storm will stay until she retires in December; rather than ending at the end of the school year. The job-share of the childminder post could be re-considered from the spring 2024 term onwards.

4.4 The Chair will be elected from the membership and won't be an LA officer.

4.5 How members from each of the sub-groups will be elected (from their own membership perhaps?) is to be decided.

4.5.1 How members can/should feedback to their own sector could be made clearer.

4.6 It was confirmed that Sian is the HT Rep from SF. The other Heads will be co-opted as they aren't on SF. It was noted that Sian is a nursery Head; further discussion may be needed as to whether a primary Head rep from SF is needed too.

4.7 Jane Griffin is to be removed from the membership due to non attendance. Clerk to write to her.

Action Clerk

4.8 The need for a primary governor to be added to the membership was discussed, although it was recognised that finding someone could be difficult.

4.9 LA officers will be asked to attend as appropriate.

4.10 There will be a minimum of six meetings each school year. More will be held if needed. Dates will be set to link into the SF schedule.

4.11 Nick will revise and circulate the final version and adjust the number in each category before the next meeting.

Action NH

5. Early Years DSG Block Out-turn 2022/23 Nick Hewlett, Ridhwaan Edoo

5.1 Ridhwaan said that £19m had been received in funding from the DfE in 2021. This was then adjusted following the January 2022 Census and a further £900,000 was received.

5.2 An overspend of £900,000 occurred due to the incorrect funding for 3 and 4 year old places. (37p across all providers giving £6.02 an hour).

5.3 Corporate re-charges are not reflected in the DSG figures. There are internal movements of money to be made.

5.4 It was confirmed that the £140,000 EYPP has been fully spent.

5.5 *Members asked about the underspend of £52,000 on the DAF budget.* It was confirmed that this is only available to those children receiving DLA and so it can be difficult to spend it all.

3.10pm Lucy Walker-Collins left the meeting.

5.6 The overspend and accruals from last year totalled £1,044,258. Whilst there is currently £130,704 still unallocated from this year's allocation the final figures will depend on the next DfE allocation. The final amount available should be known by the next meeting.

5.7 The uplift due to the MNS will be paid.

5.8 Cllr Brabazon thanked Ridhwaan for the clear explanations and his report structure.

5.9 It was confirmed that all schools which owe money have a repayment plan; the details depend on the amount and their overall financial situation. It was clarified that the Early Support overpayment for 2022/21 will be reclaimed but 2021/22 will not be.

5.10 All of the above has been explained to all settings. However, SBMs and the LA officers are still seeing different information; Ridhwaan and Sian will be meeting to discuss this further.

Action RE, SMcD

5.11 Ridhwaan was thanked for his report.

6. Childcare Sufficiency: Christine Yianni, Nick Hewlett

- 6.1 Nick explained that the Early Years Sufficiency Team was now working to him, rather than to Commissioning.
- 6.2 The participation rates have increased, as follows:

	2s	3s and 4s
January 2022	58.9%	78%
January 2023	65%	79%

This will mean that there will be additional funding provided in July 2023.

- 6.3 Christine said that the increased take-up had been largely achieved due to the chasing of families who had applied for a place but who hadn't subsequently taken it up. Low income/housing benefit families had been targetted directly.
- 6.4 1% of 3 and 4 year olds equals 68 children. This group will now be targetted more for take-up as they generate funding.
- 6.5 There will be a pilot for the under 2's in Tottenham.
- 6.6 Only 43% of providers completed their sufficiency returns. These showed that there are 671 places offered and 205 vacancies. The areas with higher levels of vacancies and where parents are using private childcare will be targetted; in particular the Turkish and Kurdish communities.
- 6.6.1 The returns will be cross-referenced with the headcount information.
- 6.7 Parents who are entitled to FSM are being encouraged to take them up. National Insurance details are needed for the extended day for 2 year olds. It is not clear if these details are then passed onto schools for them to chase parents for FSM take-up. Some details are obtained from DWP and HB. Christine will talk to Carlo Kodsi in School Admissions about the transfer of NI details to schools. **Action CY**

7. Early Years Structure: Nick Hewlett

- 7.1 Nick circulated his organogram/roles and responsibilities chart. He explained that although there had been changes in the LA line management arrangements the job roles of most people whom members would interact with were unchanged.
- 7.1.1 Additional clarity is needed on which group is leading on which area of work. Nick will circulate the management team structure. **Action NH**

8. AOB

- 8.1 Members asked if there was any development on the idea of having a providers newsletter. Nick said that if this was to be produced it would fall under the remit of the Partnership Group and not this group.

Next meeting: a date for September will be agreed by email. Date to be confirmed by the end of term.

There being no further business the Chair thanked everyone for their attendance and closed the

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