

**MINUTES OF THE SCHOOLS FORUM MEETING
THURSDAY 14 JULY 2011**

Present: School Members

Headteachers:- Tony Hartney (Gladesmore) Andrew Wickham (Primary Community – Weston Park), Cal Shaw (Primary Community – Chestnuts), Jane Flynn (Alexandra Primary), Monica Duncan (Northumberland Park), Evelyn Pittman (Crowland), Will Warn (Bounds Green). Olu Lampejo (Greig City Academy)

Governors:- Liz Singleton (Secondary Community – Northumberland Park), Melian Mansfield (Children’s Centres (Pembury House), Sarah Crowe (Devonshire Hill), Asher Jaconsberg (Welbourne), Imogen Pennell (Highgate Wood), Vic Seeborun (Special), Miriam Ridge (Our Lady of Muswell)

Non- School Members

Tony Brockman (**Chair**), Haringey Teachers Panel, Susan Tudor- Hart, (EY Private and Voluntary Sector), Cllr Zena Brabazon, June Jarrett (Sixth Form Centre) and Pat Forward (Unison)

In attendance: Councillor Lorna Reith, Neville Murton, Ben Brown and Carolyn Banks

MINUTE NO.	SUBJECT/DECISION	ACTION BY
1.	CHAIR’S WELCOME (Agenda Item 1)	
1.1	The Chair welcomed everyone to the meeting. He reported that the outcome of the consultation on funding was still awaited from the Government and would be reported to the Forum at the next term.	NM
2.	MEMBERSHIP (Agenda Item 2)	
2.1	The Clerk reported that this was Andrew Wickham’s last meeting. Nominations were being sought from the Primary Headteachers. There were no further vacancies.	CB
3.	APOLOGIES AND SUBSTITUTE MEMBERS (Agenda Item 3)	
3.1	Apologies for absence were received from Peter Lewis, Patrick Cozier, Mark Rowland, Sarah Miller, Martin Doyle, Laura Butterfield, Maxine Pattison, Val Buckett and Alex Atherton	
3.2	Olu Lampejo substituting for Paul Sutton and Evelyn Pittman substituting for Hasan Chawdhry	
4.	DECLARATION OF INTEREST (Agenda Item 4)	
4.1	There were no declarations of interest.	

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5.	MINUTES OF MEETING HELD ON 17 FEBRUARY 2011 (Agenda Item 5)	
5.1	AGREED: The minutes of the meeting were agreed as a true record. In view of the difficulties of recalling details from meeting that had taken place some time ago the importance of ensuring that meetings were quorate was stressed.	
6.	NOTES OF INQOURATE MEETINGS – 19 MAY AND 26 MAY 2011(Agenda Item 5) – Matters Arising	
6.1	19 May 2011 AGREED: That the notes of the meeting held on 19 May be noted subject to the correct spelling of Bill Barker (not Booker).	
6.2	26 May 2011 – Min 2.4. It was noted that the officers Steering Group on full time places had met a couple of times, but the wider meeting had yet to happen. It was noted that completion was expected before April 2012 and the proposals would be effective for September 2012. AW commented that should the outcome of the Group be a removal of full time places this would only give one terms notice.	SW
6.3	Min 6.4 – NM reported that Stroud Green extended day provision was included as part of the £522,000 allocation.	
7.	CARBON REDUCTION COMMITMENT (Agenda Item 8) <i>report for consultation and views</i>	
7.1	Ben Brown (BB) reported that the Carbon Reduction Commitment was a mandatory UK wide carbon trading scheme which required participants to report on their carbon emissions and was required to calculate and purchase carbon allowances each year. In order to cover emissions generated a tax of £12 per tonne was being charged for the first three years, rising to £14 in the fourth year and £16 in the fifth year and then rising on an accelerating scale. Local Authorities were currently expected to take responsibility for both state schools and academies and were responsible for the purchase of allowances.	
7.2	In response to a question by AW as to whether other than for the greater good whether there were any incentives for individual schools to reduce carbon usage it was noted that at present there was no way of rewarding individual schools by way of the formula. However the greater the savings the more would be retained in the DSG. BB advised that any carbon reduction by schools would be beneficial to them through a reduction in their utility bills.	
7.3	With regard to schools without AMR (smart metering) proving a monthly submission of all meter readings the Council would provide a “Frequently Asked Questions” booklet to assist them.	BB
7.4	Resolved:	

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	<ol style="list-style-type: none"> 1. That officers reissue to schools the information brochure on the Carbon Reduction Commitment Energy Efficiency Scheme. 2. That the charges of circa £250,000 to be applied to the DSG, prior to formula funding, resultant of the cost of carbon emitted by the school portfolio under the Carbon Reduction Commitment be noted. 3. That the following actions be recommended to all schools to ensure compliance with the Carbon Reduction Commitment:- <ul style="list-style-type: none"> • All schools to review their utility supply contract status and ensure that, if not on the Council's corporate utility contracts, a letter of Authority had been received and returned to the Council (it was noted that this had been actioned) • All schools not on the Council's corporate utility contracts to evaluate their existing supply arrangements and consider opting into the Council's corporate offering for ease of administration of the CRC and improved prices. • All schools without AMR (smart reading) to provide a monthly submission of all meter readings to the Council between the 21 and 28th of the month. • All schools apply for the Sustainable Investment Fund loan scheme to help reduce energy consumption and hence energy costs and CRC allowance purchases. 	BB
8	WRAP AROUND CHILDCARE PROVISION TRANSITIONAL FUNDING (Agenda Item 9) <i>report for information</i>	
8.1	NM reminded the meeting that the Forum had agreed to set aside £522,000 as transitional funding for the 2011/12 financial year to smooth the transfer of wrap around childcare activities including after school and holiday clubs and breakfast clubs. Details of the principles to be deployed in the transitional funding were noted.	
8.2	In response to a query from AW around sustainability NM advised that other schools not in receipt of any funding were able to offer childcare activities.	
8.3	ZB referred to the anomaly at Stroud Green whereby they had been running two lots of provision funded by the play service and therefore there was an argument for them to receive double the funding allocation. Also she pointed out that Treetops was not funded through the DSG. However NM informed the Forum that Stroud Green had been treated the same as other schools and that in the past some provision had been	

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	funded through a different arrangement. It was now all wrapped up in the same way and there were no surpluses available.	
8.4	MM expressed concern that as the transition funding was only for one year it presented a reduction in funding for future years and could lead to provision being unsustainable without an increase in fees. She also asked whether there were any proposals to monitor any impact of the funding changes such as lower attendance and possibly fewer schemes being available. She expressed concern over the impact that this could have on the lives of vulnerable children and families that could not afford the increase in fees. NM replied that help was being provided to schools to be able to manage on a sustained basis. There were various models of provision in operation without this subsidy and an alternative to any increase in fees would be for schools to provide funding from other resources.	
8.5	Resolved: 1. That the allocation to schools and the central funding of provision prior to transfer of after school and holiday childcare be noted. 2. That the distribution of breakfast club funding be noted.	
9.	DEDICATED SCHOOLS GRANT 2011-12 AND SCHOOL OUTFURN AND BALANCES 2010 -11 (Agenda Item 10) <i>report for decision and information</i>	
9.1	NM informed the Forum that the final allocation of DSG for 2011-12 had now been confirmed by the Department of Education at £208.503m	
9.2	Details of the outturn position and the balances carried forward were noted. The position of decreasing balances was noted.	
9.3	Balances on a school by school basis as at March 2011 were set out. In response to a query from Cal Shaw (CS) in respect of the support and systems in place to help schools in difficulty with their budgets NM reported the Authority would work with any such schools and they would be required to submit deficit recovery plans. It was agreed that good practice from schools with positive budgets should be shared.	
9.4	NM reported that although schools had the resources to undertake financial management the Authority had a responsibility to ensure that they lived within their budgets. Any schools unable to manage could buy into the Authority's Schools Finance Trading SLA to help with their budget management. A brochure would be circulated to schools setting out all the details.	NM
9.5	ZB asked how the deficits for some schools which had increased and were now quite substantial were going to be addressed. NM replied that the interventions available were limited, ranging from coercion and working with the school to removal of the delegated budget in extreme cases. A number of schools had been issued with notices of concern,	

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	which would alert Governors of the situation. The ultimate sanction of removing the school's delegated budget was a final option but would not be taken lightly.	
9.6	In response to a question from AW as to what the extra allocation to the DSG would be spent on, NM replied that the money may need to be allocated to any in year adjustments needed to the DSG as a result of any schools converting to academies mid year. Cllr Reith advised that there could be further implications from the recent announcement by the Education Secretary to close 200 of the worst performing primary schools and reopen them as academies.	
9.7	In the event of the additional DSG money not being required for any in year adjustments it was likely to be retained as a carry forward.	
9.8	The Forum noted that schools with substantial balances may have plans for its utilisation, such as Rowland Hill and Pembury intended to spend their balances on a new roof.	
	<p>Resolved:</p> <ol style="list-style-type: none"> 1. That the final position on the DSG be noted. 2. That the 2010-11 outturn position be noted. 3. That the position on the Schools' balances as at March 2011 be noted. 4. That a Panel of Cal Shaw, Sarah Crowe, Tony Brockman, Melian Mansfield, Will Warn and Asher Jaconsberg be convened to agree allocations from the contingency. 	NM/CB
10.	ARRANGEMENTS FOR FREE SCHOOL MEALS (Agenda Item 11) <i>report for information</i>	
10.1	It was a requirement for the Authority to consult with the Forum on the arrangements for free school meals. It was noted that the subsidy provided by the Authority towards the cost of paid meals for primary aged pupils was £0.22 for 2011/12.	
10.2	AW stated that the current subsidy had remained the same for a number of years and therefore was a year on year reduction. Consequently there should not be an annual roll over. It was agreed that further consideration be given to this matter in the budget strategy.	NM
	<p>Resolved:</p> <p>That the report be noted and the continuation of the arrangements as set out in the report be agreed.</p>	
11.	ARRANGEMENTS FOR THE ELECTION OF CHAIR AND VICE CHAIR(s) (Agenda item 12) <i>report for decision</i>	

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	NM reported on the proposed arrangements for the election of the Chair and Vice Chair to be held at the Forum's next meeting.	
	<p>Resolved:-</p> <ol style="list-style-type: none"> 1. That the process by which the Chair/Vice Chair are elected and the intention to carry out the election at the meeting of the Forum scheduled for 22 September 2011 be agreed. 2. That nominations for the positions of Chair and Vice Chair of the Forum be notified to the clerk by no later than 13 September 2011. 3. That the Clerk remind all Forum members at the beginning of the Autumn Term that nominations should be received by 13 September. 4. That the term of office for the Chair and Vice Chair of the Forum be for a period of one year. 5. That there be one Vice Chair of the Forum for the forthcoming period of election. 	CB
12.	BRIEFING ON ELECTRONIC PAYMENTS BY HARINGEY SCHOOLS (Agenda item 13) report for information	
12.1	In response to instances of cheque fraud alternative methods for payment of good and services were being explored.	
12.2	At present two alternatives were being investigated, either for Haringey payments to be deducted from a schools monthly cashflow or through electronic payment (ie BACS), which was the preferred option. It was noted that RM had developed the BACS payment facility based on the required file being provided by Lloyds bank. Other banks would need to be approached for access to their BACS software. Further work would be undertaken with RM on costs and a further report presented to the Forum in due course. The Authority hoped that schools would wish to find an alternative solution to cheque payments.	SW
12.3	AW offered the services of Weston Park for any pilot scheme. June Jarrett informed the meeting that the Sixth Form College was setting up a BACS system of payments for implementation early next term and she offered to report back to the Forum on its success.	JJ
	<p>Resolved:</p> <p>That the Authority's recommendation for BACS payments to be introduced as soon as possible be noted and in the interim schools be offered the facility of cashflow deduction.</p>	
13.	WORKING PARTY AND WORK PLAN UPDATE	
	There was no update on this item.	
14.	ANY OTHER BUSINESS	

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14.1	Chair's position:- The Chair reported that although he was leaving Haringey's employment in September he had offered to remain as the teachers' panel representative on the Forum.	
14.2	Retirement of Andrew Wickham: - The Chair reported that this was Andrew Wickham's last Forum meeting. Andrew had been appointed as the first and only Headteacher of Weston Park School which he had built up into a very successful school. Andrew had also taken a wider role in supporting other Headteachers as a School Improvement Partner. He had played an important role on the Forum asking questions and presenting challenge and having only missed one meeting. Andrew was thanked for his contribution and passion for improvements.	
14.3	Andrew replied that he had enjoyed working with all Forum members. He stated that the Forum had changed significantly since its inception, becoming significantly more important asking questions and holding the Authority to account. He referred to the significant work of the Forum in relation to the Area Cost Adjustment campaign. AW was invited to attend the next meeting of the Forum.	
15.	VOTE OF THANKS	
	Tony Brockman was thanked for Chairing the Forum for this year.	
	DATE OF THE NEXT MEETING – 22 September 2011	
	The Chair thanked everyone for attending and closed the meeting.	

The meeting closed at 5.25 pm

TONY BROCKMAN

Chair