

**MINUTES OF THE SCHOOLS FORUM MEETING
THURSDAY 08 DECEMBER 2011**

Present: School Members

Headteachers:- Tony Hartney, Chair, (Gladesmore) Mike Claydon (Northumberland Park), Evelyn Pittman (Tetherdown), Will Wawn (Bounds Green), Val Buckett (Pembury House Nursery and Children’s Centre), Linda Sarr (St Ann’s) Fran Hargrove (St Mary’s CE Infants), Maxine Patterson (Ferry Lane), Mike Claydon (NPSC) for Monica Duncan.

Governors:- Melian Mansfield (Children’s Centres (Pembury House), Sarah Crowe (Devonshire Hill), Asher Jacobsberg (Welbourne), Imogen Pennell (Highgate Wood), Vic Seeborun (Special), Laura Butterfield (Coldfall) , Sarah Miller (Gladesmore)

Non- School Members

Cllr Zena Brabazon, Bill Barker, Haringey 6th Form Centre (for June Jarrett), Mark Rowland, Faith Representative

In attendance: Councillor Lorna Reith, Neville Murton, Steve Worth and Carolyn Banks

MINUTE NO.	SUBJECT/DECISION	ACTION BY
1.	CHAIR’S WELCOME	
1.1	The Chair welcomed everyone to the meeting.	
2.	MEMBERSHIP (Agenda Item 2) for decision	
2.1	The Clerk reported that since the despatch of the papers she had been notified that Chris Witham, Headteacher from Rhodes Avenue Primary school had resigned and replaced by Fran Hargrove, Headteacher at St Mary’s Infants. Fran was welcomed to the Forum.	
2.2	A report was presented to the Forum which gave consideration to the position of Academy membership of the Forum following Alexandra Park formally becoming an Academy in October. This meant that the representative on the Forum could no longer sit on the Forum as a Secondary- Community representative. It was noted that the School Forum Regulations 2010 stated that an authority may determine that the number of members representing schools in a particular category and that membership must be broadly proportionate to the total number of schools in that category . In addition primary and secondary schools and Academies must be broadly represented on the Forum, having regard to the total number of pupils registered at them.	
	In accordance with an analysis of pupil numbers the Forum was advised that there should be a loss of one place on the Forum from the secondary schools sector and a gain of one place by the Academy sector.	
	AGREED: 1. That the primary sector remain unchanged, the secondary sector lose one representative and the academy sector gain one.	

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	<p>2. That the Academy sector be requested to determine their election procedure including how places will be split between governor representation and school staff.</p> <p>3. That the required amendments be made to the Forum's Constitution as appropriate.</p>	CB
3.	APOLOGIES AND SUBSTITUTE MEMBERS (Agenda Item 3)	
4.1	Apologies for absence were received from Cal Shaw, Jane Flynn, Pat Forward and Susan Tudor - Hart.	
4.2	Bill Barker substituting for June Jarrett and Mike Claydon substituting for Monica Duncan	
4.	DECLARATION OF INTEREST (Agenda Item 4)	
5.1	There were no declarations of interest.	
5	MINUTES OF MEETING HELD ON 22 SEPTEMBER 2011 (Agenda Item 5)	
6.1	AGREED: The minutes of the meeting were agreed as a true record subject to Val Buckett and Linda Sarr being shown as present at the meeting.	
6.	MATTERS ARISING	
6.1	10.2 It was noted that the Best Value Working Party had not been reconvened at the present time.	
6.2	7.3 – SW reported that a survey was currently being undertaken with regard to how the transitional funding would be spent and a further report would be presented to the next meeting.	SW
6.3	8 – SW advised that he had attended a conference on the School Funding formula and that it was still uncertain whether the implementation date would be 2013/14 or later although 2013-14 was the most likely. Should it be 2013/14 there would be a tight timescale to understand the implications for the Authority and for consultation on the model.	
7.	REVIEW OF FULL TIME NUSRERY PLACES (Agenda Item 7)<i>report for consultation and views</i>	
7.1	SW provided details on the background and the reasons why there was a need to review how the Authority was meeting its obligations. The aim was to ensure that every 3 and 4 year old child, whose parent wanted it were able to access a part time early education place.	
7.2	The proposal was to increase the level of take up from 77% in 2011 to at least 90% in line with national expectations by 2014. Within this target the priority would be to ensure that the most vulnerable and disadvantaged benefited from access to good quality early education. As there was no additional funding from the Government until 90% take up was exceeded the increase in take up would have to be met from	

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	existing resources. This would be found from a reduction in the number of non statutory full time places currently funded through the DSG.	
7.3	It was proposed that the changes would be effective in 2012/13. The estimated financial implications in a full year of reducing to 476 places on the assumption that take up rose to 80% were provided.	
7.4	The Forum were advised that the proposals had been drawn up in consultation with the Early Years Single Funding Formula Working Party and together with the Forum, Headteachers, governing bodies and providers in the private, voluntary and independent sector were being consulted, with responses by 9 January 2012.	SW
7.5	The Forum received information on a school by school basis for those which had nursery provision on the affects of the reallocation of full time places.	
7.6	Some uncertainty was expressed as to whether schools would be able to take up the extra part time places and there could be a need for schools to restructure and possibly lose staff. In response SW stated that schools could continue to offer the full time places and charge parents for the additional hours beyond 15.. In addition, subject to space and staffing ratios. schools could put strategies in place to offer more part time places both in the morning and in the afternoon to increase their income through the Early Years Single Funding Formula.	
7.7	SW advised that there were also other consultations being carried out such as the increase in early year's education entitlement for 2 year olds. Work was ongoing in the Authority to provide a seamless movement from 2 to 3 year old and onto reception class and part of the review would examine the capacity within schools.	
7.8	It was suggested that schools would have to keep places available for children who turned 3 during the course of the year, although it was noted that there was a wider free market of provision.	
7.9	The Forum felt that although the intention was to increase provision in the areas of greatest need there would be winners and losers under the proposals and there was a need to encourage families in the East of the borough to take up their places. Although it was a free market there was a need to manage the situation in the interests of both the schools and families.	
7.10	It was accepted that it was a fairer scheme but there was some concern expressed in respect of schools which did not think they would be able to fill the places and lacked funds to carry out a marketing campaign.	
7.11	Furthermore it was considered that it should not just be a number crunching exercise but there was a need to look at where the places were needed for 2 year olds.	
7.12	The Forum noted that £200,000 was being retained centrally which could be used for children who turned up during the course of year, for vulnerable children, those in greatest need or to fund part time places. In this regard it was suggested that Social Care should be involved in planning the provision.	SW
7.13	Should the predicted increase in take-up not materialise, it was noted that there would be a further report to the Forum on options for the way forward.	

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7.14	It was further suggested that any funds remaining should be given back to schools.	
7.15	<p>RESOLVED:</p> <p>That the proposals be agreed as follows:-</p> <ol style="list-style-type: none"> 1. To reduce and re-profile, based on deprivation indicators, the number of full-time places provided for 3 & 4 year olds in order to increase the uptake of the 15 hours free entitlement and ensure that the remaining funded full time place provision is better targeted to those who need it most. 2. That schools affected by a reduction in their numbers of allocated full time places will be protected through Minimum Funding Guarantee (MFG). MFG to be determined by the Haringey Schools Forum. This would be scaled down year on year. 3. That where full time places in accordance with set criteria are necessary, the funding for targeted places will be provided as part of Haringey’s Early Years Childcare Formula model. 4. While the majority of part and full time places would be funded through the formula, a funding pot would be retained to provide responsive, targeted places for the most vulnerable children through the year. This will be reviewed annually. 5. That it be noted that this model will see the introduction of local admissions systems for funded full time places which will be monitored annually by the LA. 6. That schools be asked to feedback their views as to whether they feel they will be able to take up the additional places. 	SW
8.	2012-13 BUDGET STRATEGY (Agenda Item 8) report for information/note, consultation. views and decision	
8.1	NM gave a detailed presentation on the issues that affected the determination of the Dedicated Schools Grant (DSG) in 2012/13 and its allocation within the context of the Dedicated Schools Budget (DSB)	
8.2	The financial settlement for 2012/13 would follow the same pattern as the previous year with a single Guaranteed Unit of funding multiplied by the number of pupils recorded in the various censuses in January. Also the guaranteed level of funding would remain the same which in effect meant a cut in real terms.	
8.3	The report set out the current issues and the proposed strategy for the school’s budget for 2012/13 and a further report would be presented to the next meeting.	NM

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8.4	It was agreed that the approaches that the Forum had made in 2010/11 in respect of the delegated grants both universal and targeted grants be continued for 2012/13.	
8.5	In considering whether the DSG funding subsidy should continue for the Music service the Forum were generally supportive of this view but sought some reassurances that the money would be used to support all pupils and not be skewed towards those from more affluent backgrounds. The Forum asked that the Head of Music and Performing Arts to present a report to the next Forum to explain how the music funding is used.	SW/PD
8.6	With regard to the one off allocation of £522,000 transitional funding for extended provision to enable schools to take on the running of breakfast and after school clubs it was expected that for the future the costs would be met from parental contributions and therefore this sum would be added to headroom. MM reminded the meeting that the most important consideration was the impact on families and that it would appear that the Authority was going from a position of having fantastic provision to very little. In response SW advised that provision was continuing and a survey on provision was currently being undertaken and would be subject to a report back to the Forum.	BE
8.7	Details of formula changes proposed in respect of Heartlands Pupil Premium, Haringey Sixth Form centre, protection for bulge classes, catering, premises and small secondary school protection were provided to the Forum. Cllr Reith advised the Forum that there were currently 76 children who had not been placed in a school at present mainly due to the fact that they were late arrivals to the borough and that unless there was a desire for Free Schools then the Forum had to support school expansions and bulge classes. The Forum noted that the Admissions team were trying to place these children before the January headcount.	
8.8	With regard to the school meals subsidies SC expressed her view that this should remain as having a proper nourishing meal was an important part in ensuring good behaviour and learning in the classroom. A suggestion was made that there could be different ways of looking at the subsidy and it was AGREED that the matter be considered by Primary and Secondary Heads.	NM
8.9	WW was of the view that there should be consultation on the changes to the premises formula and that a model of any impact would be useful. Whilst agreeing to consultation MR stated that the Forum should be mindful of the fact that BSF monies was not shared out fairly and that some secondary schools still had a number of defects. NM agreed that a model for schools would be produced.	NM
8.10	There was some discussion around the creation of a small secondary schools factor. MR spoke of his concern at the creation of a new secondary school when there were substantial vacancies elsewhere in the borough. In response Cllr Reith advised that there were two types of small schools, those which were small in size such as John Loughborough and others such as St Thomas More which had reduced numbers being admitted over time. She accepted that St Thomas More was recovering from a bad period but it was still a concern that for admission in September 2012 only 5 pupils from Catholic primary schools had chosen this school as their first choice. Cllr Brabazon added	

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	that the situation of pupil numbers could be further exacerbated should the Academies increase their intake. A suggestion was made that instead of a formula factor there should be a planned action plan and support to be given to small schools for a limited time period.	
8.11	There was a discussion around the effect that schools that became Academies during the course of the year would have on centrally retained services and whether the Authority would be able to continue to provide services to Academies under trading arrangements such as the Admissions service or Music Services. It was AGREED that further clarification be sought. In addition it would be helpful to have details of the impact on the DSG as a result of those schools forced to become sponsored Academies.	NM
8.12	Cllr Reith advised that schools which chose to become an Academy would take any deficits or surpluses with them but for those that were forced to become sponsored Academies would start with a clean slate. Any such deficit would, it was noted be a call on the DSG.	
8.13	Part of the headroom created last year had been used for the phased expansion in planned places at the two inclusive Learning Campuses and the new Resources Unit at Heartlands. The Forum asked for further clarification on this area.	SW
8.14	The Forum was pleased to note that the target previously set of distributing 16% of funding to schools via deprivation mechanisms and to direct headroom generated by applying the Minimum Funding guarantee (MFG) towards deprivation measures, the target had now been achieved. This meant that there were a number of options for the Forum in respect of MFG and headroom.	
8.15	There were a number of issues relevant to the centrally retained element of the DSB which the forum gave consideration to. In particular the Forum noted pressures in respect of LACSEG recoupment, the educational component of LAC and school specific contingencies. Also as these costs would be met from the centrally retained element of the DSB it was noted that achieving this would be dependent upon making savings or from the centrally proportion of the estimated increase in pupil numbers and was dependant upon not breaching the CEL.	
8.16	With regard to contingencies the Forum was of the view that a sum of £450K should be set aside for bulge classes and £250K for schools in financial difficulty. SW reported a request from a school who were considering taking legal action against the providers of their photocopier and were seeking the Forum's support in guaranteeing the schools legal costs should they be unsuccessful. In response to questions SW advised that he was aware of one of the two contractors in question being engaged in other schools. Although the Forum was sympathetic to the school's plight and they were made aware that photocopying contracts were an issue in a number of schools, they did not feel that this was a measure that they should support and schools should be urged to take advice before signing any contracts.	
8.17	Since it was anticipated that the only current need for headroom would be for the expansion in planned places it was agreed that it would only be necessary to implement the negative MFG should there be insufficient headroom generated through higher pupil numbers and the use of extended schools funding. Therefore the Forum agreed that any	

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	<p>remaining headroom should be distributed using the Key Stage funding mechanism.</p>	
	<p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the indicative DSG for 2012-13 at £208.503m be noted. 2. That the continuation of the treatment in respect of targeted and universal grants adopted in 2011-12 be agreed. 3. That support for the Music Service in 2012-13 through a DSG subsidy of £167,724 be agreed and that the Head of the Music Service be requested to present a report to the Forum on how music funding is used. 4. That the proposal to add the resources provided for extended services in 2011-12 to headroom in 2012-13. be noted 5. That the change in arrangements for the pupil premium at new schools be noted. 6. That in the light of the proposed national changes to schools funding the continuation of the formula change in respect of Haringey VI Form agreed in 2011-12 be confirmed. 7. That there be consultation for the treatment of bulge classes in 2012-13. 8. That the Forum support the retention of paid meal subsidies and the former School Lunch Grant through the school meals factor and the views be sought of Headteachers to different options available 9. That the proposal to change the basis of the premises factor be consulted on and a model showing the effect on individual schools be produced. 10. That there be consultation on the creation of a small secondary schools factor and as an alternative for support to be provided for an agreed time limit and subject to a planned action plan. 11. That the continuation of funding for additional places at the ILC and Heartlands Resource Unit be agreed subject to further operational clarification 12. That the pressures on the centrally retained element of the DSB in respect of: LACSEG recoupmnt, the educational component of LAC and school specific contingencies be noted 13. That the pressures set out in recommendation 12 be met from a combination of resources reallocated within central expenditure and the relevant proportion of any pupil number increases. 14. That any breach of the CEL be the subject of a specific separate report 15. That the approach in respect of centrally retained contingencies be agreed. 16. That the achievement of the 16% target for resources distributed by deprivation measures be noted. 17. That it be agreed not to implement a negative MFG in 2012-13 unless insufficient resources are available to meet cost pressures in the ISB. 	<p>NM/SW</p>

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	18. That any remaining headroom available following the above recommendations be delegated to schools via Key Stage Funding Units including the hourly rates applicable to the Early Years Single Funding Formula and planned places.	
9.	SECTION 251 BENCHMARKING 2011/12 BUDGETS(Agenda Item 9) <i>report for information</i>	
9.1	SW informed the meeting of the publication of benchmarking tables of local authority expenditure which allowed a comparison of gross and net planned spend per capita. RESOLVED: That the report be noted.	
10.	MEETINGS AND WORK PLAN 2012/13(Agenda Item 10) <i>report for decision</i> RESOLVED: That the proposed timetable of meetings and work plan for 2012/13 be agreed.	
11.	WORKING PARTY AND WORK PLAN UPDATE (Agenda Item 11)	
10.1	SW advised that the Early Years Single Funding Formula Working Party had met and their views had fed into the review of full time nursery places. With regard to the Area Cost Adjustment Working Party it was noted that the work was largely completed. The Forum noted that at present officers did not have sufficient resources to devote to the Best Value Working party and therefore it was AGREED that this Working Party be placed on hold for the time being.	
11.	ANY OTHER URGENT BUSINESS	
	- Administration of Free School Meals. In response to some concern expressed over the processing of applications for free school meals SW advised that he was not aware of any problems but agreed to investigate further.	SW
12.	DATE OF THE NEXT MEETING – 26 January 2012	
	The Chair thanked everyone for attending and closed the meeting.	

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The meeting closed at 6.45 pm

TONY HARTNEY

Chair