

**MINUTES OF THE SCHOOLS FORUM MEETING  
THURSDAY 6 DECEMBER 2012**

**Schools Members:**

**Headteachers:**                   **Special (1)** - Martin Doyle (Riverside),  
**Children's Centres(1)** -Val Buckett (A) (Pembury),  
**Primary (7)** Evelyn Pittman (A)(Tetherdown), Maxine Patterson  
(A)(Ferry Lane), Fran Hargroves ( St Mary's CE), Will Wawn ( Bounds Green) Linda Sarr (A) ( St Ann's), Cal Shaw ( Chestnuts),  
\*Julie D'Abreu (Devonshire Hill)  
**Secondary (4)** \*Alex Atherton (Park View), \*Tony Hartney  
(Gladesmore), Monica Duncan (A) (Northumberland Park), \*Simon  
Garrill (Heartlands)  
**Academies(2)**Paul Sutton (Greig City),\* Michael McKenzie  
(Alexandra Park)

**Governors:**                   **Special (1)** Vik Seeborun (The Vale)  
**Children's Centres (1)** \*Melian Mansfield (Pembury)  
**Primary (7)** \*Miriam Ridge (Our Lady of Muswell), Asher  
Jacobsberg (A) (Welbourne),\* Louis Fisher (Earlsmead), \*Laura  
Butterfield (Coldfall),\* Andreas Adamides (Stamford Hill), (Jan  
Smosarski (A) (Bruce Grove),\*Sandra Carr (St John Vianney)  
**Secondary (4)** \*Liz Singleton (Northumberland Park),\* Imogen  
Pennell (Highgate Wood), \*Marianne McCarthy (Heartlands), Keith  
Embleton (Hornsey)

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**Non School Members:-**

**Non – Executive Councillor** - Cllr Zena Brabazon (A)  
**Professional Association Representative-** \*Julie Davies  
**Trade Union Representative** -\*Pat Forward  
**14-19 Partnership-** June Jarrett  
**Early Years Providers** -Susan Tudor-Hart (A)  
**Faith Schools** - Mark Rowland (A)

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**Observers:-**

**Cabinet Member for CYPS** (\*Cllr Ann Waters)  
**Education Funding Agency** (A)

**Also attending:**

Steve Worth, School Funding Manager  
Neville Murton, Head of Finance CYPS  
Wendy Sagar, Interim Project Accountant CYPS  
Carolyn Banks, Clerk

\*Members present  
A Apologies given

TONY HARTNEY [CHAIR] IN THE CHAIR

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<b>MINUTE NO.</b>	<b>SUBJECT/DECISION</b>	<b>ACTION BY</b>
1.	CHAIR'S WELCOME	

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1.1	The Chair welcomed everyone to the meeting.	
<b>2.</b>	<b>APOLOGIES AND SUBSTITUTION MEMBERS ( Agenda Item 2)</b>	
3.1	Apologies for absence were received from Val Buckett, Susan Tudor-Hart, Mark Rowland, Jan Smosarski, Zena Brabazon, Asher Jacobsberg, Maxine Pattison, Linda Sarr, and the Education Funding Agency	
3.2	Bill Barker substituting for June Jarrett, Mike Clayden substituting for Monica Duncan and Julie Vaggers for Val Buckett.	
<b>3.</b>	<b>DECLARATION OF INTEREST (Agenda Item 4)</b>	
3.1	Both Julie Davies and Pat Forward declared an interest in relation to the possible de-delegation of staff costs supply cover and they were not present for the discussion on this item.	
<b>4</b>	<b>MINUTES OF MEETING HELD ON 11 OCTOBER 2012 (Agenda Item 5)</b>	
4.1	<b>AGREED:</b> The minutes of the meeting were agreed as a true record subject to the following amendments:-  7.4 The word “NOT” to be added between that and all so that it reads” Therefore he felt that not all of the premises factors should go into AWPU.  7.11 Noted that MM had stated that there were concerns over the level of the AWPU which meant that schools in the west were being relatively disadvantaged compared to those in the east.	
<b>5.</b>	<b>MATTERS ARISING</b>	
5.1	Min 6.1 The Clerk reported that the Haringey Governors Association had recently agreed to the appointment of Keith Embleton, Hornsey School for Girls to the remaining secondary governor vacancy and Andreas Adamides, Stamford Hill to the primary governor vacancy.	
5.2	The Chair welcomed Wendy Sagar, Interim Project Accountant CYPS to her first meeting.	
5.3	Min 6.1 SW reported that DfE advice was that they did not feel that it was appropriate for the Head of Alternative provision, a LA officer to take the place of the Pupil Support Centre representative on the Forum and that it should either be a Headteacher or a member of the Management Committee. The Forum <b>AGREED</b> that the Pupil Support Centre’s Management Committee and the current Headteacher consider the matter and that the outcome be discussed with the Local Authority.	CB/SW
5.4	Item 7.3 SW stated that there was not yet any final position in relation to the reduction from 90% funding for 3 year olds.	
5.5	Item 7.4 Confirmation had been received from the Minister of State that the Area Cost Adjustment had to be applied before the minimum funding guarantee.	
5.6	Item 7.11 SW advised that he could find no information to indicate that	

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	the date by which schools have to notify the LA of their budgets had changed from 31 May.	
<b>6.</b>	<b>2013/14 BUDGET STRATEGY (Agenda Item 6) report for information/note/consultation/decision</b>	
6.1	SW gave a detailed update on the issues affecting the determination of the Dedicated Schools Grant (DSG) 2013-14 and its allocation within the context of the Dedicated Schools Budget (DSB)	
6.2	From April 2013 the DSG funding will come through three blocks (Schools, High Needs and Early Years). Although the DSG baseline funding has been increased by the ACA adjustment, this has been partly offset by further transfers of funding required to implement the new funding arrangements. There was to be a hospital top-slice and the transitional protection which local areas had historically received in order to provide free early years education for 90% of the 3 year old population is to be removed for 2013/14. The Forum noted a summary of the 2012-13 DSB income and expenditure, an analysis of the major movements and the resulting, revised baselines.	
6.3	The projected income of £250.625m that will be used to fund the DSB in 2013-14 allocated across each of the three separate blocks was noted; together with detailed information relating to each block.	
6.4	With regard to the Schools Block the indications were that pupil numbers might be 3% higher than last year, which was likely to equate to 30,667 pupils. Although the level of the new baseline guaranteed unit cost of funding (GUF) had not yet been confirmed it was likely to be at a standstill level i.e. £5,878. The Forum noted that the pupil premium will be distributed to all schools based on eligible pupil numbers as at the October pupil count. AA queried the details of the LACSEG spend and the centrally managed services. The Forum noted the former Schools Budget element of LACSEG would in future be delegated to all schools and academies with the possible de-delegation by maintained schools. SW reported that there was an increase in £7.9m in the schools block.	
6.5	In response to a suggestion from MM it was agreed that there would be a future examination of local needs including deprivation which was funded through the schools block. MC commented on the fact that there would be clear winners and losers. NM welcomed the possibility of being able to review the formula next year. He also reminded the Forum that the minimum funding guarantee would be in place for the next two years and the DfE had indicated that there would be some protection beyond then.	SW/NM
6.6	In response to a query from SG the Forum noted that it remained unclear as to how any growth or pressure in respect of high needs pupils and students from 0-25 will be funded in future. It was noted that one of the roles of the High Needs Commissioner will be to review agreed place plus numbers in special and alternative needs provision. SW advised that there could be some scope within the minimum funding guarantee and the high needs block allocation if places numbers proved insufficient.	
6.7	AA queried whether the DfE would take account of the fact that as part of the "In year fair access process" pupils were frequently admitted midterm, many of whom had high needs. SW advised that the DfE were likely to expect the Local Authority to manage individual pupil movement.	

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	The Forum noted that the DfE had accepted that the change of the Plasc date may affect reception classes and therefore adjustments would be made for this cohort only.	
6.8	With regard to the Early Years block, all funding would be provided by the DSG and the January count for pupil numbers would be used for this purpose. The Forum was reminded that, in order to free up capacity to increase participation, the number of full time places had been reduced. Concern was expressed over the impact that this was having on areas of greatest need in the borough, and as the anticipated increase in part-time places had not materialised there was concern this would impact on the levels of funding. A campaign had been launched to encourage the take up of free entitlement for 3 and 4 year olds. JD asked for more specific information around the campaign. MC expressed the view that there should be a sharing of good practice in this area. SW advised that there would be a degree of protection in 2013/14 although the details of the transitional arrangements were not yet known. In addition the Forum noted that, with effect from 1 September 2013 there was a legal responsibility to deliver free education to around 20% of the most disadvantaged 2 year olds and in order to fund this, a transfer would be made from the Early Intervention Grant into DSG with effect from 1 April 2013. The Forum noted that officers would continue to monitor the current issues and impact of the settlement before presenting updated income projections for each of the blocks to the next meeting.	SW
6.9	It was noted that Local Authorities could continue to centrally retain a number of historic and statutory commitments. The Forum deferred a decision on the proposal to retain a number of historic and statutory budgets in 2013-14. Officers agreed to provide further information on the value and effectiveness of central services in advance of the next meeting.	SW
6.10	The Forum agreed to increase the level of the growth fund to £1.5m in view of the significant increase in expected pupil numbers. Details of the proposed criteria to replace the growth factors in the current funding formula were discussed. It was noted that schools and academies would be expected to manage other class size issues within their delegated budgets and as a result schools will no longer receive additional funding for average KS1 class sizes of less than 24 pupils. JD was of the view that there could be issues for bulge classes especially as they could be very needy pupils and consequently could affect a school's achievement data. SW advised that the DfE would not accept any changes in funding for individual pupils and that this was taken into account as part of the set up costs. A decision on the Growth Fund criteria was deferred to the next meeting, pending further clarity on the proposed criteria.	SW
6.11	The Forum noted details of the feedback received from the EFA on compliance issues relating to the proforma. Details of the issues and solutions were noted. The Forum was reminded that the previous meeting had agreed to approved caps of 5% for primary and 8% for secondary but it was noted that the EFA required a consistent cap across the sectors. The Forum therefore agreed a cap of 6.7% With regard to the split site factor a letter expressing concerns from Coleridge primary school was tabled. The Forum agreed that a school would be eligible for the lower amount of £30,000 if the two sites were separated by a major road but the main entrances were within 200 metres of each	

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	other and for schools on more widely separated sites they would be eligible for a higher amount of £60,000. This meant that Coleridge would be allocated £30,000 as a split site factor.	
6.12	PF explained to the Forum how union officials supported staff representation. Although there was a discussion around possible items for de-delegation the Forum asked for more detailed information on the specific items and it was agreed that a further report setting out more details, including historical information and aims and an evaluation of effectiveness, benefits and value for money be presented to the next meeting. NM added that the Forum should consider how the work relating to the items proposed for de-delegation would be undertaken if they were not de-delegated. He also advised that these items applied to both Academies and Maintained Schools. WS advised that it was a statutory requirement to provide staff representation.	SW/NM
6.13	In respect of the previously agreed contingency of £0.5m within the High Needs Block to support schools with disproportionately high numbers of statemented pupils compared with funding for deprivation and low prior attainment, the Forum agreed that other than in exceptional circumstances the contingency would be allocated late in the Autumn term.	
6.14	The minimum projected income for the Early years block for 2013/14 was £16.373m. It was noted that the current Early Years Single Funding Formula was not compliant with the new funding arrangements and meant that the Local Authority could no longer have a VAT supplement for Private, Voluntary and Independent providers not registered for VAT. It was agreed that £17K which was the sum of funding which this provided this year would be incorporated into the hourly rate for all PVI providers. It was also agreed that the sum of £172k be allocated to nursery schools as a sustainability lump sum, as this currently funded nursery schools for former standards fund and teachers pay grant. In addition officers were working on proposals for a 2 year old EYSFF details of which would be presented to a future meeting. JV raised the issue that the hourly rate paid did not recognise our inner London pay status for teachers and SW advised that despite representations being made the DfE remained adamant that the hourly rate should be based on general labour market characteristics and would not be increased.	SW
	<p><b>RESOLVED:-</b></p> <ol style="list-style-type: none"> <li><b>1. That the restatement of the 2012/13 DSB over the three blocks and revised baselines be noted.</b></li> <li><b>2. That the indicative Dedicated Schools Budget income 2013/14 including each of the 3 DSG blocks of £250.625m be noted.</b></li> <li><b>3. That the central retention of historic and statutory budgets (£3.602m) within the Schools Block be deferred to the next meeting.</b></li> <li><b>4. That the creation of a Growth Fund for 2013-14 through a £1.5m top-slice of the Schools Block be agreed</b></li> <li><b>5. That the criteria for the Growth Fund be deferred to the next</b></li> </ol>	

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	<p>meeting</p> <p>6. That the Forum the criteria for the split site factor in the 5-16 formula as set out in the report be approved.</p> <p>7. That no de-delegations be approved pending further detailed information being provided to the next meeting.</p> <p>8. That a consistent cap on gains of 6.7% in order to fund the MFG be approved.</p> <p>9. That the exceptional circumstances criteria for payments for the High Needs contingency be approved.</p> <p>10. That the changes to the EYSS to ensure compliance with the new arrangements be approved.</p>	
<b>10.</b>	<b>ANY OTHER URGENT BUSINESS</b>	
	There was none.	
<b>11.</b>	<b>DATE OF THE NEXT MEETING –</b>	
	The Chair reminded the meeting of the request to bring forward the date of the next meeting in order to complete the funding pro-forma by 18 January. The Forum therefore AGREED that the next meeting be held on 17 January 2013.	

The meeting closed at 6.20 pm

**TONY HARTNEY**

Chair