

**MINUTES OF THE SCHOOLS FORUM MEETING  
THURSDAY 28 FEBRUARY 2013**

**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 (A) (Park View), \*Tony Hartney  
(Gladesmore),\*Monica Duncan (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 (Welbourne),\* Louis Fisher (Earlsmead), \*Laura  
Butterfield (Coldfall), Andreas Adamides(A) (Stamford Hill), \*Jan  
Smosarski (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  
**Professional Association Representative-** Julie Davies  
**Trade Union Representative** -Pat Forward  
**14-19 Partnership-** June Jarrett  
**Early Years Providers** -\*Susan Tudor-Hart  
**Faith Schools** - Mark Rowland

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**Observers:-**

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

**Also attending:**

Steve Worth, Finance Manager (Schools)  
Wendy Sagar, Interim Head of CYPS Finance  
Carolyn Banks, Clerk to Forum  
Jan Doust, Deputy Director, CYPS  
Phil Di Leo, Head of Service to Children & Young People with  
Additional Needs & Disability  
Kirstie Watkins, Head of Inclusion  
Ros Cooke, Head of Early Years

\*Members present  
A Apologies given

TONY HARTNEY [CHAIR] IN THE CHAIR

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**ACTION**

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<b>MINUTE NO.</b>	<b>SUBJECT/DECISION</b>	<b>BY</b>
<b>1.</b>	<b>CHAIR'S WELCOME</b>	
1.1	The Chair welcomed everyone to the meeting. He reported that he had received a resignation letter from Julie Davies, the representative from the Haringey Teachers' Panel. She had expressed her disappointment over the Forum's decision not to de-delegate funding for union representation, support and advice. The Forum AGREED that her letter be appended to the minutes of this meeting.	
	There was some concern raised over the discussions at the last meeting, which, although as agreed were not minuted, had been reported outside of the meeting. It was therefore suggested and AGREED that a code of conduct for Forum members be produced. It was also AGREED that this be discussed at the next meeting.	WS/SW/ CB
	The Chair also reported that Val Buckett had submitted her resignation as the Children's Centre staff representative. During the course of the meeting communication was received to the effect that Julie Vaggers had been appointed as the replacement representative for this category.  <b>RESOLVED:</b> <b>That the appointment of Julie Vaggers as the Children's Centre staff representative be approved.</b>	
<b>2.</b>	<b>APOLOGIES AND SUBSTITUTE MEMBERS ( Agenda Item 2)</b>	
2.1	Apologies for absence were received from Val Buckett, Maxine Pattison, Linda Sarr, Evelyn Pittman, Andreas Adamides and Alex Atherton	
2.2	There were no substitute members.	
<b>3.</b>	<b>DECLARATION OF INTEREST (Agenda Item 4)</b>	
3.1	There were no declarations of interest made.	
<b>4</b>	<b>MINUTES OF MEETING HELD ON 17 JANUARY 2013 (Agenda Item 5)</b>	
4.1	<b>AGREED:</b> The minutes of the meeting were agreed as a true record subject to the following amendment:-  Resolution 10 to read:-  That the secondary phase retains the basic allocation for staff supply costs and maintain the statutory requirements.	
<b>5.</b>	<b>MATTERS ARISING</b>	
5.1	MMcK reminded the Forum that Steve Davies had admitted that he may have overstated the employment status of individuals in relation to the Behaviour Support Services. In response to a query about the	

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	consequences of the Forum's decision not to approve this de-delegation JD advised that discussions were currently taking place with the staff affected.	
<b>6.</b>	<b>EARLY YEARS BLOCK BUDGET STRATEGY 2013/14 (Agenda Item 6)</b> <i>report for information/note/consultation/decision</i>	
6.1	SW provided the Forum with background information regarding the budget arrangements for the provision of early years for 2013/14. In addition to the new funding arrangements resulting from the implementation of the School Funding reform for 2013/14, from 1 September 2013 the Local Authority will have a statutory responsibility to provide 15 hours of free early years education for the most vulnerable two year olds. Eligibility would be based on free school meals criteria and was intended to apply to the most disadvantaged 20%. The aim was to support better long term outcomes by improving attainment.	
6.2	Haringey had been providing a two year old pilot programme initially as part of the national pilot. Based on the DfE's assessment and an 80% participation level, the LA expected to provide in the region of 730 places following the statutory entitlement for 882 eligible 2 year olds in September 2013. This means that around 450 additional quality places needs to be identified for this year and for September 2014 when the criteria is widened to 40% a further 800 places will be needed. The two year old funding for 2013-14 and 2014-15 was fixed and not dependant upon participation levels, but would move to a participation basis from April 2015.	
6.3	Although previous meetings had already looked at the early years block, SW drew members' attention to a number of issues. In particular the Forum noted that there was a clawback made in the following financial year to reflect the difference between indicative numbers and actual participation. Details of the movement in participation levels during the current financial year were noted which had generated a clawback of £626K from primary schools and £59K from nursery schools. It was noted that there were 5 schools that would be subject to significant clawback, all of which had significant reductions in funded full time places. In order to minimise turbulence for these schools and enable them to manage the transition a cap of £40,000 for 2012/13 only was agreed. Consequently a clawback of £553,000 would be added to the 2013/14 Early years block funding.	
6.4	SW advised that the DfE had stated, despite reservations being made to them, that funding was at the rate of £5.28 per hour per child from September 2013, which was lower than the rates currently paid. Members of the Forum expressed their concern over this and felt that it was likely to be unacceptable to many providers and could be a barrier to increasing capacity. In response to a question relating to the quality of childminding RC advised that the LA had a central team that monitored quality as well as providing training and support to them.	
6.5	As part of the single funding formula for the two year old provision from September 2013, it was agreed that officers would work with the Early Years Working Group on this matter. Pending this, the Forum agreed that the current rate of £5.74 per hour per child be paid for new places and the market cost for established children's centre places continue to be paid for participation to the end of August 2013. In addition it was	

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	<p>agreed that the Working group would review the formula for 3 and 4 year old provision in order to ensure that the single funding for all early education was properly aligned from April 2014. The working group would also look at how provision and funding can best support the early years strategy and support children affected by the benefits cap. The Forum <b>AGREED</b> the revised terms of reference for the Early Years Working Group as extended to incorporate 2YO expansion, childcare strategy, review of the use of EY funding and links to the EY strategy. There was some discussion around the proposed membership of the working party and it was agreed that WW would contact other primary schools with nursery classes with a view to filling the Primary school place. MM also stated that as she was the children's centre representative there was a further primary school place vacant. The EYWG would try to fill the vacancies. The Forum was of the view that it was important to have good representation across the various groups.</p>	WW
6.6	The Forum noted the summary of the 2012/13 EYB income and expenditure and the resulting revised baseline guaranteed unit of funding.	
6.7	The proposed budget strategy for 2013/14 was to maintain stability and it was <b>AGREED</b> that the transfer funding (£3.699m) for the vulnerable 2 year old entitlement be ring fenced for the delivery of that offer and capacity building. The remaining funding would be available to support delivery of 15 hours of free education for 3 and 4 year olds.	
6.8	It was agreed that a contingency of £669K in 2013/14 be held pending the work of the EYWG. The balance of the early years funding £1.949m has previously been agreed to be centrally retained.	
6.9	The Forum noted that there would be further reports regarding the Early Years block budget for 2014/15 and proposals across a range of early years funding.	
6.10	<p><b>RESOLVED:-</b></p> <ul style="list-style-type: none"> <li>(i) That the restatement of the 2012-13 Early Year block and revised baseline be noted</li> <li>(ii) That the indicative Early Years block income 2013-14 of £17.274m be noted.</li> <li>(iii) That the central retention of historic and statutory budgets (£1.949m) within the Early Years Block be approved</li> <li>(iv) That the retention of a three and four year old EYSFF Contingency Fund (£669m) for 2013-14 be approved</li> <li>(v) That the revised terms of reference for a Working Group to work with officers and make recommendations to the Forum at future meetings on key issues be approved.</li> <li>(vi) That the budget adjustments for nursery and primary providers to reflect actual participation in 2012-13 be approved</li> <li>(vii) That a cap of £40,000 in respect of the 3 and 4YO EYSFF 2012-13 be approved</li> <li>(viii) That EYSFF payments of £5.74 per hour per child for all providers for the summer term only, except Children's Centres which will continue to be paid at market cost for the summer term only be approved</li> </ul>	
7.	<b>HIGH NEEDS BLOCK BUDGET STRATEGY 2013/14 (Agenda Item 7)</b> <i>report for information/note/consultation/decision</i>	

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7.1	Further to previous meetings SW gave a detailed presentation on the budget arrangements for provision for pupils up to age 25 with high levels of need for 2013/14. The new arrangements which included significant changes to High Needs provision and funding were being introduced within a challenging timescale for the financial year 2013/14 and with the continuing level of uncertainty it was noted there was a risk to be considered when considering the budget proposals.	
	The Forum noted the background and reasons for the reform and the introduction of an integrated education care and health plan. Underpinning this the DfE was requiring LA's to implement a set of funding arrangements for pupils and students with high needs that is responsive to the needs of individual pupils and students. From 2014 it was noted that parents would be given a new legal right to a personal budget to buy in specialist educational needs (SEN) and care services for their children. From April 2013 it was noted that as part of the school funding reform all high needs pupils would be funded through a place plus methodology, with the exception of Academies and post 16 students where the changes come in from September 2013.	
	The Forum was informed of the details of the funding reform and noted the calculations relating to the notional SEN budget. In addition it was noted that the DfE has recommended a banding system be adopted for the allocation of the top up element for children and young people with high needs, which was similar to the current system. SW stated that the LA would be maintaining the current banding system for the top up element for 2013/14 and would develop revised descriptions and a banding framework from April 2014. In response to a request for further clarification on the £6000 base funding delegated to schools to support high needs pupils SW advised that it was part of the school's budget share, allocated through formula funding and that £3.1m had been moved into the school's budget with only £0.5m retained in contingency. PdiL told the Forum that through the local offer there was a need to assure parents that local needs could be met and there was a cross borough working party looking at this. A new Working Group would be set up to examine the proposals in great detail. There was a discussion around the membership of this Group and concern was expressed that there were no governors on it. It was noted that the proposals would enable the new banding framework to be aligned to the introduction of the Local Core offer and Single Education, Health Care Plan from 2014. The Forum noted that the implementation of the new arrangements whereby schools would be responsible for recovering top ups from other LA's would be challenging, especially for Blanche Neville where pupils came from 11 different authorities.	
	With regard to post 16 LA's will be taking on new responsibilities for SEN students up to the age of 25 in FE settings. A meeting had been held with the DfE to try to ensure that there was a broad understanding of the process. The Forum was also advised that there were concerns over the level of resources that would be required and how it would operate.	
	The potential growth and pressures on school places was noted. The Forum noted that Haringey was part of the NLSA (North London Strategic Alliance) and that work was underway to share approaches to the implementing of the funding reforms and to develop a protocol for cross borough placements in mainstream and special provision. In	

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	response to a question around the number of pupils in independent places PdiL advised that, although the numbers being placed in residential places was reducing and it was now very rare for a very young child to be placed outside the borough, there would always be some, as these children had complex needs. Work was also taking place with the North London Consortium working across the borough's.	
6.13	Although the education finance settlement did not provide any additional funding for the High Needs Block, the DfE would be considering how funding would change in the future. In response to a request for further clarification SW advised that the LA was looking at the costs for some schools that had large number of statemented pupils and how the requirement to fund the first £6,000 of additional costs compares with the funding they receive. In response to ZB seeking clarification on how the new system would work, PdiL advised that the LA would work closely with parents on the implementation of the changes.	
6.14	With regard to alternative provision with effect from 1 April 2013 the LA was required to establish a management committee and delegate budgets and other responsibilities to the Committee. JD explained that as a result of concerns that the LA had regarding the management and performance at the Octagon, (the secondary PRU) an Interim Executive Board had been put in place. The Forum would be updated at a future meeting with regard to the reconfiguration of alternative provision and a Project Plan was being developed. In response to a query around the number of places that would be available SW advised that there would be 30 secondary and 12 primary places. The Management Committee would have a delegated budget and a top up from the LA. In total, the proposed budget for 2013/14 would be the same as the current year. JD assured the Forum that meeting the needs of the young people attending the Octagon was paramount. To this effect changes were being made to the way that the PRU operated. In response to a comment regarding the lack of information it was <b>AGREED</b> that a report on Alternative Provision be provided to the next meeting.	JD  JD/HJ
6.15	The Forum <b>AGREED</b> that a High Needs Working group should be set up to advise officers on the high needs issues and to review funding allocations within the High Needs block to ensure that funding meets needs and supports both the inclusion strategy and the proposed legislation arising from the Green Paper. It was <b>AGREED</b> that there should be three governors, representing primary, special and secondary on the Working Party and a representative from the FE College should also be invited.	SW/WS
6.16	A summary of the High Needs Block income and expenditure 2012/13 was provided together with a summary for 2013/14, which showed the projected income for 2013/14 at £29.84m.	
6.17	The Forum <b>AGREED</b> the budget proposals relating to special schools provision, independent placements, resourced provision, mainstream top up, Alternative provision, SEN Support Services and provision for pupils with SEN, other High Needs services and High Needs Contingency. SG felt that there was a need to understand the number of exclusions and the need to see a map of provision and if necessary more provision be added.	
	In response to a question regarding a traded service being offered for dealing with other local authorities it was noted that although this had	

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	been considered, there was at present, no definitive decision. SW added that this was a year of transition and no firm decisions had been made.	SW/JD
6.18	In response to a query from MM regarding the position for children with statements from 2014, PdiL advised that the DfE had confirmed that they did not want to see families troubled by the changes and if pupils needed an assessment then a statement could be issued. The LA was waiting to hear how pupils would move from a statement to a plan.	
	<p><b>RESOLVED:</b></p> <p><b>1. That the restatement of the 2012-13 High Needs block and revised baseline be noted.</b></p> <p><b>2. That the indicative High Needs block income 2013-14 of £29.840m be noted.</b></p> <p><b>3. That the budget proposals for 2013-14 be approved</b></p> <p><b>4. That the establishment and membership of a High Needs Working Group to work with officers and make recommendations to future meetings of the Forum be approved. It was noted that the terms of reference would be confirmed at the first meeting.</b></p> <p><b>5. That the following governors be appointed to the High Needs Working Group:- Jan Smosarksi (Primary), Marianne McCarthy (Secondary) and Vik Seeborum (Special). In addition a representative from the Sixth Form College and the FE College to be invited to the Working Group.</b></p> <p><b>6. That the continuing uncertainty regarding responsibility and funding for post 16 high needs pupils and students be noted.</b></p> <p><b>7. That a report be presented to the next meeting on Alternative provision.</b></p>	
<b>8.</b>	<b>THE SCHOOL AND EARLY YEARS FINANCE REGULATIONS 2012 (Agenda Item 8) report for information/note/consultation</b>	
	SW informed the Forum of the publication of the new Finance Regulations and highlighted the main changes that were being introduced for 2013/14.	
	The Forum was advised of the proposed changes to Haringey's Scheme for Financing, which had been previously reported to the Forum and had been the subject of consultation with schools.	
	Details regarding school governing body compliance of the Schools Financial Value Standards together with directed additions to the Scheme were noted.	
	<p>There was a query around the use of the Council's Legal and Personnel costs and some concern was expressed over the quality of the service. Cllr Waters agreed to provide some further information in relation to HR support on offer.</p> <p><b>RESOLVED:-</b></p> <p><b>That the School and Early Years Finance Regulations 2012 be noted and the changes to the Scheme set out in the report be approved.</b></p>	Cllr Waters

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9.	<p><b>REVIEW OF 2013/14 SCHOOL FUNDING ARRANGEMENTS</b> (Agenda Item 9) <i>report for information/note</i></p>	
	<p>The Forum was informed of the consultation document in relation review of 2013/14 funding arrangements from the DfE which had a response date of 26 March.</p> <p><b>RESOLVED:-</b></p> <p>That all Forum members be invited to the reconvened Funding Formula Review Group to review the funding formula and to agree the response to the consultation document.</p>	
10.	<p><b>WORK PLAN FOR 2012/13</b> (Agenda Item 10) <i>report for information/note</i></p>	
	<p>WS presented a draft workplan for the remainder of the current Academic year. In addition to the items listed it was noted that there would be a report on the Governors Support and Training Unit.</p> <p><b>RESOLVED:</b></p> <p><b>That the proposed work plan for 2012-13 be approved, subject to the addition of a report on the Governors Support and Training Unit to a future meeting.</b></p>	SWWS/ JA
11.	<p><b>ANY OTHER URGENT BUSINESS</b></p>	
	<p>In response to a query from MMcC around raising issues and ensuring that governors are informed of initiatives members of the Forum were notified of the new Schools Bulletin, which had recently been introduced as the fortnightly method of communication with schools and governors.</p>	
12.	<p><b>DATE OF FUTURE MEETINGS</b></p> <p>23 May 2013 11 July 2013 26 September 2013</p>	

The meeting closed at 6.30 pm

**TONY HARTNEY**

Chair