

**MINUTES OF THE SCHOOLS FORUM MEETING  
THURSDAY 23 MAY 2013**

**Schools Members:**

**Headteachers:**

**Special (1)** - Martin Doyle \* (Riverside),

**Children's Centres (1)** - Julie Vaggers \* (Rowland Hill),

**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 (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(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

**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 (A)

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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 (A), Clerk to Forum

Jan Doust (A), Deputy Director, CYPS

Paul Senior\*, Consultant

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

Anne Woods, Head of Audit and Risk Management.

\*Members present

A Apologies given

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TONY HARTNEY [CHAIR] IN THE CHAIR

MINUTE NO.	SUBJECT/DECISION	ACTION BY
1.	<b>CHAIR'S WELCOME</b>	
1.1	The Chair welcomed everyone to the meeting. Introductions were made around the room for the benefit of colleagues..	
2.	<b>APOLOGIES AND SUBSTITUTE MEMBERS</b>	
2.1	Apologies for absence were received from Carolyn Banks, Miriam Ridge, Linda Sarr, Evelyn Pittman, Andreas Adamides and Alex Atherton and Jan Doust.	
2.2	<p>Annette Manley was substituting for Linda Sarr.</p> <p>A question was raised as to whether potentially any members whose schools converted to academy status mid-year would remain eligible to continue as a member of the forum as this would change the representational mix.</p> <p>It was resolved that if this should this happen they would continue for the remainder of the academic year and the place would be refilled the following academic year with new members to proportionately fill roles.</p>	
3.	<b>DECLARATION OF INTEREST (Agenda Item 4)</b>	
3.1	Alex Atherton notified the forum that he would withdraw from the room during the vote on the JLS item.	
4.	<b>MINUTES OF MEETING HELD ON 28 March 2013 (Agenda Item 5)</b>	
4.1	<b>AGREED:</b> The minutes of the meeting were agreed as a true record.	
5.	<b>MATTERS ARISING</b>	
5.1	There were no matters arising that were not covered on the agenda.	
6.	<b>THE SCHOOLS INTERNAL AUDIT PROGRAMME (Agenda Item 6)</b> <i>report for information/note/consultation/decision</i> Anne Woods	
6.1	<p>In the past three years the levels of 'limited assurance' ratings as outcomes from schools who have had financial audits in Haringey have been concerning.</p> <p>Where the outcome has been limited assurance a pattern is emerging that schools have identified good controls, but do not always put those controls into practice.</p> <p>There have been serious compliance gaps identified and there are some commonalities across schools which include:</p> <p>Scheme of delegation, not reviewed or signed.</p> <p>Not signing off minutes where recommendations have been made.</p> <p>Not having an inventory.</p> <p>Unsigned policies.</p> <p>No committee terms of reference, or not reviewed.</p>	

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	A fuller list had been circulated with the papers for the meeting which was noted by members.	
6.2	Anne informed the forum that she had spoken to Headteachers at their primary and secondary Headteacher meetings, and an audit checklist which forms the framework of financial audits has been circulated. The forum <b>RESOLVED</b> that the checklist should be circulated to all schools.	
6.3	Members noted that it is about getting better at getting the basics right. It was planned that a training session/workshop will be provided for school staff. It was <b>RESOLVED</b> that workshops for staff should be provided.	
6.4	It was noted that the SFVS is a financial self-evaluation tool. Financial Audits takes into account the original FMSiS framework.  A checklist of audit requirements had been circulated to Headteachers, it was noted and agreed that it would be useful for governors to also have the checklist. It was noted that Anne would be delivering training to governors on 3 <sup>rd</sup> June 2013. It was noted that the training date of 3 <sup>rd</sup> June had been re-circulated to governors the previous day. It was <b>RESOLVED</b> that the checklist is circulated to governors.	
6.5	The was a query raised regarding LA signatories and whether the LA could let schools know who the current two people are. It was highlighted that there is a group of officers able to act in this capacity.	
7.	<b>CLOSURE OF JOHN LOUGHBOROUGH SCHOOL (Agenda Item 7) report for information/note/consultation/decision</b> Steve worth.	
7.1	Report brings to attention financial impact of the potential closure of JLS school.	
7.2	It was noted that the governing body had referring the Council's decision to close the school on 31 <sup>st</sup> August 2013 to the schools adjudicator. If JLS closes on 31 <sup>st</sup> August £1.28million of delegated funding is released.	
7.3	A major concern for the Council is to minimise the educational disruption of the Year 10 cohort. The LA have talked to Park View regarding offering continuity to the Yr10 pupils by forming bulge classes at Park View.	
7.4	The report sets out the need to advertise for staff before the adjudicator reaches a decision and that this poses a significant risk to Park View.  The LA is therefore seeking the Forum's agreement that funding will be made available to Park View to underwrite the risk to the school.	
7.6	Members queried what other alternatives are available. It was highlighted that:  Consultation revealed pupils at JLS wanted to stay together as a cohort.  If it was not possible to form a bulge class the pupils would be dispersed through other schools which was not a satisfactory approach.	

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7.7	The LA are recommending that the Forum agree in principle to underwrite the costs of Park View and that a further report will be presented to the Forum in September giving an update on the position and estimated costs.	SW/WS
7.8	<b><i>Alex Atherton and Will Wawn left the meeting at this point.</i></b>	
7.9	The forum voted unanimously in favour of the principle to support Park View by underwriting the risk to the school. <b><i>Alex Atherton and Will Wawn rejoined the meeting at this point.</i></b>	
7.10	It was confirmed because of the faith element of JLS the school has a wide in take area, a higher than average proportion of pupils in JLS are from out of borough.	
7.11	<b><i>It was noted that the closing date for admissions is 24<sup>th</sup> May 2013, and should the changes go ahead as planned younger siblings may also want to attend Park View.</i></b>	
8.	<b>EARLY YEARS FUNDING FORMULA FOR TWO YEAR OLDS AND THE PROVISION OF EARLY EDUCATION PLACES</b>	
8.1	It was noted that LAs are required by the DfE to create a single funding formula for 2 yr old provision.	
8.2	It was noted that there are DfE proposals that LAs may be required to use a single rate for all providers. The required increase in the number of places to meet DfE targets is challenging. For September there are 600 additional places and an additional anticipated 800 places 2014. Children eligible are those who would have FSM or come from families with less than 16k household income.	
8.3	The consultation document was attached as an appendix to the report. A further report will come back to this group in July for formal consultation.	
8.4	It was noted that the plasc data for EYFS in the third week of term is a risk and not aligned to other PLASC dates. It was noted that for 3 year olds funding is counted from time of the PLASC collection date.	
8.5	It was noted that there will be implications for nursery schools, there are questions and issues about rates and different costs in different sectors and the role and function of nursery schools.	
8.6	There are three centres in the LA that will need to look at how they model and commission provision at the rates funded by the DfE. Many private providers may also consider the funding level too low. Playgroup type provision may be the only way providers are able to meet provision at this level of funding.	
8.7	There is £700k capital funding, which is insufficient for 1500 places. It was highlighted that if funding was cut back in the second year and only a flat rate was available some providers may withdraw. It was noted that changes in funding meets need of central governments funding cuts.	
8.8	It was suggested that a cohesive strategy is needed for early intervention including children's centre. Jon Abbey agreed to speak to Jan Doust and Ann Walters regarding this.	Jon Abbey

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9.	<b>ALTERNATIVE PROVISION</b> (Agenda Item 9) <i>report for information/note</i> Taken as 4th item.	
9.1	Paul Senior has been commissioned by the LA to look at several departments including alternative provision and education otherwise than at school. There is a national requirement regarding alternative provision.	
9.2	Page 3 of the supporting papers lays out an executive summary. The Forum was informed that recommendations will be made that address the current needs of Haringey pupils and pulls together best practice and models from across the country.	
9.3	A project board has been set up with representation from the Schools Forum and the Octagon PRU IEG along with other stake holders. In response to a question regarding representation from the Schools Forum on the project board it was recommend and <b>AGREED</b> that Tony Hartney fills that role.	
9.4	It was noted that Schools Forum would like a representative from The Octagon to join the Forum. Jon Abbey agreed to source someone.	Jon Abbey
9.5	It was noted that the process of structural change can start by 1 <sup>st</sup> April 2014. Consultation will take place with relevant stakeholders.	
9.6	In response to a question regarding comparisons to the declining exclusion figures in other LAs when Haringey's were rising it was highlighted that a mapping exercise to identify needs and fill gap will be undertaken as part of the proposed changes.	
9.7	It was explained that there are several models across the countries for section 19 provision. The LA has the responsibility to ensure that pupils receive an appropriate quality education.	
9.8	It was noted that use of The Octagon building will be reviewed.	
9.9	A member commented that in evidence based practice, young people can drop out when services are commissioned by external providers.	
9.10	It was highlighted that the forum has not been receiving data regarding exclusion numbers and where the pupils are being excluded from.  Paul Senior reassured the Forum that recommendations will be based on what works for pupils and what will work in Haringey, data and evidence will be considered.	
9.11	It was questioned how are schools and governors held to account if responsibilities and funding are devolved/ delegated to schools.	
9.12	It was <b>RESOLVED</b> that this will be a standing agenda item on schools forum.	CLERK
9.13	It was confirmed that the LA will look at data to commission needs led outcome focussed bespoke solutions.	
9.14	It was confirmed that current progress was on track to meet the identified milestones contained in the appendix.	
9.15	It was noted that the current unit cost at The Octagon is high, which is not sustainable.	
9.16	A cultural shift is needed regarding to commissioning and allowing data to inform need.	
9.17	A strategic review of alternative provision is being undertaken it was	

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	<p>noted that some providers worked across different LAs and offered different rates.</p> <p>It was noted that quality assurance measure needed to be inbuilt into commissioning strategies.</p>	
9.18	It was noted that the report responds to requirements of the Taylor Report.	
10.	<b>FORUM CODE OF CONDUCT</b>	
10.1	<p>A draft proposal was circulated with the papers.</p> <p>It was agreed to remove the last sentence in point 7.</p> <p>The forum <b>AGREED</b> to adopt the code of conduct.</p>	
11.	<b>FEEDBACK FROM WORKING GROUP</b> taken as item 6.	
11.1	Funding reform.	
11.1.1	<p>The funding reform working group had met once and are looking at the funding formula for 2014-2015.</p> <p>If the DfE sticks to its published there will be a national funding formula in 2015.</p>	Workshop members
11.1.2	The DfE have a produced map of funding allocations across the country which can be used as a bench marking tool.	
11.1.3	The funding reform workshop group will look at centrally retained budget and will make recommendations to forum in due course.	
11.2	High Needs- Phil Di Leo.	
11.2.1	<p>Members noted the progress report in their papers.</p> <p>It was highlighted that all schools and recoupment academies have received notional budgets and indication of any tops up.</p> <p>For Academies the change in stated funding begins in September.</p>	
11.2.2	Blanche Nevile has approximately 44 pupils from several local authorities. They have not received any funding as yet from these LAs although invoices have been sent. The position is being monitored for any long term issues arising.	
11.2.3	It was noted that there could have been a longer lead in period for the changes as all LAs are struggling to set up new payment arrangements, agree funding requests etc.	
11.2.4	<p>On page 13 there is a model protocols from LGA which can be signed by both the schools and the LA.</p> <p>The agreement is future proofed for Education, Care and Health Plans.</p>	
11.2.5	<p>It was noted that top-up funding will not paid if long term illness or exclusion.</p> <p>Money should move as close as real time as possible.</p>	
11.2.6	The education provision will be costed in new statements and the number of support hours will be phased out from the statement.	
11.2.7	There could be opportunities for cross school commissioning of specialist support.	
11.2.8	Schools will need to publish a local offer for SEN in 2014.	

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	<p>A newly formed SENCO working party is looking at local offer models. It is envisaged that the offer will be co-produced with parents.</p> <p>The offer should address how schools meet need of pupils at school action and school action plus.</p>	
11.2.9	Top up funding bands for special schools have been agreed.	
11.2.10	<p>It was noted that the North London Strategic Alliance with neighbouring LAs is working on the post 16 funding reforms.</p> <p>The alliance has recently met with the funding agency and local councils.</p>	
11.2.11	<p>Attempts are being made to track 23-24 years olds, and there educational provision, working with colleges. This area remains challenging and a potential area for concern.</p> <p>The workgroup will have dedicated meeting regarding post 16 provision in June.</p>	
11.2.12	It was noted that Haringey is at same place in setting up systems to pay out of borough schools.	
11.2.13	<p>Members queried how schools will the determine cost of their local offer, how is funding given to parents to purchase provision.</p> <p>Schools will be able to cost their Local Offer in the same way that they cost their current provision maps. It is advised that this information is made available to parents. The Pathfinders are piloting using the top-up funding to support parents to purchase elements of education provision.</p> <p>It was noted that there are 20 pathfinders, one of which has already been taken to tribunal regarding the use of top-up funding.</p>	
11.2.14	Direct payments can only be used for the top-up element of the funding elements. Good local offers and showing use of funding should minimise needs for parents to request alternative provision.	
11.2.15	Members of the forum wished to record that Haringey SEN doing very well and record their appreciation and thanks.	
11.3	Early Years.	
11.3.1	<p>Members were informed that the group is meeting regularly and have a workplan.</p> <p>The group will be reviewing full time places and childcare subsidy at the next meeting.</p>	
12.	<b>WORK PLAN FOR REMAINDER OF ACADEMIC YEAR</b>	
	The workplan had been circulated with the papers and was duly noted	
13.	<b>ANY OTHER URGENT BUSINESS</b>	
	None	
14.	<b>DATE OF FUTURE MEETINGS</b> 3 July 2013 26 September 2013 5 December 2013	

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	16 January 2014 27 February 2014 22 May 2014 3 July 2014	
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The meeting closed at 5.55 pm

**TONY HARTNEY**

Chair