

**MINUTES OF THE SCHOOLS FORUM MEETING  
WEDNESDAY 3 JULY 2013**

**Schools Members:**

**Headteachers:**                   **Special (1)** - Martin Doyle A (Riverside),

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

**Primary (7)** \*Evelyn Pittman (A)(Tetherdown), \*Fran Hargroves ( St Mary's CE), \*Will Wawn (Bounds Green) \*Linda Sarr (A) ( St Ann's), Cal Shaw ( Chestnuts), \*Julie D'Abreu (Devonshire Hill), Vacancy

**Secondary (4)** Alex Atherton A(Park View), \*Tony Hartney (Gladesmore),Monica Duncan A (Northumberland Park), Simon Garrill A (Heartlands)

**Academies (2)** Paul Sutton (Greig City), Michael McKenzie A(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** - Vacancy

**Trade Union Representative** - \*Pat Forward

**14-19 Partnership** - June Jarrett A

**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 (A), Finance Manager (Schools)

  Wendy Sagar\*, Interim Head of CYPS Finance

  Carolyn Banks \*, Clerk to Forum

  Jon Abbey\*, Assistant Director, CYPS

  Jan Doust (A), Deputy Director, CYPS

  Paul Senior\*, Consultant

  Ros Cooke\*, Head of Early Years

\*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 last meeting of the current academic year.	
2.	<b>APOLOGIES AND SUBSTITUTION MEMBERS</b>	
2.1	Apologies for absence were received from Steve Worth, Jan Doust, Andreas Adamides, Cal Shaw, Vik Seeborun and Alex Atherton.	
2.2	Mike Clayden was substituting for Monica Duncan and Margaret Sumner for Martin Doyle.	
	Although Dawn Ferdinand stated that she had been appointed as a primary representative to the Forum the Clerk advised that she had not received any written confirmation of this and that therefore she could only attend as an observer until such time as formal notification was received.	Prim HT's
3.	<b>DECLARATION OF INTEREST (Agenda Item 4)</b>	
3.1	There were none.	
4.	<b>MINUTES OF MEETING HELD ON 23 May 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 corrections:  Para 8.8 children's centres should read nursery schools Para 9.4 A governor or headteacher representative from a PRU should be invited to join the Forum. In reply JA advised that he hoped to be able report back on this matter to the next meeting.	JA
5.	<b>MATTERS ARISING</b>	
5.1	There were no matters arising that were not covered on the agenda.	
6.	<b>ALTERNATIVE PROVISION (Agenda Item 6)</b>	
6.1	PS provided the meeting with verbal feedback on the outcome of the Ofsted inspection which had taken place on 10-11 June and had resulted in both PRU's being placed in special measures despite the primary PRU being good with outstanding features. The secondary PRU had achieved an inadequate rating.	
6.2	It was noted that the LA had been concerned about the provision provided at the secondary PRU and were in the process of making changes, which had been recognised by the inspection. The changes would now have to be escalated. The full report would be shared with Forum members as soon as possible.	PS
6.3	In response to a query from ZB as to whether as a result of the inspection the PRU was likely to become an Academy PS indicated that this was the DfE's expectation and if the LA wished to pursue an	

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	alternative they would need the Secretary of State's approval. JA confirmed that options would be explored at the forthcoming IEB meeting, which could include provision being deployed to a schools consortium, federating with another PRU or aligning with an Academy.	
6.4	PS also provided the Forum with an update on some key change proposals from the Project plan which it was noted would be adjusted as a result of the Ofsted findings and would reflect outcomes. MM spoke about the importance of data tracking and monitoring to ensure that information was shared on vulnerable children and their families. The meeting was also informed that a worker from the troubled family project was being placed in the PRU.	
7.	<b>TWO YEAR OLD FUNDING FORMULA (Agenda Item 7)</b>	
7.1	RC presented a report which sought the Forum's views on the proposed funding formula for two year old free entitlement which the Local Authority was required to set.	
7.2	The Forum was reminded of the successful national pilot programme in Haringey which had provided places for disadvantaged two year olds the results of which had shown a positive outcome. The new programme is now based on an economic eligibility criteria for children's families and is funded at a lower rate than the pilot programme.	
7.3	An indication of the number of places required for 2013/14 and 2014/15 was provided together with the projected need on a ward by ward basis.	
7.4	It was noted that staffing rates in the Authority's managed children's centres and many private nurseries were generally higher than in most playgroups or for some childminders which would have an impact on the affordability of places.	
7.6	RC stated that it was proposed that the existing 280 places that were being funded at £5.74 would continue to be funded at this rate in order to secure the continuation of places for the next two terms rather than the proposed rate of £5.18.	
7.7	It was noted that the Early Years Working Group had met regularly during May and June and there had been consultation with a wide range of providers and other interested parties. RC reported that the working group had particularly asked for representations to be made to the DfE around the low funding allocation for this provision.	
7.8	Although the working group had originally considered the cost of provision across different providers to inform provision of a range of base rates, recent DfE consultation had indicated that this may not be sustained beyond March 2014 and there was an expectation that there would be requirement for a single flat rate for all two year old provision in any Local Authority area.	
7.9	RC expressed concern over the feedback from the consultation which indicated that many providers would not be able to deliver places at the proposed hourly rate. It was however important that providers be informed of the rate so that they can plan their places and that the LA continue to work with providers to ensure the most disadvantaged children have a better future.	

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7.10	WW raised some concern over the proposed top slice of 2% for administering the programme especially if the places were not likely to be filled. He was of the view that consideration be given to funding at the higher rate until 2015 when the funding would be based on the participation rate. WS advised that setting a sustainable rate now would help to prevent providers being forced to cut provision at a later date. RC added that part of the top slice would be used for start up grants and possibly for capital costs. JV expressed concern over the risk of nursery schools not being able to afford to offer this provision and the consequent affect on delivery to vulnerable two year olds.	
7.11	MM confirmed that the Working group had also discussed the implications arising from the insufficient DfE funding and the resultant possible difficulties in providing high quality provision and the likelihood of the LA's expected number of places being offered over the next two years not being achieved.	
7.12	ZB asked the Forum to be mindful of the message that they would be sending to the Cabinet in acceptance of a flat rate, which she felt could legitimise insufficient funding. It was important for the Cabinet to be aware of the issues facing providers in meeting the suggested flat rate. She suggested that there were options such as supplementary funding, although it was noted that the funding was ring fenced within the DSG, and any increase would mean a reduction in other blocks. RC stated all the issues raised would be considered as part of the development of the Early Years Strategy, which was being produced alongside the Haringey 54,000 programme.	
7.13	RC advised that the DfE were aware that last year many LA's had high projections for places but this had now reduced. Also the DfE were providing some support around the delivery of places. Additionally some LA's have put more resources into 2 year old funding. Whilst looking at delivery in other boroughs it was agreed that Haringey needed its own cohesive strategy.	
7.14	RC assured the Forum that the LA would not compromise on quality of provision and only good quality places would be acceptable.	
7.15	With regard to the option of setting any potential deficit on the DSG WS advised that was not sustainable. Cllr Waters queried the implications of setting a higher rate with fewer places. MM advised that the Working Group had felt very strongly that the key priority was to provide services for the most vulnerable children which should not be driven by financial consideration. ZB also stated that the LA should look at ways of plugging the 50p gap from the current payment rate.	
	<p><b>RESOLVED:</b></p> <p>1. That the work of the Early Years Working Group and outcome of the consultation with stakeholders be noted.</p> <p>2. That the Cabinet be informed of the views of the Forum in relation to:</p> <p style="padding-left: 40px;">a) the introduction of a flat rate of £5.18 an hour to fund all places from September 2013</p> <p style="padding-left: 40px;">b) the proposal to approve payment of £5.74 an hour for the current 280 places for the next two terms.</p>	

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	c) the suggestion that the programme has a flat rate for all types of providers, a top slice of 2% on the rate to meet the cost of administering the programme, maximising existing levels of provision by continuing to fund an existing, fixed number of places at the current provider rates to the end of March 2014.	
8.	<b>SCHOOL BUDGET RETURNS 2013-14</b>	
8.1	WS reported that with the exception of two all schools had now submitted their return, and for the two outstanding schools it was noted that there were valid reasons.	
8.2	The Forum was pleased to note that only four schools were projecting to have a planned revenue deficit.	
8.3	RESOLVED:  That the report be noted.	
9.	<b>SCHOOLS AND DEDICATED SCHOOS BUDGET OUTTURN 2012/13.</b>	
9.1	Further to the information reported to the Forum at its January 2013 meeting WS informed the meeting of changes to the DSG in relation to adjustments for SEN hospital provision and non – maintained special schools grant. These would be added to the High Needs block and included in the High Needs Block working party’s review of budgets.	
9.2	With regard to the accumulated underspend of £1.1m on centrally retained budgets, which represented balances carried forward from previous years and savings in overheads in 2012/13 it was agreed that the money be held in reserve until the High needs block working party has completed its review of budgets and the position on the closure of John Loughborough is known. LS questioned the high levels of balances in some schools and issues around accountability. She felt that there should be a robust plan in place for any such surpluses. WS agreed to provide LS with further clarification around the processes.	WS
9.3	The Forum noted the increase in schools balances as at March 2012. It was also noted that the Forum previously agreed to retain a budget claw-back mechanism. The meeting agreed that the claw back be added to contingency for schools in financial difficulty for maintained schools with the relevant proportion delegated to academies. Accordingly a Panel was set up to agree allocations from this contingency. It was noted that the timetable for meetings would be circulated very soon.	
9.4	The Forum asked if they could be provided with information from Academies in relation to their budget outturns.	SW
9.5	RESOLVED: 1. That there be an increase in the High Needs Block to incorporate the DSG adjustments.  2. That the carry forward for central budgets from 2012-13 be held in reserve pending the outcome of the review of the high needs budgets and of the adjudication on the proposed closure of John Loughborough School.  3. That the position on the schools’ balances at March 2013 be noted.	

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	<p>4. That the clawback of surplus balances be added to the contingency for schools in financial difficulty for maintained schools and delegated to academies.</p> <p>5. That a Panel of WW, AJ and MC be set up to agree allocations from the contingency.</p>	SW
10.	<b>REVIEW OF ACADEMY MEMBERSHIP OF THE FORUM</b>	
10.1	The Clerk reminded the Forum that it had been agreed that Academy membership would be reviewed on an Annual basis rather than every time a school changed status. The basis for calculating the representation on the Forum was noted which indicated that at the present time there should be three secondary academy places and two primary academy places.	
	The Forum noted that for the future there would be a planned review of the total membership to which ST-H suggested that there should be an increase of representation from the PVI sector in view of the increase in the number of providers of two year old provision. WW queried the fact that there would be an increase in the representation from the primary sector from 14 to 16 and a decrease in secondary from 10 to 8. JA agreed that this would be checked.	CB
	<p><b>RESOLVED:</b></p> <p>1. That with effect from September 2013 places be offered to schools representatives as follows:-</p> <ul style="list-style-type: none"> <li>• Secondary Academy places – 2 for staff and 1 for a governor</li> <li>• Primary Academy places – 1 staff and 1 governor</li> <li>• Secondary Maintained sector – 2 staff and 3 governors</li> <li>• Primary Maintained sector – 7 staff and 7 governors</li> </ul> <p>2. That the appropriate nominating organisations be invited to appoint representative in accordance with the places identified above.</p> <p>3. That the Constitution be amended to reflect the agreed membership changes, and the Forum continue to elect on a triennial basis with annual adjustments to reflect any academy changes.</p> <p>4. That it be noted that a planned review of the total membership is proposed.</p>	CB
11.	<b>FEEDBACK FROM WORKING GROUP</b>	
11.1	Funding reform.	
11.1.1	It was noted that this working group had not yet met. WS confirmed that dates for a meeting were currently being explored	
11.2	High Needs	
11.2.1	MM provided the Forum with an update and key points from the working group which included:-	

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	<ul style="list-style-type: none"> <li>• A lack of clarity amongst staff around schools use of additional needs budget and need to continue to provide information.</li> <li>• Individual agreements setting up top up costs in statements will be prepared and sent to schools for September.</li> <li>• Claims for top up costs from other LA's in relation to Haringey pupils in out borough schools have started to arrive.</li> <li>• Although Haringey schools are sending out their request for top up, to date very few have been agreed.</li> <li>• A working group on developing the local offer for schools has been set up.</li> <li>• The number of young people in residential schools has continued to reduce.</li> </ul>	
11.2.2	The Forum also noted an update in relation to Post 16.	
11.3	Early Years.	
11.3.1	This was dealt with earlier in the meeting	
12.	<b>WORK PLAN FOR ACADEMIC YEAR 2013/14</b>	
	The workplan had been circulated with the papers and was duly noted. It was agreed to add review of academy membership to the meeting scheduled for 3 July 2014.	WS
13.	<b>ANY OTHER URGENT BUSINESS</b>	
	None	
14.	<b>DATE OF FUTURE MEETINGS</b> 3 July 2013 26 September 2013 24 October 2013 5 December 2013 16 January 2014 27 February 2014 22 May 2014 3 July 2014	

The meeting closed at 5.45 pm

**TONY HARTNEY**

Chair