

**MINUTES OF THE SCHOOLS FORUM MEETING  
MONDAY 2 DECEMBER 2013**

**Schools Members:**

**Headteachers:**                   **Special (1)** - \*Martin Doyle (Riverside),  
**Children's Centres (1)** - Julie Vaggers (A) (Rowland Hill),  
**Primary (7)** \* Dawn Ferdinand (The Willow), \*Fran Hargrove (St Mary's CE), \*Will Wawn (Bounds Green) \*Cal Shaw (Chestnuts), \*Julie D'Abreu (Devonshire Hill), \* Nic Hunt (Weston Park) \* James Lane (St Francis de Sales)  
**Secondary (2)** Alex Atherton (A) (Park View), Tony Hartney (A) (Gladesmore),  
**Primary Academy (1)** \*Linda Sarr (A) (St Ann's),  
**Secondary Academies (2)** \*Simon Garrill Heartlands, 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 (Bruce Grove), Sandra Carr (A) (St John Vianney)  
**Secondary (3)** \*Liz Singleton (Northumberland Park), \* Imogen Pennell (Highgate Wood), Keith Embleton (Hornsey)  
**Primary Academy (1)** Vacancy  
**Secondary Academy (1)** \*Marianne McCarthy (Heartlands),

**Non School Members:-**   **Non – Executive Councillor** - \*Cllr Zena Brabazon  
**Professional Association Representative** - Vacancy  
**Trade Union Representative** - \*Pat Forward  
**14-19 Partnership** - June Jarrett  
**Early Years Providers** - \*Susan Tudor-Hart  
**Faith Schools** - \*Mark Rowland  
**Pupil Referral Unit** – \*Gordon McEwan

**Observers:-**                   **Cabinet Member for CYPS** (\*Cllr Ann Waters)  
**Education Funding Agency** \* Sarah Carrick (for part)

**Also attending:**               Steve Worth, Finance Manager (Schools)  
Wendy Sagar, Interim Head Finance (CYPS)  
Carolyn Banks, Clerk to Forum  
Jon Abbey, Assistant Director, CYPS  
Ngozi Anuforo - CYPS  
Paul Senior, Interim Consultant

\* Members present  
A Apologies given

LAURA BUTTERFIELD N THE CHAIR

MINUTE NO.	SUBJECT/DECISION	ACTION BY
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1.	<b>CHAIR'S WELCOME</b> In the absence of the Chair the Vice Chair welcomed everyone to the meeting	
2.	<b>APOLOGIES AND SUBSTITUTE MEMBERS</b>	
2.1	Apologies for absence were received from Alex Atherton, Mike McKenzie Tony Hartney and Sandra Carr. The Forum wished to place on record their thanks to Alex Atherton for his contributions to the Forum over the last 8 years.	
	Peter Catling was substituting for Julie Vaggars.	
3.	<b>DECLARATION OF INTEREST (Agenda Item 3)</b>	
3.1	There were none.	
4.	<b>MINUTES OF MEETING HELD ON 24 October 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> SW reminded Forum that a report on the Schools Funding Formula would be presented to Cabinet on 17 December.  The Vice Chair informed the Forum of a change of meeting date from 22 to 14 May 2014.	All to note
6.	<b>ALTERNATIVE PROVISION (Agenda Item 6)</b>	
6.1	PS provided the Forum with a further update on the future of PRU's in the borough. It was noted that the PRU Management Committee had passed a motion to progress the process for converting the PRU (primary and secondary) to becoming an Alternative provision academy from April 2014.	
6.2	PS outlined the action that the LA would be taking up to conversion, the continuation to improve existing provision, and the plans to engage local schools and partners.	
6.3	The draft timetable for transformation and conversion was noted by the Forum.	
6.4	The Vice Chair spoke about the importance of ensuring that affected pupils and their families being informed of the changes at the earliest opportunity.	
6.5	In response to a question from MMc around quality assurance PS advised that although the Local Authority would become the commissioner of the service they would still be working in partnership with the provider to shape and design the provision. Additionally the LA would still challenge if necessary and they would be making universal	

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	visits. The LA would also retain responsibility for pupil tracking.	
6.6	<p>The Forum noted that if a young person was excluded from the PRU responsibility to provide suitable provision would still rest with the LA and PS advised that there were many options available, currently there were 9 local providers, which was likely to increase to 25 across the North London Sub region.</p> <p>In terms of governance arrangements the Academy would set up a local Management Committee reporting to an overarching tri-borough Committee.</p>	
6.7	With regard to the funding arrangements SW advised that this was £8k per place with further top ups.	
6.8	The Forum asked for a further update to their next meeting.	PS
7.	<b>SCHOOLS BUDGET STRATEGY 2014/15 (Agenda Item 7)</b>	
7.1	SW presented a report on the issues affecting the determination of the Dedicated Schools Grant (DSG) in 2014/15 and its allocation within the context of the Dedicated Schools Budget (DSB). The Forum was reminded that the DSG was a ring fenced government grant which could only be used for the purposes of the Schools Budget.	
7.2	The significant changes to the DSG for 2013/14 were noted, together with an estimate of the likely settlement which would be announced on 18 December.	
7.3	The previous meeting had recommended Model 2 to Cabinet as the 2014/15 schools funding formula, which included a re-balancing of budgets between the basic entitlement and funding for deprivation and Additional Educational Needs.	SW
7.4	SW outlined the components of the Schools Block which provided the delegated school budgets for maintained schools and academies. It also covered centrally retained services which it was agreed would be looked at in greater detail by a Working group and reported back to the next meeting.	sw
7.5	The Forum were reminded of the decisions that had been made around the services for which budgets must be delegated to schools but could be de-delegated by maintained schools on a phase basis. It was proposed that where delegation is approved by maintained schools, academies would be invited to buy into these services at the same time and on the same basis.	
7.6	Details of the items within the Schools Block Centrally retained, and de-delegated budgets and the High Needs block were identified. There was a concern with regard to the High Needs block around the uncertainty in terms of costs of the new responsibilities for students up to age 25 with	

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	SEN which began in September 2013.	
7.7	SW referred to an Appendix relating to Supplementary and Community Language schools which had been omitted for consideration previously by the Forum. It was noted that a decision on funding this provision for both 2013/14 and 2014/15 would be considered at the next meeting.	SW
7.8	In response to a query around Behaviour Support WW reminded the Forum that the LA no longer offered this following the Forum's decision last year to cease funding.	
	<p>RESOLVED:</p> <ol style="list-style-type: none"> <li>1. That the projected DSG be noted.</li> <li>2. That the current position with regards to centrally retained budgets and de-delegated budgets be noted.</li> <li>3. That a Working party of WW, TH, MM, LS, FH and JS be set up to review the Schools Block centrally retained budgets and de-delegated budgets and report back to the next meeting.</li> </ol>	SW
8.	<b>UPDATE ON GROWTH FUND 2013/14 (Agenda item 8)</b>	
8.1	The Forum were reminded of the funding changes introduced in April 2013 which allowed a local authority to top-slice a contingency for in year increases in pupil numbers and was applied equally to maintained schools and academies. It was designated to cover required in year growth in forms of entry and not general variations in numbers experienced during the year.	
8.2	Last year the Forum had agreed to allocate £1.5m to a growth fund, and it was agreed to continue this in 2014/15. The meeting was also reminded of the agreed criteria for allocating the funds. In addition it was noted that the last meeting had been agreed to add the residual budget from the closed John Loughborough School (JLS) to this fund and to meet the additional costs associated with the bulge classes at Park View for former Year 10 JLS pupils.	
8.3	Although there were many reasons why a schools could be asked to take on additional pupils it was noted that schools did not have an option to refuse in certain cases. SW agreed that more details and further clarification around these cases would be provided to a future meeting.	SW
8.4	The summary of resources and proposed allocations to date were noted. Any balance remaining at the end of the year it was noted would be carried forward and added to the formula allocations in 2014/15.	
8.5	SW reminded the Forum of their decision to fund the additional bulge classes at Park View in relation to former JLS pupils. Subsequent to this decision a request had been received from St Thomas More in respect of 31 former JLS pupils that they had taken on roll. The Forum was of the view that there was a need to establish where all the former JLS pupils had been placed before the request from St Thomas More could be	SW

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	considered. It was agreed that officers consider options and report back to the next meeting. It was noted that if the request was acceded to in total it could exceed the amount available in contingency. Additionally it was noted that the request could not be considered under schools in financial difficulty, as this did not apply to Academies.	
8.6	MR was of the view that the money should follow the pupils and none had been allocated. WW stated that before any final decisions were made the level of risk had to be determined.	
	<p>RESOLVED:</p> <ol style="list-style-type: none"> <li>1. That the allocations of expenditure against the growth fund be agreed.</li> <li>2. That the balance remaining less any further allocations agreed by the Forum be rolled forward and added to the formula allocations in 2014/15.</li> <li>3. That a growth fund of £1.5m for 2014/15 be agreed.</li> <li>4. That following further clarification on the implications for other schools in a similar position further consideration be given at the next meeting to the request from St Thomas More for funding for the pupils they had taken on from the former John Loughborough School.</li> </ol>	
9.	<b>EARLY YEARS BLOCK 2014/15</b>	
9.1	The Forum received a report specifically on the Early Years Block of the DSB. It was noted that this block supported the Council to meet its statutory duties including funding the free early education entitlement for all three and four year olds and the free entitlement for eligible two year olds.	
9.2	The meeting noted how the Early Years Block funding was being used to meet statutory requirements; together with the delivery of the three and four year old free entitlement. In addition to the free entitlements the Forum noted the discretionary use of the DSG Early Years block funding in 2013/14.	
9.3	With regard to take up the Forum noted that there was a need for the take up of 3 year olds to increase in order to meet the DfE expectations of 94% take up (currently around 84%). The impact of achieving this level to take up would mean an additional £1.148m in DSG funding.	
9.4	From September 2013 all local authorities had a duty to provide 15 hours per week of free early education for all eligible two year olds. Eligibility it was noted was limited to those children whose parents would be eligible to claim free school meals and to looked after children.	
9.5	The DfE estimated that in Haringey, 882 two year olds would become eligible for a place within the academic year September 2013 to July 2014. In the following academic year, (September 2014 to July 2015) the entitlement would be extended to a further 800 children (taking the total to 42% of Haringey's two year olds)	

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9.6	From April 2015, the DfE would be funding the two year old programme through the Dedicated Schools Grant (DSG) on a participation-led basis, in line with the current funding arrangements for the universal three and four year old 15 hours per week free entitlement. It was therefore important that take up levels by January 2015 were high in order to mitigate against potential reductions in future levels of DSG Early Years Block funding.	
9.7	Haringey's place funding for 2013-14 had been allocated for a full financial year, although the statutory programme began mid-year. Since September 2013, take up of the entitlement had been steadily increasing but had not yet reached DfE estimated levels. By January 2014, the number of 2 year old programme places available would be 666 against an estimated number, by September 2013, of 882.	
9.8	The current delivery of the two year old programme had highlighted some key challenges for Haringey in meeting DfE's expectations. In particular the previously agreed funding rate for providers of the two year old programme of £5.18 per hour was proving to be a challenge in terms of the provision of places, and was likely to be an increasing issue bearing in mind the huge planned expansion of the programme, this it was noted was a London wide issue. WW spoke in support of the proposal to fund an increase to £6 per hour, which could be met for 2014/15 and 2015/16 from the existing ring fenced allocation for the two year old programme within the DSGs Early Year's block. However there was some concern over the additional funding required which it was noted would be funded from the discretionary element of the early years funding block. It was agreed that the Early Years Working Group would look at options that may be available. WW advised that it was important to look at early years as a whole not just the two year old funding in isolation.	
9.9	ZZ accepted that the LA was in a difficult position, but the importance of increasing the take up of two year old places outweighed any funding risks. As this was a national problem it was possible that the DfE may re-examine the matter.	
9.10	Cllr Waters confirmed that she would be recommending the increase to Cabinet. She was of the view that it was important to provide some security to providers wishing to set up early years provision. It was also noted that other local authorities had increased their rate to £6.	
	<p>RESOLVED:</p> <ol style="list-style-type: none"> <li>1. That the indicative funding for the Early Years block in 2014/15 be noted.</li> <li>2. That the proposed allocation of the Early Years block for 2014/15 be endorsed.</li> <li>3. That the additional resources required for sustaining a £6 per hour funding rate from April 2016 be identified within the Early Years block by March 2015.</li> <li>4. That a change to the funding formula for the two year old</li> </ol>	

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	<p>programme be recommended to Cabinet that will introduce an increase in the funding rate for providers of the two year old programme from £5.18 to £6 per hour from April 2014.</p> <p>5. That the conclusions of the early years work for 2013/14 be noted.</p>	
10.	<p><b>FEEDBACK FROM WORKING GROUPS (VERBAL)</b></p> <ul style="list-style-type: none"> <li>• <b>SCHOOLS BLOCK</b> There was no report as group had not met since last forum meeting.</li> <li>• <b>HIGH NEEDS</b> There was no report as group had not met since last forum meeting</li> </ul>	
11.	<p><b>WORK PLAN FOR ACADEMIC YEAR 2013/14</b></p>	
	<p>The workplan had been circulated with the papers and was duly noted subject to the following additional items:-</p> <p><b>16 January 2014</b> Schools internal audit programme</p> <p><b>26 February 2014</b> Section 251 Benchmarking Scheme for Financing Schools</p>	
12.	<p><b>ANY OTHER URGENT BUSINESS</b></p>	
	<p>There was none.</p>	
12.	<p><b>DATE OF FUTURE MEETINGS</b></p> <p>16 January 2014 26 February 2014 14 May 2014 (please note change of date) 3 July 2014</p>	

The meeting closed at 5.20pm

**LAURA BUTTERFIELD**

Vice Chair