

**MINUTES OF THE SCHOOLS FORUM MEETING
THURSDAY 16 JANUARY 2014**

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 (A) (St Mary's CE), *Will Wawn (Bounds Green) Cal Shaw (A) (Chestnuts), *Julie D'Abreu (Devonshire Hill), * Nic Hunt (Weston Park) James Lane (A) (St Francis de Sales)
Secondary (2) *Helen Anthony (Fortismere), *Tony Hartney (Gladesmore),
Primary Academy (1) *Linda Sarr (St Ann's),
Secondary Academies (2) Simon Garrill Heartlands (A), *Michael McKenzie (Alexandra Park)

Governors: **Special (1)** Vacancy
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, (Stamford Hill), Jan Smosarski (A)(Bruce Grove), *Sandra Carr (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 (A)
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
Alan Critchley, Interim Assistant Director, Early Help
Anne Woods, Head of Audit and Risk Management
PhilDiLeo, SEN Strategy Manager
Peter Desmond, Head of Music and Performing Arts.
Leon Joseph, Supplementary Schools.

* Members present
A Apologies given

**MINUTES OF MEETING OF THE SCHOOLS FORUM
THURSDAY 16 JANUARY 2014**

TONY HARTNEY N THE CHAIR

MINUTE NO.	SUBJECT/DECISION	ACTION BY
1.	CHAIR'S WELCOME The Chair welcomed everyone to the meeting. Helen Anthony, newly appointed Secondary Headteacher (maintained schools sector) was particular welcomed and introductions were made. The Clerk advised that Vik Seeborun, Special school governor had resigned, and a replacement was being sought.	
2.	APOLOGIES AND SUBSTITUTION MEMBERS	
2.1	Apologies for absence were received from Cal Shaw, Zena Brabazon and Jan Smosarski.	
2.2	Mr Latchana was substituting for Simon Garrill, Peter Catling for Julie Vaggars, Christiaan Maree for Fran Hargrove and Jane Flynn for James Lane.	
3.	DECLARATION OF INTEREST (Agenda Item 3)	
3.1	Pat Forward declared an interest in relation to the item relating to Trade Union duties contained within item 9 and offered to leave the meeting during discussions on this item.	
4.	MINUTES OF MEETING HELD ON 2 December 2013 (Agenda Item 5)	
4.1	AGREED: The minutes of the meeting were agreed as a true record.	
5.	MATTERS ARISING: There were no matters arising that were not covered elsewhere on the agenda during this meeting.	
6.	THE SCHOOLS 2014/15 INTERNAL AUDIT PROGRAMME (Agenda Item 6)	
6.1	To assist schools in complying with the requirements of the Schools Finance Manual and in mitigating the risks associated with the key financial and non financial processes a programme of audit inspections had been compiled for 2014/15.	
6.2	A revised system of assurance ratings was noted.	
6.3	In response to some concerns that had been identified in previous inspections, short workshops had been held and it was noted that a further one was due to be held later this month for school staff of schools with planned audit visits.	
6.4	The Forum noted that the outcomes of inspections were reported to the Council's Corporate Committee and Cllr Waters advised that Cllr Meehan, Chair of the Committee, carefully scrutinised the reports. It was noted that IT and data security had been identified as particular areas of concern. AW stated that a self assessment questionnaire was going to be produced to help school staff to provide focus and to help to identify any gaps. It was agreed that this should be shared with governors, especially with the Chair.	AW

**MINUTES OF MEETING OF THE SCHOOLS FORUM
THURSDAY 16 JANUARY 2014**

6.5	In response to a query around quality assurance of the process, AW advised that if there was a disagreement between the school and the external auditor, then the Council's audit service would try to resolve the matter. Any inaccuracies in the report would be corrected, but resolutions of differences in opinion could take longer to resolve and if not resolved then the comments from the school would be included in the management report. The Forum was of the view that Cllr Meehan should also view the management responses to the Audit. Cllr Waters stated that it was a priority to ensure that schools received good audit reports.	
7.	GROWTH FUND 2013/14 (Agenda Item 7)	
7.1	The meeting was reminded of the request from St Thomas More for an increase in funding arising from their increase in pupils' numbers as a result of taking on additional pupils from the former JLS. The Forum received details of where all former JLS pupils had been placed, together with potential additional costs of applying the formula allocation for bulge or expansion classes, a pro-rata Age Weighted Pupil Unit (AWPU) plus £500 per pupil.	
7.2	SW advised the meeting that pupils placed at Greig City Academy should be disregarded as the school was funded through a different mechanism. The Forum noted that any money remaining at the end of the financial year from the Growth Fund would be rolled over into the 2014/15 school budget shares. The meeting queried whether Grieg City could be provided with additional financial support and asked for a report back on this possibility. JA also assured the Forum that the LA was tracking the progress of all former JLS pupils.	SW
7.3	The Forum was of the view that these were exceptional circumstances, which were different to Park View who had taken on bulge classes and it was accepted that many of the former JLS pupils required a lot of support. Cllr Waters also stated that the decision to close JLS had been taken for good reason and the Local Authority had promised to provide the displaced pupils with additional support.	
7.4	The Forum was advised that they would not be liable to provide any additional funding for students that had been placed at out of borough schools.	
7.5	Further clarification was given around the circumstances in which KS1 classes could be forced to exceed 30 pupils, including the legal position around infant class size. It was noted that in these circumstances although it was not necessary to take on an additional teacher, Haringey did provide funding for KS1 classes forced to exceed 30 pupils. The KS1 class size funding recognised the local arrangements that required a school to take a twin even, when this put the school over number. It was agreed that only one enhancement be made per school, even if more than one KS1 class was over- size. SW confirmed that this expenditure from the Growth Fund was permissible by the DfE.	

**MINUTES OF MEETING OF THE SCHOOLS FORUM
THURSDAY 16 JANUARY 2014**

7.6	WW queried whether there should be different arrangements for circumstances where the numbers were exceeded at Foundation stage as there they had a different pupil/teacher ratio.	
	<p>RESOLVED:-</p> <ol style="list-style-type: none"> 1. That an exceptional allocation using the criteria for bulge and expanding classes be used, with the £500 representing other funding elements and additional work relating to the exceptional circumstances and it be noted that £54K (double check after exclusion of GCA) remained as carry over. 2. That class size funding continues in the circumstances as set out in the report. 3. That KS1 class size funding recognise the local agreement that required a school to take a twin even when this put the school over number. 4. That only one enhancement be made per school even if more than one KS1 class is over size. 	
8.	HIGH NEEDS BLOCK 2013/14 AND 2014/15 (Agenda item 8)	
8.1	Changes were introduced in 2013-14 to the way special schools, special units and alternative providers are funded, replacing comprehensive planned place funding with a 'Place Plus' approach. This provides a fixed amount of delegated funding per place plus a 'top-up' paid by a commissioner when placing pupils. This approach, with its direct relationship between commissioner and provider, removed the need for the former process of 'recoupment. PdL updated Forum further on the changes to SEN and pressures for the budget for 2014/15. It was agreed that there was a need to keep track on the expenditure as the new system is embedded. The HNB also took on responsibility for the funding of 19-25 year olds with Special Educational Needs (SEN) in institutions of further education with a significant change in the area of statemented funding.	
8.2	Under the new approach to statemented funding, mainstream providers (schools, Academies, FE colleges) were expected to contribute the first £6,000 of the additional educational support provision for high needs pupils and students from their notional SEN budget (pre-16) or a specific additional education support allocation of £6,000 for each high needs student on roll during the last academic year (post-16) – this is over and above the costs of per-pupil or per-student teaching and learning provided by the educating institution. Top-up funding above these levels for high needs pupils and students would be provided on a per-pupil basis by the commissioner placing the pupil and this would be agreed between the commissioner and educating institution and set out in the child's statement of special educational needs. In preparation for the change and the new responsibilities for schools the Forum had agreed to transfer money from the High Needs to the Schools Block for delegation to schools. The transfer of £4.1m was based on the number of pupils with statements in schools at a point in time multiplied by £6,000.	
8.3	PdL expressed concerns to the Forum over the pressures on the budgets and concern that the formula was not sufficiently sensitive to be able to direct the funds to statemented pupils. To help those schools with a	

**MINUTES OF MEETING OF THE SCHOOLS FORUM
THURSDAY 16 JANUARY 2014**

	disproportionate number of statements the Forum had further agreed that £3.6m would be delegated and the remaining £0.5m retained as a contingency. Whilst this would help schools to meet their statutory duties it would reduce resilience within the HNB and the experience of 2013-14 indicates there is a need to reconsider the balance of funding between blocks.	
8.4	The High Needs Block Working Party set up last year had been regularly monitoring information on the progress of the budget in relation to centrally retained services, commissioning budgets and delegated budgets.	
8.5	With regard to centrally retained services there was a projected underspend of £14k.	
8.6	The commissioning budgets were, however, areas of concern, particularly around the unknown responsibilities for students aged 19-25 in further education, and the new regime in special schools and units and top ups for statemented pupils in mainstream schools. Both statemented top ups and post 16 top up were projecting overspends in the current year. The net overspend in commissioning was £791K.	
8.7	The working group had also received regular updates on the delegated budgets. The forum was reminded of their agreement to set aside the cumulative DSG underspend of £1.1m brought forward from previous years as a contingency for the HNB. It was agreed that the projected net overspend of £777K be met from this money and the remaining balance rolled forward into 2014-15 as a HNB contingency for that year.	
8.8	The indicative HNB for 2014/15 was set out, together with movement from 2013/14 to 2014/15, which showed an increase in funding of £0.91m which was for the full year impact of the post 16 changes, offset by the carbon reduction commitment.	
8.9	In response to a query around the overhead costs the Forum was advised that this covered all premises costs including staffing, ICT and Finance. The Forum sought assurances that this provided value for money and asked for a further breakdown.	SW/Pd L
8.10	MMC advised that it was important to ensure that the High Needs Block was fit for purpose and properly funded ahead of the introduction of the National Formula. TH also stated that the level of accuracy of the funding was a credit to the officers. SW advised that the Forum would be regularly updated on any changes.	
8.11	The Forum agreed to transfer the centrally retained capital expenditure from the revenue account from the schools block to the High Needs block; this had been made possible by the announcement in late December that local authorities in England were to share in an additional £2.35bn in capital funding over three years to help them create the extra school places that will be needed by 2017. The HNWG believed that the transfer of this provision to be the preferable option given the availability	

**MINUTES OF MEETING OF THE SCHOOLS FORUM
THURSDAY 16 JANUARY 2014**

	of additional capital funding. There was also the desire to leave as much funding as possible in schools to meet the SEN needs of statemented and non-statemented pupils and to avoid reducing the level of top-up.	
8.12	The balance of the projected shortfall in 2014/15 of £288K would be deducted from the £3.6m delegated to schools to provide for the required top up. This would have minimal impact on schools (£9.37 per pupil on average) but would provide important additional funding in the HNB to help prevent any reduction in top-up funding.	
	<p>RESOLVED:-</p> <ol style="list-style-type: none"> 1. That the DSG roll forward set aside as a contingency for the High Needs Block in 2013/14 be used to off-set the planned overspend. 2. That the balance of the DSG roll forward be carried forward into 2014/15 to support the HNB pressures for that year. 3. That the centrally retained Capital Expenditure from Revenue Account (CERA) contribution in the Schools Block, £489k, be permanently transferred into the HNB from 1 April 2014 to offset pressures in the statemented top-up budget. 4. That the balance of the projected shortfall, in 2014/15 £288k, be deducted from the £3.6m delegated to schools to provide for the top-up requirement. 	
9.	DEDICATED SCHOOLS BUDGET 2014/15 INCLUDING SCHOOLS BLOCK AND PROPOSALS FOR CENTRALLY RETAINED BUDGETS 2014/15	
9.1	Further to the previous meeting the Forum noted that the Pupil Premium for secondary schools had now been set at £935, which it was noted was substantially below the £1200 originally projected. For 2014/15 the Looked After Children pupil premium would be increased to £1,900 and eligibility would be extended to pupils who had been looked after for one day or more, as well as children who had been adopted from care under a special guardianship or residence order. As previously reported the primary Pupil Premium would be £1,300 per eligible pupil. The Forum also noted that the final primary pupil premium for 2013/14 would be £953, an increase of £53 which would be passported to maintained primary schools as soon as it was received.	
9.2	The details of both the capital and revenue allocations available to fund the provision of free school meals was not yet available. Details of the indicative DSG was noted, and showed that the overall sum had been reduced by £0.299m to reflect the abolition of the Carbon Reduction Commitment (CRC).	
9.3	In response to a query around the Chancellors statement that money would be available to fund the provision of free school meals for all infant aged pupils SW advised that at present there was no detail of either the capital or revenue allocations. NH asked about any top up to cover the full costs of this provision. SW agreed to report back to the Forum as soon as further details were available.	SW
9.4	It was noted that the schools block was largely in line with expectations.	

**MINUTES OF MEETING OF THE SCHOOLS FORUM
THURSDAY 16 JANUARY 2014**

	The October data on which the 2014-15 budgets would be based was now available and it was noted that the Cabinet had agreed the funding formula changes (Model 2) recommended by the Forum. Work was now underway on the final budget shares to be submitted to the DfE on 21 January 2014. £1.5m had previously been agreed to be top sliced for the Growth fund.	
9.5	With regard to the centrally retained budgets the Forum received an update on the work of the working group set up at the previous meeting to look at budgets in greater detail. It was agreed to support the Working Group recommendations and retain the services of Admissions, Schools Forum, Licenses and Governor Support. In addition following further information and questions to officers it was also agreed to retain the Music Service, School to School Support, Supplementary Schools, Intergrated Working and Family Support, LAC Residential placements and Corporate overheads. As previously agreed, the budget for Capital Expenditure from Revenue Account (CERA) was transferred into the High Needs Block. With regard to supplementary schools JA informed the meeting that the money would be utilised in careful targeting reach and development needs.	
9.6	With regard to integrated working and family support AC provided further clarity around this funding, which it was noted benefited children who didn't reach the social care threshold. AC also stated that there would be further targeting undertaken which should increase the service's visibility. The establishment of round table pilots was also working well in a couple of schools and it was hoped that this would be rolled out to more schools. WW felt that it would be helpful if representatives from these schools had been able to provide more information on the matter. JA also added that the service was a vital one that was still developing and that behind the scenes was already showing an impact.	
9.7	The Forum was of the view that they would like further information in respect of the £1m for LAC residential placements. It was noted that the Forum's contribution was only around one third of the costs. If the Forum did not agree JA advised that the money would have to found from elsewhere. Cllr Waters added that there were a small number of very vulnerable children who had to be placed in residential accommodation which was very expensive. Cllr Waters offered to provide the Forum with more information and arrange for an officer to attend the next meeting to provide further details.	Cllr Waters
9.8	SW informed the Forum that Corporate Overheads related to the Schools Block allocation for accommodation and support for central services such as Finance and HR. The Forum noted that should this not be agreed it would fall to an already over stretched Council budget to fund. The Council was also trying to make huge cuts and to protect front line services wherever possible. WW queried whether there might be some wastage and if any thought had been given to a different method of distribution.	
9.9	PD provided the Forum with an update on schools using the Music Service. He confirmed that this money was spent on subsidising children who were on free school meals and for individual rather than class	

**MINUTES OF MEETING OF THE SCHOOLS FORUM
THURSDAY 16 JANUARY 2014**

	lessons.	
9.10	The Forum discussed the possibility proposed by the Working Group in respect of the trade union duties (pre delegation budget of £198m) that this should remain delegated to schools and a Service level Agreement set up to recover the full cost. This would operate as a traded service offered to all schools including academies. MM advised that schools would pay pro rata dependent upon the number of members within each union. He also advised that having a SLA would prevent the primary schools, who currently de-delegate the funds from paying for support provided to secondary schools who had not de-delegated. JA informed the Forum that the LA would need to work out the details and present further information to the next meeting.	JA
9.11	The Forum proceeded to vote on de-delegation as follows:- a) contingency for Schools in Financial difficulties – both primary and secondary school representatives agreed to de-delegate b) Trade Union Duties – following discussions and upon a second vote both primary and secondary school representatives agreed not to de-delegate c) Support to Underachieving Ethnic Minority Groups - both primary and secondary school representatives agreed to de-delegate	
9.12	The Forum noted the latest positions on the Early Years and High Needs blocks.	
	<p>RESOLVED:-</p> <ol style="list-style-type: none"> 1. That the indicative DSG for 2014/15 and changes in Pupil Premium be noted. 2. That the Forum agree to the retention of Admissions, Schools Forum, Licenses and Governor Support services at the levels set out in the report. 3. That funding be retained for the Music Service, School to School support, supplementary schools, Intergrated Working and Family Support, LAC Residential Placement with further information to be provided) and Corporate Overheads. 4. That the primary school representatives agree to de-delegate the contingency for schools in financial difficulties and support to underachieving ethnic minority groups. 5. That the primary school representatives agreed not to de-delegate trade union duties but request a SLA be set up for schools to buy the service from the LA 6. That the secondary school representatives agree to de-delegate the contingency for schools in financial difficulties and support to underachieving ethnic minority groups. 7. That the secondary school representatives agreed not to de-delegate trade union duties but request a SLA be set up for schools to buy the service from the LA 8. That the latest position on the Early Years Block be noted. 	
10.	<p>FEEDBACK FROM WORKING GROUPS (VERBAL)</p> <ul style="list-style-type: none"> • ALTERNATIVE PROVISION <p>JA informed the meeting that the likely date for academy conversion was 1 April 2014. The land registry and finance agreement still had to be</p>	

**MINUTES OF MEETING OF THE SCHOOLS FORUM
THURSDAY 16 JANUARY 2014**

	finalised. The primary PRU was due to move to the Octagan around half term. Consultation with parents was underway and the Management committee were holding the Local Authority to account. A remodelling of the staffing structure had nearly been completed. A mock Ofsted inspection had provided a good indicator of progress and this was being used for self evaluation.	
11.	WORK PLAN FOR ACADEMIC YEAR 2013/14	
	The workplan had been circulated with the papers and was duly noted. It was agreed that LAC placements and a draft SLA on TU representation be considered at the next meeting.	
12.	ANY OTHER URGENT BUSINESS	
	There was none.	
12.	DATE OF FUTURE MEETINGS 26 February 2014 14 May 2014 3 July 2014	

The meeting closed at 6.55pm

TONY HARTNEY

Chair