

**MINUTES OF THE SCHOOLS FORUM MEETING  
THURSDAY 3 JULY 2014**

**Schools Members:**

**Headteachers:**                   **Special (1)** - \*Martin Doyle (Riverside),  
**Children’s Centres (1)** - \*Julie Vaggers (Rowland Hill),  
**Primary (7)** Dawn Ferdinand (A)(The Willow), \*Fran Hargrove (St Mary’s CE), \*Will Wawn (Bounds Green) \*Cal Shaw (Chestnuts), \*Julie D’Abreu (Devonshire Hill), Nic Hunt(A) (Weston Park) James Lane (A)(St Francis de Sales)  
**Secondary (2)** \*Helen Anthony (Fortismere), Tony Hartney (A) (Gladesmore),  
**Primary Academy (1)** Linda Sarr (A) (St Ann’s),  
**Secondary Academies (2)** Simon Garrill (A) (Heartlands), \*Michael McKenzie (Alexandra Park)

**Governors:**                   **Special (1)** \* Michael Connah  
**Children’s Centres (1)** \*Melian Mansfield (Pembury)  
**Primary (7)** Miriam Ridge (Our Lady of Muswell), Asher Jacobsberg (A)(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 (A) (Hornsey)  
**Primary Academy (1)** \*Liza Sheikh Wali  
**Secondary Academy (1)** \*Marianne McCarthy (Heartlands),

**Non School Members:-**   **Non – Executive Councillor** -Cllr Opoku(A)  
**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  
**Pupil Referral Unit** – \*Gordon McEwan

**Observers:-**                   **Cabinet Member for CYPS** (\*Cllr Ann Waters)

**Also attending:**               Steve Worth, Finance Manager (Schools and Learning)  
Carolyn Banks, Clerk to Forum  
Jon Abbey, Assistant Director, CYPS  
Anne Woods, Head of Audit  
Katherine Heffernan, Head of Finance (CCAPS)  
Paul Smith, Interim Head of Schools HR

- \* Members present
- A Apologies given

LAURA BUTTERWORTH VICE CHAIR IN THE CHAIR

MINUTE NO.	SUBJECT/DECISION	ACTION BY
1	<b>CHAIR’S WELCOME</b> In the absence of the Chair, the Vice Chair welcomed everyone to the	

**MINUTES OF MEETING OF THE SCHOOLS FORUM  
THURSDAY 3 JULY 2014**

.	meeting and introductions were made. Katherine Heffernan, Head of Finance (CCAPS) was welcomed to her first Forum meeting.	
2.	<b>APOLOGIES AND SUBSTITUTE MEMBERS</b>	
2.1	Apologies for absence received from Tony Hartney, Linda Sarr, June Jarrett, Dawn Ferdinand, Nic Hunt, James Lane, Andreas Adamides, Keith Embleton, and Cllr Opoku. The Clerk advised that Jan Smosarski had submitted her resignation.	
2.2	Anthony Latchana was substituting for Simon Garrill.	
3	<b>DECLARATION OF INTEREST (Agenda Item 3)</b> There were no declarations.	
4	<b>MINUTES OF MEETINGS HELD ON 26 FEBRUARY 2014 AND 25 MARCH 2014</b>	
4.1	The minutes of the meetings held on 26 February and 25 March 2014 were agreed as a correct record.	
5.	<b>MATTERS ARISING</b>	
	<b>26 February</b> – item 5 (8.9) SW advised that a report on Overheads, including the High Needs block would be presented to the next meeting and again in January 2015. - item 5 (9.3) SW reported that schools had now been notified of the amount of money they would receive for infant school free school meals which would show in their cash-flow for July. - item 9.12 PS advised that the SLA for TU facilities had been drafted and shared with the Unions. Whilst there was a general acceptance from Headteachers there remained some operational issues to be determined. This would not however affect implementation for the current year.	
	<b>25 March</b> – item 5.2 SW reminded the Forum that he was willing to attend a primary Headteachers meeting and to provide support around budgeting in respect of the operation of the School census and the DfE calculations.	SW
6.	<b>SCHOOLS 2013/14 INTERNAL AUDIT PROGRAMME – OUTCOME OF WORK</b>	
6.1	The Forum received the Annual report which gave a summary of the overall outcomes and assurance levels provided to schools from 2010/11 to 2013/14. A further analysis of the assessment of controls in place at schools for those audits completed in 2013/14 was provided and a numbers of related recommendations made. It was pleasing to note that there was a reduction in the number and proportion of schools receiving limited assurance rating, although 50% of schools still received a limited or nil rating.  Some of the areas of non-compliance where recommendations were made were highlighted, these were centred on three areas, management organisation, disbursement accounting records and inventory controls.	

**MINUTES OF MEETING OF THE SCHOOLS FORUM  
THURSDAY 3 JULY 2014**

6.2	In response to questions the Forum were informed that schools with limited or nil assurance would be re-inspected sooner than the usual four year cycle. The basis for selection of schools was on a risk basis. It was noted that although Academies were not inspected by the LA they were externally audited every year.	
6.3	Although Headteachers' were informed of the results of any audit and were requested to share with governors, MM felt that it did not always happen. JA suggested that a piece could be included in the governors termly briefing.	EP
6.4	The Forum agreed that the pre-audit workshops were very useful and it was noted that further sessions would be organised for January 2015 targeted at schools due to be audited in 2015/16. There would also be further governor training during 2014/15.	
<b>7.</b>	<b>SCHOOLS BUDGET OUTTURN 2013-14 AND UPDATE ON SCHOOLS BUDGET PLANS FOR 2014/15</b>	
7.1	The Forum noted that the final value of the DSG for 2013/14 was £0.202m higher than previously reported due to an increase in the number of early year's pupils. For 2014/15 the DSG confirmation was not expected until April/May 2015, but there had been adjustments as a result of high needs changes which the Forum noted. In addition members agreed to increase the budget for Simmons House Hospital unit with the balances of the increase being retained for High Needs top up funding.	
7.2	The surplus of £3.401m on centrally retained funding for 2013/14 would, in accordance with regulations, be carried forward to 2014/15. The Forum agreed to carry forward the £2.350m underspend on the Two Year Old Programme to fund the agreed hourly rate of £6 in 2014-15 and future years, in addition £0.283m of the early years clawback of £0.535m was rolled forward to fund the retention of full-time nursery places in 2014-15 with the remaining £0.262m added to two year old funding	
7.3	The Forum was pleased to note that the previously projected overspend on the High Need block had been reduced to an outcome of a £0.638m overspend leaving a contingency of £0.452 to be rolled forward. MMcC expressed her concerns over the issues facing this block and the need to critically monitor expenditure. SW advised of the likelihood for the need to re-instate the High Needs Block Working Party.	SW
7.4	For the growth fund a balance of £54,000 had been, in accordance with regulations, rolled forward and distributed to schools by way of the schools budget shares for 2014/15.	
7.5	The balances for individual schools were noted, together with the changes over 2013/14, the outcome of which showed a substantial increase in the level of school net surpluses. This was of some concern as it represented funding provided for pupils in schools at that time not being spent on them. In response to a question from MM, SW confirmed that the LA had records of surpluses and deficits, but it was sometimes difficult to monitor effectively. MM felt that governors should receive training but as Cllr Waters stated it was not possible for individual schools to compare with other schools. It was also acknowledged that the information had to be handled in a sensitive way, and governors needed	

**MINUTES OF MEETING OF THE SCHOOLS FORUM  
THURSDAY 3 JULY 2014**

	to be provided with the right tools to ask the challenging questions. SW would be providing further governor training in the next Academic year.	SW
7.6	The Forum noted the particular issues around Special schools and the fact that one special school had a substantial deficit which consequently distorted the information on balances across Special schools.	
7.7	The Forum agreed that WW, CS and MM, with AJ (to be invited) be appointed as the Panel to agree the allocations from the contingency for schools in financial difficulty. This panel would also scrutinise schools where there were large surpluses and large deficits.	SW
7.8	<b>RESOLVED:</b> <ol style="list-style-type: none"> <li>1. That the 2014/15 adjustments for Simmons House and the High Needs top up be endorsed.</li> <li>2. That the carry forwards from 2013/14 as set out in the report be endorsed.</li> <li>3. That the position on Schools Balances at March 2014 be noted.</li> <li>4. That WW, CS, and MM, and AJ to be invited, be appointed as the Panel to agree allocations from the Contingency.</li> </ol>	
8.	<b>HARINGEY COUNCIL'S SCHEME FOR FINANCING SCHOOLS</b>	
8.1	The Forum agreed to the proposed changes to the Scheme for Financing Schools which it was noted had been agreed as acceptable by Audit. One of the proposed changes was to amend approval from the Director of Children's Services to Assistant Director (Schools and Learning) in respect of the issuing of a notice of concern and the approval of licensed deficits. The other was the deletion of the requirement for all school bank accounts to have local authority signatories.	
8.2	<b>RESOLVED:</b> That the members representing the maintained sector agreed the revisions to the Scheme as set out in the report.	
9.	<b>REVIEW OF MEMBERSHIP</b>	
9.1	The Clerk reported that since the last Annual review of Academy representation on the Forum only the PRU had changed to Academy status and since the number of pupils attending the PRU was minimal there was no need in terms of the number of pupils attending Academies to alter Academy representation on the Forum.	
9.2	The Forum noted that in 2015 the triennial review of the total membership would be undertaken and it was agreed that it would be useful for a Panel to be set up to work on options in the Spring Term 2015.	
9.3	The vacancy arising from the Primary Academy Headteacher to a Headteacher position in the maintained sector and consequent vacancy was noted, which would be filled by the Primary Headteachers Forum was noted together with the vacancy for a primary governor to be filled by the HGA.	CB
	JV advised that she represented nursery schools rather than Children's Centres.	
	<b>RESOLVED:</b> <ol style="list-style-type: none"> <li>1. That there be no changes to the allocation of places for Academy representatives on the Forum for the 2014/15 Academic year.</li> <li>2. That arrangements be made for the appointment of an Academy primary Headteacher and a primary governor representative to the Forum from September 2014.</li> </ol>	

**MINUTES OF MEETING OF THE SCHOOLS FORUM  
THURSDAY 3 JULY 2014**

	3. That it be noted that there will be a full membership review in 2015 and a Working Group be set up in Spring 2015 to consider further.	
10.	<b>UPDATE ON EARLY YEARS BLOCK</b>	
10.1	SW informed the Forum that the Early Years WG had met the previous day at which an update on 2 year old provision had been provided. Of the 632 places 454 had been taken, with an expected final take up of 80%. The LA was working on identifying sites for the provision.	
10.2	A partnership board had been established, which included Forum members to look at service provision and develop the Early Years Strategy. Further information would be provided to the Forum at the next meeting. It was AGREED that a copy of the terms of reference of the Partnership Board be provided to Forum members.	JA
10.3	SW also informed the Forum that the DfE had issued a consultation document on Early Years Pupil Premium. It was agreed that a draft response would be prepared and emailed to Forum members for any comment before submission to the DfE.	
11.	<b>WORK PLAN 2014/15</b>	
11.1	The proposed workplan for 2014/15 was noted with the addition of a timeline for Early Years. It was also AGREED that there would be a regular item on permanent exclusions and the in year fair access as it was felt that the Forum should have an oversight particularly in view of the increase in pupil exclusions.  The membership of the Early years WG from Headteachers was agreed as WW, JV, FH.	SW
12.	<b>ANY OTHER URGENT BUSINESS</b>	
13.	<b>DATE OF FUTURE MEETINGS</b> <ul style="list-style-type: none"> <li>• 23 October 2014</li> <li>• 4 December 2014</li> <li>• 15 January 2015</li> <li>• 25 February 2015</li> <li>• 21 May 2015</li> <li>• 8 July 2015</li> </ul>	

The meeting closed at 5.15 pm

**LAURA BUTTERFIELD**

VICE CHAIR