

**MINUTES OF THE SCHOOLS FORUM MEETING  
THURSDAY 15 JANUARY 2015**

**Schools Members:**

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

**Governors:**                   **Special (1)** \* Michael Connah (Riverside)  
**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), \*Zena Brabazon (Seven Sisters) and \*Lorna Walker (Rokesly Infants)  
**Secondary (3)** \*Liz Singleton (Northumberland Park),\* Imogen Pennell (Highgate Wood), Keith Embleton (A) (Hornsey)  
**Primary Academy (1)** Liza Sheikh Wali (A)  
**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 (A)  
**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, Acting Director of Children Services  
Katherine Heffernan, Head of Finance (CCAPS)  
Anji Phillips, Interim Assistant Director,

- \* Members present
- A Apologies given

TONY HARTNEY IN THE CHAIR

MINUTE NO.	SUBJECT/DECISION	ACTION BY
1	<b>CHAIR’S WELCOME</b> The Chair, welcomed everyone to the meeting.	

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2.	<b>APOLOGIES AND SUBSTITUTION MEMBERS</b>	
2.1	Apologies for absence received from Liza Sheikh Wali, Sharon Easton, Andreas Adamides, Cllr Opoku, Julie D'Abreu, Susan Tudor Hart, and Keith Embleton.	
2.2	Jane Flynn was substituting for Cal Shaw, Herbie Spence for June Jarrett, and Arthur Barzey on behalf of Elma McElligott was attending as an observer.	
3	<b>DECLARATION OF INTEREST (Agenda Item 3)</b> Pat Forward declared an interest in respect of trade union facility time.	
4	<b>MINUTES OF MEETINGS HELD ON 4 DECEMBER 2014</b>	
4.1	The minutes of the meetings held on 4 December 2014 were agreed as a correct record subject to the correction of the word "rigour" for vigour" in Para 8.7.	
5.	<b>MATTERS ARISING</b>	
	Matters Arising :- SW advised that the High Needs WG had met on 8 December and following further work would meet again with a further report to the next meeting. 7.2: JA agreed to provide MM with details of the impact of the publicity in respect of take up of 3 year old places. 7.3 :- Noted that take up of 3 and 4 year old places would be confirmed after the January census had taken place, and would be reported to the next meeting. 7.7:- Noted attached details on the settings providing good quality provision for 2 year olds. 8.5:- Report on High Needs block would be presented to the next meeting.	JA/NA  NA  SW
6.	<b>UPDATE ON DEDICATED SCHOOLS BUDGET STRATEGY 2015/16</b>	
6.1	Further to the previous meeting SW provided an update on the dedicated schools grant (DSG) for 2015/16. The indicative figures produced by the DfE in respect of the Schools and High Needs Blocks for 2015/16, together with comparable figures for 2014/15 was noted. The early years Block had not yet been updated as the data from the January census would be used for this allocation. The Forum was reminded that two year old funding would be based on the numbers on roll. Overall there would be an increase of £11.534m in the schools block, of which £2.406m was for growth in pupil numbers, which was more than required to meet the increase in pupil led funding, leaving a headroom of just over £0.1m within delegated budgets. There was to be a change in methodology in respect of funding for free schools and non-recouped Academies, i.e. Greig City, in that in previous years funding was excluded from local authority DSG calculations, but this would change for 2015/16 resulting in £8.871m being added for these institutions, and there would be further adjustment for estimated pupil numbers. A further change was in the	

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	methodology used to remove funding for the former Carbon Reduction Commitment (CRC) , this would provide an adjustment of £0.258m, which it was agreed should be transferred to the High Need block to assist with the continuing pressures in that area. SW advised that the High Needs Block had increased by £0.245m reflecting increased demand.	
6.2	In response to the Clerk seeking clarification as to whether PF wished to withdraw from the meeting during discussions around trade union facilities time, PF stated that she would not be voting on the item and the Forum agreed that PF remain in the meeting. The Forum was reminded of the background and consequences of a previous decision not to de-delegate budgets for trade union representation. Subsequently following productive talks at ACAS an agreed protocol had been produced. Also in reaching an agreement a commitment had been given to fund the trade union facility time up to March 2015, thereby eliminating the need for schools to sign up to a SLA. The Council was strongly recommending that maintained schools agree to de-delegate funding for 2015/16. For Academies they would be encouraged to sign up to a SLA for this service, the principles of operation would apply to all schools. In response to a question it was noted that any shortfall in funding would have to be covered by the Council.	
6.3	There was a lengthy debate around confidentiality in respect of the details discussed at the Forum. There had been some problems arising following previous meetings concerning Trade union facilities time. The Forum was reminded that there should be no individual naming outside of the meeting. It was also pointed out that as a public meeting wherever possible the Forum should be open and transparent, only using Part 2 in exceptional circumstances. It was also noted that Forum members were representatives of their sector and that they were responsible for seeking views from their sector as necessary. Views put forward at the Schools Forum might therefore be those of a sector. The Chair asked that he and the Vice – Chair to be informed if there were any concerns following the meeting.	
6.4	In response to a question from WW the Forum noted that the de-delegation requested was for 2015/16 only, and that the matter would be reviewed on an Annual basis.	
6.5	JA confirmed that with regard to open consultations it was custom and practice to consult widely, including with recognised Trade Unions. The Forum also noted that in the future trade union representatives should not be engaged on trade union activities for more than 50% of their time.	
6.6	In response to an enquiry from DF as to whether there was any feedback on the success of the protocol, the Chair advised that he was not aware of any issues. The Forum agreed that awareness of the protocol should be raised with schools and governors at every opportunity.	AP
6.7	Some concern was raised around the possibility of Academies not wishing to sign the SLA and any consequent costs, which it was noted would have to be covered by the Council. The Chair advised that the current draft SLA would need to be reviewed, and it was hoped that it would be attractive enough to encourage Academies to buy into. Officers from the Local Authority would be working on the SLA over the next few weeks before half term and comments would be sought. It was also agreed that the Forum should receive a report in due course on its effectiveness. For maintained schools it was noted that although there would not a SLA the	

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	principles and standards would equally apply.	
	PF reminded the meeting that the Trade Unions often resolved issues at an early stage, thereby saving schools time and money.	
6.8	The outcome of the consultation with schools on proposals to create a centrally retained budget to fund in year placements through the In Year Fair Access Panel (IYFAP) was noted. MMc advised that this was a good service used by all secondary schools, with one exception. SW confirmed that although these proposed formula changes only affected secondary schools all schools could vote on the item.	
6.9	The Forum noted that the Schools Block Support costs related to the corporate overhead costs, which it was noted was likely to be reduced by £88k in 2015/16. This sum it was noted would be added to the sum to be delegated to schools through the funding formula. It was also noted that this figure was likely to reduce further in 2016/17.	
	<p>RESOLVED:-</p> <ol style="list-style-type: none"> <li>1. That the DSG allocated for the Schools and High Needs blocks be noted.</li> <li>2. That the £258 CRC adjustment be transferred to the HNB to meet the continuing pressure in that block.</li> <li>3. That the maintained primary schools agree to de-delegate funding for trade union facilities time (Agreed 8 for and 1 abstention)</li> <li>4. That the maintained secondary schools agree to de-delegate funding for trade union facilities time (Agreed 4 for and 1 abstention)</li> <li>5. That the Forum endorse the proposed formula changes.</li> <li>6. That the Forum agree to the transfer of £338K from the Schools to the High Needs Block to create the IYFAP budget.</li> <li>7. That the Forum agreed unanimously to Schools Block support costs of £192K.</li> </ol>	
<b>7.</b>	<b>GROWTH FUND 2014/15</b>	
7.1	SW reminded the meeting that the LA, with Forum approval could top slice a contingency for in year increases in pupil numbers, which applied equally to maintained schools and recoupment academies. It was designed to cover required in year growth in forms of entry, not general variations in numbers experienced during the year. The Forum had also agreed the criteria for allocating the Fund.	
7.2	The Forum had agreed to allocate £1.5m for 2014/15 and the DfE had made an adjustment to the amount taken for recoupment Academies to be added to the fund. It was noted that officers were required to report annually on how growth fund was spent, with any unused resources carried forward. The criteria for the allocation of funds agreed by the Forum was noted, together with a summary of resources and proposed allocations.	
7.3	Although the previous meeting had agreed that remaining balances be used to fund TU facilities time in 2014/15, it now appeared that there was	

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	still a balance of approximately £21.6K to be funded. SW reported that there was likely to be around £150K available from rate rebates arising from rating revaluations, due to the fact that the funding formula allowed for 100% funding of rate bills applying to the DSB rather than to individual schools.	
7.4	RESOLVED:- 1. That the allocations of the growth fund as set out in the report be agreed. 2. That the remaining balances for the cost of TU representation be the first call on the use of rate rebates.	
8.	<b>FEEDBACK FROM WORKING GROUPS</b>	
8.1	<u>Early Years</u>	
8.2	MM advised the Forum that the WG was involved in reviewing the Early Years Funding formula. Also they had considered issues around take up of 2 and 3 year old places. The Forum noted that there would be a further detailed report to the next meeting.	
8.5	<u>Traded Services</u>	
8.6	AP informed the meeting that a lot of work was taking place to meet the go live date of 1 April 2015, when the new portal would be in place to enable schools to buy SLA's for a range of services from the Council. A trade fair was being held at Alexandra Palace on 24 February 2015 for schools to view the services on offer and to find out more about the new service packages. The fair would also be used as an opportunity to find out from schools what services they wanted. In addition AP would be providing a further update to governors at the termly briefing and through the Schools Bulletin.	
8.7	There would also be further offers available from September 2015 and it was planned that more work would be carried out in respect of school to school support and trading.	
9.	<b>WORKPLAN 2014/15</b>	
9.1	The updated workplan for 2014/15 was noted.	
10.	<b>ANY OTHER URGENT BUSINESS</b> None	
11.	<b>DATE OF FUTURE MEETINGS</b> <ul style="list-style-type: none"> <li>• 25 February 2015</li> <li>• 21 May 2015</li> <li>• 8 July 2015</li> </ul>	

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The meeting closed at 5.30 pm

**TONY HARTNEY**

CHAIR