

**MINUTES OF THE SCHOOLS FORUM MEETING
WEDNESDAY 25 FEBRUARY 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 (Chestnuts), Julie D’Abreu (A)(Devonshire Hill), Nic Hunt (A)(Weston Park) James Lane (A)(St Francis de Sales)
 Secondary (2) Helen Anthony (A) (Fortismere), *Tony Hartney (Gladesmore),
 Primary Academy (1) *Sharon Easton (A) (St Paul’s and All Hallows),
 Secondary Academies (2) *Elma McElligott (Woodside), Michael McKenzie (A) (Alexandra Park)

Governors: **Special (1)** Michael Connah (A)(Riverside)
 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), *Zena Brabazon (Seven Sisters) and *Lorna Walker (Rokesly Infants)
 Secondary (3) *Liz Singleton (Northumberland Park),* Imogen Pennell (Highgate Wood), Keith Embleton (Hornsey)
 Primary Academy (1) *Liza Sheikh Wali (A)
 Secondary Academy (1) Marianne McCarthy(A) (Heartlands),

Non School Members:- **Non – Executive Councillor** - * Cllr Wright
 Professional Association Representative - * Niall O’Connor
 Trade Union Representative -Pat Forward (A)
 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)

Also attending: Steve Worth, Finance Manager (Schools and Learning)
 Carolyn Banks, Clerk to Forum
 Jon Abbey, Interim Director of Children Services
 Katherine Heffernan, Head of Finance (CCAPS)
 Charlotte Pomery, Assistant Director for Commissioning
 Anne Woods, Head of Audit and Risk Management
 Vikki Monk- Meyer, Head of Integrated Services

- * Members present
- A Apologies given

TONY HARTNEY IN THE CHAIR

MINUTE NO.	SUBJECT/DECISION	ACTION BY
------------	------------------	-----------

1	CHAIR'S WELCOME The Chair, welcomed everyone to the meeting.	
2.	APOLOGIES AND SUBSTITUTION MEMBERS	
2.1	Apologies for absence received from Helen Anthony, Pat Forward, Michael Connah, James Lane, Nic Hunt, Michael McKenzie, Julie D'Abreu and Marianne McCarthy.	
2.2	There were no substitute members. The Clerk advised that Cllr Charles Wright had been appointed by the Council as the Non Executive Councillor and Niall O'Connor had been nominated by the Teachers Panel as the Professional Association representative. The Forum confirmed these appointments and both were welcomed to the meeting.	
3	DECLARATION OF INTEREST (Agenda Item 3) There were no declarations made	
4	MINUTES OF MEETINGS HELD ON 15 JANUARY 2015	
4.1	The minutes of the meetings held on 15 January 2015 were agreed as a correct record.	
5.	MATTERS ARISING	
	Matters Arising :- 5 7.2 MM reminded the Forum that JA/NA had agreed to provide the Schools Forum with details of the impact of the publicity in respect of take up of 3 year old places. 6.6 Cllr Waters confirmed that the SLA on trade union facilities time was being finalised and would be circulated to governors.	JA/NA LF/ Cllr Waters
6.	THE SCHOOLS 2015/16 INTERNAL AUDIT PROGRAMME AND FEEDBACK ON 2014/15 AUDIT WORK	
6.1	The Forum was reminded that internal audit undertook a programme of school audit reviews to ensure that schools comply with the requirements of the Schools Finance Manual and the risks associated with the key financial and non financial processes.	
6.2	The Forum noted feedback on the 2014/14 audit work and follow up from 2013/14, together with the programme of schools to be audited during 2015/16. AW informed the meeting that schools were chosen for audit as a result of a combination of a cyclical process and on the basis of risk. Although there was no audit of the SFVS the test programme given to schools should provide schools with sufficient assurance that the SFVS was being applied appropriately.	
6.3	The Forum noted that there had been support provided to school staff through briefing sessions. Additionally a well attended and received training session on audit and risk management had recently been delivered to school governors. It was pleasing to note that there was an improving picture, with around 50% of schools now receiving substantial assurance. MM expressed the importance of ensuring that reports were shared with governors. In response to a query from LSW it was noted that there were common themes of poor practice such as a lack of inventories,	

	decent asset management and basic financial practices. SW advised that the SFVS would help schools in this regard as a basic wealth of information and good practice. AW also advised that it would be useful for schools to examine their previous audit report and ensure that previous recommendations had been acted upon.	
6.4	Resolved: That the planned programme of audit work for 2015/16 as set out in Appendix A and the initial feedback on audit work completed in 2014/15 be noted.	
7.	HIGH NEEDS BLOCK	
7.1	SW reminded the Forum of the changes to the way special schools, special units and special providers were funded. In preparation for the changes the Forum had agreed to transfer £4.1m from the High needs to the schools block for delegation to schools, of which £0.5m would be retained as a contingency to support schools.	
7.2	The High Needs Working Party had now been reconvened and was monitoring information on the progress of the budget.	
7.3	Although the centrally retained services budget was showing an overall projected underspend for 2014/15 of £99K due to vacant posts the Commissioning budget was showing an overspend of £511k. However as the Forum had previously agreed to roll forward the remainder of the contingency of £452K set aside in 2013/14 as a HNB contingency for 2014/15 there would be sufficient to cover the projected overspend and an estimated balance of £40k which could be carried forward to 2015/16. In particular the Forum noted that there was budgetary pressure with the independent and voluntary schools. However the Council had now restructured and created a commissioning function to ensure better control in this area. Also there was some concern around the higher education top up, especially as this was a new area of responsibility; and, School Forum members required more information expressing that there was some uncertainty about numbers and locations of students.	
7.4	The budget for 2015/16 which reflected previous decisions made by the Forum to transfer funds from the Schools Block either to provide for the pressures within the block or to create the new in-year Fair access budget following the recommended top slicing of secondary school lump sums. The Forum also noted elements of the HNB which would be “recouped” for academies before the remainder was paid to the Council. The net position was a balance of £0.563m to offset the pressure of £0.702m, which it was agreed would be used to create a “bringing in” fund to expand provision in borough, reducing expensive out borough placements and a contingency to deal with unavoidable budget pressures.	
7.5	In response to a query around speech and language sufficiency VMM advised that this was an area for further investigation to ensure that it was being effectively provided. VMM also advised that work was being done around support being provided to the increasing number of people with autism.	
7.6	The Forum reminded the LA that a report on the Early help strategy was expected at the next meeting. JA advised that this would be transparent	CP

	and would clearly show models of help, where money was being spent and there would be an impact assessment. JA also advised that this report had not been available earlier as it was important to allow sufficient time in order to demonstrate impact. It was noted that £1m was being allocated for developments in this area. The Forum supported ZB's view that it was important to demonstrate case studies with outcomes, to show that the process was rigorous and good value for money.	
7.7	DF expressed some concern over pressures being placed on main stream teachers with the increase in placing pupils with special needs in the mainstream settings. The Forum noted that the particular circumstances of individual pupil would be taken into account before they were placed. JA also advised that there was a Primary In-year Fair Access Panel which would look at this, although there were particular pressures on year's 6 and 10.	
	<p>Resolved:-</p> <ol style="list-style-type: none"> 1. That the High Needs Block remains at the 2014-15 level, amended as summarised in Table 3. (One abstention) 2. That the Schools Forum endorse the Council's proposal that the balance of £0.563m i.e. used to create a 'bringing in' fund to expand provision in borough, reducing expensive out borough placements and a contingency to deal with unavoidable budget pressures. 3. That the remaining DSG High Needs Block (HNB) roll forward of £40k be set aside as a contingency for the High Needs Block in 2015-16. 	
8.	PATHWAY TO EARLY SUPPORT FOR CHILDREN UNDER 5 WITH COMPLEX SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)	
8.1	The Early Support offer which drew together health, education and social care services set out how support and intervention for young children with complex health or disabilities is provided. The offer was available to children who met the identified criteria. VMM provided information on how support according to individual child profiles would be accessed through the IASP panel from April 2015. The changes were partly due to the SEND reforms and the increased responsibilities being placed on Local Authorities coupled with a broader approach to places other than Local Authority, including to the voluntary sector.	
8.2	The Forum noted the increasing number of children waiting to access a suitable early education or childcare place and the need to increase places. In addition the Forum was reminded of changes and the rationale behind it and improvements proposed to be made. An initial allocation of funding of £395,000 was agreed from the DSG High Needs block from April 2015, which would be used to fund the support needs of children in order for them to access a 15 hour per week, 38 weeks of the year funded early learning place. It was also noted that demand was likely to increase further and therefore this should be reviewed on an annual basis.	
8.3	In response to a query from LSW it was noted that there may be a need	

	for further training, and sharing good practice, including with partner agencies and there was a need to formalise the outreach support provided.	
8.4	JV expressed some concerns as to how quickly the funding would follow placements as often children were placed for a short period of time. CP advised that there was a need to consider flexible options of support. Also she advised where childcare places were required they would be provided, irrespective of any future proposals for children's centres. The Forum also noted that the Local Authority was currently funding a significant amount of expertise found within nurseries.	
	<p>Resolved:</p> <ol style="list-style-type: none"> 1. That Haringey's early support approach and the intention for a robust pathway to be in place from April 2015 be noted and an update be presented to the next meeting. 2. That £395,000 from the High Needs Block from April 2015 to fund the support requirements of children with complex SEND accessing funded early learning places be agreed. (One abstention). 3. That the sum allocated on an annual basis to determine future levels of funding required be reviewed. 4. That Schools Forum reviews the funding, and impact of the funding, in light of the wider changes to early years proposed by the Council over the coming year. 	CP/VM M
9.	THE FINAL IMPLEMENTATION OF CHANGES TO FULL TIME NURSERY CLASS PLACE PROVISION IN HARINGEY'S SCHOOLS FOR SEPTEMBER 2015	
9.1	The Forum was reminded of the impact of implementing the final stages of changes to full time place provision as agreed by the Council in February 2012, which included the reduction of full time places for 3 and 4 year olds from 675 to 118 by September 2015.	
9.2	As a result of DfE changes to funding arrangements there was an increased target for participation rates for 3 and 4 year olds to 96%, which it was noted would lead to an additional net amount of £400,000 in DSG funding if this target was reached.	
9.3	The report set out three options for the profile of the 118 places for September 2015 and confirmed the Dedicated School Grant (DSG) funding required to meet the cost of the providing full time places for 2014-15 and 2015-16. There was a consensus, which was also favoured by the Early Years Working Group that Option 3 be chosen whereby the places were distributed according to principles of allocating all schools with a children's centre 10 places each. This option it was noted prioritised schools with children's centres due to their ability to offer access to integrated support for those children accessing a full time place in these settings, and their families, The remaining places would be distributed across all schools based on the current allocation ratio. It was also noted that Option 3 enabled the most vulnerable families to access provision close to where they lived. In response to a query as to what	

	<p>happened if schools did not wish to take up their allocation it was noted that there were ongoing discussions as to whether they should be allocated to Nursery schools. The Forum noted that should schools decide before-hand not to take-up places they will not get funding and therefore there will be no clawback, but if they agree to take places and are funded on that basis, but don't fill them then there will be clawback.</p>	
9.4	<p>Full time place provision was no longer sustainable as the funding that formerly under-pinned it was no longer available and the funding rate of £6 per hour for two year olds placed future pressure on the overall Early years block. Consequently the Forum noted the Council's intention to undertake a further review of full time nursery class place provision in Haringey Schools to inform proposals for the future of full time place provision from September 2016 onwards.</p>	
	<p>Resolved:-</p> <ol style="list-style-type: none"> 1. That the options for the final distribution of full time place provision across Haringey's Nursery School classes and Nursery Schools from September 2015 be reviewed. 2. That option 3 be agreed as the preferred option to be taken forward with schools and the principle to be applied if any school did not wish to take its allocation, with further discussions around implementation to be considered by the Early Years Working Group. 3. That the final profile of full time place provision be confirmed following consultation with all affected schools. 4. That the intention to consult schools on the provision of full time place provision from September 2016 and beyond be noted and further consideration be given by the Early Years Working Group. 	
10.	TERMS OF REFERENCE FOR HIGH NEEDS AND EARLY YEARS WORKING GROUPS	
10.1	<p>The Forum agreed the revised terms of reference for both the High Needs and Early Years working parties.</p>	
10.2	<p>With regard to the membership of the Early Years Working Group it was agreed that Dawn Ferdinand and Sharon Easton be appointed as primary Headteacher representatives and Zena Brabazon be appointed as a further primary governor representative.</p>	
10.3	<p>In response to a query from LB as to the origin of the initial membership SW advised that it had previously been agreed by the Forum. The Forum agreed that Gordon McEwan be added to the membership as an Alternative provider. It was also agreed that it was not appropriate for the Working Group to be chaired by an officer. SW confirmed that he would seek further membership and the Forum would be updated at a subsequent meeting.</p>	SW
11.	MEMBERSHIP AND FEEDBACK FROM WORKING PARTIES;-	
11.1	<p><u>Early Years</u> MM advised that the Working Party had given consideration to the Early</p>	

	Years single funding formula, child care subsidy, pupil premium and changes to full time nursery class places.	
11.2	<u>High Needs</u> SW informed the meeting that the Working Party has met ahead of this meeting to discuss the report on this agenda and to agree their proposed terms of reference. It was noted that the Working party would be meeting on a more frequent basis in the future.	
11.3	<u>Traded Services</u> JA advised that the Traded Services Fair held on 24 February had been successful with good engagement from schools. A more detailed tabled report was noted. In response to a query from LB it was noted that the programme board would continue to meet.	
12.	WORKPLAN 2014/15	
	The updated workplan for 2014/15 was noted subject to the addition of specific update on early help and on the Pathway to early support for children with SEND. It was also agreed that there should be an update in 2016/17 on the development of the Traded Services model of provision.	
13.	ANY OTHER URGENT BUSINESS SW advised the Forum that within the Growth Fund there was provision for funding bulge classes and the LA's commitment to guarantee funding. A request had been received from a one form entry school with 37 pupils in a KS1 class, which would be moving to KS2 in September 2015, and which under the current criteria would not be eligible for additional funding as two classes. WW suggested that with the support of the LA the school be able to refuse any casual admission and that funding be provided initially for one year only, which depending upon the reduction in pupil numbers would be reviewed. Resolved:- That funding be provided for an initial one year period from the Growth Fund and that the school be allowed to refuse casual admissions and the matter be reviewed in a year's time.	
14.	DATE OF FUTURE MEETINGS <ul style="list-style-type: none"> • 21 May 2015 • 8 July 2015 	

The meeting closed at 6 pm

TONY HARTNEY

CHAIR