

**MINUTES OF THE SCHOOLS FORUM MEETING
WEDNESDAY 8 JULY 2015**

Schools Members:

Headteachers: **Special (1)** - Martin Doyle (A)(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 (A) (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(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 (A)(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 (Hornsey)
 Primary Academy (1) Liza Sheikh Wali (A)
 Secondary Academy (1) *Marianne McCarthy (Heartlands),

Non School Members:- **Non – Executive Councillor** - Cllr Wright (A)
 Professional Association Representative - * Niall O'Connor
 Trade Union Representative -Pat Forward (A)
 14-19 Partnership - June Jarrett (A)
 Early Years Providers - *Susan Tudor-Hart
 Faith Schools - Mark Rowland
 Pupil Referral Unit –Gordon McEwan (A)

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

Also attending: Steve Worth, Finance Manager (Schools and Learning)
 Carolyn Banks, Clerk to Forum
 Vikki Monk- Meyer, Head of Integrated Services
 Gill Gibson- Assistant Director - QA, Early Help and Early Years
 Gareth Morgan, Head of Early Help and Prevention
 Ngozi Anuforo – Early Years Commissioning Manager
 Anton Francic- Head of School Performance: Systems
 Jane Blakey- Head of School Performance Standards and Provision

* Members present
A Apologies given

TONY HARTNEY IN THE CHAIR

MINUTE NO.	SUBJECT/DECISION	ACTION BY
1	<p>CHAIR'S WELCOME The Chair, welcomed everyone to the meeting. In particular he welcomed Anton Francic and Jane Blakely who had jointly been appointed as Acting Assistant Director Schools and Learning.</p>	
2.	<p>APOLOGIES AND SUBSTITUTE MEMBERS</p>	
2.1	<p>Apologies for absence received from Jon Abbey, Cal Shaw, Andreas Adamides, Liza Sheikh Wali, Julie Vaggers, Pat Forward, Cllr Wright, Helen Anthony, James Lane, Nic Hunt, Michael McKenzie, Louis Fisher, and Gordon McEwan.</p>	
2.2	<p>Sarah McClay was substituting for Martin Doyle, Arthur Barzey for Elma McElligott and Linda Sarr for Fran Hargrove.</p>	
3	<p>DECLARATION OF INTEREST (Agenda Item 3) There were no declarations made.</p>	
4	<p>MINUTES OF MEETINGS HELD ON 21 MAY 2015</p>	
4.1	<p>The minutes of the meetings held on 21 May were agreed as a correct record.</p>	
5.	<p>MATTERS ARISING</p>	
	<p>7.3 SW confirmed that Islington had been able to pay the Early Years Pupil Premium promptly as they had implemented universal free school meals for nursery and primary classes several years ago. A condition for receiving the free meal is completion of a form with the same details as required for Early Years Pupil Premium. Islington was therefore already in receipt of the relevant data. SW confirmed that there were lessons that could be learnt.</p>	
6.	<p>FORUM MEMBERSHIP</p>	
6.1	<p>The Clerk presented the tri-annual report on the Forum's membership, which was made up of school members, academy members and non school members. It was noted that school members must represent primary and secondary schools and there must be a representative from primary and secondary schools in addition to one representative from special schools, nursery and PRU's. Academy members must represent mainstream academies and would include , Tottenham UTC and the two free schools. Additionally EFA guidance states that there must be one member place for alternative provision academies. Non school members may not be more than one third of the total membership and a representative of 16-19 education must be sought. Also the LA must appoint at least one person to represent early years providers from the PVI sector. Subsequently before appointing any other additional non school members the LA must consider representation from the CofE and Roman Catholic dioceses and any other schools in the area with a</p>	

	different religious character.	
6.2	With regard to the size of the Forum two models were presented, one of which provided a small reduction in size and the other maintaining the status quo. The Chair stated that continuing with the current size allowed a good representation across the different sectors. NO'C expressed concerns over the possibility of reducing the trade union representation and advised that the two current union representatives represented different stakeholders. MM stated that the current size was effective and worked well. STH expressed the view that there should be additional representation from the Early Years sector.	
6.3	The Forum agreed that the term of office for members remain as three years with an annual review to ensure a balance in accordance with pupil numbers.	
	<p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the size of the Forum membership remain as present with the additional place for a representative from the Octagon, as the alternative provision Academy, for a further three years unless otherwise required by legislation to amend. 2. That the overall membership continues to be reviewed on a tri-annual basis with an annual review to ensure that there is a balance between maintained primary, maintained secondary and academy members proportionate to the pupil numbers in each category. 3. That the Clerk commences the re-election process with a view to the new membership being in place for September 2015. 	CB
7.	THE SCHOOL'S INTERNAL AUDIT PROGRAMME 2014/15 - FEEDBACK	
7.1	The Forum received details of the overall outcomes and assurance levels provided to individual schools from 2011/12 to 2014/15 together with a summary of assurance and recommendations made. Details of some of the issues relating to non compliance with the Schools Finance Manual in 2014/15 where recommendations were made were also highlighted.	
7.2	The completed 2014/15 audit programme showed that, although there were no 'nil' assurance ratings given in the year, which was an improved position on the previous year, over 60% of schools audited received a 'limited' level of assurance. This was a worse outcome than 2013/14, where 50% of schools audited received a 'substantial' assurance rating. However both the total the number of recommendations and the number of priority 1 recommendations had fallen. The Forum noted that the areas of non compliance remained the same issues, as in previous years.	
7.3	A summary of the 145 recommendations raised from the 13 schools audited in 14/15 together with the four areas overall where the majority of high priority recommendations and the most common areas of non-compliance were noted.	
7.4	The results of follow up audits carried out in 2014/15 for all schools audited in 2013/14 showed that only 52% of the original recommendations had been followed up at the time of the follow up visit. Details of further training for schools and governors in 2015/16 was noted.	
7.5	In response to a query from LB around the reasons why there was still 28	AW/C B

	priority one recommendations outstanding the Forum was advised that the service was working closely with schools through the School Improvement Advisers to rectify this. The Forum agreed that this should be drawn to the attention of the Chair of Governors of the relevant schools.	
	NO'C queried the audit process for ensuring governing body compliance with the awarding of pay increments. However the Chair advised that this responsibility lay with the Pay Committee. AW confirmed that as Payroll was audited a sample number of cases would be examined to ensure that the process had been correctly followed.	
8.	SCHOOLS BUDGET OUTTURN 2014-15 AND UPDATE ON THE DEDICATED SCHOOLS GRANT FOR 2015/16	
8.1	The final value of the Dedicated Schools Grant for 2014-15 which was announced in May 2015 was £0.085m higher than reported to Schools Forum in July 2014.	
8.2	For 2015-16 the DSG reported to Forum in January 2015 had been adjusted and included a further £85,000 increase as a result of the January 2015 Early Years count. The allocation for two year olds and the update for three and four year old numbers from the January census is still awaited. The final DSG will not be confirmed until May 2016.	
8.3	A summary of the DSG carry forwards from 2014/15 was noted. With regard to Early Years the carry forward from 2013/14 was £2.350m to which balances of £0.262 were added from the 13-14 clawback for 3 and 4 year olds. In 2014-15 the net Early Years Block underspend was £1.230m, giving an accumulated balance of £3.842m. For the High Needs block the actual overspend was £0.449m, which it was noted eradicated the contingency fund.	
8.4	With regard to the Growth Fund the Forum noted that due to an increase in bulge classes the previously reported underspend was now an overspend of £0.133m. On the basis that there were no further bulge classes it was agreed that the overspend less the balance on the SEN contingency and rate rebates be set against the 2015/16 growth fund. This also would mean that the funding for Trade Union facilities time which it had been agreed would be funded for 1 year would have to be funded entirely from the rebate, leaving a balance to be carried forward of £0.017m. Proposed carry forwards for Governors services and funding for the Network Learning Communities (NLC's) were agreed. In response to a query from MM as to how the funding allocated for the NLC's was allocated and spent the Chair confirmed that each NLC determined their own priorities.	
8.5	The balances for individual schools was noted together with the changes in school balances over the course of 2014-15.	
8.6	The Forum agreed to set up a Panel consisting of WW,MM,AJ and TH to agree allocations for schools in financial difficulty. SW advised that the Panel should also examine the reasons why some schools were holding significantly high balances.	SW
9.	SCHOOL FUNDING 2016-17	
	SW provided the Forum with a verbal report regarding the Government's proposals for a National Funding Formula and a possible redistribution of	

	funds between London and the rest of the country although at present no definite proposals had been forthcoming. It was therefore unlikely that there was sufficient time for changes to be introduced for April 2016. In acknowledging the LA's responsibility to keep the local formula under review and ensure that it was fit for purpose the Forum agreed to set up a Sub Group of TH,WW,MM,JD'A and MMcK	SW
10.	PREPARING FOR THE 30 HOUR EXTENSION TO THE FREE ENTITLEMENT FOR THE THREE YEAR AND FOUR YEAR OLDS OF WORKING PARENTS	
10.1	The Forum was presented with an update on the Governments proposals for extending the free entitlement for working parents. Although much of the details were not yet available the Forum noted likely implications for Haringey, together with current activity being undertaken by the Council in order to help plan for the implementation of the new offer. Also action required to meet the requirements of the new Childcare bill was outlined. The uncertainty as to the likely funding rate and whether there would be a minimum rate was noted with some concern. NA advised that it was important to work with schools and early years settings in order to have a good understanding of how many parents would be eligible and the capacity to deliver.	
10.2	ZB reminded the Forum that there were many parents who did not work and a substantial number of children who needed the places to help with their personal development. Furthermore careful consideration needed to be given to childcare subsidies and other funding arrangements and it was accepted that options should be modelled quickly.	
11.	EARLY HELP AND PREVENTION SERVICE UPDATE AND FINANCIAL WORK	
11.1	The Forum was provided with an update and details of financial plans as requested at the previous meeting, together with action taken to ensure that the structure and approach for October was a genuine result of co-production and design to establish a visible, accessible and effective service.	
11.2	The aims of the service were outlined together with the financial details which had been requested at the last meeting. GG reported that since the previous Forum meeting she had been visiting schools, attended the Headteachers conference and listened to pastoral leads, to ensure that the structure and approach from October was a result of co-production and design to establish a visible, accessible and effective Early Help multi -agency support service.	
11.3	The report focussed on the internal structure and did not include details of the Children's centre resource nor specific partnership working. GG acknowledged that there may be a need for some rebranding to reflect the wider Early help offer via schools and children's centres. As a result of previous views expressed the decision had been taken to suspend the Early Help Forums pending a review of mechanisms for case discussions.	
11.4	ZB welcomed the report, but felt that more information would be helpful to show where posts were currently filled and the effects on the DSG. It was noted that any uncommitted money would be recycled back to the DSG and reported to the Forum at the end of the financial year. In response to clarification sought from LB it was noted that the 25 practitioners referred to in table 3 were family support workers where a social work qualification	

	<p>was not a requirement. Team Managers however would be qualified Social Workers and would provide case oversight and apply additional scrutiny to threshold application and managing risk. The locations for the current Early Help team were noted, together with the proposals for more locally based teams, which it was intended would align with other partner agencies. DF thought that there appeared to be a significant amount of leadership posts, but it was noted that the locality teams would be large. There would be considerable joint working and joint supervision as well as a requirement to have strong management structure to support embedding new structures, practices and managing risk. MM sought further clarification as to whether all the posts were filled and it was suggested that she meet with GG to discuss the strategic management issues in further detail. In response to a query from IP around cross borough workings, GG advised that there was good cross borough workings in the context of Troubled Families (HFF – Haringey Families First) which she expected would expand further.</p>	GG
12.	PATHWAYS TO SUPPORT FOR 16-25 YEAR OLDS WITH SPECIAL EDUCATIONAL NEEDS	
12.1	<p>The Forum was reminded of the reforms to the duties in supporting children with SEN and disabilities which would now extend to up to 25 should the young people remain in education. An update on the potential impact of this extension was provided. It was noted that the reforms required that all statements and learning difficulty assessment for those young people who are post 16 years old be transferred to an EHC plan where the young person chooses to remain in education which it was noted was an increasing number.</p>	
12.2	<p>Although this would create increasing financial demands on the high needs block long term outlooks for this group of young people may be increased and a more positive outcome in terms of life choices could be achieved. The likely significant overspend on the high needs block was noted.</p>	
7.3	<p>VMM advised that the working party would be working on a broad vision for delivery, examining the quality assurance mechanisms in place to assess new providers coming into the market place, and assessing outcomes. ZB wished to be assured that the service worked with the young people and their families in addition to close working with Adult services.</p>	
13	PATHWAYS TO SUPPORT FOR 0-5 YEAR OLDS WITH SPECIAL EDUCATIONAL NEEDS	
13.1	<p>VMM provided the Forum with an update on the developing approach to provision of support for pre-children with emerging special educational needs and disabilities. It was noted that the number of pre school aged children with SEN was increasing and as a consequence the numbers outstripped the Early Support places available. In order to address the increased need a descriptive banding system was going to be introduced which would provide a greater understanding of the likely need that could be met by a universal service and a service for children with low, medium and high needs. Furthermore a range of training, advice and support</p>	

	would be identified to support childcare settings to meet the required need. In addition the service would be looking at the financial support available to settings and what the enhanced funding would provide.	
13.2	In response to a query from WW around additional support arising from the proposed 30 hour extension for 3 and 4 year olds VMM advised that the service was already considering this and in particular how to meet the needs of those on the thresholds of a EHC.	
13.3	The Forum agreed that it was important for any proposals to be considered in conjunction with the Early Help offer and furthermore it was agreed that there should be a joined up vision for special needs. JB agreed that this would be considered and that a report back would be presented to the next meeting.	VMM
14.	MEMBERSHIP AND FEEDBACK FROM WORKING PARTIES;-	
14.1	<u>Early Years</u> MM informed the Forum that the Working Party had considered the Early Years Single funding formula, the 30 hour extension to the free entitlement for the 3 and 4 year old working parents, the 2 year old programme and the Pupil Premium for Early Years.	
14.2	<u>High Needs</u> There was no additional report	
14.3	<u>Traded Services</u> LB reported that Traded Services was well received with an 85% take up from in borough schools and interest from out borough schools. The schools CPD programme for 2015/16 had been expanded and take up was good. Detailed information on the services available was available on the portal.	
15.	WORKPLAN 2015/16	
	The workplan was noted.	
16.	ANY OTHER URGENT BUSINESS There was none.	
17.	DATE OF FUTURE MEETINGS <ul style="list-style-type: none"> • 22 October 2015 • 3 December 2015 • 14 January 2016 • 25 February 2016 • 19 May 2016 • 30 June 2016 	

The meeting closed at 6.05 pm

TONY HARTNEY
CHAIR

