

**MINUTES OF THE SCHOOLS FORUM MEETING  
THURSDAY 22 OCTOBER 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 (A)(St Mary's CE), \*Will Wawn (Bounds Green) \*Cal Shaw (Chestnuts), \*Julie D'Abreu Devonshire Hill), \*Nic Hunt Weston Park) \*Angela McNicholas (OLM)  
**Secondary (2)** Helen Anthony (A) (Fortismere), \*Tony Hartney (Gladesmore),  
**Primary Academy (1)** Sharon Easton (A) (St Paul's and All Hallows),  
**Secondary Academies (2)** Arthur Barzey (Woodside), \*Michael McKenzie (Alexandra Park)  
**Alternative Provision** \*Angela Tempany

**Governors:**                   **Special (1)** \*Michael Connah (Riverside)  
**Children's Centres (1)** \*Melian Mansfield (Pembury)  
**Primary (7)** Asher Jacobsberg (Welbourne), \*Laura Butterfield (Coldfall), Andreas Adamides (A)(Stamford Hill), \*Zena Brabazon (Seven Sisters) \*Lorna Walker (Rokesly Infants), \*Michael Cunningham (Muswell Hill), \*John Keever (Seven Sisters)  
**Secondary (3)**,\* Imogen Pennell (Highgate Wood),  
**Primary Academy (1)** \* Liza Sheikh Wali (Noel Park)  
**Secondary Academy (1)** \*Marianne McCarthy (Heartlands),

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

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**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 - Early Help and Intervention  
Gareth Morgan, Head of Early Help and Prevention  
Deborah Tucker, Alternative Provision Commissioner  
Jane Blakey- Joint Interim Assistant Director, Schools and Learning  
Douglas Cook- Traded Services Manager  
Jon Abbey – Director of Children's Services

- \* Members present
- A Apologies given

## TONY HARTNEY IN THE CHAIR

MINUTE NO.	SUBJECT/DECISION	ACTION BY
1	<p><b>ELECTION OF CHAIR AND VICE CHAIR</b></p> <p>The Clerk invited nominations for the position of Chair of the Forum. A nomination was received for Tony Hartney to be appointed which was duly agreed. The Chair then sought nominations for the position of Vice Chair and a nomination was received for Laura Butterfield to be appointed as Vice- Chair, which was duly agreed. It was also agreed that the appointments be for a one year term of office.</p>	
2.	<p><b>CHAIR'S WELCOME</b></p> <p>The Chair welcomed everyone to the meeting.</p>	
3.	<p><b>APOLOGIES AND SUBSTITUTION MEMBERS</b></p>	
3.1	Apologies for absence received from Sharon Easton, Andreas Adamides, Helen Anthony	
3.2	Jane Franklin was substituting for Rob Thomas, and Rhiannon Lloyd for Fran Hargrove	
4	<p><b>DECLARATION OF INTEREST (Agenda Item 3)</b></p> <p>Pat Forward and Niall O'Connor declared an interest in the report on Facilities time.</p>	
5	<p><b>MINUTES OF MEETINGS HELD ON 8 JULY 2015</b></p>	
5.1	The minutes of the meetings held on 8 July were agreed as a correct record.	
6.	<p><b>MATTERS ARISING</b></p>	
	<p>8.6 SW advised that applications had been invited from schools in financial difficulty and a Panel set up to consider applications. The Panel had not as yet met.</p> <p>13.3 JB advised that proposals for special needs would be linked to the Early help offer and part of the review of nurseries to be considered by the Early Years Working Party.</p>	
7.	<p><b>FORUM MEMBERSHIP</b></p>	
7.1	The Forum agreed the appointment of representatives for 2015-18. It was noted that there were two vacancies for secondary maintained sector governors which fell to the Haringey Governors Association as the nominating organisation to fill. With regard to the place for the 16-19 representative following the receipt of 3 applications it had been necessary to arrange an election, with Rob Thomas from the 6 <sup>th</sup> Form centre securing the most votes.	
7.2	As the outcome for the PVI representative had not been concluded it was agreed that the current representative continue in office until the process is completed. The Forum would be updated on this matter at the next meeting. The Forum also agreed that there be a review of the constitution to ensure that it was compliant with advice from the EFA and that it was fit	

	for purpose.	
	<p>RESOLVED:</p> <ol style="list-style-type: none"> <li>1. That the new members as detailed in the report be appointed to the Forum for the period 2015-18.</li> <li>2. That following the election process the Forum confirm that the place for 16 -19 representative be filled by Rob Thomas from the 6<sup>th</sup> Form Centre.</li> <li>3. That Angela Tempany be appointed as the representative from the Octagan Alternative Provision Academy in accordance with the Education Funding Agency guidance.</li> <li>4. That the current representative for the PVI sector continue in post pending the determination of the allocated place.</li> <li>5. That the Clerk be requested to review the Constitution to ensure that it is fit for purpose and report back to a future meeting.</li> </ol>	CB
8.	<b>FUNDING FORMULA AND DEDICATED SCHOOLS BUDGET 2016/17</b>	
8.1	<p>In view of the expectation that LA's keep their funding formula under review data had been obtained from all LA's in respect of 2015/16 funding methodology and values. In addition the Forum's sub group set up at the last meeting had taken into account the DfE's intention to introduce a national formula, the continuation of the minimum funding guarantee and the nationally relatively high level of Haringey's deprivation funding. The Sub group were of the view that there should not be any general changes to the funding formula for 2016/17. However as a result of concerns about the distribution of funding for high needs pupils across secondary schools it was agreed to propose the removal of the secondary lump sum to create a HNB contingency through which to reallocate resources as shown in Appendix 3 to the report. Furthermore it was noted that the reallocation would be reviewed in January 2016 when the October census data was available and a further consultation with schools would also take place. As an alternative model had been proposed by one of the schools which provided a more finely tuned reallocation it was agreed that there should be a re-consultation with schools and a further report to the next meeting. In response to a query it was noted that the money would be ring fenced. JK asked about the number of referrals made and school allocations, which it was noted appeared to be disproportionate allocated across the borough. MMC was of the view that this was a serious matter for the borough and in particular for Heartlands High School as they took a large number of pupils with statements. WW confirmed that the proposals sought to address this situation. VMM stated that the LA recognised that there was an imbalance and that this was seen as the first step in a change of ethos across the borough.</p>	SW
8.2	Due to an unfavourable response from schools it was not proposed to reduce the lump sum to create a primary specialist intervention provision.	
8.3	The Forum noted that when confirmation and details of the proposed national funding formula become known briefings would be provided for heads and governors.	SW

8.4	<p>RESOLVED:-</p> <ol style="list-style-type: none"> <li>1. That the proposed removal of the secondary lump sum to create a HNB contingency and the proposed reallocation of resources as illustrated in Appendix 3 using current data be endorsed</li> <li>2. That, following consultation with schools, the reduction of the primary school lump sum to create primary specialist intervention provision be not supported.</li> </ol>	
9.	<b>ARRANGEMENTS FOR THE USE OF PUPIL REFERRAL UNITS AND THE EDUCATION OF CHILDREN OTHERWISE THAN AT SCHOOL</b>	
9.1	The Forum was provided with a very detailed report giving an overview of the current PRU and alternative provision arrangements, related financial implications and strategic direction of travel. In addition the Forum was updated on key issues regarding budgets and commissioned places at the Octagon AP Academy (OAPA), Haringey's Tuition Medical Needs Service and the KS4 Alternative Provision Roll, together with plans and options for April 2016.	
9.2	The Forum was informed of the referral routes into OAPA together with outcomes for 2013/14 and attendance records. It was noted that in order to meet statutory obligations following a permanent exclusion 58 places had been commissioned at the OAPA, but this could be reduced to 54 to provide a more efficient and focussed model of service delivery and provide funding for pupils at risk of exclusion by increasing provision elsewhere. With regard to SEND funding the Forum noted that places were not specifically allocated at OAPA, the LA had negotiated a revised funding model for 2015/16 in order to gauge and agree funding levels which better reflected the variation of need ranging from a £0 core offer to £11,642. It was important for the LA to ensure that systems and funding arrangements were not prohibitive so that children with SEND were not more likely to be excluded and that they had fair access to commissioned services.	
9.3	Of particular concern was the number of KS1 pupils at risk of permanent exclusion who did not meet the age related threshold for OAPA which meant that arrangements were made with bespoke full or part time provision and specialist provision at the Haringey tuition service.	
9.4	With regard to the Tuition service the Forum noted that the possibility of enrolling students on a permanent basis from schools was being explored, and if possible it was noted that this could be a model to generate an income stream for Heads and produce savings for SEND budgets by keeping children with EHCPs in high quality, cost effective specialist provision within the borough. In addition a scoping exercise was underway to develop further links with CAHMS and other partners to shape resources and training from targeted schools. A further report on	DT/VM M

	the developments, including any proposals for an expansion of the service, including any capacity issues would be presented to a future High Needs Working Group and subsequently to the Forum. SW also confirmed that any budgetary issues would be picked up at future Forum meetings.	
9.5	As a result of needing to find a viable solution for placing children in YR11 who were new arrivals to the country and to the borough the LA has provided the KS4 Alternative Provision Roll for commissioning targeted, quality assured alternative provision. These students it was noted were placed on the role of the Tuition service, with an average of 75 having been placed each academic year over the last three years.	
9.6	The Forum noted that the figures provided in the projected estimate budget for 2016/17 provided for a reconfiguration of the alternative provision commissioning budget, and indicated a projected saving of 48K as a result of the reduced Octagon AP Academy rates 2016/17 which would allow 38K to be transferred to the Haringey Tuition Service for the proposed expanded offer and 10K would be transferred to Commissioning Costs. SW commented that budget proposals for the High Needs Block would be considered at a later Forum. In response to a query it was noted that provision for primary aged pupils was provided to schools at no cost, as it was seen as early intervention.	
9.7	The Forum noted that there were some pupils in the borough with a very high level of need, requiring multi agency support, Reports on young people at risk would be reported to the Primary and Secondary Heads and to the Forum with regard to any funding issues. GG advised that she would wish to see a systems approach to management of such cases and she would wish to take a report to the Early Help Partnership Board. The Forum agreed that a further report on primary alternative provision be presented to the next meeting.	DT
	<p>RESOLVED:-</p> <p>1. That the Forum note the number, configuration and costs of commissioned places across the Octagon, Haringey Tuition Service and the Alternative Provision Roll.</p> <p>2. That In line with Priority 1 the Forum supports plans for the use of Money Following Exclusions to commission behaviour and well being interventions and cross phase transition for targeted primary schools.</p>	
10.	<b>FACILITIES TIME</b>	
10.1	JA provided the Forum with an outline discussion report and proposed SLA to enable Academy and Free schools to buy into the provision of Trades Union representation for employees in their school. Detailed arrangements for a protocol were also provided. It was noted that newly elected representatives would not normally be released on a whole time	

	<p>basis for trade union duties. This would ensure that there was a balance between work and trade union duties and those representatives understood the workplace they were representing. JA reminded the Forum that maintained schools had agreed to de-delegate funding for this provision but the LA was seeking to provide a simple mechanism for Academies to buy into.</p>	
10.2	<p>TH suggested that the SLA could either be based on pupil numbers or a flat rate, one for primaries and another for secondary schools. Although some members of the Forum suggested a third option with calculation on the basis of union membership, it was felt that this information may not be so readily available. Some concern was expressed as to whether if an Academy chose not to buy the SLA the union member might be denied union representation. TH advised that union representative would have to take the matter up with the individual school. NO'C advised of the need to resolve the matter and stated that most LA's in the country had a SLA, which was based on pupil numbers, as this was the most stable factor. MMK expressed the view that he would be keen to buy into a SLA on the fairest basis, which he thought would be based on union membership. He also requested information on union costs in order to ensure cost effectiveness. It was also noted that should some Academies not buy in to the SLA there would be a monetary shortfall and this could be an issue for the unions. TH advised that there needed to be a cushion as it could not be expected that there would be 100% buy in, and this would be a guiding factor in respect of the price of the SLA. SW commented that should it be agreed to use trade union membership as the basis for calculating charges it would be a different mechanism to that applied to maintained schools. De-delegation from maintained schools could only be through one of the funding factors and TU membership was not an allowed factor. De-delegation was through the AWPU and therefore directly related to pupil numbers.</p>	
10.3	<p>In response to a query the Forum was assured that schools were not paying for Council employees representation. JA agreed to come back to the Forum in respect of a query from MMK around the cost of an additional representative engaged during the last Academic year and where they were funded from.</p>	JA
	<p><b>RESOLVED:-</b></p> <p>That further refined detailed proposals based on pupil numbers be presented to the next meeting.</p>	JA
11.	<p><b>EARLY HELP UPDATE</b></p>	
11.1	<p>The Forum received an update on the locality model which was part of the Council's Early Help offer. The new structure was supported by a parallel introduction of a single point of access to all of Children and Young People's Services, including Social care, and early help provision would focus on early intervention enabling services to provide the right response at the right time. The targeted response team would provide support where there was a risk of family breakdown and young people who were at risk of offending and coming into care. Within this team there were</p>	

	specialist workers in substance abuse, domestic violence and both children's and adult mental health.	
11.2	The use of DSG funds for Early Help would contribute significantly to deliver front line support and help to forge effective local links. The Forum noted that at present there were 3 vacancies out of an establishment of 45 case holding practitioners, which should be filled by January 2016. It was also noted that there may be a small DSG underspend at the end of the financial year which would be returned to the Schools Forum.	
11.3	Details of the three locality teams which reflected the assessed level of need was noted. In response to a query from ZB around the named linked workers with every Children's Centre, GG advised that the new structure provided an initial establishment of linked workers, but that following the Children's Centre re-commissioning process, , from April 2016 the Early Help model would enable collaborative working to be embedded within the new Children's centre structures. Linked EH staff would add increased visibility and access to the wider early help offer through a regular presence on site.. GG agreed to explain this model and discuss further at a meeting scheduled with ZB and MM .	GG
12.	<b>FEEDBACK FROM WORKING PARTIES</b>	
12.1	<p><u>Early Years</u></p> <p>ZB informed the Forum that the Working Group had looked at possible costings and impact of 30 hour programme for 3 year olds, although no detailed figures were yet known. It was noted that the Government was likely to issue further clarification in the Autumn budget statement at the end of November.</p> <p>In addition it was noted that there remained an issue with the relationship between the demand for places for 2 year olds and the distribution of good quality places.</p> <p>The review of three nursery schools was also being considered by the Group. JV advised that a self review was being undertaken as part of the Early Help strategy.</p>	
12.2	<p><u>High Needs</u></p> <p>The Forum noted the tabled minutes from the High Needs Working Party meeting held on 22 September and it was agreed that in the future the minutes be circulated with Forum papers.</p> <p>Issues discussed included: - Behaviour support to primary schools, Post 16 education, Pathways to support 0-5's and 30 hours childcare sufficiency, the DSG High needs budget and Proposal for changes to secondary school funding formula to reflect statement/EHC population in secondary schools and Year 7 intake.</p>	

12.3	<p><u>Traded Services</u></p> <p>An update on Traded Services progress to date was provided which showed details of the level of trading both within and outside of Haringey, including recent further engagement by schools. The Forum was advised of recent service improvements and plans being developed for enhanced and improved traded service offers ready for Spring 2016 with an expected range of new services, details of which would be available in January/February 2016. It was also noted that there would be a need for a sustainable lightweight management and administrative structure for the service. The Forum was assured of the continued commitment to provide the best quality advice and professional support for all schools across the Borough.</p>	
12.3.1	<p>The Forum noted that the LA was confident in achieving their targets for this financial year. In response to some concern expressed around HR support provided to schools JA assured the Forum that the LA was aware of the matter and looking to redesign the service. JA requested Forum members to contact him directly with any further HR concerns.</p>	All
12.3.2	<p>Furthermore the Forum was assured that the increase in interest from schools outside of Haringey did not impinge upon delivery to in borough schools and schools in Haringey would not be turned away. This was reflected in Trading Protocols in place across the borough.</p>	
13.	<b>WORKPLAN 2015/16</b>	
	The workplan was noted.	
14.	<b>ANY OTHER URGENT BUSINESS</b>	
	<p>The Forum was assured that there was nil cost to schools in respect of the Council's rebranding.</p>	
15.	<p><b>DATE OF FUTURE MEETINGS</b></p> <ul style="list-style-type: none"> <li>• 3 December 2015</li> <li>• 14 January 2016</li> <li>• 25 February 2016</li> <li>• 19 May 2016</li> <li>• 30 June 2016</li> </ul>	

The meeting closed at 6.15 pm

**TONY HARTNEY**

CHAIR