

**MINUTES OF THE SCHOOLS FORUM MEETING  
THURSDAY 25 FEBRUARY 2016**

**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 (Devonshire Hill), \*Nic Hunt (Weston Park) \*Angela McNicholas (OLM)  
**Secondary (2)** \*Zoe Judge for Helen Anthony (Fortismere), \*Tony Hartney (Gladesmore),  
**Primary Academy (1)** \*Sharon Easton (St Paul's and All Hallows)  
**Secondary Academies (2)** Arthur Barzey (Woodside), \*Michael McKenzie (Alexandra Park)  
**Alternative Provision** Dawn McLean

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

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**Non School Members:-**   **Non – Executive Councillor** - \*Cllr Wright  
**Professional Association Representative** – (A) Niall O'Connor  
**Trade Union Representative** -\*Pat Forward  
**14-19 Partnership** –\* Rob Thomas  
**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:**               Jon Abbey, Director of Children's Services  
Chris Kiernan, Interim Assistant Director, Schools and Learning  
Steve Worth, Finance Manager (Schools and Learning)  
Katherine Heffernan, Head of Finance - Child, Adults and Schools  
Douglas Cook, Traded Services Manager  
Vikki Monk-Meyer, Head of Service SEN and Disability  
Anne Woods, Head of Audit and Risk Management  
Ngozi Anuforo, Early Years Commissioning Manager  
Carolyn Banks, Acting Head of Governor Services  
Jonathan Adamides-Vellapah, Haringey Clerk (minutes)

- \* Members present
- A Apologies given

TONY HARTNEY IN THE CHAIR

| MINUTE NO. | SUBJECT/DECISION  | ACTION BY |
|------------|---|-----------|
| 1          | <b>CHAIR'S WELCOME</b><br>The Chair welcomed everyone to the meeting.   |           |
| 2.         | <b>APOLOGIES AND SUBSITITUTE MEMBERS</b>  |           |
| 2.1        | Apologies: Noted as above.  |           |
| 2.2        | Substitutions: Zoe Judge for Helen Anthony (Fortismere).  |           |
| 2.3        | Resignations: None.   |           |
| 2.4        | New members: Dawn McLean  |           |
| 3.         | <b>DECLARATION OF INTEREST</b>  |           |
| 3.1        | None.   |           |
| 4.         | <b>MINUTES OF MEETINGS HELD ON 14 JANUARY 2016</b>  |           |
| 4.1        | The minutes of the meetings held on 14 January 2016 were agreed as a correct record.  |           |
| 5.         | <b>MATTERS ARISING</b>  |           |
| 5.1        | Noted that the matters arising appeared within the agenda.<br><br>6.7 Supplementary Schools – ongoing action to undertake a review of the supplementary funding.<br>7.3 S. Fox will be added as the Union representative.<br>8.6 Amend last paragraph should say – Forum agreed that the funding of £350k (not £350) should continue.   |           |
| 6.         | <b>THE SCHOOLS 2016/17 INTERNAL AUDIT PROGRAMME</b>   |           |
| 6.1        | Anne Woods: Head of Audit and Risk Management, introduced the paper from the Head of Audit and Risk Management. The Forum were advised that the internal audit is undertaken to comply with the requirements of the Schools Finance Manual and the management of risks associated with financial and non-financial processes.   |           |
| 6.2        | The Forum noted that schools who will have an audit are detailed in appendix A. The reasons for being on the schedule include: <ul style="list-style-type: none"> <li>• have not be audited within four years</li> <li>• had limited assurances at the last audit</li> <li>• have unresolved audit issues recently and are being followed up</li> <li>• a new Headteacher in place</li> <li>• are considered at risk and require a visit.</li> </ul> <p>The Head of Audit and Risk Management confirmed that she had written to schools concerned advising them of the inspection and inviting schools to training.</p> |           |

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| 6.3 | The Chair welcomed the improvement in practice and the training given to schools. The Head of Audit and Risk Management advised that Academies carry out their own audits and LA are not made aware of any issues, unless they are advised by the EFA. The LA can however raise concerns to the DfE and Ofsted should they need to.   |  |
|     | <b>RESOLVED:</b><br>The Forum agreed the recommendation to note the planned Internal audit work for 2016/17.  |  |
| 7.  | <b>DEDICATED SCHOOLS BUDGET ANALYSIS AGAINST NEIGHBOUR AND LONDON "PLOWDEN" LA'S</b>  |  |
| 7.1 | Chris Kiernan: Interim Assistant Director presented the paper, which outlined to the Forum the reason for the DSG analysis and the Plowden comparisons. The Forum noted that the data is from the section 251 reports and in some cases due to local discretion the reported categories may not all be the same.<br><br>Forum noted that the document had inconsistencies within the narrative and presented tables and these will be taken up with the interim director. It was agreed that these corrections are not material to the report.  |  |
| 7.2 | The Forum discussed the various annexes and noted that in general Haringey ranked averagely when compared against the other LAs. The Forum noted that these comparisons give an indication on where spending could be reviewed and analysed.  |  |
| 7.3 | <b>RESOLVED:-</b><br>That members:<br>1. noted the report<br>2. agreed that the schools forum finance sub-group convenes with a remit to: <ul style="list-style-type: none"> <li>• Receive and comment upon proposals from LA officers for reductions in retained expenditure over the 2017/18, 2018/19 and 2019/20 financial years</li> <li>• Make recommendations to schools forum about the relative funding levels of the primary and secondary sectors in the context of the proposed increase in the secondary pupil / teacher ratio (PTR).</li> </ul> Agreed for Martin Doyle to join finance sub-group the group. |  |
| 8.  | <b>PROPOSALS FOR BACK TO BUDGET PLAN HIGH NEEDS BLOCK</b>   |  |
| 8.1 | Vikki Monk-Myer: Head of Service SEN and Disability introduced the paper which described the actions being taken to ensure children with SEND have a service that is of high quality and value for money.   |  |
| 8.2 | Members noted that: <ul style="list-style-type: none"> <li>• The budget is overspent due to the increased duties and age range covered. The proposal is to bring this back to balance and over the</li> </ul>   |  |

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|     | <p>next 2.5 years</p> <ul style="list-style-type: none"> <li>• The services and pathways needed are under review to see what can be brought in house or commissioned differently i.e. the portage service and home intervention</li> <li>• Mainstream school places are being reviewed to see what is needed and for more pupils to be within these settings</li> <li>• Early Help, SEND and disability – the services at present may not be meeting the needs. The re-opening of the Grove should start to address and bring a local solution</li> <li>• The in-borough provision is being reviewed so that local services can be referred to users</li> <li>• OT is part of the CCG responsibility and joint work is being coordinated for the service to meet user needs</li> <li>• Clarification is needed over the private and independent school providers in the borough and how these should be used.</li> </ul>   |  |
|     | <p><b>RESOLVED: -</b></p> <ol style="list-style-type: none"> <li>1. The Forum noted the paper</li> <li>2. The Forum agreed the approach.</li> </ol>  |  |
| 9.  | <b>EARLY YEARS FUNDING BLOCK</b>   |  |
| 9.1 | <p>Ngozi Anuforo: Early Years Commissioning Manager introduced the paper which informed the forum of the Early Years Block, 2015/16 budget proposals and 16/17</p> <p>The Forum noted that the paper and appendix gave the background to the proposals and this included:</p> <ul style="list-style-type: none"> <li>• There are significant changes to the funding formula and that the LA will now be funded on participation</li> <li>• The surplus accumulated is being used to fund provision in the current year as the take-up has increased</li> <li>• The LA currently funds each place at £6.00 and not the DfE recommended £5.28</li> <li>• The new DfE calculated average funding is indicated at £4.88 and there may be restrictions on what can be centrally retained going forward</li> <li>• There are forecasted to be funding and uptake issues for the 15hr and 30hr placements</li> <li>• The existing budget has been ring fenced</li> <li>• The authority is not an early adopter and there appears to be no additional CAPEX funding to take forward obligations</li> <li>• The new models for demand led provision need to be put in place and this will require investment to ensure the gaps in provision</li> </ul> |  |
| 9.2 | <p>The Forum agreed that further work is required to analyse the nursery provision across all settings and a separate sub-group should be established to review this aspect.</p> <p>It was agreed that the reporting would be timely as decisions will need to be taken on budgets</p>   |  |

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|      | <p><b>RESOLVED:-</b></p> <ol style="list-style-type: none"> <li>1. The Forum noted the indicative funding for 2016/17 and the profiles</li> <li>2. The Forum agreed the proposed allocation for 2016/17</li> <li>3. The Forum agreed the £41k investment to prepare for the 30Hrs extension</li> <li>4. The Forum agreed that a sub-group should look at the Nursery provision in particular, membership will include Julie Vaggers, Fran Hargrove, Dawn Ferdinand, Zeena Brabazon, Angela McNicholas representatives from the LA and business managers.</li> </ol> |  |
| 10.  | <b>FEEDBACK FROM WORKING PARTIES</b>  |  |
| 10.1 | <p><u>Early Years</u></p> <p>Noted that the minutes will be presented at the next meeting. The Forum noted that the discussion centred around agenda item 9.</p>  |  |
| 10.2 | <p><u>High Needs</u></p> <p>The minutes of the 29 January 2016 meeting were noted.</p>  |  |
| 10.3 | <p><u>Traded Services</u></p> <p>The Forum noted the following:</p> <ul style="list-style-type: none"> <li>• Traded services income had been met</li> <li>• HR provision required further discussion as the service provided does not meet the needs or requirements of schools, in some cases</li> <li>• Pendarren – a partner is being sourced who will invest in the centre and run it on behalf of the LA.</li> </ul> <p>Jon Abbey will confirm how the surplus generated by the traded services will be used.</p>  |  |
| 11.  | <b>WORKPLAN 2015/16</b>   |  |
|      | No additional items added.  |  |
| 12.  | <b>ANY OTHER URGENT BUSINESS</b>  |  |
|      | None.   |  |
| 13.  | <b>DATE OF FUTURE MEETINGS</b>  |  |
|      | <ul style="list-style-type: none"> <li>• 19 May 2016</li> <li>• 30 June 2016</li> </ul>   |  |

The meeting closed at 6.00 pm

**TONY HARTNEY**

CHAIR