

**MINUTES OF THE SCHOOLS FORUM MEETING
THURSDAY 30 JUNE 2016**

Schools Members:

Headteachers: **Special (1)** - *Martin Doyle (Riverside),
Children's Centres (1) - Julie Vaggers (A) (Rowland Hill),
Primary (7) Dawn Ferdinand (A), (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) *Angela McNicholas (OLM)
Secondary (2) * Helen Glass (Fortismere), *Tony Hartney (Gladesmore),
Primary Academy (1) Sharon Easton (A) (St Paul's and All Hallows)
Secondary Academies (2) Arthur Barzey (A) (Woodside), Michael McKenzie (A) (Alexandra Park)
Alternative Provision Dawn McLean (A)

Governors: **Special (1)** *Michael Connah (Riverside)
Children's Centres (1) *Melian Mansfield (Pembury)
Primary (7) Asher Jacobsberg (A) (Welbourne), *Laura Butterfield (Coldfall), *Andreas Adamides (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) *Marianne McCarthy (Heartlands)

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

Observers:- **Cabinet Member for CYPS** * (Cllr Erin Watson)

Also attending: Rory Kennedy, Assistant Director, Schools and Learning
Steve Worth, Finance Manager (Schools and Learning)
David Tully, Interim 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
Carolyn Banks, Acting Head of Governor Services
Nick Hewlett, Joint Interim Principal Advisor for Early Years Quality
Melanie Widnall, Joint Interim Principal Advisor for Early Years Quality
Gareth Morgan, Head of Service, Early Help and Prevention
Brenda Taverner, Haringey Cover Clerk (minutes)

- * 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. Introductions were made.	
2.	APOLOGIES AND SUBSITITUTE MEMBERS	
2.1	Apologies: Mike McKenzie, Cllr Waters, Rob Curtis, Asher Jacobsberg, Dawn Ferdinand, Geraldine Gallagher, Julie D'Abreu, Sharon Easton and Nic Hunt.	
2.2	Substitutions: Peter Catling for Julie Vaggers (Rowland Hill).	
2.3	Resignations: not mentioned here but in 6.2. Michael Connah was due to resign after this meeting and the Haringey Governors Association had nominated Jean Brown as his replacement.	
2.4	New members: Natasha Lewis (Governor representative for Primary academies) and Johanna Hinshelwood (Governor Secondary maintained).	
3.	DECLARATION OF INTEREST	
3.1	None.	
4.	MINUTES OF MEETINGS HELD	
4.1	The minutes of the meeting held on 25 February 2016 were agreed as a correct record.	
4.2	The minutes of the emergency meeting held on 14 April 2016 to consider and respond to the National Schools Funding Formula consultation were agreed as a correct record.	
5	MATTERS ARISING	
5.1	There were none from the meeting held on 25 February 2016 .	
5.2	Meeting held on 14 April 2016 . Steve Worth advised that we should have a better idea of next year's financial position when the Stage 2 specific formula weighting is available, in early to mid July. The Funding Formula Sub-Group has been appointed.	
6	FORUM MEMBERSHIP AND REVIEW OF CONSTITUTION	
6.1	Carolyn Banks, Clerk to the Forum introduced the annual report. The appendix sets out the numbers and proportion of pupils across the school settings and phase. The formula suggests a reduction by one in Maintained Primary representation and an increase by one in Academy Secondary representation. The proposed membership, in line with constitution guidance and good practice is shown in paragraph 2.1 of the	

	report.	
6.2	Nominations for governor vacancies are Natasha Lewis as primary governor, Joanna Hinshelwood for secondary maintained governor and Jean Brown for special schools. Jean Brown replaces Michael Connah who resigns after this meeting.	
6.3	The future of the Forum needs to be considered as its role will change substantially when the 'hard formula' for schools is implemented in 2019/20. The Chair added that this could be the means to draw together interests across Haringey, expand into a consultative body for educational services, develop responses to challenges, and maintain harmony and unity across the borough, as the Local Authority reduces in remit and capacity. Following discussion, it was agreed that a remit for a group with a breadth of representation is drafted.	RK
6.4	Forum Discussion/Questions: The rationality of the <u>proportionate numbers</u> of maintained primary (13) to secondary (5) places was questioned, as the <u>proportion</u> would allocate 12 and 6 places respectively. As the regulations say that it should be broadly proportionate to pupil numbers in each sector, the Chair suggested that either methodological interpretation is correct.	
6.4.1	Following further discussion on the implications of the outcome, it was agreed to hold this over to the next meeting following further investigation and a clear statement setting out the rationale for the proportionate numbers.	SW/ CB
	RESOLVED: That the nominations for the governor vacancies for the secondary governor, primary academy and specials school be agreed.	
7	EARLY YEAR'S QUALITY IMPROVMENT AND OPERATIONAL STRATEGY	
7.1	Nick Hewlett and Melanie Widnall presented the report. The Strategy was presented to the Early Years Working Party. The priorities for development and improvement are to increase the % of high quality Haringey providers of early education and childcare ensuring equity of access; improve speech, language and communication of children across the years; and narrowing the gaps for targeted groups.	
7.2	The trajectory is positive. By December 2015, 80% of PVI settings were <i>good</i> or <i>outstanding</i> Ofsted rated, from 57% in 2011. GLD to 2015 is 67% against 50% in 2013. This is above national outcomes and in line with the London top quartile. GLD 2016 is now an unverified 73%.	
7.3	The <i>Early Years Improvement Group</i> is in its infancy and reviews the key indicators and targets of the EY Improvement Plan; the <i>School Improvement Monitoring Group</i> monitors the progress of all schools; the	

	<i>Early Years Monitoring Group</i> monitors the progress of EY childcare providers; and the <i>Early Years Safeguarding Forum</i> works to ensure high quality safeguarding practice, and that any concerns and incidents are dealt with effectively.	
7.4	<p>Forum Discussion/Questions: The 19% reduction over 5 years in the number of registered childminders could be due to the number of Childrens' Centres which are now closed. Nick said that increased quality of care and fewer childminders are preferable.</p> <p>Do you track children to see how they are performing as they move into schools? This has always been a challenge, it is complicated and we have not had the capacity to do so. It would be useful. The data is there in nurseries and we need to look at how to collect it.</p> <p>The support from the Early Years Support and Advisory Service to the PVI Sector is very good and should be acknowledged. The Quality Improvement Partnership's work with the NLCs could be stronger.</p>	
	<p>RESOLVED: The Strategy is agreed and shared with Early Years providers.</p>	NH/ MW
8	THE SCHOOLS' INTERNAL AUDIT PROGRAMME 2015/16 FEEDBACK	
8.1	Anne Woods, Head of Audit and Risk Management introduced the paper. There were no 'nil' assurance ratings given in the year. 22% of schools received a 'limited' level of assurance in the year against 62% in the previous year. It is good news.	
8.2	The most common areas of non-compliance with the Schools Finance Manual were <i>non-compliance with financial regulations; items missing or non-existent; and non-ratification/minuting.</i>	
8.3	<p>Forum Discussion/Questions: Can we afford all the follow-up visits? Anne replied that Audit operates on a risk basis so resources are diverted to where they are needed most. The Council decided that the cost be centrally borne as an additional resource for schools, and we hope that this is a one-off investment in this key risk area. Steve added that it is not charged to the DSG.</p> <p>The Forum wanted the audits to take place and schools needed to address the details that they were not aware of. The training has been well received, the financial processes and outcomes have improved – helped by the investment over the last 4 years.</p>	
	<p>RESOLVED: That the Schools Forum note the feedback on the work completed in 2016/16, including the results of the follow up audits on 2014/15 audits.</p>	
9	EARLY HELP SERVICE UPDATE	

9.1	Gareth Morgan, Head of Service, Early Help and Prevention introduced the paper which reports on the progress and impact of the Early Help Locality Model. He outlined the performance reach and impact (paragraph 2.1) which includes support to 91% of the Borough's schools overall, and an example case study.	
9.2	Forum Discussion/Questions: What is the 'additional support' needed? This is a new Phase 2 category of children identified by professionals as needing additional support. Those related to attendance and are referred to services such as Speech & Language. We're pleased to see a case study. Who is it audited by? The QA council process of cross-peer monthly audits, an internal practice designed to drive service improvement. How closely is the Service working with Childrens Centres and Nursery Schools? We have a manager overseeing this and an allocated support worker. 3% of referrals are from the CC and this is likely to increase.	
	RESOLVED: Forum members note the impact and progress made since the establishment of the Early Help Locality Model.	
10	SCHOOLS BUDGET OUTTURN 205/16 AND UPDATE ON DEDICATED SCHOOLS BUDGET 2016/17	
10.1	Steve Worth, Finance Manager (Schools & Learning) introduced the paper. The final value of the DSG for 2015/16 has not yet been announced. The final DSG for 2016/17 will not be confirmed until summer 2017. The cumulative carry forward is £3.252m.	
10.2	Early Years Block: The carry forward is -£0.799m. There is a difference between the numbers used in the January counts and those actually being funded, and the final EYB adjustment is yet to be4 announced.	
10.3	High Needs Block: The total carry forward is £-0.970m. This can be reduced to £-46k, subject to Forum agreement to contribute 2015/16 school rate rebates of £192k, school improvement underspend of £352k and a 2015/16 under allocation by £380k due to double counting of funding for Haringey Sixth Form Centre.	
10.4	School Balances: 4 Primary, 1 Secondary, 3 Special and 0 Nursery schools reported deficit budgets. Some schools have substantial balances, and in some cases these include funds held on behalf of the NLCs or the Nursery School Training Consortium.	
10.5	Forum Discussion/Questions: The School Revenue Balances (table 5) are running down. What might the figure be next year and how is it being monitored. We can	

	<p>only monitor the schools' quarterly returns submitted to us, but they are not the best set of final out-turns. Although the majority are balanced budgets, the number of deficit budgets is increasing in the face of greater pressure such as pensions, pay awards and the NFF. It is very important that governors and Head Teachers carry out strategic planning and develop action plans to deal with reducing balances, increasing costs and reduced NFF allocations.</p> <p>How will the Early Years overspend be dealt with? We have £3m reserves which will reduce year on year, and at a faster rate than anticipated. We are waiting to see what the 2016/17 adjustments will be.</p> <p>Will we continue paying £6 per hour? As the surplus balance is a one off, Forum will have to review this. On current spend, the surplus will last another 3 years based on the current numbers that we have.</p> <p>The proposal to apply the £352k School Improvement under spend against the HNB overspend was questioned as it might be required by the Service in 2016-17. It was explained that this would not be the case but that the underspend was a one-off particularly as the Education Bill proposes removing school improvement from the LA. We are looking at emerging school improvement models across the country. The major pressures are on the HNB and this is where the under spends are directed.</p>	
	<p>RESOLVED:</p> <ol style="list-style-type: none"> 1. The final DSG for 2015/16 and the latest allocation for 2016/17 are noted though the final figures are not yet available. 2. The position on Schools' Balances at March 2016 is noted. 3. The carry forward for the EYB, the HNB, Governor Support and the Contingency Fund is agreed. 4. Forum agree to apply the School Block under-spends set out in 2.9, 2.10 and 2.11 against the HNB overspend. 5. That a panel of members is appointed to agree allocations from the Contingency for Schools in Financial Difficulty. 	SW
11	HIGH NEEDS BLOCK UPDATE	
11.1	Vikki Monk-Myer, Head of Service SEN and Disability introduced the paper which outlined the borough's progress in each area of the reforms with outcomes and the financial impact explored. The overspend is higher than anticipated, the HNB is unlikely to have any further significant uplift in the future and therefore, resources need to be provided from within the budget.	
11.2	There are many issues for consideration. Are they discussed at a scrutiny panel? Is there joint funding for those going into adult services? There is a High Needs Sub-Committee and the minutes should be circulated to Forum members to share the good work. Work has begun on joint funding with adult social care to develop packages to meet young people's needs.	CB

	<p>RESOLVED: - To note overspend greater than anticipated caused by increased age range and unexpected spends. To update the action plan and share actions agreed with the HNB subgroup to mitigate the overspend.</p>	
12	ADMINISTRATIVE ARRANGEMENTS FOR THE ALLOCATION OF CENTRAL GOVERNMENT GRANTS PAID TO SCHOOLS VIA THE AUTHORITY	
	Steve Worth, Finance Manager (Schools & Learning) introduced the paper which is as set out in the title of the report. Steve asked for specific questions, of which there were none.	
	<p>RESOLVED:- That members note the report.</p>	
13	FEEDBACK FROM WORKING PARTIES	
13.1	Early Years and High Needs reported in agenda items 7 and 11.	
13.2	Douglas Cook, <u>Traded Services</u> Manager introduced the paper. This is the second year of traded services. Last year's income targets were met and the service is on track to meet this year's income targets. There are some challenging budgetary pressures and the services needs to be ready to realign their services alongside expected future reduced school funding. The number of other boroughs buying our services is increasing and we are developing new and improved offers.	
	<p>RESOLVED:- That members note the report.</p>	
14	WORKPLAN 2015/16	
	No additional items added.	
15	ANY OTHER URGENT BUSINESS None.	
16	<p>DATE OF FUTURE MEETINGS 15 September 2016 (provisional to respond to NFF announcement - Gladesmore) 20 October 2016 1 December 2016 12 January 2017 23 January 2017 18 May 2017 29 June 2017</p>	

The meeting closed at 18.24 pm

TONY HARTNEY

CHAIR