

**MINUTES OF THE SCHOOLS FORUM MEETING  
THURSDAY 13 JULY 2017**

**Schools Members:**

**Headteachers:**

**Special (1)**

**Nursery Schools (1)**

**Primary (7)**

\*Martin Doyle (Riverside)

\*Peter Catling (Woodlands Park)

(A) Angela McNicholas (OLM)

\*Dawn Ferdinand, (The Willow)

\*Julie D'Abreu (Devonshire Hill)

(A) Will Wawn (Bounds Green)

\*Chris Lambert for Andy Webster  
(Parkview)

(A) Sharon Easton (St Paul's and All Hallows)

Elma McElligott/Gerry Robinson  
(Woodside)

Kaz Birk (Octagon AP Academy)

(A) Cal Shaw (Stroud Green)

\*Fran Hargrove (St Mary's CE)

(A) Emma Murray (Seven Sisters)

\*Tony Hartney (Gladesmore)

\*Michael McKenzie (Alexandra Park)

**Secondary (2)**

**Primary Academy (1)**

**Secondary Academies (2)**

**Alternative Provision**

**Governors:**

**Special (1)**

**Nursery Schools (1)**

**Primary (7)**

\*Jean Brown (The Vale)

\*Melian Mansfield (Pembury)

Vacancy

\*John Keever (Seven Sisters)

\*Laura Butterfield (Coldfall)

\*Zena Brabazon (Seven Sisters)

(A) Johanna Hinshelwood (Hornsey Girls)

(A) Natasha Lewis (St Ann's)

Vacancy@ 2

(A) Andreas Adamides (Stamford Hill)

Michael Cunningham (Muswell Hill)

\*Lorna Walker (Rokesly Infants)

Vacancy@ 2

**Secondary (3)**

**Primary Academy (1)**

**Secondary Academies (2)**

**Non School Members:-**

**Non – Executive Councillor**

**Professional Association Representative**

**Trade Union Representative**

**14-19 Partnership**

**Early Years Providers**

**Faith Schools**

**Pupil Referral Unit**

\*Cllr Ann Waters

Ed Harlow

\*Pat Forward

Russ Lawrence

(A) Susan Tudor-Hart

\*Geraldine Gallagher

(A) Angela Ryan

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**Observers: -**

**Cabinet Member for CYPs**

+Cllr Elin Weston

**Also attending:**

LBH Deputy Chief Executive

LBH Director of Children's Services

LBH Joint Assistant Director, Schools and Learning

LBH Assistant Director, Quality Assurance, Early Help & Prevention

LBH Joint Assistant Director, Schools and Learning

LBH Senior Business Partner

LBH Finance Business Partner (Schools and Learning)

LBH Head of Audit and Risk Management

LBH Head of SEN and Disability

LBH Early Years Commissioning Manager

LBH Governance Services Manager

Haringey Clerk (minutes)

\*Tracie Evans

\*Jon Abbey

\*James Page

\*Gill Gibson

\*Eveleen Riordan

\* Paul Durrant

\*Yoke O'Brien

\*Anne Woods

\* Vikki Monk –Myer

\* Ngozi Anuforo

\*Carolyn Banks

\*Jonathan Adamides-Vellapah

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\* Members present

A Apologies given

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MINUTE No.	SUBJECT/DECISION	ACTION BY
<b>1.</b>	<b>CHAIR'S WELCOME</b>	
1.1	The Chair welcomed all members and attendees to the meeting	
<b>2.</b>	<b>APOLOGIES AND SUBSTITUTE MEMBERS</b>	
2.1	Apologies: Noted.	
2.2	Substitutions: Noted.	
<b>3.</b>	<b>DECLARATION OF INTEREST</b>	
3.1	None.	
<b>4.</b>	<b>MINUTES OF THE MEETINGS 23 FEBRUARY 2017</b>	
4.1	The minutes of the 23 February 2017 were approved.	
<b>5.</b>	<b>MATTERS ARISING 23 FEBRUARY 2017</b>	
5.1	<p>The Forum noted the following:</p> <p>6.2 – The Internal Audit Proforma has been circulated</p> <p>13.2 – Trade Union Facilities – noted that Forum agreed to expand the membership to include additional representatives. The membership will be confirmed at the next meeting.</p>	ER/JP
<b>6.</b>	<b>FORUM MEMBERSHIP</b>	
6.1	<p>The Clerk to the Forum (Carolyn Banks) presented the annual report which reviews the Academy members places and the vacancies on the Forum.</p> <p>The Forum noted the continued role for the Forum in a 2017/18 and 2018/19, however the Department for Education will be carrying out a review of the Schools Forum remit ahead of the introduction of the 'hard formula'.</p>	
6.2	<b>RESOLVED: The Schools Forum agreed that there will be no changes to the allocation of places for Academy representatives for the academic year 2017/18</b>	
6.3	<b>RESOLVED: The Schools Forum noted that there are a number of governor vacancies and that is the responsibility of the Haringey Governors Association to submit nominations for these places.</b>	
<b>7.</b>	<b>OUTCOMES OF INTERNAL AUDIT PROGRAMME 2016-17</b>	
7.1	<p>The Head of Audit and Risk (Anne Woods) presented the paper and noted the following:</p> <ul style="list-style-type: none"> <li>• The summary table of assurance ratings provided from 2013/14 to 2016/17 and for 2016/17 there has been an increase in the number of schools with limited or nil assurance ratings</li> <li>• There were a high number of schools audited, they had received limited assurances or had been planned into the cycle based on the financial controls in place</li> <li>• There will be a follow-up of audits from the 2016/17 programme and for 2017/18, contact has been made with schools to agree the visit dates</li> <li>• There has been training for schools and Governors in 2016/17 and this will continue in 2017/18.</li> </ul>	

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7.2	<p>The Forum discussed the concerns and noted the following:</p> <ul style="list-style-type: none"> <li>• How can expertise be shared between Business Managers and/or Finance Officers? Noted: There is a forum for them to meet and this may be expanded through the Network Learning Communities</li> <li>• Audit information sharing, how do the Governing Boards know the outcomes? Noted: The Audits are copied to the Chair and the Clerk, and where required this should be a standing Governing Board agenda item</li> <li>• What are the consequences of not improving? Noted: Should Schools not be able to manage their finances, there is the possibility that the Governing Board and School will have this function removed</li> <li>• Should the Governing Board see the monthly accounting reports? Noted: This is a discussion for the Governing Body on their duties.</li> </ul>	
7.3	<p><b>RESOLVED: The Schools Forum noted the feedback on the work completed in 2016/17, including the results of the follow up audits on the 2015/16 audits.</b></p>	
8.	<p><b>HIGH NEEDS BLOCK SEN CONTINGENCY FUNDING</b></p>	
8.1	<p>The Head of Service: Special educational Needs and Disabilities (Vikki Monk-Myer) presented the paper which outlined the use of the funding and the rationale for the changes.</p>	
8.2	<p><b>RESOLVED: The Schools Forum agreed to a ratio of 40% usage for a schools SEN funding before SEN contingency payments are made.</b></p>	
8.3	<p><b>RESOLVED: The Schools Forum agreed to pay SEN contingency payments for the period April 2017 to July 2017 at 40% of £500,000</b></p>	
8.4	<p><b>RESOLVED: The Schools Forum agreed to pay SEN contingency payments for the period September 2017 to March 2018 at 40% of £400,000, should the School Funding Formula be implemented.</b></p>	
9.	<p><b>UPDATED HIGH NEEDS BLOCK – POST 16 HIGH NEEDS FUNDING</b></p>	
9.1	<p>The Head of Service: Special Educational Needs and Disabilities (Vikki Monk-Myer) presented the paper which provided a detailed analysis of the post 16 needs funding and focused on the populations, funding and educational outcomes for young people aged 16-25 years.</p> <p>The Forum noted the following:</p> <ul style="list-style-type: none"> <li>• The annual number of children with statements from 2009 to 2017</li> <li>• A breakdown of EHC statements from March 2013 to March 2017 from Pre-School/Nursery to Year 15 plus</li> <li>• The out of borough placements</li> <li>• The average costs per setting and who the providers are</li> <li>• The outcomes for young people and where SEND learners have taken up apprenticeships</li> </ul> <p>The work being undertaken with Mencap to support young people into employment who have an EHC statement.</p> <p>The Forum noted the increase in provision of places at Riverside, the importance of developing the local offer and reducing the out of Borough placements.</p>	

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9.2	<b>RESOLVED:</b> The Schools Forum noted the paper and the analysis information provided.	
10.	<b>PROPOSALS TO ADDRESS RESTRUCTURING AND RESULTANT POTENTIAL REDUNDANCIES AND OTHER RELATED FINANCE MATTERS</b>	
10.1	<p>The Joint Assistant Director: Schools and Learning (Eveleen Riordan) presented the paper, which outlined the proposal to amend the section 12 of the Financial Scheme of Delegation for schools.</p> <p>The Forum understood that this proposal has been developed and the Unions have been consulted. The Forum discussed openly how schools procure their HR services and the different approaches taken. It was noted that communication issues with Haringey HR still remain and this has to be addressed for the process to work effectively. The Joint Directors noted the proposed amendments to the flow chart.</p> <p>The Forum agreed that there must be a consistent approach and noted that the paper outlined other measure within the document. The Panel make-up was noted.</p> <p>The next steps will be to communicate the information to all Schools and Governing Boards. <b>Noted: The Governance Services Manger to provide the information to Governance Officers.</b></p>	ER/CB
10.2	<p>The Forum discussed the measures within the report including:</p> <ul style="list-style-type: none"> <li>• Applications for licensed deficits</li> <li>• Budgeting and to move schools from a deficit position.</li> </ul> <p>The Forum were advised that a number of schools were continuously calling for monthly cash advances to support deficit positions or revised cash positions on a frequent basis. The Forum noted that all request for cash advances or revised cash positions will be reviewed on a case by case basis and may involve a review of the schools financial management.</p> <p>Members raised concerns over the management of budgets and noted that the management of the schools budgets is delegated to the Governing Board and Headteacher as outlined in statutory documents.</p>	
10.3	<b>RESOLVED:</b> The Schools Forum agreed the amendments to section 12 of the Financial Scheme of Delegation to reflect the increasing redundancy cost to the Local Authority.	
10.4	<b>RESOLVED:</b> The Schools Forum noted the other measures the Local Authority is taking to support and advise all schools on financial matters to ensure optimised financial planning within all settings.	
11.	<b>2016-17 and 2017-18 DEDICATED SCHOOLS GRANT (DSG) ALLOCATION 2017-17 DEDICATED SCHOOLS GRANT (DGS) AND OUTTURN AND 2016-17 SCHOOLS BALANCES</b>	
11.1	The Finance Partner: Children Services (Yoke O'Brien) presented the paper and noted the following:	

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	<ul style="list-style-type: none"> <li>• The DSG allocation to schools (after the academies recoupment)</li> <li>• The 2017/18 DSG will not be confirmed until summer term 2018</li> <li>• The break down by DSG block and comparison against the previous year</li> <li>• The detailed outturn figures for 2016/17 and the carry forward</li> <li>• 2016/17 Early years and High Needs Block analysis</li> <li>• School revenue balances as at March 2017 and revenue balances from March 2011 to 2017</li> <li>• An analysis on schools in financial difficulty, which noted the debt recovery position of circa £1 million.</li> </ul>	
11.2	<p>The Forum discussed the implications for schools in general on the deficit position and the action required to bring schools back to a positive position. This may involve training for the Governing Boards and Schools. The aim will be through the training to clearly define and establish the requirements and is aligned to the financial auditing process.</p> <p>The Forum discussed the importance of financial accountability and oversight. It is important to ensure that the Governing Boards have the right skill set to enable them to carry out this function.</p>	
11.3	<b>RESOLVED: The Schools Forum noted the latest DSG allocation for 2016/17 and 2017/18.</b>	
11.4	<b>RESOLVED: The Schools Forum noted the final DSG Outturn for the Schools Block, Early Years Block and agreed High Needs Block and the draw down from the DSG Reserve to meet the overspend in the High Needs Block.</b>	
11.5	<b>RESOLVED: The Schools Forum agreed the 2017/18 carry forward of £2.8million DSG Reserve.</b>	
11.6	<b>RESOLVED: The Schools Forum noted the position - March 2017 individual school balances and the increasing number of schools in financial difficulty.</b>	
12.	<b>DEVELOPING A STRATEGY FOR HARINGEY'S DEDICATED SCHOOLS GRANT</b>	
12.1	<p>The Forum reviewed the paper presented. There were a number of recommendations proposed. The Forum agreed that more discussion is required on the approval of certain items.</p> <p>Members voiced concerns that there had been movements within the blocks to support the High Needs Block overspend from the Early Years Block. There was an understanding that the Department for Education reviewed the monies as a single figure and that the statutory return has been made on this basis, a deficit return is not permissible. The internal treatment is a separate function of how the balance has been achieved.</p> <p>The Forum agreed the moral duty to support all learners in their care, however members queried why this item was not discussed earlier, given the decisions required and the impact in particular for the Early Years block, which has not been shared with the steering group.</p>	

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	<p>Members raised concerns over future plans and commitments for the Early Years. The Chair agreed that there needs to be transparency on decisions reached and that the Forum can act or discuss appropriately.</p> <p><b>ACTION: The Forum agreed that for future meetings decisions concerning the DSG finances should appear higher on the agenda where they have significant operational impact for the DSG blocks.</b></p>	
12.2	<b>RESOLVED: The Schools Forum noted the content of the paper.</b>	
12.3	<b>RESOLVED: The Schools Forum noted the use of £1.34m of Early Years reserves previously ring-fenced by the Forum to address the 2016/17 High Needs Block overspend on a loan basis</b>	
12.4	<b>RESOLVED: The Schools Forum agreed to establish a cross-block and officer working group to agree the future strategy for the DGS.</b>	
12.5	<p><b>UNRESOLVED: The Schools Forum did not agree the in-year proposals to being the DSG to balance by the end of 2017/8 as set out in the appendix.</b></p> <p><b>NOTED: The Schools Forum noted the actions of the LB Haringey Accounting Officer in their statutory duty to submit a balanced return.</b></p>	
<b>13.</b>	<b>UPDATE FROM WORKING PARTIES</b>	
<b>13.1</b>	<b>Early Years Working Party.</b>	
13.1a	The Forum received and noted the minutes.	
<b>13.2</b>	<b>High Needs Block.</b>	
13.2a	The Forum received and noted the minutes.	
<b>14.</b>	<b>WORK PLAN 2017/18</b>	
	The Work Plan was noted.	
<b>15.</b>	<b>ANY OTHER URGENT BUSINESS</b>	
	None.	
<b>16.</b>	<p><b>DATES OF FUTURE MEETINGS</b></p> <ul style="list-style-type: none"> <li>• 19 October 2017</li> <li>• 7 December 2017</li> <li>• 11 January 2018</li> <li>• 22 February 2018</li> <li>• 17 May 2018</li> <li>• 12 July 2018</li> </ul>	