MINUTES OF SCHOOLS FORUM MEETING
Wednesday 14 January 2015
Committee Room 3, Waltham Forest Town Hall
6:30 – 8:00pm

PRESENT	
Shona Ramsay	Chair of Schools Forum and Secondary Headteacher Representative
Debbie Callender-O'Neill	Clerk to Schools Forum debbie.callender-oneill@walthamforest.gov.uk **020 8496 3669**
Maintained Primary Headteacher Representatives (4)	
Jane Harris	Edinburgh Primary
Kate Jennings	Mission Grove
Maureen Okoye (Vice-Chair)	Davies Lane Primary
Nursery School Representative (1)	
Sandra Campbell	Church Hill Nursery School and Children's Centre
Maintained Primary Governor Representatives (3)	
Greta Akpeneye	Thorpe Hall Primary
Thomas Goodall	Edinburgh Primary
Maintained Secondary Headteacher Representatives (3)	
John Hernandez	Norlington School for Boys
Lynnette Parvez	Kelmscott School
Maintained Secondary Governor Representative (1)	
Ian Moyes	Heathcote School
Special School and Special Academies Representative (1)	
Gary Pocock	Hornbeam Academy
Primary Academies and Primary Free School Representatives (3)	
Lynne Harrowell	Larkswood Primary
Anne Powell	Riverley Primary
Secondary Academies and Secondary Free School Representatives (2)	
Mark Morrall	Rushcroft / Chingford Foundation

PRU (1)	
Julian Lee	Hawkswood Group
Non-School Representatives (4)	
Moira Bishop	Diocesan (Brentwood Diocese)
Sarah Kendrick	Early Years Providers (Redwood Pre School)
Steve White	Trade Unions (NUT)
LBWF Officers	
Andrew Beckett	Interim Head of Inclusion
Gerry Kemble	Head of Schools HR Service
Eve McLoughlin	Team Leader Economic Well-Being (& Interim Head of Education Improvement Support Services)
Graham Moss	Schools Finance Consultant
Rishi Peetamsingh	Group Accountant – Schools
Duncan Pike	Strategic Finance Advisor – Families
Shehwar Sultan	Principal Accountant – Schools & High Needs
Observers	
Jon Ashwell	Highams Park Academy
Graham Jackson	Willowfield Humanities College
Representative	Waltham Forest College

Minutes

1. Welcome all and Apologies

The Chair welcomed all to the meeting. Due to new members attending tonight's meeting, introductions were made

Clerk received the following apologies: Linzi Roberts-Egan (Deputy Chief Executive for Families); Cate Duffy (Divisional Director, Education Improvement); Cllr Mark Rusling (Portfolio Lead Member: Children and Young People); Matt Hanks (Primary Academy Headteacher Representative: Roger Ascham Primary; Lindsey Lampard (Chingford CofE)

At the request of one of the report authors, Chair agreed to change the order of the original agenda. The original agenda item 7 – *High Needs Block 2015-16* will now follow after agenda item 5 – *Local Funding Formula 2015-16*.

Chair reminded the Committee that the attendance register is signed.

Chair explained there are spare packs available from the Clerk

2. Minutes of the last meeting held on 12 November 2014 and Matters Arising

The minutes of the last meeting were reviewed for accuracy.

The Clerk was asked to make the following amendments:

Page 3

Minutes of the last meeting held on 17 September 2014

Agenda item 7: Use of DSG Underspend

Clerk to amend the word 'indicted' under third bullet point from the bottom to say:

***Response**: Agreed but this would not be the only resource for this work. Schools already commit funding to this area and have indicated willingness to collaborate further*

Page 8

Consultation on Growth and Local Funding Formula

Under the 6th bullet point:

The Clerk was asked to amend:

Secondary schools receive the national average of 27%

Under the 7th bullet point:

The Clerk was asked to amend:

In Waltham Forest we are an outlier

Under the penultimate bullet point:

The Clerk was asked to amend:

Question: Why are we so high? **Response**: This used to be based on the Standard Fund Grants and is secondary school-orientated

Matters Arising

Graham Moss is now known as the Schools Finance Consultant

The Chair will sign off the minutes at the end of the meeting.

3. DSG Funding Blocks 2015-16

On 17th December, the DFE announced the DSG funding allocations for 2015-16 for each local authority.

- In Table 1 on page 2, it shows the DSG funding for 2015-16 compared with 2014-15 for each of the funding blocks
- The big change is the inclusion of the non-recoupment academies
- The adjustments on schools' population funding will now include 2 and 3 year old funding
- High needs change have been minimal. Application to have more places

Chair asked for any questions or comments

There being no comments or questions raised, Chair asked all to note the recommendations under page 1 – 2.1.1 (a) and (b)

DECISION

Schools Forum noted the recommendations 2.1.1 (a) and (b)

http://www.walthamforest.gov.uk/schoolsforum **Agenda Item 3**

4. Growth Fund Allocations for 2015-16

The report was distributed in advance of the meeting. The report focuses on criteria to be applied for allocating funding. The Local Authority is required to consult with the Schools Forum regarding any changes to Growth Fund and the scheme for supporting schools with falling rolls.

There have been some minor changes:

- In *Table 1* it shows the calculation of funding for planned expansions onto a second site
- The other change is to fund the growth of expanding schools based upon previous roll information from the census
- This year and last year's places were not filled
- There is a growing need for places in secondary schools
- We may need to top slice the primary funding to £200,000
- *Table 3* shows that the crunch is what the predicted costs might be for 2017-18. There are significant costs which we need to take into account (further analysis can be found in *Appendix A*)

- **Question**: Is Emmanuel School included in these figures? **Response**: Waltham Forest must (?) contribute towards its funding since changes in the financial regulations state they also become treated as a recoupment academy, therefore we become responsible.
- The DfE pay huge amounts of money for free schools but we are expected to fund their expansion
- We will meet the cost of the expansion. We are funding Eden School's growth. We should not look at the distinction whether they are an academy
- **Question**: In your analysis for the funding allocation, is there any emerging pattern that is occurring? Where are the 'hot' spots? **Response**: 70% of the population are in Leyton and Walthamstow. That's where the expansion is taking place. We have to fund accordingly by the Education Funding Agency (EFA).
- In *Appendix A* (page 3) the Local Authority will give a minimum class size guarantee of AWPU funding for 25 pupils per class or FE.
- We asked schools at short notice to take on extra pupils. Their argument is that yes they will take on extra pupils, but not at the expense of the other pupils. The temporary classes are not good planning. There should be a robust plan on permanent expansions.
- **Question**: if all the schools are not in this position, what happens to the new pupils in other schools? **Response**: You get funded the total number of pupils.
- There is a discretionary payment possible, for examples, we made advanced payment to Mission Grove
- There are occasional bulge classes. Parents know when there is growth in places.

Chair explained that she will make it clear who will be eligible to vote

Votes

Recommendation 2.1: 2.1.1 – *10 agreed / 0 against / 1 abstention*

Recommendation 2.1: 2.1.2 – *10 agreed / 0 against / 1 abstention*

DECISION

Schools Forum members **AGREED** all the recommendations under 2.1.1

Schools Forum members **AGREED** all the recommendations under 2.1.2

5. Local Funding Formula for 2015-16

The purpose of the report is to highlight the change to the Local Funding Formula next year. The increase in the lump sum for Primary and any available money will go to the AWPU. We will look at the transfer from Secondary to Primary to close the gap.

- The amount to be transferred from secondary to primary AWPU is £40 per pupil. On top of this there is a reduction in uptake of Free School Meals (FSM) for Secondary schools.
- It highlights which is the split site funding and to make it simpler
- The increase in Private Funding Initiative (PFI) and the change in the rate
- The inclusion of the three new recoupment academies
- There is a clear difference between primary and secondary schools. For primary schools, the per pupil funding rises from £4,456 to £4,527. For secondary schools, the per pupil funding drops from £6,299 to £6,250.

- Waltham Forest needs to remove itself out of the top 10. There are significant changes regarding individual schools where their budget is smaller than last year. **See para. 4.7 and 4.8**
- The number of pupils on roll has decreased, which was a knock-on effect of the free schools.
- The Local Authority is concerned about the budget reduction and will look carefully to support these schools.
- FSM entitlement is still falling and has a knock-on effect on Pupil Premium.
- It appears to be a national scenario.
- The other matter to remember is at the primary sector, there are fewer qualifying EAL pupils (English as an Additional Language). Secondary schools are receiving lower funding for low prior attainment. **See Appendix E: Comparison of Overall Funding for 5-16 Year Olds 2014-15 and 2015-16**
- We do not have any control of the drop in pupil numbers. The Local Authority will protect and support those that are losing quite a lot of funding.
- Finance management: We have been reassured and shared with Service Management regarding these issues. The Local Authority will be having individual conversations with those schools. Some of these solutions may have to be longer-term. School Improvement consultants have also been in contact with these schools
- **Question/Request**: In *Appendix A (page 3)* please can management produce a glossary sheet? When using abbreviations, please include the full description.
- The application for FSM is dropping but in the case of secondary schools, the bigger proportion is residing in the most deprived wards in the Borough.
- There are five criteria that have an impact on those pupils that have additional needs.
- In Agenda item 3, it shows the different blocks and how that is allocated
- We tend to support on the Blocks other than the DSG. The 2 year old funding formula is not part of the DSG.
- There should be another row on how it is being used

Votes

Recommendation 2.1: *10 agreed / 0 against / 1 abstention*

Recommendation 2.2: *10 agreed / 0 against / 1 abstention*

Recommendation 2.3L Schools Forum AGREED to note the Appendices

DECISION

Schools Forum members **AGREED** all the recommendations under 2.1

Schools Forum members **AGREED** all the recommendations under 2.2

Actions for Service ManagementFinance (by February Schools Forum):

Produce a glossary sheet. Clerk to ensure they are on the Schools Forum pages on the internet and The Hub

Full control total incorporating all three blocks for February papers

Finance/Clerk:

Finalise the Terms of Reference and regulations. Clerk to ensure they are on the Schools Forum pages on the internet and The Hub.**Finance:**

Schedule briefing note for September for GB meetings on de-delegation / pooling for trade union facility time, occupational health and contingency

Finance/Gerry/Cate:

Write to all schools, academies and free schools other than primary maintained schools promptly, inviting them to pool for Trade Union Facility Time for 2015-16

Governor Services:

Consider how Governor Services can support the governor representatives for maintained schools in representing their constituencies

Schedule discussions on de-delegation / pooling for trade union facility time, occupational health and contingency for GB meeting agendas in Autumn 2015

http://www.walthamforest.gov.uk/schoolsforum - **Agenda Item 5**

6. High Needs Block 2015-16: Funding and Proposed Allocation to Schools, PRUs and Further Education

Report Author requested that his report is presented earlier due to personal reasons.

- A request was made to the DfE to increase places. This has been approved for 16 places.
- That has improved place planning by 29 places completely across the piece.
- We took responsibility for post 16 places from April 2013.
- The distribution of funding is explained in *para. 2. Appendix A* has more detailed analysis.
- This provides details of the amount of high needs block recommendations to be spent on special schools and the amount of funding to distribute to support high needs pupils.
- This also includes decisions that were made in the November meeting which is shown in *para. 4.10 (Table 1)* and implementing those decisions.
- Post 16 this year is shown in Appendix D: 85 students are being funded, commissioning for 125 (Appendix A). This leaves other elements to support services including health services and special schools.
- At the end of the report (Strategic Issues) it explains the planning of the spending.
- The report also suggests convening a working party to take place in the Autumn Term 2015.
- In Appendix D, there are 86 places but planning to commission 120 places
- This is due to the changes in the SEND reform. The EFA changed the way places are commissioned and how top-up funds are allocated.

Votes

Recommendation 2.1: *Schools Forum AGREED to note the recommendations*
Recommendation 2.2: These are grouped together as one vote:
18 agreed / 0 against / 1 abstention
DECISION
Schools Forum members **AGREED** all the recommendations under 2.2

7. Early Years Funding for 2015-16

This summarises the 2, 3 and 4 year old funding

- In *Table 2 (page 4)* it shows the early years control total for 2015-16
- Final funding allocations from the government will not be known until June 2016
- This is no longer based on places but on actual numbers
- The next update will be available at the February 2015 meeting
- There will be a consultation this week, for which the response deadline is 5th February (in time for the pre-meeting of Schools Forum in February)
- This is funded at £5.25 which is a shortfall but we are going forward
- We have raised this with the EFA, however we have sufficient underspends.
- **Question**: is that because of the Inner London issue? **Response**: yes, very similar
- The consultation is in table 5

Votes

Recommendation 2.1: 2.1.1: *16 agreed / 0 against / 1 abstention*
Recommendation 2.2 is for noting and all agreed
DECISION
Schools Forum members **AGREED** all the recommendations under 2.1.1
http://www.walthamforest.gov.uk/schoolsforum - **Agenda item 7**

8. Occupational Health Services De-delegation for 2015-16

The report provides the opportunity for Primary and Secondary maintained schools to de-delegate funding for Occupational Health services.

That voting members of Schools Forum, who are Governors and Head Teachers of **maintained primary schools** only, agree

To de-delegate Occupational Health funding of £60,700

That voting members of Schools Forum, who are Governors and Head Teachers of **maintained secondary schools** only, agree

To de-delegate Occupational Health funding of £35,800

- Decisions need to be made tonight. Schools can pool funding at a later date
- When we pool not everyone benefits or contributes. Some people can still benefit
- This is a decision for every financial year
- There are some concerns and we need to get more details
- Under para. 4.4. the anecdotal evidence is not good enough. This has been noted.
- It is unclear when the contract period runs from and to. How many times is it used during the period? Is it good value for money?
- These comments will be fed back to the director of the contract
- There has been 171 referrals at £400 therefore it is cost effective

Votes

Primary Schools who are Governors and Head Teachers of **maintained primary schools** only, agree to de-delegate Occupational Health funding of £60,700

In favour: 4 / against: 0 / Abstention – n/a

Secondary schools who are Governors and Head Teachers of **maintained secondary schools** only, agree to de-delegate Occupational Health funding of £35,800

In favour: 4

http://www.walthamforest.gov.uk/schoolsforum **agenda item 8**

9. Trade Union Facility Time

This report provides the opportunity for Primary and Secondary maintained schools to de-delegate funding for Trade Union Facility Time.

That voting members of Schools Forum, who are Governors and Head Teachers of **maintained primary schools** only, agree

To de-delegate Trade Union Facility Time funding of £46,400

That voting members of Schools Forum, who are Governors and Head Teachers of **maintained secondary schools** only, agree

To de-delegate Trade Union Facility Time funding of £27,300

- There is an appreciation of the costs and those costs have reduced
- A number of issues regarding facility time. Furthermore, schools requested how this was being used.
- The NUT 0% goes towards individual members' representation. Headteachers and staff asked if they do not de-delegate, there will be an impact if they don't pool
- Benchmarking has been done with other local authorities.

- Unfortunately, the Deputy Chief Executive for Families has sent her apologies for tonight's meeting and is unable to provide additional comments, however under *para. 4.7* it states that there is commitment to effective partnership working with the trade unions.
- Academies are not eligible to de-delegate but able to pool
- The secondary headteachers have voiced their concerns of the timing of this.
- They have not had the opportunity to speak to Primary colleagues. It would be helpful to know the number of schools who did pool and those who did not.
- De-delegation has to be for a year as this is part of the regulations.
- It is worth noting that these decisions are not just for those headteachers on Schools Forum
- We are very clear to represent the Primary headteachers and there will be occasions when we make decisions on their behalf. Decisions will be made for the Central Partnership
- The Schools Forum terms of reference should have been available at the beginning of the meeting cycle
- Chair: We are expected, as a group, to have some dialogue about issues and decisions with the groups we represent. Any representative will have their own way of communicating. We each need to find a way to seek the views of our appropriate groups. The LA offered to investigate mechanisms to support Governor reps in doing this.
- There are concerns that someone could make decisions about an individual school
- We are representing our governing bodies
- Headteachers are representing headteachers' views. The Headteachers' groups have mechanisms, perhaps representation of governors could be further explored.
- We are here as representatives not delegates
- The terms of reference is on the Council website
- Chair: all papers are shared to all headteachers

Votes:

Primary Schools who are Governors and Head Teachers of **maintained primary schools** only, agree to de-delegate Trade Union Facility Time funding of £46,400

In favour: 4 / against: 0 / abstention 1

Secondary Schools who are Governors and Head Teachers of **maintained secondary schools** only, agree to de-delegate Trade Union Facility Time funding of £27,300

1 vote withdrew due to declaration of interest

In favour: 0 / against: 3 / abstention 0

9 Date of Next Meeting – Wednesday 11 February 2015
Time: 6:30pm (Refreshments from 6:00pm)
Venue: Room 3, Waltham Forest Town Hall

The meeting ended at **8.23pm**