

**MINUTES OF SCHOOLS FORUM MEETING**  
**Wednesday 15 January 2014**  
**Committee Room 3, Waltham Forest Town Hall**  
**6:30 – 7:30pm**

<b>PRESENT</b>	
Peter Dawe	Chair of Schools Forum
Debbie Callender	Clerk to Schools Forum <a href="mailto:debbie.callender@walthamforest.gov.uk">debbie.callender@walthamforest.gov.uk</a> <b>020 8496 3669</b>
<b>Headteachers Representative: Primary [4] Secondary [3] Special School [1]</b>	
<b>Primary (4)</b>	
Sandra Campbell	Church Hill Nursery School and Children's Centre
Maureen Okoye	Davies Lane and Selwyn Primary Federation
Kathryn Soulard	Greenleaf Primary School
<b>Secondary (3)</b>	
Shona Ramsay	The Lammas School
John Hemingway	Willowfield Humanities College – Deputising for Lynnette Parvez, Kelmscott School
<b>Special School Representative (1)</b>	
Peter Falconbridge	Joseph Clarke School
<b>Governor Representatives (7) – Primary (5) Secondary (2)</b>	
<b>Primary (5)</b>	
Aktar Beg	Edinburgh School
Radhika Bynon	Buxton School *Newly appointed*
Cllr. Nicholas Russell	Davies Lane and Selwyn Primary Federation (part attendance)
<b>Secondary (2)</b>	
Rukhsana Yaqoob	Leytonstone School
<b>Non School Representatives</b>	
Julian Lee	Vulnerable Children and Young People in PRUs and alternative provision
Msgr George Stokes	Diocesan Representative

Steve White	NUT
<b>Academy Representatives</b>	
Matt Hanks	Roger Ascham Primary
<b>LBWF Council Officers / Representatives</b>	
Linzi Roberts-Egan	Deputy Chief Executive, Families Directorate
Cate Duffy	Divisional Director, Education Improvement
Andrew Beckett	Interim Head of Inclusion
Elizabeth Freer	Childcare Team
Gerry Kemble	Head of HR Delivery
Eve McLoughlin	Team Leader Economic Well-Being (& Interim Head of Education Improvement Support Services)
Graham Moss	Strategic Development Consultant
Rishi Peetamsingh	Group Accountant - Schools
Duncan Pike	Strategic Finance Advisor – Families
Shehwar Sultan	Principal Accountant – Schools & High Needs
Raina Turner	Head of Finance Families Group (Schools and Education Services)
<b>Observers</b>	
Kofi Adu	Hawkswood PRU
David Ball	Sir George Monoux College
Corinna Creasy	Director – Hornbeam Academy
Philomena Egan	Headteacher - St Mary's Catholic Primary School
Elaine Gerety	Acting School Business Manager - St Mary's Catholic Primary School
Siobhan Hosein	Kelmscott School
Rhian Hughes	Team Manager - SEN Team
Graham Jackson	School Business Manager - Willowfield Humanities College
Biyama Kadafa	Financial Controller - Highams Park School
Julia Mainwaring	Headteacher - Belmont Park School
Denise O'Sullivan	Little Diamonds Nursery
Chris Sheen	Representative of 3 nurseries – Waltham Forest

## 1. Welcome

The Chair welcomed all to the meeting. Chair expressed his gratitude that there were so many people in attendance on a winter's evening.

Chair made a particular welcome to the newly appointed Deputy Chief Executive for Families Directorate, Linzi Roberts-Egan and the newly elected Primary Governor representative Radhika Bynon from Buxton School. Mahf Ambia who was co-opted at the last meeting in November has decided to withdraw his membership due to conflicting commitments. The Clerk will write to Mahf as a matter of course.

### 1.1 Apologies for Absence

Apologies were received and accepted by the Chair: John Hernandez (Norlington School for Boys); Ian Moyes (Heathcote School); Mark Morrall (Chingford Foundation/Rushcroft) and Lynnette Parvez (Kelmscott School). Cllr Russell announced that he will be leaving the meeting at 7:30pm to attend to another meeting.

## 2. Minutes of the last meeting held on 13<sup>th</sup> November 2013

The Chair went through the minutes page by page. The minutes of the meeting held on the **13<sup>th</sup> November 2013** were checked for accuracy and signed off by the Chair as a true record of the meeting.

There were no matters arising.

## 3. Single Status Update – January 2014

The Single Status update was tabled at the meeting. Gerry Kemble provided additional verbal updates.

- A signing session has been scheduled to take place on Wednesday 22 January.
- Recent engagement with Ascham Homes regarding re-housing of the RSSOs.
- Schools HR team will be able to provide more information regarding the re-housing arrangements in due course.

**Question:** Can you provide some ideas on the time frames when this will be completed?

**Response:** There will be a follow-up meeting next week. We will be writing to Heads next week on the outcomes.

## 4. De-Delegation of Trade Union Facility Time for 2014-15 – For Decision

### Report Author: Rishi Peetamsingh, Group Accountant

Chair sought clarification at the pre-briefing technical session earlier this evening whether the trade union representative can vote. It was confirmed that the trade union representative does not have a vote in this matter.

This item was deferred from the meeting that took place on 13 November. It is split between primary and secondary sectors. The figures were reviewed again and have been adjusted to:

- Governors and Head Teachers of maintained primary schools only, decide on De-delegation of Trade Union facility time of £59,400.
- Governors and Head Teachers of maintained secondary schools only, decide on De-delegation of Trade Union facility time of £35,360.

**Comment:** Primary headteachers had a meeting recently and the majority responded and expressed an interest in continuing to pool funds for Facility Time until the end of the academic year. There is widespread recognition that points to positive interaction between unions and headteachers and there is willingness to listen and talk to one another.

There were two negative interactions regarding protocols and worked hard to put these together, however the second problem was the accounting of expenditure whether it

represented value for money. That is not in place and discussions are taking place about this.

Last year headteachers were against this and questions were raised.

The overwhelming feeling is there were 30 replies and schools responded to continue to pool funds until the end of the academic year.

**Comment:** a secondary headteachers conference took place recently and would like to say a few comments before voting takes place. That it is still in working progress, but keen to monitor that progress. The second comment that secondary headteachers have was that they want to be assured that academies are also being approached and wanted the Facility Time to end by the end of the financial year and there was some value for money.

Our decision to vote is that we are in favour for another financial year on de-delegation. Therefore, it starts in May for the secondary sector and primary for the next five months. Pooling is between individual schools and not Schools Forum.

A number of schools are into a pooling arrangement and are continuing further than the academic year.

**Comment from union representative:** I am pleased with the decision and I think it is the most sensible way. I would like to add that 30 boroughs are doing this. Waltham Forest is in a small majority. I would like to thank MH in terms of the journey and worked very hard on the finalising the protocol. It is hoped the experience would be a positive one. I'm hoping by next year you are in a position to de-delegate. This enables me to be paid to represent members who need support and my school will receive reimbursement. Schools are prepared to pool. This is the most sensible way and I appreciate all the work involved.

**Comment:** Pleased to find some way forward. I am a union member that meant is that expensive resource. Some people think that unions pay out of funds, but members pay their membership fee. Their time is limited. I think it's a win-win situation.

**Request:** For the sake of transparency please can we seek the votes between the Primary Heads and Governors.

**John Hemingway, headteacher at Willowfield Humanities College is deputising for Lynnette Parvez and, therefore has voting rights.**

The following results on De-delegation of Trade Union Facility Time were:

3 in *favour* on de-delegation from the Primary Governors

3 *against* on de-delegation from the Primary Headteachers

1 in *favour* on de-delegation from the Secondary Headteachers or their representatives present.

1 in *favour* on de-delegation from the Secondary Governor.

Schools Forum cannot make the decision in relation to pooling arrangements. These have to be done on a school-by-school basis.

The 'status quo' must continue with Primary Governors, i.e. not to de-delegate Trade Union Facility Time.

Primary representatives were in favour of pooling arrangements for Trade Union Facility for the academic year.

Secondary representatives were in favour of de delegation for Trade Union Facility for the financial year 2014-15.

#### RECOMMENDATIONS VOTING RESULTS

Sector	In Favour on De-Delegation of Trade Union Facility Time	Against on De-delegation of Trade Union Facility Time
Primary Headteachers		3
Primary Governors	3	
Secondary Headteachers and their Representatives	2	
Secondary Governors	1	

<http://www.walthamforest.gov.uk/schoolsforum> - Agenda Item 4

#### 5. DSG Settlement 2014-15 – For information and Decision

**Report Authors:** Rishi Peetamsingh, Group Accountant and Graham Moss, Strategic Development Consultant

The report was distributed in advance of the meeting. It provides details of the DSG Settlement announced on 18 December 2013 for the financial year 2014-15. DSG is broken down into three funding blocks:

- Schools Block
- High Needs Block
- Early Years Block

Forum 2.86 million including funding

Forum was asked to refer to *Table A* in the report.

In 2015-16 must review has been an increase in places.

**Question:** how is the proposal on free school meals?

**Response:** Revenue grants that will come in. Key Stage 1 pupils are entitled to free schools, but what would be the impact? There is no definite answer on this. The government can use a proxy.

**Chair:** The observers have asking rights. No further questions were asked.

Recommendation 2.1 *all agreed*

Recommendation 2.2 *all agreed*

#### RECOMMENDATIONS

Forum members were asked to note to the recommendations as numbered **2.1** in the report. Forum members were asked to agree the recommendation as numbered **2.2**

The Chair asked for votes.

**Decision outcome:**

Schools Forum **NOTED** to the recommendation as numbered **2.1** in the report.

Schools Forum **AGREED** the recommendations as numbered **2.2** in the report.

<http://www.walthamforest.gov.uk/schoolsforum> - Agenda item 5

## **6. Schools Block Funding for 2014-15 including set aside for Growth Fund – For Discussion and Decision**

**Report Authors: Graham Moss, Strategic Development Consultant and Rishi Peetamsingh, Group Accountant-Schools**

The report was distributed in advance of the meeting. In a few days' time the Local Authority submits its AFT Return which shows how the Local Authority has calculated school budget shares to the EFA. Up to the time we submit the papers that were sent out this is now superseded by updated data. In this case local funding formula element has not changed the funding has changed.

Under Recommendation 2.1.4 a funding gain cap of **1.72%** should be applied for 2014-15 to offset the cost of the Minimum Funding Guarantee to those schools where funding per pupil has been reduced by more than **minus 1.5%** between 2013-14 and 2014-15. As a result of the changes some schools gain some loss. That protection has to be paid for by those schools that have gained. That makes a difference. What doesn't happen is the pupil numbers has gained no extra money. The government changed the arrangement on mobility. The lump sum has had some impact. This has shifted funding from secondary to primary. Waltham Forest is larger than any other London borough - 6th highest in the country. There is a big contrast between Primary and Secondary. No growth for Secondary which is totally cash flat. Pupil premium is the extra that comes next year. In practice 90% is going to primary schools. The issue for Waltham Forest is regarding Pupil Premium (see para 4.10 and 4.11) in the main report.

**Comments:** How do schools use their pupil premium? What about funding that comes from Waltham Forest? What are schools doing to get that money?

Schools Forum should look at best practice and how were going to use in future. Regarding Pupil Premium, Waltham Forest does pretty well. 12 schools 7 primary and 5 secondary have a budget which is less next year. In some cases there are other reasons, for example SEN where some schools have received additional sums of money and then they move on. Difficulties for high needs pupils and subsequently children leave. Need to ensure how to know those pupils. A further update will take place in the February meeting.

**Comments:** one of the observations on pupil premium is how schools spend it. There has not been any consistency.

The Task and Finish group discussed additional funding is so large that it is essential that it is being well spent. For Schools Forum their role is to ensure the value for money. The inspection feedback is that Schools Forum has robust mechanisms to check the school delegated items.

Schools Forum also need to consider not only how it's being used, but useful what *difference* has it made. It has to be quantifiable. It has to be measurable and there has to be an opportunity to say if this is not being used. Need to consider the smaller schools and the impact this may cause.

**Further comments:**

- Headteachers are constantly making decisions and making differences

- Schools Forum needs in a more strategic way. What are the characteristics of Pupil Premium? Making suggestions on pupils' characteristics. See *Appendix F*
- Thinking it is a good idea but is careful how headteachers are perceived. Already held to account from OfSTED.
- **Question:** In Recommendation 2.1.5 regarding setting up a further Task and Finish group, does it have to meet?
- This is about social deprivation. There is a clear distinction.
- Aktar Beg, Kathryn Soulard, Maureen Okoye, Rukhsana Yaqoob and Cllr Russell showed interest to attend the next Task and Finish Group on Pupil Premium.

Forum members were asked to agree to the recommendations as numbered 2.1.1 – 2.1.5 in the report. Forum members were asked to note the recommendation as numbered 2.2.1 – 2.2.4 in the report

The Chair asked for votes.

#### **Decision outcome:**

Schools Forum **AGREED** to the recommendation as numbered 2.1.1 – 2.1.5 in the report.

Schools Forum **NOTED** the recommendations as numbered 2.2.1 – 2.2.4 in the report.

<http://www.walthamforest.gov.uk/schoolsforum> - Agenda item 6

## **7. High Needs Block 2014-15: EFA Funding and Allocation to Schools, PRUs and Further Education Institutions – For Information and Decision**

**Report Authors: Andrew Beckett, Interim Head of Inclusion; Shehwar Sultan, Principal Accountant and Graham Moss, Strategic Development Consultant**

The report was distributed in advance of the meeting.

- The report provides information on the four main components of High Needs Block (HNB).
- Other adjustments including prior year underspends, inter block adjustments, CRC and contingency revise the available funding in the HNB to **£35.947m** (recommendation 2.1)
- Under recommendation 2.2 Schools Forum **approves** the distribution of funding as shown in *Appendix E* of **£32.231m** to allocations as numbered 2.2.1 – 2.2.9 in the report.
- Schools Forum to agree under recommendation 2.3 on a number of options for the number of places funded for late arrivals at Forest Pathways College (FPC) provision in the secondary PRU.
- Schools Forum notes under recommendation 2.4 the net implications of 2.2 to 2.3.

**Comments:** Underline prudent unallocated sum.

- A report was presented in the November meeting about the responsibility.
- It emphasised the relationship with providers.
- Since November detailed exercises had been undertaken.
- Post 16 providers have been consulted on the financial year.
- No matter how detailed, it is still a forecast.
- To keep a consistency and to pick up any issues on the HNB impacting on the smaller schools.



- The 3<sup>rd</sup> area looked for developing new provision.
- Students with high level needs relate to therapeutic input and to examine how to fulfil that gap. There will be a need on the use of the contingency.
- The finance and SEN team have done a fantastic job to identify on these high needs pupils. Quite significant in-year. The 2 year olds who are coming in needs support, but will need more resources.
- An amount put aside for Early Years has increased.
- Total amount of money gone up to £400,000 carry forward is not a luxury but to meet the needs and schools population is growing.
- We will continue to report back to Schools Forum and how it is used for value for money.

Julian Lee, Executive Head PRUs, Alternative Provision and Looked After Children thanked those who contributed to the report.

- Reflect on the young people.
- Two-tier teenagers with additional SEN needs.
- Schools Forum was asked to pay particular attention to recommendation 2.3 which gives a set of options for shifting funding.
- Forest Pathways are new arrivals with little or no English at all.
- Funding has to come from HNB. Suggesting additional cost.
- The preferred option is Option 3: nine additional places in Forest Pathways.
- Voting members should go for Option 3
- We know we have more capacity goes up 164. No reduction from secondary and places availability.

Chair asked for votes

Recommendations:

2.1 *all agreed*

2.2 *all agreed*

2.4 *all agreed*

2.3 Julian Lee recommended Schools Forum should choose for option 3. *This has been agreed by all*

The Borough will be in receipt of an EU grant of £150,000.

The Chair thanked all for their contribution.

Forum members were asked to note the recommendations as numbered **2.1** in the report.  
Forum members were asked to approve the recommendation as numbered **2.2** with **2.2.1 – 2.2.9** in the report

Forum members were asked to agree one of four options under the recommendation as numbered **2.3** in the report

Forum members were asked to note the recommendation as numbered **2.4** in the report

### Decision outcome

Schools Forum **NOTED** to the recommendation as numbered **2.1** in the report.

Schools Forum **APPROVED** to the recommendation as numbered **2.2** in the report.



Schools Forum **AGREED** to one of four options. Option 3 was AGREED

Schools Forum **NOTED** the recommendations as numbered **2.4** in the report.

<http://www.walthamforest.gov.uk/schoolsforum> - **Agenda item 7**

## **8. Feedback on consultation Early Years Single Funding Formula for 2014-15 and Quality Supplement for 2013-14 – For Information and Decision**

**Report Author: Rishi Peetamsingh, Group Accountant-Schools**

The Chair received a complaint in an email form from the Chair of The Woodside Primary Academy. An earlier email was sent to Council officers. Chair immediately contacted Service Management regarding the handling of the Early Years Single Funding Formula consultation process. Longer consultation period on 12 December however the consultation commenced in the New Year. One other complaint has been received.

### **Comments:**

- Lessons have been learnt regarding the process handling of the consultation.
- It would have been preferable to conclude the work of the Early Years Task and Finish group earlier in the year.
- Local Authority task is part of the consultation process.
- In the November School Forum it was explained that the Task and Finish group will consider the outcomes of the consultation.
- There were 103 responses to the survey. *Appendix A: Consultation responses on Early Years Single Funding Formula for 2014-15* show a number of people who responded.
- There was a good consultation response rate.
- Service Management apologised to that stage of the consultation as had constrained planning issues that needed to be addressed.

Chair requested a letter of explanation/apology is sent to the Chair of Governor who made the formal complaint. It was a short survey, but 103 organisations did respond.

### **Action**

Deputy Chief Executive for Families Directorate agreed to write a letter of apology to the Chair of Governor.

### **Report**

The report provides feedback on the Early Years Block funding factors for 2, 3 and 4 year olds for 2014-15.

- The recommendations are on page 2.

- Recommendations 2.5 and 2.6 that the Quality Supplement should be solely on OfSTED judgement for 3 and 4 year olds
- If that it is agreed for 2.5 and 2.6 the Quality Supplement should be 10% of AWPU if OfSTED judgement is good and 15% of AWPU if OfSTED judgement is outstanding.
- Recommendation 2.7 to maintain the funding rate for 2 year old at £6.00 per hour
- Recommendation 2.8 it is not additional. This funding applies to 3 year old only. Replace 'capital' with 'one-off'
- Recommendation 2.9 – this is nearer to the London average rate
- Recommendation 2.10 to approve the quality indicators for 2013-14
- Recommendation 2.11 Childminder are funded as PVIs. That is to say that base rate plus Deprivation supplement plus Quality Supplement

Eve McLoughlin is not the author and in the final draft that her name is removed. Under para 4.3 delete the phrase in brackets, i.e. *(plus an additional lump sum of £200 per new place created)*

- £200 revenue for one off for 3 year old where there is an identified demand. 2 year old is a separate application

Chair asked for votes

Recommendation 2.1 – *this was agreed by all*

Recommendations 2.2-2.11 – *this was agreed by all*

There may not there be a need for a further Early Years Task and Finish Group Meeting

### **Decision outcome**

Schools Forum **NOTED** to the recommendation as numbered **2.1** in the report.

Schools Forum **DECIDED AND AGREED** to the recommendations as numbered **2.2 – 2.11** in the report

### **9. Any Other Business**

There was no other business raised

The meeting ended at 7:45pm

### **10. Date of Next Meeting 12<sup>th</sup> February 2014**

**Time: 5:45pm – Pre-Briefing Technical Session**

**Time: 6:00pm – Light Refreshments**

**Time: 6:30pm – Schools Forum**