



Waltham Forest

Schools Forum

6.30pm – 13th March 2013
Waltham Forest Town Hall
Room 3

Attendees:

Head Teacher Representatives: Primary [4] Secondary [3] Special School [1]

Peter Falconbridge – Joseph Clarke School **(SS)**
Kate Jennings – Ainslie Wood Primary **(P)**
Maureen Okoye – Davies Lane Primary School **(P)**
Kathryn Soulard – Greenleaf Primary School **(P)**
Lynnette Parvez – Kelmscott School **(S)**

Governor Representatives: Primary [5] Secondary [2]

Aktar Beg – Edinburgh Primary School **(P)**
Peter Dawe (Chair) – Dawlish Primary School **(P)**
James O'Rourke – Parkside Primary School **(P)**
Cllr. Nicholas Russell – Davies Lane Primary School **(P)**
Ian Moyes – Heathcote School **(S)**
Rukhsana Yaqoob – Leytonstone School **(S)**

Non School Representatives [5]

No representatives attended

Academy Representatives: Primary [1] Secondary [1]

Matt Hanks – Roger Ascham Primary **(P)**
Mark Morrall – Chingford Foundation / Rushcroft **(S)**

LBWF

Debbie Callender – Families Directorate (minutes)
Cate Duffy
Gerry Kemble
Graham Moss
Duncan Pike
Jaynn Taylor
Raina Turner

Also Present (Observers)

John Hemingway – Willowfield Humanities College
Graham Jackson – Willowfield Humanities College
Jo Littman – WF PLA/TSA
Tony Gibbons – Families Directorate

Minutes			
Agenda item 1:	Welcome and Apologies for absence	Presenter	Chair/Clerk
1	Chair welcomed all to the meeting. Chair particularly welcomed the newly elected Primary Governor, James O'Rourke after the results from the election ballot that took place recently.		
1.1	Apologies were received and accepted: Barbara Barnard (Gwyn Jones); Beverley Hall (St Marys and St Saviours Federation); John Hernandez (Norlington School for Boys); Paolo Ramella (Sir George Monoux); Steve White (NUT); Msgr George Stokes (Diocese of Brentwood) and Cllr Clare Coghill. Shona Ramsay (The Lammas School) notified she may attend tonight's meeting late, due to clash of commitments at the school.		
Agenda item: 2	Minutes of the previous meeting held on 13 th February 2013	All	
2	The Clerk was asked to amend grammatical errors on page 3 which have been noted and amended accordingly. The minutes of the meeting held on the 13 th February 2013 were checked for accuracy, amendments noted and then signed off by the Chair as a true record of the meeting.		
2.1	Matters Arising <ul style="list-style-type: none">• None were raised		
Agenda item: 3	Single Status Update (For Information) – <i>standing item</i>	Presenter:	Standing item
	The update to Single Status was tabled and distributed at the meeting. Level 1A roles have now been evaluated. A further meeting with headteachers will be taking place before the Easter school holidays.		
Actions:	Forum members duly noted the content of the update		
Agenda item: 4	Trade Union Facility Time – update from February meeting – <i>Verbal update</i>	Presenter:	Gerry Kemble
	Gerry Kemble provided a verbal update to the Trade Union Facility time item. A meeting will be taking place with ACAS next Tuesday to discuss protocols and code of conduct. In addition, there will be discussion to deal with associations and problem-solving issues. The headline figures are 67% of schools agreed to the facility time; 19% disagreed; 10% deferred the decision and 4% did not provide any votes.		

Actions:	<ul style="list-style-type: none"> • Forum members duly noted the content of the update 		
Agenda item: 5	Early Years Single Funding Formula 2013/14 Provisional Budget Shares for Three and Four Year Olds – For Information	Presenter:	Graham Moss
	<p>The report was sent to Forum members and associates in advance of the meeting. GM also provided a verbal report. The report outlines the Early Years Single Formula (EYSFF) includes both the funding for free education for two year olds and three & four year olds. There will be a progress report at Schools Forum in May on the final allocations for 2012/13 and on what progress the Local Authority is making towards achieving its statutory target of 951 two year olds receiving up to 15 hours of free education a week.</p> <p>The following queries and comments were made:</p> <ul style="list-style-type: none"> • Some PVI settings have been tardy in providing their returns. • In the case for schools submitting their information, the software that is being used has become problematic. • Some schools have over-recorded their information. • The census data is actually higher than those that were submitted. • Cabinet would need to agree on the provisional budget for next year. • In the autumn term it is expected the rise in three year olds will be higher than that on the census. • Concerns were raised on the fact that for 16 schools there are significant differences between returns made for the summer and autumn terms and the census data for those terms. The administration process would need to improve to ensure the number of returns is reduced. Response: An Early Years meeting is being arranged to discuss these concerns. One way of improving this process, is introducing the link with the data and research team. <p>Chair asked all to review the <i>Action by Schools Forum</i> recommendations.</p>		
Action:	<p>Forum Members noted the content of the report</p> <p>Forum Members agreed the following:</p> <p><i>Action by Schools Forum</i></p> <ol style="list-style-type: none"> 1. To note the summary outturn budget shares for 2012/13. 2. To note that the Local Authority will be checking the returns for schools where numbers have fallen significantly and the returns for PVIs where there has been or expected to be significant growth. 3. To note the provisional 2013/14 budget share allocations. 		
Agenda Item 6	Schools Funding Block – Forecasting future grant income and allocations through the Local Funding Formula to schools and Academies - For Information	Presenter:	Graham Moss

	<p>The report was sent to Forum members and associates in advance of the meeting. GM also provided a verbal report.</p> <p>The report outlines the funding of Schools Block which determines the number of children in the borough. It also sets out the key drivers that affect that decision-making process, the assumptions that have been made to enable modelling to be undertaken and the likely impact that this will have upon funding for individual schools and Academies.</p> <p>The following queries and comments were made:</p> <ul style="list-style-type: none"> • A projected 13% growth in the school population in Waltham Forest over the next five years will dominate funding decisions. • The growth fund needs to be maintained. • The government will not be distributing anymore funding for growth in the school population. • A working party would need to review the information for later academic years regarding growth in school population. • Lower incident of EAL pupils joining at secondary school level than primary. • Secondary headteachers to have a discussion around attainment, e.g. level 4 in English and Maths is not being achieved. • A working party is being set up to discuss these issues, in particular the review of funding arrangements. Any queries or concerns should be sent to Raina Turner. <p>Chair asked Forum members to review the <i>Action by Schools Forum</i>.</p>		
Action	<p>Forum members noted the content of the report.</p> <p>Forum members agreed:</p> <p>To note:</p> <p>1.0 The projected increase in school population and Schools GuF over the next five financial years;</p> <p>2.0 The extent to which schools and Academies funding is likely to move to funding levels determined by the Local funding Formula; and</p> <p>3.0 The opportunity to increase AWPUP for primary schools and to a lesser extent secondary schools being dependent on decisions by the Government to increase funding per pupil in the next school funding review</p>		
Agenda item 7:	Any Other Business	Presenter:	All
	<p>No further business from Forum members and observers was raised.</p> <p>The Chair announced the end of the meeting.</p> <p>Chair explained the June meeting is expected to be a half business and half training forum.</p> <p>Chair thanked everyone for attending tonight's meeting and wishes everyone an enjoyable Easter.</p>		
Agenda item 8:	<p>Date of next meeting – Wednesday 15th May 2013, Council Chamber, 1st Floor Waltham Forest Town Hall, commencing at 6.30pm (Tea / Coffee & Biscuits from 6.00pm)</p>		

Meeting finished at 7.08pm