



Waltham Forest

Schools Forum

6.30pm – 5th December 2012

**Waltham Forest Town Hall
Council Chamber**

Attendees:

Head Teacher Representatives:

Peter Falconbridge – Joseph Clarke School
Kathryn Soulard – Greenleaf Primary School
Beverley Hall – St Marys and St Saviours Federation
Maureen Okoye – Davies Lane Primary School
Lynnette Parvez – Kelmscott School
Shona Ramsey – The Lammas School
Claire Toberman – Low Hall Nursery School & CC

Governor Representatives:

Peter Dawe (Chair) – Dawlish Primary School
Mohammed Qureshi – George Mitchell Primary Phase
Cllr. Nicholas Russell – Davies Lane Primary School
Rukhsana Yaqoob – Leytonstone School

Non School Representatives

Steve White – Union Representative

Academy Representatives

Matt Hanks – Roger Ascham Primary
Mark Morrall – Chingford Foundation / Rushcroft (Acting Chair – for item 4)

LBWF

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

Also Present

Jon Ashwell – Highams Park School
Adele Bird – Waltham Forest Dyslexia Association
Corinna Creasy – Hornbeam Academy
Claire Kirwin – George Mitchell School

Dave Knight – UNISON
 Jo Littman – WF PLA/TSA
 Julia Mainwaring- Belmont Park School
 Jonathan O'Dea – Waltham Forest Dyslexia Association
 Laura Pease – Whitefield Schools and Centre

<u>Minutes</u>			
Agenda item: 1	Welcome and Apologies for absence	Presenter	Chair/Clerk
1	Chair welcomed all to the meeting and especially welcomed Beverley Hall (St Mary's and Saviours Federation) and Kathryn Soulard (Greenleaf Primary). Chair announced that a longstanding, former member of Schools Forum, Midge Broadley has been taken seriously ill and wishes her well.		
1.1	Apologies for absence were received from Barbara Barnard (Gwyn Jones Primary), Cllr Claire Coghill (Portfolio Lead for Children & Young People Services – Families Directorate), John Hemingway (Willowfield Humanities College), Graham Jackson (Willowfield Humanities College), Ian Moyes (Heathcote), Paolo Ramella (Collegiate Board), Julian Lee (PRUs and alternative provision representative), Msgr George Stokes (Diocesan representative) and Pauline Thomas (EY/PVI representative).		
1.2	Members recorded as absent: John Hernandez and Aktar Beg		
Agenda item: 2	Minutes of the previous meeting held on 17th October 2012	All	
2	The Clerk was asked to make the following amendment: <u>Shona Ramsey (The Lammas School) did attend the Schools Forum meeting on 17th October.</u> The minutes of the meeting held on the 17 th October were checked for accuracy and then signed off by the Acting 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:	Gerry Kemble
	The written single status update was sent to School Forum members in advance of the meeting. Gerry Kemble provided a verbal update. A meeting with headteachers took place yesterday (4 th December). GK will review and update headteachers and Schools Forum regarding the issues that have been identified concerning Residential Site Service Officers at the next meeting on 16 th January 2013.		
Actions:	1. Gerry Kemble to report back to headteachers and Schools Forum concerning Residential Site Officers		

Agenda item: 4	Waltham Forest Dyslexia Association (For Action)	Presenter:	Adele Bird
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	<p>As the Chair is well known to Adele Bird and he has no links to the Association it was appropriate that Mark Morrall, took the chair for this item and the Chair left the room</p> <p>Adele Bird provided a verbal report to the briefing note to members and the following points were discussed:</p> <ul style="list-style-type: none"> • AB introduced herself as the Chair of the Waltham Forest Dyslexia Association (WFDA) • The Council is currently working with the charity sector in Waltham Forest on a revised Compact. • It was identified Council officers working on the Compact are not aware of the functions of Schools Forum and AB felt it was necessary to attend a meeting. • The WFDA receives no statutory funding and relies on fundraising activities, donations and grants. • Due to the lack of Educational Psychology service support in this area, schools and parents are requesting WFDA to screen children for dyslexia. They screened 80 children last year which cost the Association £16,000. • They also screened 200 adults at an average cost of £250 per person. • Lesley Jacob had been seconded to this area. • AB read some brief examples from families who couldn't afford the service. <p>The WFDA is struggling to secure funding to enable their screening, classes and other provision and is asking Schools Forum to address how these provisions can be funded.</p> <p>The following responses/queries were received:</p> <ul style="list-style-type: none"> • Headteachers supported and agreed. AB was asked whether attempts were made to approach schools. Response: AB had emailed but no response was received. • AB was advised to get in touch with representatives from North, South and Central Area Partnerships to highlight provision and support available. • A survey on funding and the findings will become available in the New Year. • It was noted there appears to be discrepancies between the definition and diagnosis of dyslexia. Early intervention approach was also a suggestion for schools to note. • The SENCO Forum will be informed of this provision at their forum meetings <p>Forum members agreed and recommended funding to the provisions from WFDA.</p>
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Action:	<p>Forum members noted contents of the briefing note.</p> <p>Forum members agreed:</p> <p>a) To recommend funding for provision of the WFDA.</p> <p>Adele Bird to:</p> <p>b) Contact Area Partnerships to highlight provision and support that is available</p>		
Agenda item: 5	UNISON Trade Union Facility Time	Presenter:	Dave Knight
	<p>The proposal paper was sent in advance to Forum members and associates. Dave Knight also provided a verbal report on <i>Trade Union Facility Time</i>. .</p> <p>The following points were raised:</p> <ul style="list-style-type: none"> Without a facility agreement it would be impossible to provide basic support that is required to cover UNISON members across all schools in the borough. <p>The following responses/queries were received:</p> <ul style="list-style-type: none"> At a recent secondary headteachers meeting concerns were raised regarding members in academy settings which did not buy-in and how would those members be supported? It may be difficult for that member to be presented if academy settings did not buy-in. Would there be preferential treatment? Response: DK offered to attend headteacher meetings to discuss these concerns. Waltham Forest is not unique in these discussions. Private companies are aware of the work of UNISON. It is hoped the view of UNISON is positive. More thought and consideration is needed before making a final decision. 75% goes to national organisation and 25% goes towards local support. This retains employment to members. Democratic accountability to ensure the representation is employed to that authority. <p>Further discussions will continue in January once consultations are complete.</p>		
Actions:	<p>Forum Members noted the content of the proposal</p> <p>Forum members agreed:</p> <p>a) Further discussions will continue in January once consultations are complete.</p>		
Agenda Item 6	A revised Early Years Single Funding Formula for providers of free education to two, three and Four year olds – for recommendation to Cabinet	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 following points/queries were made:</p> <ul style="list-style-type: none"> The report outlines the latest information on the size of the Early Years Block. Recent adjustments by the EFA have reduced the size of the block by 		

	<p>£0.061m to £13.642m.</p> <ul style="list-style-type: none"> • The Secretary of State announced that Waltham Forest has been allocated £3.987m funding for two year olds for 2013/14 to meet statutory and non-statutory provision. • Increased funding for deprivation, Early Years settings placed in quality bands to support funding. The Local Authority need to validate quality of provision. • It is important that settings provide their data for September – December 2012 by 11th January 2013 to enable the Local Authority to calculate the total provision within the calendar year 2012. Late returns will not be provided for increased numbers of pupils. • Unfortunately, <i>Appendix A</i> to the report was not made available at the meeting. • Waltham Forest along with most local authorities, pay an hourly rate for 2 years old provision at £6 per hour. Schools Forum agrees to change balance of funding or cross subsidise finding blocks or reduce the hourly rate. Further report due in January 2013. There has to be a plan which is sustainable. • In the Early Years Group concerns were raised on the quality of the provision that is used. Other local authorities are paying £6 per hour and it was felt that if Waltham Forest does not pay this figure, they will not achieve quality provision. There was the request for consideration of flexibility to increase funding to £6 per pupil. PVLs are coming forward to take two, three and four year olds, but will not get to 950 unless schools come forward to provide the provision. • What has happened to former sites of Early Years provision, e.g. the former site at College Gardens? Response: It has now become an arts centre. • There is no other accommodation available. Money is general allocation for building projects to enable more facilities. • Chair agreed to take further discussions to the January meeting. • Forum members were told to look at <i>Action by Schools Forum</i> 		
Action	<p>Forum members agreed:</p> <ol style="list-style-type: none"> 1. To note the latest information on the size of the Early Years Block and Two Year Old Funding. 2. To note that the Local Authority will submit further information to Schools Forum at its January meeting on a sustainable hourly rate for two year olds. 3. To note the acceptance of a revised EYSFF from April 2013 following the submission of consultation responses. 4. To recommend to Cabinet the proposed revised EYSFF from April 2013. 5. To note the process the Local Authority will now follow to finalise budget shares for Early Years provision for 2013/14. 		
Agenda item: 7	Report on DSG Funding for Educational Psychology Generic and Early Years Support – for decision	Presenter:	Jaynn Taylor (for Dr Jeremy Monsen)

	<p>Unfortunately, Dr Jeremy Monsen was unable to attend today's meeting. Jaynn provided a verbal report to.</p> <p>The main points/queries that were raised were:</p> <ul style="list-style-type: none"> • Since 2011, Schools Forum has funded, on a pooled basis the delivery of generic Educational Psychology services to all participating primary schools. • This is using a time allocation model • Suggested to strengthen Early Years provision is needed. • The inclusion project is going well and to ensure that this is supported. 		
Actions:	<p>Forum members noted the content of the report. Forum members agreed</p> <p>That the current Local Authority primary school pooling of the Generic Educational Psychology Service Support arrangements should continue to be funded from the Dedicated Schools' Grant (DSG) for another year.</p> <p>That all LA Secondary / Special Schools also pool their funds to obtain a similar level of service.</p> <p>Early Years Educational Psychology Support – Since 2012 Schools' Forum has funded two full time Educational Psychologists to deliver a comprehensive service to Early Years settings.</p> <p>That the current Early Years Educational Psychology Service Support arrangements should continue to be funded from the Dedicated Schools' Grant (DSG) for another year</p>		
Agenda Item 8	High Needs Block and Provisional School Budget Shares for Special Schools and Academies – For decision by Schools Forum	Presenter:	Graham Moss
	<p>The report was distributed in advance of the meeting. GM also provided a verbal report.</p> <p>The following points/queries were discussed:</p> <ul style="list-style-type: none"> • The size of the High Needs Block for 2013/14. • Further discussions will be made to individual special schools. • Does this mean less funding for pupils? Response: reported that because pupils in resource provision are no longer counted in delegated funding, special schools will receive £10,000. • Reduce value of resource ladder by 3.5%. Other local authorities on the whole pay less so it would bring Waltham Forest more in line with them. • Problems that some headteachers are facing are setting the budgets. There is a fixed a number of places, but it is important to recognise the SEN statement is a long process to complete. • Ensure there is a commitment that places will be filled by September. • Special schools have had the security over their budgets, but unfortunately the government has removed that facility. • No money is clawed back if a pupil leaves a school. This happens to special schools but not mainstream schools. 		

	<ul style="list-style-type: none"> • Secondary transfer is happening next week. There are concerns when allocations are made at Belmont Park. • Outreach worker working with parents. 90% join in the middle of the academic year. • There is no provision for needs-change • Headteacher asked for a meeting to be arranged to discuss the significant funding issue for special schools and to secure other Local Authority payments for their pupils. • Concerns are that children are repeatedly being sent to Fair Access Panels (FAP). Is there any scope for assessment places? Response: the problem is parents have to agree to those assessment places. <p>Forum members were asked to review the <i>Action by Schools Forum</i></p>
Actions:	<p>Forum members noted the content of the report. Forum members agreed</p> <ol style="list-style-type: none"> 1. To note the updated information on the size of the High Needs Block. 2. To note and discuss any issues arising from information provided on place-led funding. 3. To discuss the implications for the Local Authority assuming responsibility for post-16 LDD students in schools with sixth forms and colleges. 4. To discuss the significant funding issue for special schools and Academies arising from using actual rather than notional resource ladder allocations. To reach a view on how the Local Authority can limit the cost pressure this creates.
Agenda item 9	Any Other Business
	<p>The Chair reminded Forum members and observers that Schools Forum is a statutory and public meeting The Chair wished all an enjoyable Christmas and New Year.</p>
Agenda item 9	Date of next meeting – Wednesday 16th January 2013, Council Chamber, Waltham Forest Town Hall, commencing at 6.30pm (Refreshments from 6.00pm)

Meeting finished at 8.20pm