

Schools Forum

6.30pm – 19th September 2012

**Waltham Forest Town Hall
Council Chamber**

Attendees:

Head Teacher Representatives:

Jill Augustin – Handsworth Primary School
Peter Falconbridge – Joseph Clarke School
John Hernandez – Norlington School for Boys
Maureen Okoye – Davies Lane Primary School
Lynnette Parvez – Kelmscott School
Shona Ramsay – The Lammas School
Claire Toberman – Low Hall Nursery School & CC

Governor Representatives:

Barbara Barnard – Gwyn Jones Primary School
Aktar Beg – Edinburgh Primary School
Peter Dawe – The Woodside School **(Chair)**
Ian Moyes – Heathcote School
Cllr. Nicholas Russell – Davies Lane Primary School
Rukhsana Yaqoob - Leytonstone School

Non School Representatives

Representative sent on behalf of Paolo Ramella – Collegiate Board
Mark Morrall – PRUs / Alternative Provision Representative **(Vice-Chair)**
Pauline Thomas (Lloyds Park CC)

LBWF

Cate Duffy – CYPS
Sanjaya Gunatilake - CYPS
Jenny Hall – CYPS (minutes)
Graham Moss – CYPS
Rishi Peetamsingh - CYPS
Duncan Pike CYPS
Jaynn Taylor – CYPS
Raina Turner - CYPS

Also Present

Cllr Clare Coghill – Cabinet Member of Children & Young People Services

Graham Jackson – Willowfield Humanities College
 John Hemmingway - Willowfield Humanities College
 Jon Ashwell – Highams Park Academy
 Jo Littman – Area Partnership & Teaching School Development Co-ordinator
 Representative – Sir George Monoux College

<u>Minutes</u>											
Agenda item: 1	Welcome and Apologies for absence	Presenter	Chair/Clerk								
1 1.1	Chair welcomed all to the meeting. Apologies for absence were received from: Linda Adair – Henry Maynard Infants School Mohammed Qureshi – George Mitchell Primary Phase Msgr George Stokes – Diocesan Representative Steve White – Union Representative Matt Hanks – Roger Ascham Primary Academy										
Agenda item: 2	Minutes of the previous meeting held on 13 th June 2012		All								
	The minutes of the meeting held on the 13 th June 2012 were checked for accuracy and then signed off by the chair as a true record of the meeting. Matters Arising <ul style="list-style-type: none">• None recorded										
Agenda item: 3	Membership	Presenter:	Peter Dawe								
	The Chair discussed membership of the forum and stated that as discussed with Schools Forum on the 16 th May 2012, the Government will be making changes to the way Schools Forum operate by September 2012. On the 16 th May 2012, Schools forum agreed to the following 17 reps: <table><tr><td>Primary</td><td>9 incl Nursery School</td></tr><tr><td>Secondary</td><td>5</td></tr><tr><td>Special</td><td>1</td></tr><tr><td>Academy</td><td>2 (Primary / 1 Secondary)</td></tr></table> It was recommended that Matt Hanks will become the Primary Academy Rep. (To be confirmed) It was recommended that Julien Lee will become the PRUs Rep. (To be confirmed) Mark Morrall proposed to transfer his membership to become the Secondary Academy Rep. (All Schools Forum Members agreed the proposal)			Primary	9 incl Nursery School	Secondary	5	Special	1	Academy	2 (Primary / 1 Secondary)
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	<p>The Chair discussed issues raised by Unions regarding membership for Unison Representation at Schools forum and de-delegation of Union facility time. The Chair informed members that the Unions will be tabling a document relating to de-delegation of facility time at the October 2012 meeting. A second document to be tabled by Unison at the November 2012 meeting regarding Union Representation to membership at Schools Forum.</p> <p>The Chair stated that an email was received from Rinaldo Frezzato advising Schools Forum of his retirement. The Chair read out the email to Forum members and confirmed that Rinaldo had made a valuable contribution to Schools Forum over the years and will be missed.</p> <p>It was agreed that the Chair of Schools Forum write to Rinaldo expressing thanks for his many years of service on the Forum and for the wider contribution he has made to education in Waltham Forest over many decades.</p>		
Actions:	1. Forum members noted and agreed the proposals to membership		
Agenda item: 4	Single Status Update (For Information) – <i>to be tabled</i>	Presenter:	Tabled Document
	<p>A Single Status document outlined the changes within the Single Status Team and new contact details are shown for dedicated staff who are solely working on Single Status. The intention will be to complete the Single status project by the end of February 2013.</p> <p>Outstanding queries: There are approx. 265 queries.</p> <p>Outstanding confirmation of Evaluation letters: Since the 4th September 2012, the single status Team have sent out 40 letters to staff and have approximately 120 remaining.</p> <p>Outstanding Posts: 28 posts are at different stages of the process.</p> <p>A table listing 14 signing sessions is given along with the dates, times and venues.</p> <p>A detailed table is shown for the Single Status Implementation Schedule giving the start date, completion date and the action.</p>		
Actions:	1. Forum members noted the Single Status Update.		
Agenda item: 5	Timeline and decision Making Process for setting budgets for 2013/14 (for Information)	Presenter:	Graham Moss

	<p>GM stated that the report provides a Timeline and decision making process that has to be followed to set the budgets for 2013/14. The Timeline is set out in Table 1 in the report.</p> <p>GM confirmed that the constitution of Schools Forum is amended as follows:</p> <table><tr><td>Primary Schools</td><td>9 (4 headteachers, 5 governors)</td></tr><tr><td>Secondary Schools</td><td>5 (3 headteachers, 2 governors)</td></tr><tr><td>Special Schools</td><td>1 (1 headteacher)</td></tr><tr><td>Academies</td><td>2 (1 primary, 1 secondary)</td></tr><tr><td>Non-schools members</td><td>5 (Trade Union, Diocesan Board, Vulnerable Children, 14-19, PVI settings)</td></tr></table> <p>Primary schools include one Nursery School representative.</p> <p>None schools members now have restricted voting rights.</p> <p>GM confirmed that as part of the Government requirements, all Schools Forum dates and documents are now available on the Council Website.</p> <p>No questions are raised regarding the Timeline.</p>			Primary Schools	9 (4 headteachers, 5 governors)	Secondary Schools	5 (3 headteachers, 2 governors)	Special Schools	1 (1 headteacher)	Academies	2 (1 primary, 1 secondary)	Non-schools members	5 (Trade Union, Diocesan Board, Vulnerable Children, 14-19, PVI settings)
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Actions:	1. Forum Members Noted the Content of the report Forum members agreed; a. To consider the information contained in the report relating to the timeline for decision making. b. To seek clarification on any issues relating to voting rights and those aspects of funding where the local Authority requires the approval of Schools Forum to implement its proposals.												
Agenda Item 6	Report on Feedback from Consultation on Schools Block for 2013/14 – (for Information)	Presenter:	Sanjaya Gunatilake										
	<p>SG presented the report on feedback from consultation on Schools Block for 2013/14.</p> <p>SG confirmed that Headteachers and Chairs of Governors were written to in the first 2 weeks of June 2012 informing them of the proposed government changes.</p> <ul style="list-style-type: none">• The report summarises the responses to the consultation document.• Appendix 1 shows a summary of the responses received for the main consultation for both primary and secondary phase schools.• Appendix 2 shows a summary of all the responses received for the additional consultation for both primary and secondary phase schools.												
Actions:	1. Forum Members Noted the Content of the report Forum members agreed; 2. To note the content of the report and no issues were raised as a response.												

Agenda Item 7	Report on Factors within the Local Funding Formula for primary and secondary phase schools & Academies – (for agreement to recommend to Cabinet for approval)	Presenter:	Graham Moss
	<p>GM discussed the report in detail and raised the following points:</p> <ul style="list-style-type: none"> • What factors the LA Intend to use • All factors used accept 3, which are for: 1. Looked After children, 2. Fringe Allowance & 3. Exceptional Circumstances • The figures referred to in Table 5 show that the overall funding per pupil is £4,287 for primary schools / Academies and £6,364 for secondary schools / Academies • The LA has to submit its Schools' budget formula factors to the EFA by the 31st October 2012 • LA can use the formulae where the need is greatest <p>The following comments were raised by forum members:</p> <ul style="list-style-type: none"> • Concerns regarding Edinburgh Primary School shown to be losing money • What about other schools in the same situation as Edinburgh Primary School? • John raised concern regarding the amount being skewed between primary and secondary as a result of collaboration funding held by secondary schools on behalf of primary schools. • A letter of concern regarding the imbalance of funding to Primary and Secondary schools is circulated to members of the Schools Forum. The letter was sent via email from Larkwood Primary School. • The chair confirmed that 2 additional letters of concern are received from Thorpe Hall Primary School & Woodford Green Primary School. <p>GM confirmed that schools will need time to adjust to the lower levels of spending. Schools will be protected and the minimum funding guarantee will kick in if funding was moved from Secondary to Primary.</p> <p>GM stated that the Schools Forum will be updated in October 2012 in light of the latest school census pupil numbers.</p>		
Actions:	<p>1. Forum Members agreed to recommend to Cabinet the factors set out in Table 5 of this report are adopted as the factors for allocating funding to schools and Academies in 2013/14.</p>		
Agenda Item 8	Schools Funding Reform – The Establishment of a Growth Fund - (for Decision)	Presenter:	Graham Moss
	<p>GM discussed the Schools Funding Reform Report and confirmed that the LA is recommending to schools Forum that £2.750m is held back for growth in primary schools and a further £100,000 is held back for growth in secondary schools 2013/14</p> <p>GM confirmed the details within the report sets out how it will operate.</p>		

	<p>Schools forum views were discussed regarding the 3rd bullet on Page 3. The issue raised is that if a child does not commence school in September, the school will not receive the money until the next financial year.</p> <p>An issue was raised regarding planned expansions of an Academy not going ahead after the growth money was granted. GM confirmed that it would go ahead if granted, but there will be implications that have to be brought forward to Schools Forum for discussion.</p> <p>A Forum Member stated that this does highlight the need for Pupil Placed Planning being accurate.</p>		
Actions:	<ol style="list-style-type: none"> 1. Forum Members Noted the Content of the report Forum members agreed; 2. To the establishment of a Growth Fund from April 2013 which compensates maintained schools and Academies for the increased costs incurred through planned expansions or casual admissions as set out in section 4. 3. That primary school and Academy representatives agreed to the withholding of £2.750m from funding available to be delegated to primary schools and Academies in 2013/14. 4. That Secondary school and Academy representatives agreed to the withholding of £100k from funding available to be delegated to secondary schools and Academies in 2013/14. 		
Agenda Item 9	The High Needs Block (for Information and discussion)	Presenter:	Graham Moss
	<p>GM confirmed that there are four sections to this report which are as follows:</p> <ol style="list-style-type: none"> 1. Forecasted size of the High Needs Block 2. SEN Funding for mainstream schools and PVI settings 3. Funding for Alternative Provision and PRUs 4. Funding for Special Schools, other specialist provision and support services <p>It is discussed that there will be more pressure on Maintained schools and schools will need to be looking at their dedicated budget.</p> <p>A forum member raised a query to note that Heathcote School doesn't appear on Table 1, page 3 of this document and should do. GM apologised for this omission and confirmed that Heathcote does have a resource for specialist provision at the school.</p> <p>GM confirmed that the LA does have to power to exercise discretion over extra SEN payments to schools under budget pressure from a significant proportion of pupils with high needs. The LA does not know what the cost might be at this point in time. Schools are asked to think about these carefully and the child must be a level D to qualify.</p>		

	<p>GM confirmed that with effect from April 2013, PRUs will have delegated budgets like any other school.</p> <p>Julian lee, Executive Head of PRU is working closely with the LA to calculate the forecasted delegated budget share for 2013/14. Julian with be discussing with primary and secondary schools & Academies the option of schools collectively de-delegating finding.</p> <p>JT confirmed that she will be working closely with special schools to take additional children if places are not taken up.</p> <p>Concerns raised by Forum members are as follows:</p> <ul style="list-style-type: none"> • There is a reluctance to put in more than the budget can cover. • It is felt that there will be a commitment need for a top up to support every school • What would be the implications for in-year up-take. <p>GM confirmed that the LA will seek further advice on these matters and report back to a future meeting.</p>		
Actions:	<p>1. Forum Members Noted the Content of the report Forum members agreed;</p> <p>2. To comment upon the financial implications for the Local Authority and Schools of the changes to SEN funding arrangements.</p> <p>3. To discuss the proposals from the Local Authority concerning how the SEN Notional budget is calculated and the payment of a top-up to primary schools were funding contributions for High needs pupils accounts for more than 50% of the Notional SEN Budget in the case of primary schools and 60% in the case of secondary schools.</p> <p>The Local Authority advised that all members of Schools Forum are able to discuss and vote, if required, on issues within this report.</p>		
Agenda Item 10	The Early Years Block and consultation on a revised Early Years Single Funding Formula – (for agreement to consult with providers)	Presenter:	Graham Moss
	<p>GM discussed the report and confirmed that the report examines the implications of this financial adjustment for the provision for two year old free education in Waltham Forest.</p> <p>GM confirmed that the funding for two year olds is currently different to three and four year olds.</p> <p>It is confirmed that the Early Years Group of FEEE providers will be meeting shortly to discuss possible changes to the Quality Supplement. All feedback from the Consultation Document will be presented to Schools Forum on 14th November 2012.</p> <p>GM confirmed that the two year old grant will be consolidated into DSG and that the</p>		

	<p>LA will need to find 2,000 places. The LA has to find these additional places.</p> <p>Concerns raised by Forum Members are as follows:</p> <ul style="list-style-type: none"> • Capacity is not there within schools • Schools would be denying pupil places and there will not be enough to go around. • The LA does have a problem to find these additional 2,000 places. 		
Actions:	<ol style="list-style-type: none"> 1. Forum Members Noted the Content of the report Forum members agreed; 2. To note the DfE calculation of the size of the Early Years Block in Waltham Forest and that the Local Authority is minded to use this figure of £13.704m (to be adjusted for the inclusion of two-year old funding and the exclusion of SEN Centres of Excellence which will now be paid through the High Needs Block) as the basis for setting budgets for 2013/14. 3. To note the inclusion of the current two-year old grant within DSG from April 2013 and to discuss and comment on the implications that this may have for how providers are funded. 4. To discuss the proposed changes in the Early Years Single Funding Formula and to agree that Section 3 with any amendments agreed at the meeting should form the basis of a consultation document with all Early Years providers with a report back to Schools Forum at its meeting on 14th November 2012. <p>All members of Schools Forum are able to discuss, comment and vote on the content of this report as no final decisions are being taken on budget shares for 2013/14 at this stage.</p>		
Agenda Item 11	Preliminary Report on School Balances as at 31 March 2012 (for Information)	Presenter:	Sanjaya Gunatilake
	<p>SG presented the Preliminary report on School balances as at 31st March 2012 to Schools Forum and confirmed that the LA is responsible for monitoring school balances held and reporting to the DfE.</p> <p>SG confirmed that there are no schools that fall into the two categories shown below:</p> <ul style="list-style-type: none"> • A local authority has 2.5 % of schools that have been in deficit of 2.5% or more since 2007-08 (i.e. for 4 years) • A local authority has 5% of schools that have had a surplus of 15% or more since 2006-07 (i.e. for 5 years) <p>SG discussed figures shown within the appendices and asks schools forum reasons for holding reserves over and above the threshold.</p> <p>Comments from Schools Forum were:</p>		

	<ul style="list-style-type: none"> • Cutting back on spending due to the BSF Project which then didn't go ahead. • A particular school had made a number of Staffing cuts and looked at best value. • School wanted a healthy looking budget for next year. <p>A report will be provided at schools forum in November 2012 showing explanations from individual schools on their reasons for holding balances above the recommended thresholds.</p>		
Actions:	1. Forum Members noted and commented on the revenue and capital balances held by schools.		
Agenda Item 12	Update Report on Dedicated Schools Grant (DSG) for 2012/13 including central underspend in 2011/12 and current spend on contingency funding for 2012/13 – (for Information)	Presenter:	Rishi Peetamsingh
	<p>RP presented report to Schools Forum and confirmed that Table 1 within the report sets out the final DSG allocation June 2012. RP stated that the Local Authority had slightly over-estimated these figures.</p> <p><u>Adjustment of School budget shares for removal of duplication</u></p> <p>RP stated that schools are advised in writing in the “school Budget Document” that they need to be aware that when these duplications have been resolved, adjustments will be made to their school budge shares when pupil count has changed.</p> <p>Table 3 within the report shows the underspend of £715,900. Schools Forum members are asked if this can be carried forward. (All members agree)</p> <p>RP confirmed that a report on final allocation of School Budget Shares and minimum funding guarantee for 2013/14 will be taken back to schools forum on the 16th January 2013.</p>		
Actions:	1. Forum Members Noted the Content of the report Forum members agreed; 2. To note that where there have been confirmed duplication in names of pupils on roll, adjustments will have been made to in-year funding of schools, as agreed for previous years. 3. To the carry forward of £715,900 into 2013/14 to mitigate against emerging risks in the High Needs Block 4. To note the current position for LMS contingency as summarised in Appendix 1 and the forecast of a £1.9m underspend.		
Agenda Item 13	Any other Business	Presenter:	All
	The Chair stated that he will not be able to attend the next meeting on the 17 th October 2012 and Mark Morrall – Vice Chair will cover.		

Agenda Item 14	Date of next Meeting – Wednesday 17th October 2012, Council Chamber, Waltham Forest Town Hall, Commencing at 6.30pm (Tea / Coffee & Biscuits from 6.00pm).

Meeting finished at 8.30pm