



Waltham Forest

Schools Forum

6.30pm – 12th June 2013

Waltham Forest Town Hall
Council Chamber

Attendees:

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

Peter Falconbridge – Joseph Clarke School **(SS)**
Maureen Okoye – Davies Lane Primary School **(P)**
Kathryn Soulard – Greenleaf Primary School **(P)**
Lynnette Parvez – Kelmscott School **(S)**
Shona Ramsey – The Lammas School **(S)**

Governor Representatives: Primary [5] Secondary [2]

Aktar Beg – Edinburgh Primary School **(P)**
Peter Dawe (Chair) – Dawlish Primary School **(P)**
Ian Moyes – Heathcote School **(S)**
Rukhsana Yaqoob – Leytonstone School **(S)**

Non School Representatives [5]

Julian Lee - Vulnerable children and young people in PRUs and alternative provisions representative
Steve White – NUT union representative

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
Rishi Peetamsingh
Duncan Pike
Jaynn Taylor
Raina Turner
Rishi Peetamsingh

Also Present (Observers)

Sarah Carrick – Department of Education

<u>Minutes</u>			
Agenda item 1:	Welcome and Apologies for absence	Presenter	Chair/Clerk
1	Chair welcomed all to the meeting. Chair particularly welcomed Sarah Carrick from the Department of Education and Cate Duffy, Divisional Director for Education Improvement.		
1.1	Apologies were received and accepted: Barbara Barnard (Gwyn Jones); Cllr Clare Coghill; Malcolm Doolin (Secondary Headteachers Representative); John Hernandez (Norlington School for Boys); Kate Jennings (Ainslie Wood Primary); Cllr Nicholas Russell (Davies Lane Primary) Kathryn Soulard (Greenleaf Primary); Msgr George Stokes (Diocese of Brentwood) and Claire Toberman (Low Hall Nursery and Children Centre).		
Agenda item: 2	Minutes of the previous meeting held on 13th February 2013		All
2	The minutes of the meeting held on the 13 th March 2013 were checked for accuracy and 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:	Gerry Kemble
	The update to Single Status was tabled and distributed at the meeting. A conference has been arranged for Residential Site Service Officers (RSSO) scheduled for 24 th June. An employment lawyer will be meeting with schools on 17 th June. There has been a lot of activity regarding the progress of RSSOs.		
Actions:	Forum members duly noted the content of the update		
Agenda item: 4	Speech and Language Therapy Education Project Team Input in Schools Autumn Term 2012 (4/9/12 – 21/12/12) – for information	Presenter:	Jaynn Taylor
	The report was distributed in advance of the meeting. The report outlines the Speech and Language Education Project Team have continued to provide a service to mainstream primary and secondary (Key Stage 3) schools this academic year. Matt Hanks is the primary headteacher lead to this report. There were no further comments made.		
Actions:	<ul style="list-style-type: none"> • Forum members duly noted the content of the update 		

Agenda item: 5	SEN underspend and future proposals – For Action	Presenter:	Jaynn Taylor
	<p>The report was distributed in advance of the meeting. The report outlines that in the financial years 2010-11, 2011-12 and 2012-13, the SEN placements' budget has carried forward underspends as a result of the reduction in expensive out of borough day and residential placements for children and young people.</p> <p>There are a number of projects that would benefit from the additional one-off funding which Schools Forum members were asked to agree.</p> <p>Question: Regarding project number 4 – Development of a resourced provision at Hillyfield Primary on the former Aveling Park site, if the building work will not be completed until September 2014, why are you recruiting staff from January 2014.</p> <p>Question: Is there wider scope for more capacity regarding the support that Waltham Forest Dyslexia Association (WFDA) is providing.</p> <p>Response: the WFDA is asking for £3,500 to support the dyslexia screening.</p> <p>Chair asked Forum members to cast their votes to the recommendations.</p>		
Action:	<p>Forum Members noted the content of the report</p> <p>Ten Forum members agreed, therefore the Chair announced Schools Forum agreed:</p> <p>Recommendations:</p> <p>Schools' Forum agree to release funding from the SEN underspend for the following projects:</p> <ol style="list-style-type: none"> 1. Secondment of school staff for person centred planning / training £12,000 2. Support for families through transition £3,000 3. Refurbishment at Whitehall resourced provision to increase capacity in specific year groups £23,550 4. Development of an ASD resourced provision at Hillyfield on the Aveling Park site £45,000 5. Support for WF Dyslexia Association to enable them to deliver 7,000 6. Project Search Job Coach, £15,000 <p>Total cost £105,550</p>		
Agenda Item 6	New Way of Working for Schools Forum – for Decision <ul style="list-style-type: none"> Appendix A – Timelines of Key Actions Required by the Local Authority and Schools for setting budgets for 2014-15 – For Information and discussion Appendix B – Task and Finish Groups Role 	Presenter:	Raina Turner
	<p>Chair introduced the agenda item by stating Schools Forum has always maintained a good reputation as an informative forum. He welcomed the proposed new way of working for Schools Forum and after 11 years as Chair, he felt it was time we looked at the way we work at School Forum meetings.</p> <p>Raina Turner and Duncan Pike presented verbal reports.</p> <p>The <i>New Way of Working for Schools Forum</i> report was distributed in advance of the meeting.</p> <p>Forum members were asked to look again at the recommendations and they are asked to:</p> <ol style="list-style-type: none"> 2.1 Agree or recommend changes to the report format. 2.2 Agree the new Schools Forum Forward Plan 2.3 Agree to establishing four Task and Finish working groups: 		

	<p>a) To review the distribution of funding for 2014-15 amongst the 5-16 formula factors in light of benchmarking information;</p> <p>b) To review the formula factors for 2014-15 for 2 and 3-4 year olds;</p> <p>c) To review the High Needs factors for 2014-15 Factors; and</p> <p>d) To review the use of the 2012-13 DSG underspend.</p> <p>2.4 Agree to School Forum technical briefing sessions before key decision meetings.</p> <p>The new-style report format aligns with current Cabinet reporting with details of appendices as appropriate. <i>Appendix A</i> outlines the Schools Forum Forward Plan which forms part of the new School Funding reform arrangements introduced this April. There are a number of key actions that are required to be met by the Local Authority and its schools and PVI settings. The timelines have been prepared in accordance with these. This would mean to change the number of meetings and hold five key decision making meetings on:</p> <p>18th September 2013</p> <p>13th November 2013</p> <p>15th January 2014</p> <p>12th March 2014</p> <p>11th June 2014</p> <p>Forum members were asked to agree to establish four Task and Finish working groups:</p> <p>a. To review the distribution of funding for 2014-15 amongst the 5-16 formula factors in light of benchmarking information;</p> <p>b. To review the formula factors for 2014-15 for 2 and 3-4 year olds;</p> <p>c. To review the High Needs factors for 2014-15Factors; and</p> <p>d. To review the use of the 2012-13 DSG underspend.</p> <p>Forum members were asked to review the proposed membership of these working groups under 5.6 in the report.</p> <p>At the September meeting the reports will be co-constructed in advance.</p> <p>Consultation</p> <p>In previous years, schools were consulted during the period November to early January. Under the new arrangement consultation for the Schools Block will take place for a shorter period during the summer and involve taking reports to Head Teachers Groups where possible.</p> <p>The Early Years consultation will take place in the autumn as their budgets are not set until February/March using actual head count data. The consultation with the High Needs block will be as inclusive as possible and include all Special Schools Heads, Post 16 institutions and PRU/AP provision.</p> <p>Forum members were asked to agree Schools Forum technical briefing sessions before key decision meetings. Chair suggested these commence at 5.15pm preceding the key decision meetings which normally commences at 6:30pm.</p> <p>The following queries/comments were raised:</p> <ul style="list-style-type: none"> • The new way of working report is welcomed by all. This will encourage more targeted groups to meet to discuss more technical issues and report back at key decision meetings. • A query was raised regarding the frequency of the task and finish working groups. Response: The team had to be mindful of governors and to sure their participation. There may two or at most three meetings in one group and may not necessarily involve the same people. • The current timing of Schools Forum has been a compromise between headteachers and governors, which involved many debates; however a 6:30pm start had been agreed. <p>Forum members were asked to agree the recommendations as stated in the report.</p>
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Chair asked if the Task and Finish working groups membership could be established at the meeting.

RT/DP explained the **Early Years** Task and Finish working group does not need to meet until the autumn, however would welcome the other groups to have started in time for the September meeting.

Chair requested if these groups can be appointed at the meeting. Cllr N Russell has shown interest in being part of Group (c) High Needs Block.

Group (a) Schools Block (5-16 Year old Formula) should meet either side of this summer term.

Group (d) Use of DSG Underspend should meet end of June. There could possibly be a further two meetings in July.

Chair asked voting members to volunteer which Task and Finish working group they would like to be appointed to. Chair asked the Clerk to ensure to communicate the results as soon as possible to those who were absent from tonight's meeting. Absent members will be given the opportunity to request which working groups they would like to contribute to.

The following results were received at tonight's meeting.

Task and Finish Working Group			
Group (a) Schools Block (5-16 Year Old Formula)	Group (b) Early Years Block (3-4 Year Olds and 2 Year Olds)	Group (c) High Needs Block	Group (d) Use of DSG Underspend from 2012-13
Maureen Okoye – Davies Lane Primary Ian Moyes – Heathcote School Shona Ramsey – The Lammas School Lynnette Parvez – Kelmscott School Mark Morrall – Chingford Foundation / Rushcroft School	Does not need to meet until the autumn. The membership of this group has not been established yet	Cllr Nicholas Russell (Davies Lane Primary) Mark Morrall – Chingford Foundation/Rushcroft School Julian Lee – Alternative Provision representative Maureen Okoye – Davies Lane Primary Peter Falconbridge – Joseph Clarke School Aktar Beg (Edinburgh Primary)	Peter Dawe – Chair of Schools Forum Rukhsana Yaqoob – Leytonstone Aktar Beg – Edinburgh School Maureen Okoye – Davies Lane Ian Moyes – Heathcote School

John Hernandez (Norlington School for Boys) was co-opted by secondary headteacher representatives to represent for the secondary headteachers sector to the *Use of DSG Underspend* Task and Finish working party, as they felt there should be at least one representative from that sector.

JL explained the High Needs block working group should co-opt colleagues from other colleges.

Fixed dates will be arranged in due course.

It was suggested to keep open the other dates that was agreed to cancel in case members wanted to present reports that may be of interest to other Forum members.

Chair agreed to cancel the October, December, February and May meetings and asked the Clerk to inform all members and associates about these cancelled dates, so that these can become available for other commitments in members' diaries.

Chair asked Forum members to review the *Action by Schools Forum*.

Action	<p>Forum members noted the content of the report.</p> <p>Forum members agreed the following recommendations:</p> <p>RECOMMENDATIONS</p> <p>Schools Forum are asked to:</p> <p>Agree or recommend changes to the report format.</p> <p>Agree the new Schools Forum Forward Plan</p> <p>Agree to establishing four Task and Finish working groups:</p> <p>a. To review the distribution of funding for 2014-15 amongst the 5-16 formula factors in light of benchmarking information;</p> <p>b. To review the formula factors for 2014-15 for 2 and 3-4 year olds;</p> <p>c. To review the High Needs factors for 2014-15Factors; and</p> <p>d. To review the use of the 2012-13 DSG underspend.</p> <p>Agree to School Forum technical briefing sessions before key decision meetings.</p>		
Agenda item 7:	Any Other Business	Presenter:	All
	<p>Chair asked if there was any other business.</p> <p>Chair announced the next meeting will take place on Wednesday 18th September and looks forward to the new way of working for Schools Forum.</p> <p>Chair wishes all an enjoyable summer.</p>		
Agenda item 8:	<p>Date of next meeting – Wednesday 18th September 2013, Room 3, 1st Floor Waltham Forest Town Hall, commencing at 6.30pm (Tea / Coffee & Biscuits from 6.00pm)</p>		

Meeting finished at 7.10pm