



Waltham Forest

Schools Forum

6.30pm – 13 June 2012

**Waltham Forest Town Hall
Committee Room 2**

Attendees:

Head Teacher Representatives:

Linda Adair – Henry Maynard Infants School
Jill Augustin – Handsworth Primary School
John Hernandez – Norlington School for Boys
Peter Falconbridge – Joseph Clarke School
Maureen Okoye – Davies Lane Primary School
Lynnette Parvez – Kelmscott School
Claire Toberman – Low Hall Nursery School & CC

Governor Representatives:

Barbara Barnard – Gwyn Jones Primary School
Peter Dawe – The Woodside School / Henry Maynard Infant School **(Chair)**
Tony Faulkner - Connaught /Lammas,
Ian Moyes – Heathcote School
Mohammed Qureshi – George Mitchell Primary Phase
Cllr. Nicholas Russell – Davies Lane Primary School
Rukhsana Yaqoob - Leytonstone School

Non School Representatives

Mark Morrall – PRUs / Alternative Provision Representative **(Vice-Chair)**
Pauline Thomas (Lloyds Park CC)

LBWF

Jenny Hall – CYPS (minutes)
Rhona Long – LBWF
Duncan Pike CYPS
Jaynn Taylor – CYPS

Also Present

Cllr Clare Coghill – Cabinet Member of Children & Young People Services
Graham Jackson – Willowfield Humanities College
John Hemmingway - Willowfield Humanities 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: Shona Ramsay – The Lammas School, Msgr George Stokes – Diocesan Representative, Graham Moss – CYPS, Jo Littman – WFPLA, Rebecca Matthews – CYPS, Raina Turner CYPS.		
Agenda item: 2	Minutes of the previous meeting held on 16 th May 2012		All
	<p>The minutes of the meeting held on the 16th May 2012 were checked for accuracy and then signed off by the chair as a true record of the meeting.</p> <p>Matters Arising</p> <p>Page 4 – (Agenda Item 5) It is confirmed that Councilors who are not part of cabinet who remain a governor representative of a school will have full voting rights.</p> <p>DP gave a verbal update on the following:</p> <ul style="list-style-type: none">• SEN Block - there is a further meeting of LAs with the DfE on Friday 29th June 2012 to discuss some of the detailed operational arrangements that need to come into play. GM will be attending and will report back in the autumn.• The consultation documents for Primary and Secondary Schools have been sent electronically to Heads and Chairs of Governors - Secondary before half - term, Primary after half term. Deadline is 20th July and a full report to Schools Forum at its September meeting.		
Agenda item: 3	Single Status Update (for Information) – <i>to be tabled</i>	Presenter:	Tabled document
	<p>The written single status update was tabled at the meeting.</p> <p>Signing Sessions</p> <p>Signing Sessions have been arranged on the following dates: 13th June 2012 – Committee Room 3, Town Hall, 2nd July 2012 - Council Chamber & 5th July 2012 – Council Chamber. (Times: 2.30 – 4.30 each session)</p> <p>Site Services Officers</p> <p>Ten Site Service Officers attended the signing sessions and a further 15 have been allocated levels.</p>		

	<p>Nursery Nurses and Administration Staff</p> <p>Revised and / or updated letters are being issued to the remaining Nursery Nurses and Administration Staff. 6 Nursery Nurses attended the signing session on 13 June and 94 Administration Staff have signed with a further 69 still to sign.</p> <p>Other Roles</p> <p>GWA Job Descriptions have been finalised and will go through the moderation process next week. Focus Groups are being arranged by Unison to go through the job evaluation questionnaires.</p> <p>A number of groups (which relatively small staff numbers) still need to go through the evaluation process include: Admissions staff, Extended Schools staff, Learning Support staff, Library staff, Play workers, Technology Technicians.</p> <p>A few unique roles need to be evaluated.</p> <p>GK will bring a detailed breakdown and anticipated timescales for conclusion of the Single Status process to the next Schools Forum Meeting.</p>		
Actions:	1. Forum members to contact Gerry Kemble for further queries.		
Agenda item: 4	School Population forecasts – the need for additional reception classes and the proposed capital programme to increase capacity and address need. (For Information) – <i>to be tabled</i>	Presenter:	Rhona Long
	<p>Rhona Long presented the report to members and the following content was discussed:</p> <ul style="list-style-type: none"> • It was confirmed that the Local Authority has a statutory responsibility to ensure there are sufficient pupil places within the Borough. • There is a significant rise in birth rate and migration, which means that there are insufficient permanent Primary School places in Waltham Forest. Further expansions are required. • Between 2007 to September 2012, 23FE permanent Primary expansions as well as 68 temporary Primary classes have been agreed. 		

	<ul style="list-style-type: none"> • RL confirmed that her team are working closely with the Admissions Service to monitor the intake of reception classes. • 2011/12 figures show that over 1,000 late applications forms were received for reception after the closing date of 15th January 2011 to the end of the autumn term. • 2012/13 figures show 3,365 applications were received on time with an additional 400 late applications already received to date. <p>RL confirmed that the majority of additional classes which have been put in so far are in schools in the Walthamstow, Leyton and Leytonstone areas. The pressure for reception places is strong in the Centre and South of the Borough. There is a birth increase in Chingford which means the pressure is also there too.</p> <p>The increase in Primary demand will result in a deficit of Secondary School places from 2014/15 onwards. There is an urgent need to plan for an additional 14 FE Secondary places.</p> <p>The LA was invited to bid in the Priority Schools Building Programme. The bids have been approved for 5 Schools.</p> <ul style="list-style-type: none"> • Buxton School • George Mitchell School • Hawkswood Pupil Referral Unit • Selwyn Primary School • St. Joseph's Infant School <p>Schools Forum raised a question to ask if the BSF money will come into schools. CC confirmed that the contract will be directly with the school and will be centrally coordinated.</p> <p>NR informed Schools Forum that FARA resident's association were not initially given copies of the public consultations to expand Schools. CC confirmed that many stakeholders are involved with the consultation and Ward Councillors are to support residents and Schools where necessary. If the resident's association has issues relating to an expansion of a School, they can be raised with CC.</p> <p>Forum Members raised a concern about the following:</p> <ul style="list-style-type: none"> • Is there an in-accuracy of the Projected Secondary Intake vs Capacity figures shown in this report? RL confirmed that the figures used have been used for the last Academic Year and the new figures have not yet been released. • Forum Members raised concerns about the geographical impact on new Schools being opened. • The Chobham Academy in Newham could be taking some of Waltham Forest's School pupils. The concern raised is that this could impact on Secondary Schools intake. RL is aware of this issue.
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	<ul style="list-style-type: none"> Will Connaught school be considered for change? RL confirmed that there is no intention at this present time to make changes to Connaught School or any single sex schools. The future demands will be considered for all school provisions. <p>The Schools Capital Programme will be considered at Cabinet on the 19th June 2012, for the further investment of programme which proposes range of new build and expansion schemes to meet the increase in demand in pupil places.</p>		
Actions:	1. Forum members noted the need for additional reception classes and the proposed capital programme to increase capacity and address need.		
Agenda item: 5	Report on the SEN Secondments for Person Centred Planning 2012/13 – (for Action) to be tabled	Presenter:	Jaynn Taylor
	<p>JT presented the Report on the SEN Secondment s for Person Centred Planning 2012/13 to School Forum.</p> <p>JT reminded members that in September 2011, Schools Forum agreed that funding from the SEN independent and non-maintained cost centre could be used to enable the continuation of 2 secondments to work on developing person centred planning in mainstream and special schools.</p> <p>JT confirmed the following:</p> <ul style="list-style-type: none"> Training is required for a further 13 SENCO's / Inclusion Managers for the next academic year 2012/13. Both Secondments have proved very successful and the LA has received excellent feedback from young people, parents, and schools about the Person Centred Reviews. The Person Centred Planning work that has been carried out over the last 2 years has proved really valuable for children with special educational needs and disabilities. The Waltham Forest micro website has been recognised nationally as a really good resource. The Secondments should be continued into 2012/13 in order to deliver the Person Centred training to the small number of schools left. Person Centred training to be offered to independent early years settings to use for SEN Children going through transition to Primary as well as Waltham Forest children attending out of borough schools. 		

Actions:	<p>1. Forum Members Noted the Content of the report Forum members agreed;</p> <p>2. That the 2 secondments are continued in 2012/13 academic year at a cost of £6,000 each to facilitate the following:</p> <p>3. Continue delivery of Waltham Forest bespoke person centred reviews training over the next 3 terms to schools who have not taken part in 2011/12 training.</p> <p>4. Delivery of the training to Waltham Forest Early Years settings and out borough special schools</p> <p>5. Facilitation of person centred reviews network meetings once a term to support all schools in resolving problems, share good practice and monitor the quality of PCP reviews</p> <p>6. Test the market and offer the training to other boroughs and independent settings at a charge which will be invested back into Waltham Forest School's funding.</p> <p>The total funding = £12,000 – equivalent to 1 third of an independent day school place.</p>		
Agenda Item 6	Any other Business	Presenter:	Peter Dawe
	The Chair thanked members for their participation in Schools Forum and wished all a good summer.		
Agenda item 12	Date of next meeting – Wednesday 19th September 2012, Council Chamber, Waltham Forest Town Hall, commencing at 6.30pm (Refreshments from 6.00pm) (Please note change of room)		

Meeting finished at 8.00pm