

**MINUTES OF SCHOOLS FORUM MEETING**  
**Wednesday 14 September 2016**  
**Committee Rooms 2 and 2a, Waltham Forest Town Hall**  
**5:30 – 6:30pm**

<b>ATTENDEES</b>	<b>CONSTITUENT</b>
Shona Ramsay	Chair of Schools Forum and Secondary Headteacher Representative
Debbie Callender-O'Neill	Clerk to Schools Forum <a href="mailto:debbie.callender-oneill@walthamforest.gov.uk">debbie.callender-oneill@walthamforest.gov.uk</a> <b>020 8496 3669</b>
<b>Maintained Primary Headteacher Representatives (4)</b>	
Jane Harris	Edinburgh Primary
Kate Jennings	Mission Grove School
Lindsey Lampard	Chingford CofE Primary
Maureen Okoye (Vice-Chair)	Davies Lane Primary School and Davies Lane Primary Academy
<b>Nursery School Representative (1)</b>	
Sandra Campbell	Church Hill Nursery School and Children's Centre & Low Hall Nursery School and Children's Centre
<b>Maintained Primary Governor Representatives (3)</b>	
Greta Akpeneye	Thorpe Hall Primary – not present
Cllr Akhtar Beg	Edinburgh Primary
Thomas Goodall	Edinburgh Primary
<b>Maintained Secondary Headteacher Representatives (3)</b>	
Lynnette Parvez	Kelmescott School
<b>Special School and Special Academies Representative (1)</b>	
Gary Pocock	See apologies as below
<b>Primary Academies and Primary Free School Representatives (3)</b>	
Lynne Harrowell	Larkwood Primary Academy – not present
Anne Powell	Riverley Primary Academy – not present
<b>Secondary Academies and Secondary Free School Representatives (2)</b>	
Mark Morrall	Rushcroft / Chingford Foundation

Gareth Cross	Connaught School for Girls
<b>PRU (1)</b>	
Julian Lee	Hawkswood Group
<b>Non-School Representatives (4)</b>	
Sarah Kendrick	Redwood Pre-School – Early Years Provider
Steve White	Trade Unions (NUT)
Penny Wycherley	Waltham Forest College representing the 16-19 Providers Sector
Moira Bishop	Diocesan
<b>LBWF Officers</b>	
Rosalind Turner	Interim Director of School Standards
Andrew Beckett	Assistant Director - Inclusion
Duncan James-Pike	Strategic Finance Advisor – Children and Young People Services
Raina Turner	Head of Finance Families Group (Schools and Education Services)
Eve McLoughlin	Head of Education Support
Sanjaya Gunatilake	DSG Accountant
Shehwar Sultan	Principal Accountant – Schools and High Needs
<b>Observers</b>	
Graham Jackson	School Business Manager - Willowfield Humanities College
Grainne Smyth	Headteacher - Leytonstone School
Linda Adair	Headteacher - Henry Maynard School
Rishi Peetamsingh	Former Group Accountant – Schools - LBWF
John Darnbrook	Programme Manager – Transformation Team – LBWF
Lindsay Jackson	Education Business Consultant
Sumera Beg	School Business Manager - Chingford CofE Primary School (Infants site)
Annette House	Head of Business – Edinburgh Primary School
Shermaine Lewis	Frederick Bremer School

## Minutes

### 1. Welcome all and Apologies

The Chair welcomed all to the first meeting of this academic year and hoped everyone had an enjoyable summer break. Chair was also pleased to see a large number of attendees at the meeting.

Chair also explained paper copies of the reports are available from the Clerk.

Before a round of introductions were made, Chair stated there were some changes put upon Schools Forum during the summer break due to changes of circumstances in some schools.

There is an item on the agenda, *Schools Forum Membership* that will clarify what the changes are that overtime would need to be made but thought if an interim arrangement could be made at this evening's meeting so there are no gaps in vacancies.

The changes were that two primary schools and one secondary school were changed during the summer break and opened as academies in September. Therefore both Maureen Okoye (Selwyn Primary and Davies Lane Primary) and John Hernandez (Norlington School for Boys), who was not present, were maintained school representatives but cannot continue as maintained school representatives so therefore there are vacancies for maintained schools: one for Primary and one for Secondary.

On an interim arrangement for this evening, Chair stated that Linda Adair (Henry Maynard Primary) stepped into the maintained Primary vacancy and Grainne Smyth (Leytonstone School) stepped into the maintained Secondary vacancy. The balance of membership needs to be changed. The proposal is to have an additional member for each of the Primary academy and Secondary academy and therefore the two positions are on an interim arrangement. Maureen Okoye is offering to continue as an academy representative for the Primary and John Hernandez is not able to continue as a Secondary representative but has nominated Rob Pittard, School Business Manager as the Secondary academy representative (not present). Chair stated further details will be presented in agenda item 4.

Chair asked for a round of introductions to be made and this was completed.

Clerk received the following apologies:

- Linzi Roberts-Egan – Deputy Chief Executive for Families and Homes Directorate
- Gary Pocock – Hornbeam Academy – **Special School Representative**

### 2. Declaration of interest

There were none

### 3. Minutes of the last meeting held on 8 June 2016 and Matters Arising

The minutes of the last meeting were reviewed for accuracy.

Chair stated the meeting was a small meeting and stated the meeting was not quorate, but those Schools Forum members agreed to note the recommendations in the reports. No decisions were made.

Clerk was asked to make the following amendments:

#### Page 3:

Jane Winterbone's job title should read: "School Effectiveness Consultant"

## Page 5:

Item 5: Report on Initial discussion/findings, re: Learning Trust – verbal report

Jane Winterbone's job title should read: "School Effectiveness Consultant but her work has now finished.

Rosalind Turner agreed to rephrase the summary of the report. The report will be brought to the next Forum meeting.

With the amendments noted, the minutes were signed off by the Chair as a true record of the meeting.

### 3.1 Matters Arising

There were no matters arising.

## 4. Schools Forum Membership – For Discussion and Decision

Duncan James-Pike outlined the report. The report reviews the current membership and recommends changes to the balance of Schools Forum members to ensure that it better reflects the pupil proportions in each category of school.

Every year Schools Forum has to review the membership and assess the make-up between the maintained schools and academies. Following the recent conversions there were some discrepancies in the current membership. The easiest way forward was to appoint two new academy representatives, which then created two vacancies in the maintained Primary and Secondary sectors. It was noted the academy representation is not constrained to the primary or secondary phase, but rather are representatives of the academy sector. In Waltham Forest the practice has been to have primary academy representatives and secondary academy representatives.

The interim arrangements that took place earlier in the evening were appreciated.

Maintained Headteachers were asked to let the Clerk know before the October meeting who will be their new elected member for each of the sectors. If any group is unable to fill a post on or by the October meeting, in line with the government's guidance, the Local Authority will seek to appoint a member for the group ahead of the November meeting.

No further comments or questions were raised.

## **DECISION:**

### **Schools Forum agreed:**

That Schools Forum will consist of 25 members: 21 schools members and 4 non-schools members.

The breakdown of the 21 schools members to be:

- 7 academy and free schools (increase of two additional members)

The other school members to remain the same:

- 7 maintained primary schools

- 4 maintained secondary schools
- 1 nursery school
- 1 special school / academy
- 1 pupil referral unit

The breakdown of the four non-school members should remain as before:

- 1 Early years providers
- 1 16-19 Providers
- 1 Trade Unions
- 1 Diocesan

All appointments should made on or before October 2016 Schools Forum

## 5. Dedicated Schools Grant Outturn 2015-16 and Revised DSG for 2016-17 – For Information

Sanjaya Gunatilake outlined the report.

The report updates Schools Forum on the 2015-16 final outturn for the Dedicated Schools Grant (DSG) and gives an update on the DSG notified by the DfE in July 2016 for the financial year 2016-17.

In 2015-16 the Local Authority had a balanced budget of **£178.991 million**. There was an in-spend under spend of **£1.010 million**, which is 0.56% of the total allocation.

The total reserves carried forward into 2016-17 were **£11.989 million** which all but **£16,000** are fully committed from previous Schools Forum decisions.

The original Waltham Forest DSG allocation of **£247.596 million** has been revised downwards by **£130,000** to **£247.46 million**.

The revised DSG allocation for the Local Authority received after recoupment adjustments is **£174.23 million**

Chair asked if anyone had any comments or questions.

**Comment:** In terms of the in year under spend it should be 0.6%

Chair clarified the term 'recoupment'. From a maintained school perspective when there are discussions in terms of the full amount coming into the Local Authority recoupment is the amount that has passported to Local Authorities straight out to academies.

There were no further comments or questions.

## **DECISION** **Schools Forum noted**

### **2015-16 Outturn**

The under spend of **£1.010 million** on the LA's DSG **£178.991 million** for 2015-16.

The cumulative carry forward into 2016-17 is **£11.989 million**, all but **£16,000** of which is fully committed from previous Schools Forum decisions.

- The revenue reserves for maintained schools as at 31 March 2016 totalled **£10.463 million**. The capital reserves for maintained schools totalled **£0.629 million**

## **2016-17 DSG**

The original Waltham Forest DSG allocation of **£247.596 million** has been revised downwards by **£130,000** to **£247.46 million**.

The revised DSG allocation for the LA, received after recoupment adjustments, is **£174.23 million**.

## **6. Schools Block Local Funding Formula 2017-18 – For discussion and decision**

The report seeks recommendations from Schools Forum to the Local Authority in constructing school budget shares for 2017-18.

Duncan James-Pike presented the report to Schools Forum.

The Local Authority is not proposing to any changes to the Schools Block Local Funding Formula for 2017-18. Last year Schools Forum adopted the following principles to be applied to funding decisions:

- Transparency
- Fairness
- Stability
- Support for Vulnerable Students

Schools Forum met those criteria but one of the principles got 'shaken' due to the changes of Deprivation. When the Local Authority previously visited this they maintained a portion of schools' budgets on Deprivation. Part of the Deprivation factors would be left alone and any other changes would be put through. The recommendations are outlined in 2.2.1 through to 2.2.7, which were similarly agreed in the September 2015 Schools Forum.

The DfE had recognised their 'own goal' of the IDACI index and that it being so late therefore they have tweaked the bands which are quite small variations so that they took the top two bands and put them all together and with the third band they split. The DfE sent a proforma tool to the Local Authority, which is a pre-populated toolkit therefore this year the Local Authority would have time to model the *Fairness* principle so they can correct some of the errors that occurred.

**Question:** In paragraph 4.1, in terms of the four Principles whether they were weighted in any way?

**Response:** No they are not. The Local Authority had to check the formula was meeting the criteria

**Question:** In paragraph 4.6 where it outlines Waltham Forest's primary: secondary ratio for last year and under 'Background' the Local Authority will not be looking at it again this year, what is the rationale behind that?

**Response:** This has been looked again this year. Waltham Forest being an outlier, the DfE has a published ratio of **1.1.38** where the average for London and statistical neighbourhoods is **1:1.31**. However in Waltham Forest there was a block on rates and PFI in particular and in addition split sites. All those factors are not meant to financially advantage schools. Both in

the amount that is spent in pounds were very high and also the portion of the budgets as schools get funded different amounts. Rates and PFI are in and out so there is no financial benefit. Split sites are supposed to compensate for additional costs. When this is split out the calculation only looked at pupil-led funding.

Chair proposed the recommendations are taken altogether as one vote, i.e. 3.1-3.2

## **Schools members, academies members and PVI representatives voted on Recommendations 2.2.1 to 2.2.7.**

### **Votes:**

**For: 16**

**Against: 0**

**Abstention: 0**

### **DECISION**

Schools Forum made the following recommendations to the local authority when it sets the Schools Block budgets for 2017-18. That:

2.2.1 The factors used in the local funding formula are not changed.

2.2.2 The proportion of funding allocated to deprivation should remain the same in each phase (primary 7.8%, secondary 13.5%).

2.2.3 The rates applied to deprivation factors should be changed when necessary to maintain the proportion of funding allocated to deprivation.

2.2.4 The rates applied to the factors other than deprivation factors are not changed.

2.2.5 The primary to secondary ratio is not changed.

2.2.6 The cap and 100% scale method to fund MFG is not changed.

2.2.7 AWPU is adjusted to balance resources.

## **7 Dedicated Schools Grant 2017-18 – For information**

The report outlines the latest position on the Dedicated Schools Grant funding blocks for 2017-18.

The National Funding Formula (NFF) for the Schools Block and High Needs Block has been delayed until 2018-19. The Local Authority is still expecting 2018-19 to be a 'soft year' where the NFF will run and in 2019-20 there will be a 'hard year' where all schools and academies will fund directly into the EFA.

In 2017-18 there will be no ring-fencing across the blocks and base lining protection to align blocks with actual spend.

Going forward into 2017-18 is to top slice the NFF formula for Growth, PFI, Split Sites and Rates because there is no incentive on the national formula to distribute.

In paragraph, 4.4 the proposed Central Block has been withdrawn for 2017-18. The issues the Local Authority is concerned about is the Education Services Grant (ESG). At the moment Waltham Forest's ESG allocation was **£2.7 million**. This comprises of two elements: Retained duties (£15 per pupil: 3-19 year olds) paid to the Local Authority providing a range of statutory duties including school improvement, strategic planning and finance and this comes in at £600,000. The larger part is £77 per pupil and these are for the general duties for maintained schools and academies receive an equivalent amount for their duties.

The government are taking out the retained duties of £622,000 and will be going into the Schools Block with an expectation the Local Authority will claw that straight back. There will be a further consultation on what those retained duties are.

The general duties will have transitional arrangements for April to August next year and this will depend on what the retained duties are and what extent the previous arrangements as a result from the announcement on the Spending Review.

The expectation when it comes to the arrangements with maintained schools is to ask them to de-delegate on those general duties, such as HR duties and health & safety. Similarly for academy trusts to top slice their individual academy budget and there will be discussions with the Local Authority regarding clawing the money back.

The baseline for the 2017-18 Schools Block is **£196.77 million** based on per pupil funding of **£5,271.69**. This is just over £42.00 higher than the per-pupil which is going into retained duties, but includes transfers in relation to the proposed central block (£25.37 per pupil).

The only top-slice is school admissions and administration to Schools Forum and copyright licences.

The NFF will be allocated using the following factors:

Basic entitlement of per pupil funding for Key stages 3 and 4 and Pupil-led deprivation factors: IDACI and FSM.

The High Needs Block uses the same money for 2017-18 for additional duties for post-16 but it is unclear what the arrangements will be for 2018-19.

The Early Years Block the baseline for the 2017-18 for 3 and 4 years old is HNB **£13.65 million**, with adjusted costs and additional needs factors and transitional protection for maintained nursery schools are added, this rises to **£15.4 million**.

The report forms part of the first stage of the Stage Two consultation on the Local Funding Formula (LFF) for the HNB and Schools Block.

## Comments / Questions

**Question:** Under paragraph 4.20 regarding the NFF for High Needs will be based on a basket of proxy indicators, presuming this is being referred to 2018-19?

**Response:** Yes. A National Funding Formula conference has been scheduled to take place sometime in October.

**Question:** In terms of the proxy indicators, did these come out of the consultation? Do we have further information and what the government plans are for these?

**Response:** This is not known at this stage

**Question:** In terms of the general duties and retained duties and what we are waiting for were you saying there will be consultation on those as well as the Stage 2 of the NFF consultation.

**Response:** Yes we think there will be two separate consultations on the fundings.

**Question:** Do you know on the timescale for these?

**Response:** Sometime in the autumn – between summer and winter!

**Comment:** although there is a sense of uncertainty in pooled funding, subject to the funding formula, the LA support for schools is imminent which was timed in the view that all schools would become academies and not all of the money will go immediately but some will start going in April. Also some of the services that we are providing from Early Help are using the money to top slice would also be used from April. We recommend a topic at the next Schools Forum on de-delegation and the need to move to a new partnership and relationship. Finance colleagues will be completing some work to bring back to Schools Forum headlines of the potential risks. We can start to understand the impact and start to move forward in a new partnership.

**Comment:** in the appendix A, the statement from Justine Greening MP regarding school funding and not sure what it means, but states there is a promise the funding will not go down by 1.5% and whether that holds true.

**Response:** Yes, that is the Minimum Funding Guarantee (MFG). It's a degree of protection each school has had for some time.

**Question:** Will there be a report from Jane Winterbone.

**Response:** A meeting took place of the Strategic Education Partnership (SEP) in which Schools Forum handles the money on behalf of the SEP. The report was presented at the SEP on 13 September and it was agreed to report back at the next Schools Forum meeting in October.

**Question:** Is it possible for the primary and secondary representatives of that Board to take to their groups as well?

**Response:** Yes that was the recommendation from the meeting. Yes it that was agreed yesterday.

**Comment:** the relationship between the SEP and Schools Forum is evidently getting closer together, at a time when the service of Schools Forum is at risk to cease. The SEP is now starting to think about the important role of Schools Forum.

**Question:** On page 2, under paragraphs 4.5 and 4.6 for clarity in retained duties one of the factors is school improvement and in general duties one of the factors is school improvement

**Response:** School improvement in retained duties is around being a 'champion' of children and their families in the borough so we have no statutory leavers. In general duties this is the whole list that is expected for the population.

## **DECISION**

### **Schools Forum noted:**

Schools Forum noted the contents of the report, with particular reference to central expenditure and the Education Services Grant.

## 8 Early Years National Funding Formula and Changes to the way the way three & four year old entitlements to childcare are funded – For Information and Decision

The report outlines that on 11 August the government launched the consultation on an Early Years National Funding Formula (EYNFF) which funds the provision for free early education and childcare to eligible 2, 3 & 4 year olds.

The consultation closes on 22<sup>nd</sup> September. There are 44 questions in the consultation which focused mainly why the changes are required and the way the local funding is distributed into the Local Authority, how much is given to the Local Authority child care providers.

The main reason the DfE has started the consultation is the change in 30 hours free early education provision for some families from September 2017b and to try to encourage providers to deliver those 30 hours by improving the funding levels.

More emphasis was made on paragraphs 4.6, 4.7, 4.8 and 4.9.

More emphasis was made on **Meeting Children's Additional Needs**

There are challenges that are presented in paragraph 4.17. The Local Authority already has a high pass rate for funding. We already have one base rate for maintained schools and PVI sector providers. We do have a separate rate for maintained nursery schools and higher rate for Snowberry nursery. We already have a small number of supplements, which are deprivation, quality and premises. We already have an SEN Inclusion fund.

There are issues for setting the EYNFF for 2017-18 which is highlighted in paragraph 4.18.

The proposed hourly rate for funding two year old places is £5.66 which is still below the current rate paid by the Local Authority of £6 per hour.

The Early Years [newsletter](#) is on the Hub which highlights the consultation. An Early Years Task and Finish group will be established in November.

**Question:** If you are taking money from the three blocks, but in all my settings whether you have two and three year olds, if a headteacher has no two year olds why would money from their setting provide to those who do?

**Response:** This is something that needs to be looked at as part of the EYNFF that is set.

It was noted under paragraph 4.18 number 3 the word 'nursery' is missing from the second line of the sentence, therefore it should read: **Maintained schools are currently paid at a base rate which is £2.32 per hour higher than maintained nursery schools and PVIs.**

## DECISION

### Schools Forum noted:

- That this report highlights key proposals in the DfE's EYNFF and How this may affect Waltham Forest Local Authority and its stakeholders of Early Years funding in relation to the changes proposed.
- It is not possible to quantify effects of the EYNFF fully until after the response from the consultation has been published.

## **9 Any Other Business**

There were none raised

## **10 Date of Next Meeting**

The next meeting shall take place on Wednesday 12 October at 5:30pm in Committee Room 3 Waltham Forest Town Hall

The meeting ended at **6:30pm**