

## Schools' Forum Meeting

19 June 2015

### Attendees:

#### Members

Chris Hargreaves (CH) (Trade Unions)  
 Fr Graeme Buttery (GB) (Primary Governor)  
 Julie Thomas (JT) (standing in for Andy Brown)  
 Mark Tilling (MT) (Secondary Schools)  
 Penny Barker (PB) (Secondary Schools)  
 Penny Thompson (PT) (Early Years)  
 Sue Sharpe (SS) (Small Primary Schools <249)  
 (Chair)  
 Leanne Yates, Grange Primary  
 Jo Heaton, (Observing)  
 Peter McMahon (PM) (t)  
 Julie Deville (JD) (Academies)

#### Local Authority Officers

Kay Peterson (KPE) (Administrator)  
 Joanne Smith (JS) (Children's Finance)  
 Mark Patton (MP) (Assistant Director  
 Education)  
 Sandra Shears (SSh) (Children's Finance)

| Agenda Item   | Action                            |
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| <p><b>1 Apologies:</b><br/>                     Karl Telfer (KT) (Special Schools)<br/>                     Anne Malcolm (AM) (Secondary Schools)<br/>                     Alan Chapman (AC) (Catcote Academy)<br/>                     Andrew Jordon (AJ) (Academies)<br/>                     John Hardy (JH) (VA Primary Schools)<br/>                     Andy Brown (ABr) (Larger Primary Deprived Schools)<br/>                     Suzi Yeniceri (SY) (Early Years PVI)</p>  |                                   |
| <p><b>2 Minutes from the last Forum &amp; Matters Arising</b></p> <p>The minutes of the last meeting were accepted as a true and accurate record.</p> <p>16-19 representative and substitute for Schools Forum to be raised at next 0-19 Board – outstanding. MT to action.</p> <p>Primary representatives for School's Forum. Confirmed that Academies require 4 members in addition to Michael Lee. 5 in total 4 required for September. Alan Chapman must be one of the representatives. JD to contact Andrew to clarify academy forum membership.</p> | <p><b>MT</b></p> <p><b>JD</b></p> |

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| 3 | <p><b>Schools' Forum Membership (MPA)</b></p> <p>Data provided by SS (see attached).</p> <p>Clarification needed on Hexham Diocese requires a representative. Mike Lee previously requested a named representative.</p>  |        |
| 4 | <p><b>De-delegated Funding Update (MP / SSh)</b></p> <p>SSh and MP asked Forum if schools would commit to 2 years as working year on year makes it difficult to plan services. Forum discussions took place around committing to service for 2 years.</p> <p>Clarification provided by SSh on difference between the DSG and ESG (statutory services) funding. ESG is a non ring fenced grant and notionally covers some of the statutory duties provided by the LA. Further clarification sought on what is covered under DSG and what is centrally retained.</p> <p>Centrally retained is taken from all schools (including academies) before the Formula is set. SSh confirmed that if academies did not buy back de-delegated services that maintained schools do not pay an increased amount. Should LA receive insufficient participation services may be discontinued and the LA will return funds to schools. In terms of stability information requested to confirm commitment and understanding of what kind of services can continue and at what level.</p> <p>Clarification was sought on what level of service is provided as part of de-delegated services and what can be bought at an additional cost. Schools requested documentation clearly identifying what schools are able to access and at what levels. This information is also of interest to Governors who require such information when agreeing spending of funds as a committee. Table discussed detailing services available as a list and how they are funded and paid for.</p> <p>PB asked for a breakdown of the use of ESG. SSh advised that LA funding is a highly complex area and since ESG is a non ringfenced grant it was not possible to provide a breakdown of where it was spent. It is administered along with the Revenue Support Grant (RSG) and council tax.</p> <p>Although the services had been fully reviewed as part of the task and finish group last year, it was agreed that further detail would be provided for specific services. Members agreed to ask their cluster groups which services they would like clarity on. JD requested clarity on Attendance Team and MT also suggested Inclusions, Space to Learn and Vulnerable Children. MP to email Forum members and asked to respond to SSh within 10 working days.</p> <p>Agreement made to make a decision after the information is presented in September whether to commit to 2 years or not. SSh advised that every effort would be made to provide the information by the September meeting.</p> | SSh/MP |

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|   | New agenda item requested for next meeting – Update on breakdown  |  |
| 5 | <p><b>Space to Learn Update (MP)</b></p> <p>MP tabled a report around usage figures detailing a profile of usage. Clarity also provided on how ‘used’ time of 83% actual use is based on available sessions.</p> <p>Running Space to Learn costs £98,000 per year. Covering costs for personnel, transport, and utilities. The Space to Learn Committee consists of: Andrew Brown, Penny Barker, Mark Atkinson and Mark Lutz. It is felt that these running costs cannot be cut any further. Reduced staffing isn’t an option to run at current level of service.</p> <p>The Management Committee feel that by December 2015, capacity in schools will be such that continued support from North Tyneside consultant will no longer be required.</p> <p>Decision requested from Forum as to if they wish to continue participation and funding for Space to Learn. This is an ‘all in or all out’ decision which includes secondary school and is regardless of usage. All in funding totals £148,000 which includes £98,000 running cost to Space to Learn and an additional £50,000 for broadband services. A decision is required in September. If schools opt out of the S2L funding £98k, the £50k broadband costs will remain and schools will be required to fund this. Existing members to brief new members.</p> <p>The broadband service is based on pupil numbers. The costs for 2015/16 will be based upon the previous year plus 2.5% inflation. If any school has had an upgrade these costs will also be charged to your school, it is not a LA cost.</p> <p>MP advised that 16/17 would be the last year of the current contract. A more strategic approach was requested for broadband in 2017. Work is already being carried out on this.</p> |  |
| 6 | <p><b>School Balance Survey</b></p> <p>MPA discussed projected outturn figures, actual outturn and figures after commitments. After commitments balances were calculated at almost £1.2m. As an LA spending public money it was put to the Forum that this surplus could be put to a collective good cause, benefitting children of Hartlepool. It was suggested that this could be something discussed at Forum. Some schools, PRU for example would benefit from use of surplus funds.</p> <p>All schools are encouraged to declare year end balances, however this is not compulsory and not all schools responded to the survey. MT: suggested this be ‘all or nothing’ however this may prove difficult as schools are not</p>   |  |

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|          | <p>obligated to submit surplus figures. This being the case it is felt claw-back is unfair to happen to only schools submitting surplus. Common good proposal favourable, however 'rainy day' funds are required in some circumstances. Timelines and horizon clarification required on saving for 'rainy' day. Forward planning set at 3yrs. The survey uses the DfE %s to measure balances.</p> <p>MP advised that when the LA is approached for exceptional/additional funding, school balances will be assessed as part of the decision making process. This applies to all schools. JD has asked for clarification that the money that they income generate would be taken into account.</p> <p>Representatives were asked to go back to their groups and discuss the possibility of 'pooling' surplus funds to support initiatives serving the common good. Feedback will be taken at the next meeting in September.</p> | <b>CL</b> |
| <b>7</b> | <p><b>Next Forum Meeting in Autumn</b></p> <p><b>Information Sharing Meeting</b><br/> Tuesday 8 September 2015, 8:30am – 12noon, Borough Hall, Croft Room<br/> Papers requested prior to meeting.</p> <p>Tuesday 22 September 2015, 8:30 – 12noon, CETL, Main Hall</p> <p>Wednesday 21 October 2015, 8.30 – 12noon, Borough Hall, Croft Room</p>   | <b>CL</b> |
| <b>8</b> | <p><b>Any Other Business</b></p> <p>Future Agenda Items:</p> <ul style="list-style-type: none"> <li>• Early Years Education</li> <li>• Outcomes from KS2-4 behaviour support review</li> <li>• Breakdown of De-delegated Funding</li> </ul> <p>Thanks and recognition of hard work to Penny Barker, Margaret Hodgson, Michael Lee, Karl Telfer. Agreed to add thanks to minutes.</p>   | <b>CL</b> |