

## Schools' Forum Meeting

### 4 February 2015

#### Attendees:

##### Members

Andrew Jordon (AJ) (Academies)  
 Chris Hargreaves (CH) (Trade Unions)  
 Jan Brough (JB) (Small Deprived Primary with High Mobility)  
 Jeff Cook (JC) (Diocese RC)  
 Julie Thomas (JT) (standing in for Andy Brown)  
 Karl Telfer (KT) (Special Schools)  
 Lynne Pawley (LP) (Middle Primary 250 – 349)  
 Marian Fairley (MF) (Multi-ethnic Primary Mobility Deprived)  
 Mark Tilling (MT) (Secondary Schools)  
 Mary Frain (MFr) (standing in for John Hardy)  
 Michael Lee (ML) (Academies)  
 Peter Cornforth (PC) (Larger Primaries > 350)  
 Sue Sharpe (SS) (Small Primary Schools <249)  
 (Chair)  
 Suzi Yeniceri (SY) (Early Years PVI)

##### Local Authority Officers

Christine Lowson (CL) (Administrator)  
 Joanne Smith (JS) (Children's Finance)  
 Rachel Smith (RS) (Strategic Commissioner)  
 Sandra Shears (SSh) (Children's Finance)

#### Apologies:

Amanda Baines (ABa) (Diocese CofE)  
 Andy Brown (ABr) (Larger Primary Deprived Schools)  
 Anne Malcolm (AM) (Secondary Schools)  
 Danielle Swainston (DS) (Early Years)  
 John Hardy (JH) (VA Primary Schools)  
 Julie Deville (JD) (Academies)  
 Penny Barker (PB) (Secondary Schools)  
 Peter McMahon (PM) (Student Support Unit)  
 Dean Jackson (DJ) (Child & Adult Services)  
 Gill Alexander (GA) (Director Child and Adult Services)

Agenda Item	Action
<p><b>1 Minutes of the Last Meeting</b></p> <p>The minutes of the last meeting were accepted as a true and accurate record.</p>	

2	<p><b>Matters Arising</b></p> <p>The planning areas had been determined in 2012 based on the SCAP return made to the DfE. The three areas were identified on order to gain the most funding for the town and not based on PCP primary partner groups as previously noted.</p>	
3	<p><b>2015/16 Budget Update</b></p> <p>JS talked to the report previously issued with the meeting papers and explained it in further detail, the following points were noted;</p> <ul style="list-style-type: none"> <li>• The budget is currently waiting for approval from the DfE.</li> <li>• Primary pupil numbers have increased by 92.</li> <li>• Secondary pupil numbers have decreased by 94.</li> <li>• Deprivation figure was agreed by Forum at the October meeting and was set at 15%.</li> <li>• Pupil premium will be agreed once the January census is finalised.</li> <li>• The Authority is meeting all statutory requirements with regard to the allocation of funding.</li> <li>• Funding allocation for 2 year olds will not be confirmed until June 2015.</li> </ul> <p>It was noted that school funding packs will be issued following approval from the DfE.</p> <p>Forum noted and accepted all seven recommendations.</p>	
4	<p><b>Forum Constitution and Membership</b></p> <p>SSh explained that due to resignations, terms of office expiring and three further schools transferring to academy status the membership of Schools' Forum needs to be reviewed now ready for updating in September 2015 for the start of the next academic year.</p> <p>Forum agreed that the changes to membership will be implemented from 1 September 2015.</p> <p>Primary sector requirements are to delete one primary representative and their substitute and elect six primary representatives and their substitutes by 30 June 2015. This was agreed.</p> <p>Secondary requirements are to delete one secondary representative and their substitute and appoint two secondary representatives and their substitutes by 30 June 2015. This was agreed</p> <p>Academy requirements are to elect four academy representatives and their substitutes by 30 June 2015. This was agreed. It was noted that if the academy sector cannot agree then an election will be required.</p>	

	<p>The term of office for the PVI representative expired in October 2014. SY to provide a letter of confirmation that her term of office is to be extended or supply details of an alternative representative. The letter also needs to confirm the named substitute before 31 March 2015.</p> <p>The term of office for the Trade Union representative expired in May 2014, Forum has still not received a letter of confirmation to extend the current representatives term of office. CH explained that this was agreed in an Authority/Trade Union meeting. DJ to provide confirmation of this agreement.</p> <p>A representative is required from the 16 – 19 sector. It was suggested that Alan Chapman be approached with regard to this position. The representative will need to be agreed by the 16-19 sector.</p> <p>A query was raised around if ML was to be elected as an academy representative what would happen when he retired. It was noted that the new English Martyrs Headteacher would take over as the representative until the end of the term of office.</p> <p>With regard to a Governor representative for primary schools, SSh is to speak to DJ to ascertain if there is an update.</p> <p>The RC Diocese representative is Jeff Cook with Joanne Wilson being the substitute.</p>	<p><b>SY</b></p> <p><b>DJ</b></p> <p><b>SSh</b></p>
<p><b>5</b></p>	<p><b>School Balances Review</b></p> <p>It was noted that some schools were unaware of the Forums decision to complete a second survey as they had not been notified by their Forum representative. Although all Forum reports are published on Hartlepool’s website.</p> <p>SSh reported that schools have provided reasons for why their balances have not yet been spent and it was noted that projections are based on discussions between the schools and their finance officers. It was appreciated that these balances are sometimes fluid due to projects being brought forward or delayed.</p> <p>It was noted that historically actual figures when finalised are usually higher than the projected figures which are already sitting at £3.7m. Academies were also invited to complete the survey but only English Martyrs responded. In order to gain a complete picture It was agreed to re-invite the Academies to submit the Survey.</p> <p>A comment was made that schools often receive funding later in the financial year that they were not expecting which then gives a higher outturn. Pupil premium and Universal FSM funding are not always budgeted for Finance Officers are working closely with schools to ensure accurate budgets are prepared.</p>	

	<p>It was noted that High Needs funding should be passported to schools on a timely basis, this is paid termly in arrears.</p> <p>It was noted that the DfE have started to review Local Authority school balances as part of the outturn certification. Forum needs to demonstrate a robust monitoring of balances through surveys, surplus and deficit clinics etc.</p> <p>AJ reported that there is more rigorous monitoring within the academy sector from the Academy Trust and external auditors. He agreed that academies should be encouraged to supply their figures for transparency.</p> <p>A comment was made that if more rigorous procedures are put in place more schools may become academies in order to avoid providing their financial details.</p> <p>SSh explained that any monitoring procedures that are set up should be self regulating via the Forum and schools. .</p> <p>It was commented that across the town schools need to recognise that the DfE are now scrutinising school budgets more rigorously and therefore Forum needs to protect Hartlepool funding. SSh reminded Forum that Hartlepool has already been identified as being over funded.</p> <p>It was suggested that this issue be raised at the next Director's meeting to ensure that all schools are aware of the need to reduce balances.</p> <p>It was felt that the surplus and deficit clinics need to start as soon as possible to demonstrate a robust review and peer challenge process. . It was suggested that the clinics start with those schools with the highest outturns and those with a projected deficit</p>	<b>SSh</b>
<b>6</b>	<p><b>Space to Learn Update</b></p> <p>This item was deferred to the next meeting as DJ was to provide a verbal update</p>	<b>DJ</b>
<b>7</b>	<p><b>Date and Time of Next Meeting</b></p> <p>Wednesday 22 April 2014, 9.30am – 1.00pm, Meeting Room 1&amp;2, CETL</p>	

<b>8</b>	<b>Agenda Items for Next Meeting</b> Any agenda items to be sent to CL.	<b>All</b>
<b>9</b>	<b>Any Other Business</b> There was no other business to note.	