

Schools' Forum Meeting

18 September 2014

Attendees:

Members

Alex Fau- Goodwin (AFG) (Hartlepool Sixth Form College)
 Amanda Baines (ABa) (Diocese)
 Andrew Jordon (AJ) (Academies)
 Andy Brown (ABr) (Larger Primary Deprived Schools)
 Anne Malcolm (AM) (Secondary Schools)
 Chris Hargreaves (CH) (Trade Unions)
 Danielle Swainston (DS) (Early Years)
 Jan Brough (JB) (Small Deprived Primary with High Mobility)
 John Hardy (JH) (VA Primary Schools)
 Julie Deville (JD) (Academies)
 Karl Telfer (KT) (Special Schools)
 Lynne Pawley (LP) (Middle Primary 250 – 349)
 Marian Fairley (MF) (Multi-ethnic Primary Mobility Deprived)
 Mark Atkinson (MA) (Governors Primary)
 Mark Tilling (MT) (Secondary Schools)
 Michael Lee (ML) (Diocese)
 Peter Cornforth (PC) (Larger Primaries > 350)
 Peter McMahon (PM) (Pupil Referral Unit)
 Sue Sharpe (SS) (Small Primary Schools <249)
 Chair

Local Authority Officers

Alison Swann (AS) (HR Business Partner)
 Dean Jackson (DJ) (Child & Adult Services)
 Joanne Smith (JS) (Children's Finance)
 Sandra Shears (SSh) (Children's Finance)
 Liz Eddy (Minutes)

Agenda Item	Action
1 Apologies for Absence received from Suzi Yeniceri, Gill Alexander and Penny Barker.	
2 Minutes of the Last Meeting & Matters Arising DJ confirmed a letter of thanks to Maria Mekins was sent. <u>Reps for Forum</u> Primary reps – still to be decided, agreed that SS to email out for VA primary rep and primary Diocese rep. SSh to check if any other reps are required and notify SS.	SS SSh

	<p>ABa requires a sub to be identified.</p> <p>Secondary HT reps - Anne Malcolm, Penny Barker and Mark Tilling.</p> <p>Union rep – Chris Hargreaves also needs a sub. Nominations normally agreed at the Director’s meeting with unions and Asst Director will bring back to Forum.</p>	
<p>3</p>	<p>Trade Union Facility Time</p> <p>ASw tabled a paper and drew attention to Section 4 – nominations needed from TU reps. CHa asked for clarification as to how nominations to be agreed, noting that teachers need to decide this rather than Headteachers.</p> <p>Discussion took place around how arrangements for TU time to work (claiming for time, ad hoc or allocated time) as there will be obvious timetabling impact on schools ability to backfill or cover. CHa – would be useful if meeting with unions and HR take place to agree arrangements. CHa noted that the volume of work is unpredictable and that HTs will need to be aware of this. ML asked if there is a national model or example that can be followed. Accepted that reps need to be based in school but now need to decide which model to use. MT proposed that unions decide who reps are first and then the working group can progress this further - agreed by Forum. To re-agenda for next meeting.</p>	<p>Agenda</p>
<p>4</p>	<p>School Balances Task & Finish Group</p> <p>DJ - meeting held in June at which surpluses were discussed; the potential for DfE clawback and Children’s Services Committee concerns were raised at this meeting. Ways forward discussed – financial training, governing body financial expertise, ‘surplus clinic’. Also queried whether the LA strategy for monitoring balances inconsistent or ineffective for some schools?</p> <p>T&F group is to meet following this to agree actions. DJ will also take a report to Children’s Services Committee in Autumn term.</p> <p>KT noted that the special schools funding mechanism changed last year, and this is the first time school has had a surplus. KT has discussed this with Governors and LA finance and the school surplus will not be at the same level next year.</p> <p>AM – surplus clinic is intended for schools to manage and self regulate before any clawback is applied.</p> <p>MT noted that this only applies to maintained schools.</p> <p>LP – schools had higher surplus than expected last year – financial systems (school and LA) need to be tightened up and HTs need to be given accurate information to avoid big surpluses/deficits especially unexpectedly.</p>	

	<p>ABa – in agreement and noted that breakfast/after school club funding should not show up in main budget.</p> <p>Forum agreed recommendations.</p>	
<p>5</p>	<p>Early Years Funding</p> <p>DS spoke to the report of the Early Years Reference Group.</p> <p>SSh clarified that funding refers to 2015-16 formula and this would have to be changed now (not able to change mid-year).</p> <p>DJ asked how Forum members felt, in principle, about more money going to the early years funding block. There followed a discussion in which JD raised using PP funding for funding 2 year old and ABa noted that other years funding is being used for two year provision. JD - schools already funding pre 3 year olds as funding doesn't come into schools before children reach 3 years of age.</p> <p>JH noted that St John Vianney has been involved with a two year old provision pilot – which showed provision is underfunded (not funded nationally at the rate it costs).</p> <p>DS was asked what the percentage difference of two year provision provided by schools and private providers is. DS did not have the figures to hand but said that 60-70% of funded two year olds are in private settings (rough estimate).</p> <p>DS agreed further work to be done on training for two year old provision and SS noted that there needs to be health involvement joined up to this.</p> <p>Forum approved the recommendations – these will now be taken to Children's Services Committee.</p>	
<p>6</p>	<p>Terms of Reference & Membership of Schools Capital Sub-Group</p> <p>KT gave the background to the purpose of this group. The membership of the group has changed and needs to be reviewed; there needs to be two primary reps for this group. Previously, JH and ABa had withdrawn from the group as they had been told there was no need for VA school representation. However, Diocese/VA schools do need to be represented and JH and ABa will therefore rejoin.</p> <p>MF and PC volunteered to be primary reps.</p> <p>A further secondary rep is required; secondaries and academies to decide representation.</p>	

<p>7</p>	<p>De-delegated services</p> <p>DJ spoke to tabled paper. Schools to go back and consult with colleagues JD said that the report needed to be clarified re free school meals assessment – as there are now universal free school meals does assessment still need to take place? DJ - Hartlepool are using opt out, i.e. parents have to opt out of in their child receiving a free school meal rather than opting in.</p> <p>LP asked how to identify Pupil Premium pupils for the school census. This can be done using information sent out by LA. MF requested that list be sent out just prior to census so up to date information available – DJ agreed.</p> <p>SS asked for clarification as to whether Forum’s decision is all in or all out – yes.</p> <p>Forum agreed to take back to colleagues and decision to be taken at next meeting (October).</p>	<p>Agenda</p>
<p>8</p>	<p>Review of school funding formula and changes for 2015/16</p> <p>DJ spoke to tabled paper. Hartlepool will receive the same cash level of funding in 2015/16 (other than a minor adjustment for carbon reduction commitment) as 2014/15. DfE deem Hartlepool to be over funded by £120 per pupil.</p> <p>MF commented that Forum is the advisory group but last year, members were asked to go out to seek views from all schools rather than acting as the representatives of schools and able to make decision. DJ said that last year, Forum had to refer ‘upwards’ to Children’s Services as there was stalemate at Forum.</p> <p>MF asked if Forum can agree whether they are making the decision or if they need to go back out to the schools they represent. ML in favour of going back out to schools.</p> <p>JH proposed using the DfE guidance to produce a model which could be used as a baseline. It was also suggested that a model be produced based on the existing model, then a possibility of a mid-point of these two models can be reached.</p> <p>Forum agreed that the two models will be produced (no requirement to go back to schools at this time).</p> <p>Forum agreed to meet 1 October and 8 October both at 1pm.</p>	
<p>9</p>	<p>Bank Contract Update</p> <p>SSh spoke to tabled paper regarding an update on the Council’s banking arrangements. Lloyds Bank are now the council’s new bankers following the</p>	

	Co-operative Bank's decision to withdraw banking services from LAs. Schools to share with their business/finance managers	
10	Next Forum meeting in Autumn term – Wednesday 22 October at 9.30am	
11	Agenda items for next full Forum meeting <ul style="list-style-type: none"> • De-delegated services • Trade Union Facility Time • Space to Learn 	
12	Any Other Business <p><u>Vice chair appointment</u> This should be a secondary representative as the Chair is from primary and it was agreed that nominations to be brought back to the next meeting.</p> <p><u>Space to Learn</u> Protective funding runs out at the end of March 2015 so will then become school run (and therefore funded). Currently there is £238k funding which includes £50k for Broadband costs (this would then have to be met by the schools), agreed at Forum in 2012.</p> <p>To maintain S2L at its current level it would cost £150-180k which the LA would not be able to fund. ABr asked if a business plan has been considered in order to bring in business; DJ explained that usage and income generation has been examined but not all Hartlepool schools use the centre (those that do, use it a lot though). This issue to be re-aggended for the next meeting and discussed further.</p>	Agenda