

Schools' Forum Meeting

2 April 2014

Attendees:

Members

Amanda Baines (ABa) (Diocese)
 Andrew Jordon (AJ) (Academies)
 Andy Brown (ABr) (Larger Primary Deprived Schools)
 Chris Hargreaves (CH) (Trade Unions)
 Colin Reid (CR) (Secondary Schools) Chair
 Ian Ness (IN) (standing in for Mark Tilling)
 John Hardy (JH) (VA Primary Schools)
 Julie Deville (JD) (Academies)
 Karl Telfer (KT) (Special Schools)
 Lynne Pawley (LP) (Middle Primary 250 – 349)
 Mandy Hall (MH) (standing in for Peter Cornforth)
 Michael Lee (ML) (Diocese)
 Peter McMahon (PM) (Pupil Referral Unit)
 Sue Sharpe (SS) (Small Primary Schools <249)

Local Authority Officers

Alison Swann (AS) (HR Business Partner)
 Christine Lowson (CL) (Administrator)
 Dean Jackson (DJ) (Child & Adult Services)
 Sandra Shears (SSh) (Children's Finance)

Apologies:

Anne Malcolm (AM) (Secondary Schools)
 Danielle Swainston (DS) (Early Years)
 Jan Brough (JB) (Small Deprived Primary with High Mobility)
 Mark Atkinson (MA) (Governors Primary)
 Mark Tilling (MT) (Secondary Schools)
 Susan Woodroff (SW) (Nursery Schools)
 Suzi Yeniceri (SY) (Early Years PVI)
 Gill Alexander (GA) (Director Child and Adult Services)
 Peter Cornforth (PC) (Larger Primaries > 350)

It was noted that the number of apologies received was possibly due to the last minute change from a single item agenda to a multiple item agenda and therefore the change to a three hour meeting.

Agenda Item	Action
1 Minutes of the Last Meeting The minutes of the last meeting held on 5 February 2014, were accepted as a true and accurate record.	

<p>2</p>	<p>Matters Arising</p> <p>It was noted that an e-mail detailing the 15.25% deprivation figure had been sent by Joanne Smith.</p> <p>NQT Statutory Induction funding to be transferred to St John Vianney School was for one term only.</p>	<p>DJ</p>
<p>3</p>	<p>Response from Task & Finish Group</p> <p>DJ talked to the report that had been circulated with the meeting papers and thanked those colleagues who had attended the Task & Finish Group.</p> <p><u>Admissions</u> Information from the DfE had confirmed that the £400 charged by the Authority to VA and Foundation schools and academies for appeals, is a legitimate charge.</p> <p><u>Services Schools' Forum</u> DJ explained that figures had been obtained from all Authorities in the North East area and that Hartlepool fell into the middle range of charges.</p> <p>It was noted that any annual costs over the £35k are picked up by the Authority.</p> <p><u>Capital Expenditure</u> DJ reported that the key decision was that all schools will be able to access the £628k.</p> <p>CR joined the meeting.</p> <p>The breakdown of costs for the universal school meals was queried as funding is to be targeted to additional pupils entitled to free school meals.</p> <p>DJ explained that these figures have already been approved by Council however he will request further details from Karen Oliver and circulate to Forum once received.</p> <p>JD explained that academies did not receive the information around the funding in time to apply.</p> <p>SSh is to check details around claw back for this funding.</p> <p>Forum considered four recommendations:</p> <p>Note the schedule of 2014/15 Universal Free School Meals capital schemes as summarised in Appendix A</p> <p>Forum noted the schedule.</p>	<p>DJ</p> <p>SSh</p>

Note the schedule of 2014/15 capital condition works as summarised in Appendix B.

Forum noted the schedule.

Note the schedule of 2014/15 Locally Controlled Voluntary Aided Programme (LCVAP) as summarised in Appendix C.

Forum noted the schedule.

Agree to the allocation of funding to English Martyrs School science laboratories and refer to Children's Services Committee for final approval.

Forum agreed the allocation of funding.

Termination of Employment Costs (Brierton School)

It was noted that this charge is to continue but will gradually decrease over time.

Carbon Reduction Commitment

It was noted that this is the final year of this funding.

Licences

It was noted that the licence for the One System is a necessary expenditure.

Space to Learn

DJ explained that usage details had been provided to the Task & Finish Group which indicated that the facility is only in use 75% of the time.

DJ is to produce a business case/viability paper which will be sent to Forum in September 2014. DJ explained that he would like a number of Headteachers to be involved in producing the business case.

DJ

It was noted that St Hild's School are to be involved in all discussions.

School Meals

It was noted that as Dyke House do not contribute to this funding stream, no further action is necessary.

Vulnerable Children

The explanation for this funding had been accepted with no further action required.

Trade Union Facility Time

It was noted that extensive re-writing of the current agreement is to take place.

AS reported that there are meetings taking place on 14 and 16 April with the two main unions.

	<p><u>Behaviour Support Workers</u></p> <p>It was noted that the Child and Adult Department are looking to re-structure Children’s Support Services. It was further noted that GA would like to involve Headteachers in this discussion to ascertain what support schools require.</p> <p>A comment was made that support for primary schools from secondary schools may be a way forward.</p> <p><u>Behaviour Support Services – Inclusion</u></p> <p>It was noted that again further discussion is required as part of the department re-structure.</p>	
4	<p>Forum Constitution and Membership</p> <p>DJ talked to the report circulated with the meeting papers and explained that a review is required due to further schools becoming academies.</p> <p>Ssh confirmed that West View would retain their primary position if their academy status was not confirmed by 1 September 2014.</p> <p>Following some discussion the following actions/recommendations were considered;</p> <p>Action – Forum were asked to note the new membership of the Forum.</p> <p>Forum noted the membership.</p> <p>Action – Elect two Primary Headteacher representatives and their substitutes before 30 June 2014.</p> <p>Forum agreed this will go through the Primary Cluster Group.</p> <p>Action – Elect a Primary Governor representative and a substitute before 30 November 2014.</p> <p>Forum agreed this will go through Governor Support.</p> <p>Action – Decide whether to elect either a Secondary Headteacher or Governor representative.</p> <p>Forum agreed to elect a Secondary Headteacher</p> <p>Action – Approve the deletion of either a Secondary Headteacher or Governor representative.</p> <p>Forum agreed the deletion of a Governor representative.</p>	<p>DJ</p> <p>DJ</p> <p>DJ</p>

<p>Action – Elect a new Secondary representative (Headteacher or Governor) and substitute before 30 June 2014.</p>	
<p>Forum agreed to elect a Headteacher as the new secondary representative.</p>	DJ
<p>Action – Elect two additional academy representatives and their substitutes before 30 June 2014.</p>	
<p>It was noted that academy representatives represent all academies not just primary or secondary.</p>	
<p>Forum accepted the action and academies are to provide names of representatives.</p>	Academies
<p>Action – Confirmation of a name substitute for the PRU representative is required before 31 May 2014.</p>	
<p>Forum agreed that PM would provide details of a substitute.</p>	PM
<p>Action – PVI providers need to confirm their representative and named substitute before 31 August 2014.</p>	
<p>Forum agreed this will go through Governor Support.</p>	DJ
<p>Action – Decide whether to renew the term of office for the Union representative or replace with an invitation only representative.</p>	
<p>Forum decided to maintain a Union representative.</p>	
<p>Action – If required confirmation by the Unions of their representative and a named substitute by 30 April 2014.</p>	
<p>Forum agreed that CH will confirm the substitute.</p>	CH
<p>Action – If required decide whether to maintain the membership of the Forum at 23 members and appoint another Primary representative.</p>	
<p>Forum agreed this was not required.</p>	
<p>Action – If required elect a primary representative and a substitute before 30 April 2014.</p>	
<p>Forum agreed this was not required.</p>	
<p>Action – Contact the 16-19 Sector in order to arrange an election for a representative and named substitute.</p>	
<p>Forum agreed that ML/CR would discuss this matter at the 16-19 meeting on 3 April 2014.</p>	ML/CR

	<p>It was noted that the membership is to be reviewed every year with a possible mid-year review depending if further schools convert to academy status however all changes will occur on 1 September each year.</p>	
5	<p>Fairer Schools Funding 2015/16</p> <p>Forum were asked to consider two recommendations;</p> <p>Note the consultation on Fairer Schools Funding in 2015/16.</p> <p>Forum noted the consultation.</p> <p>Confirm how the Forum would like to respond to the consultation.</p> <p>No responses were received.</p>	
6	<p>Teachers Pension & LGPS 2014 Changes</p> <p>Forum were asked to note this report.</p> <p>The report was noted.</p>	
7	<p>Teacher Pension Schemes and National Insurance Changes</p> <p>Forum were asked to consider two recommendations;</p> <p>Note the changes to the Teacher Pension Scheme contribution rate from September 2015.</p> <p>Forum noted the changes.</p> <p>Note the changes to the employers' national insurance contribution rate from April 2016.</p> <p>The change of rate was noted. It was further noted that there will be a different rate of increase for academies.</p>	
8	<p>Purchase Card Scheme</p> <p>SSh talked to the report issued with the meeting papers and explained it in further detail.</p> <p>St Hild's and West Park schools are to pilot the new scheme.</p> <p>The report was noted.</p>	
9	<p>Any Other Business</p> <p>There was no other business to note.</p>	

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Date and Time of the Next Meeting

18 June 2014, 9.30am – 1.00pm, Croft Room, Borough Hall

