

## Minutes of Schools' Forum - 11 September 2013

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### Present:

#### Members

Colin Reid (St Hild's) - Chair  
Maria Mekins (English Martyrs)  
Julie Deville (Eldon Grove)  
Peter Cornforth (Fens)  
Mark Tilling (High Tunstall)  
Lynne Pawley (Rossmere)  
Andrew Jordon (Northern Education)  
Amanda Baines (Diocese of Durham and Newcastle)  
Chris Hargreaves (NASUWT)  
Karl Telfer (Springwell)  
Anne Malcolm (Manor)  
Andy Brown (West View)  
Marian Fairley (Lynnfield)  
John Hardy (St John Vianney)  
Sue Sharpe (Golden Flatts)  
Michael Lee (English Martyrs)

#### Local Authority Officers

Dean Jackson (Child & Adult Services)  
David Ward (Children's Finance)  
Sandra Shears (Children's Finance)  
Danielle Swainston (Child & Adult Services)

### 1. Apologies for Absence

Apologies were received from Mark Atkinson, Lee Walker and Zoe Westley

### 2. Minutes from last Forum (19 June 2013)

Pg 4 – Forum membership – Andrew Jordon and Julie Deville are the Academy Representatives of the Forum. Andrew Jordon has ceased his Secondary representation.

With the above amendment, the minutes were accepted as a true and accurate record.

### 3. Minutes from additional 'one item' Forum meeting on 2014/15 Schools Formula (10 July 2013)

Minutes were agreed as a true and accurate record.

### 4. Update on Membership of Forum

Dean Jackson presented a tabled report in relation on the Membership of the Forum. Members need to be aware of who has voting rights, etc. It was noted that there are a number of terms of office due to expire. Members of Forum noted the new membership (as appendix A), and agreed not to fill the nursery post vacancy on Forum. Named substitutes are required for members of the Forum, and these are to be advised.

There is a requirement that at least one of the schools members' is representative of governors. The Primary representatives have historically had two governors as Forum Members, this is still the case, however, two Headteachers are representing Governors, Mark Atkinson and one newly appointed primary member. These two members feedback to Governor Associations.

It was noted that the DfE are to consult on the proposal for Forums to include one elected representative from an institution (other than from a school or academy) providing education beyond 16 (but may also be providing education for 14-16 year olds). This will replace the requirement for a representative from the 14-19 partnership.

As the meeting is a public meeting the layout of the venue has been amended to include a public seating area, and Forum agreed to these seating arrangements. Public members do not have a voting or speaking right, however, it was agreed that this would be at the Chair's discretion on the day. Where there are confidential items members of the public would be excluded from these meetings.

A representative from the Education Funding Agency (EFA) can attend and speak at Forum meetings.

## **5. School Balances 2012/13 – Committed and Uncommitted**

DJ presented a tabled report in relation to the School Balances Survey and went through the background. Forum agreed previous that schools would be permitted to hold onto a general reserve of up to 8% of their following year's budget for a Primary school and up to 5% for a Secondary school after commitments had been marked.

DJ referred to the analysis of the survey and noted that whilst school balances had reduced during 2012/13 by £1.3 million, Schools Forum report in September 2012 that this would be reduced by £4 million. 19 primary schools exceeded the 8% guideline, 2 secondary schools and the secondary special school exceeded their 5% guideline.

Julie Deville asked if it would be possible to add a column to the spreadsheet to show income generation to show a differentiation in the budgets. This column would be useful if claw back of funding was to take place. Clarification of what could be included in this column is to be provided. Forum agreed to the inclusion of the column.

Forum asked for further clarity on outturns and some column headings.

Forum felt that although balances are high, that budgets are being closely monitored as it is known that funding will be cut in future years. It was felt that schools may not be as efficient in forward planning as they could, and some members may benefit for training on this. There will be exceptions for carrying over larger budgets, especially for those who are expecting new builds, etc.

Agreed to re-agenda for October meeting, in order for discussion / feedback with school colleagues.

Agenda

## **6. De-Delegation of Services**

DJ presented paper circulated and went through the background regarding de-delegation of services.

Forum members of the maintained school sector are asked to consider whether they would wish to continue to de-delegate funding in 2014/15 for some or all of the services identified in Table 1. A formal vote of maintained primary and secondary sectors will take place at Forum on 23 October 2013. Academies are also to be asked to consider what services they would be 'buying back'. Dependant upon the outcome of the vote, this could have significant implications on the Local Authority provided services to schools.

Agenda

Chirs Hargreaves tabled a paper in relation to Trade Union Facility Time. It was noted that neighbouring authorities have de-delegated their funding and SLA's have been set up for Trade Union Facility Time. Forum to discuss the paper with Headteachers, Governing Bodies and representatives.

Forum queried if SIMS licenses were paid through managed services. It was confirmed that SIMS licences are outside of the managed services.

Further clarification of what is statutory and what can be bought back as an extra was sought and this information is to be provided. A breakdown of what can be provided under the de-delegation of services is also to be provided.

## **7. Implications of Schools Converting to Academies**

This item was discussed with item 6.

## **8. School Funding Formula 2014/15 – Budget Modelling**

David Ward referred to paper circulated. Forum noted that the new funding formula was agreed for the current financial year, and there is the assumption that this will also be carried forward for the next financial year.

Noted that DfE have introduced some changes, and they will need to be brought in for the next financial year.

Forum asked Finance to undertake some modelling work, and this is detailed in the paper. David referred to the paper and the following items were discussed:

Minimum Funding Guarantee (MFG) – funding for special units comes from the high needs block, £10,000 per place, plus top up. Noted that in the next financial year how this funding is calculated will change, and funding will be allocated on the number of places in the unit, rather than the number of people accessing the unit.

Reception Uplift – DfE have confirmed that MFG will not include reception uplift.

21014/15 Budget – this will be based on the October census.

DfE Return – Deadline 31 October 2013. Will need to know the factors to be used by that date. An additional Forum meeting has been arranged for 25 September 2013 to look at the formula. Noted that there are anomalies in SEN figures, DW noted that they are awaiting date from DfE regarding this modelling. Any changes will be need to be introduced in the next financial year.

Lump Sum – Modelling work undertaken to reduce lump sum from £200,000 to £175,000.

LAC – If continue to use this as a factor, would have to use one day as a factor, rather than 6 months.

LCHI SEN – This would reduce significantly if there were changes to the SEN figures.

Sparsity – No school will be eligible for this factor in Hartlepool

Capping V Scaling – DW went through the four different models that forum asked to be looked at (please refer to paper circulated).

Mobility – DfE have narrowed the definition where funding can only be allocated for pupils over 10% threshold. This would affect 8 primary schools in Hartlepool (42 pupils). If this was to be introduced as then agreement would need to be made as to where the funding would come from. This is to be tabled for further discussion.

Going through the anonymised data Secondary establishments are within 15-19% of each other, noted that the range has narrowed. There is a 56% difference between primary schools. Forum agreed that this difference for primary schools seems unfair.

Discussed that it may be that there are two separate establishments, one for primary and one for secondary.

The paper is to be taken back to Headteachers. It was agreed that a member of finance will attend these meetings, as the topic is a complex issue.

## **9. Early Years Funding 2013/14 – Analysis – Danielle Swainston**

Danielle referred to report tabled, which provides comparisons between the funding allocated within Hartlepool's DSG Early Years Block and the national and regional position.

DS noted that funding in Hartlepool is lower nationally and regionally.

It was noted that if Forum are wanting to look to change the 3-4 year old that the funding would have to be delegated from another funding source, as this is a finite block of funding.

Forum noted that Seaton Carew Nursery currently receive £136,000 additional funding. This is historic funding allocated until April 2014. Forum can decide to re-allocate this funding in the future, which would increase the basic rate per pupil.

Forum noted the report.

## **10. High Needs Block Update – Deferred to next meeting**

## **11. Agenda items for next full Forum meeting – 23 October 2013**

- School Funding Formula 2014/15
- High Needs Block Update
- De-Delegation of Services
- LA Share of DSG including 2013/13 DSG underspend
- School Balances
- School Meals

## **12. Any Other Business**

12.1 – Karl Telfer asked for a secondary representative for the Capital Sub Group. This is to be agreed at the next Secondary Heads meeting.

12.2 – DJ informed Forum that Ricky Brown has resigned his employment from Space to Learn and is working an 8 week notice period. Space to Learn Management Committee have met, and it has been agreed that the post will remain, however, the job description will be re-defined, looking towards the digital strategy, curriculum and ICT in schools. This will be discussed at Local Authority meetings next week. When agreement has been approved from Headteachers

**Agenda**

the recruitment process will be started.

- 12.3 There is now a new management committee for NGFL. DJ noted that he plans to meet with NGFL to ensure that the issues raised by Headteachers are being resolved.

**13. Date and Time of Next Meeting**

Full Meeting

- 23 October 2013 – 9.30am – Borough Hall

'Single Item' Forum meetings to discuss 2014/15 Schools Funding – 9.30am start

- 25 September 2013
- 2 October 2013
- 9 October 2013
- 16 October 2013