

Schools' Forum Meeting

5 December 2018

Attendees:

Members

Amanda Baines (ABa) (Primary Academy <25% FSM)
 Andrew Jordon (AJ) (Secondary Academies >50% FSM)
 Angela Henderson (AH) PRU
 Helen O'Brien (HO) (Large <50%)
 Jennifer Lawson (JL) (16-19 Sector)
 Jo Heaton (JHe) (Diocese of Durham)
 Julie Thomas (JT) (Primary Academy >50% FSM)
 Louise Robson (LR) (Academy-Special)
 Lynne Chambers (LC) (Primary-Academy >25% >50% FSM)
 Mary Frain (MF) (VA Large)
 Rachel Williams (RW) Diocese – Roman Catholic
 Stephen Hammond (SH) (Academy – Secondary)
 Sue Sharpe (SS) (Large Deprived) **Chair**
 Tracey Gibson (TG) (Secondary Schools)

Local Authority Officers

Mark Patton (MP) (Assistant Director Education)
 Sandra Shears (SSh) (Children's Finance)
 Jane Watt (JW) (Children's Finance)
 Eileen Larkin (EL) (Administrator)

Apologies:

Mark Hughes (MH) (16-19 Sector)
 Christopher Simmons (CS) (Governor)
 Penny Thompson (PT) (Early Years)
 Alan Chapman (AC) (Academy - Special)
 John Hardy (JH) (VA Small),
 Mark Tilling (MT) (Secondary Schools)
 David Turner (DT) (Small)
 Andrea Turner (AT) Private, Voluntary Independent Providers
 Zoe Westley (ZT)

Agenda Item		Action
1	Minutes of the Last Meeting – 21 and 26 November 2018	
1.1	<u>21 November 2018</u> Still outstanding from 16 October 2018 – <u>Item 7 – Statutory Duties Provided by the Local Authority</u> – SS to prepare letter. Item 3.12 – should read - It was agreed that Schools' Forum members consult with the schools that they represent on the now FOUR Options, and return to vote on Monday 26 November 2018 at 8.30am, in order for a decision to be made.	SS

1.2	MP referred to handout – Schools Capital Sub Group – Membership and Terms of Reference. Forum members were requested to note the contents for discussion at headteachers’ meeting on 5 December.	ALL
1.3	<u>26 November 2018</u> MP referred to email recently sent out to all schools advising of a procedural error at the last meeting regarding Schools’ Forum preferred option to address the projected High Needs Block overspend in 2019/20. Following the collation of the consultation responses there should have been a formal vote taken and recorded by the Forum members present on the preferred option, taking into account the outcomes of the consultation with all schools. In reporting the decision of Schools’ Forum to Children’s Services Committee, local authority officers used the individual response from each school of the Forum members present at the meeting to arrive at a Forum preferred option (Option 1). This is what is reflected at 2.6 in the minutes of the meeting for transparency.	
1.4	SS confirmed that all schools were included in the consultation tally, including an academy representative who was absent from the meeting through no fault of theirs.	
2	Matters Arising	
2.1	There were no further matters arising.	
3	SEMH (I) (standard item) – Mark Patton	
3.1	MP advised of notes that had been distributed to all headteachers. There was nothing further to report.	
4	National Funding Formula (I) (standard item) – Mark Tilling	
4.1	It was agreed that this item should be left on the agenda as a standing item.	
5	Dedicated Schools Grant – EYNFF 2019/20 (R/D) – Mark Patton	
5.1	The purpose of the report is to consult on the 2019/20 Early Years National Funding Formula (EYNFF).	
5.2	Schools’ Forum has already approved the central element of spending at its earlier meeting on the 21 November 2018.	
5.3	MP referred to the report which had already been distributed with the minutes.	
5.4	The consultation window had now closed. An analysis had been done on returns. MP asked for advice from Forum as he had worries due to the very low response. Out of the number of providers that could have responded	

	<p>re funding rates, only 18 had made a return, 29%. Responses were mainly from schools. After looking at the responses, MP felt that there was not a clear understanding on what was being asked, nor an understanding of the suggested increase in base rate funding to all providers.</p> <p>5.5 There is a legal obligation for 95% of this funding to be passed onto providers. At present Hartlepool is not quite there because several funding factors were largely irrelevant for Hartlepool.</p> <p>5.6 A further discussion took place. A summary was suggested.</p> <p>5.7 It was agreed that PT will re contact all the providers asking them to reconsider their application and re submit with a fresh deadline. PT to summarise what was being requested as not fully understood.</p> <p>5.8 Responses will be considered on the 17 December 2018 – 8.30am at CETL at a special Schools’ Forum meeting called to consider this item. Responses are to decide what will go forward to Children’s Services Committee in January 2019.</p>	PT
<p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p>	<p>Communication route for queries (I) – Mark Patton</p> <p>Following discussions with some Forum members and headteachers, MP felt that there might be some uncertainty about how headteachers could seek clarity on Forum matters or clarify on points made in Forum papers so that Forum reps were fully appraised of their schools’ views. The following route was suggested:</p> <ul style="list-style-type: none"> • If a HT has a query – they should contact their Forum rep in the first instance • In the Forum rep cannot assist then the Chair is to be consulted • Any uncertainty from the Chair, clarification to be sought from a Senior Officer of the Council. <p>There was unanimous agreement that this was a sensible and pragmatic communication route.</p> <p>TG asked that the Vice Chair be copied into any communication with the Chair and Senior Council Officers. SS agreed to this. TG also noted that it was important that papers were circulated in a timely manner.</p> <p>JT agreed to share agreed communication route at the HT meeting this afternoon.</p> <p>TG asked for it to be noted that Forum members and all the headteachers read the papers as soon as received so that any queries or clarifications can be sought and shared before decisions are made.</p>	JT

6.6	JH reiterated the importance of attendance of members at Forum meetings, or their reps if members are not available.	
7	HNB Review Task & Finish (I) – Mark Patton	
7.1	MP advised Forum that a meeting needed to be arranged before the Christmas break if possible of the HNB Review Task & Finish Group. Clarification of members was confirmed by Forum and are as follows: Alison Darby, Helen O'Brian, Alan Chapman and Tracey Gibson.	
7.2	AB – referred to an email sent by Pat Duffy - Hartlepool Safeguarding news which she felt to be very informative. AB to forward email onto SS for information.	AB
7.3	It was agreed that High Needs Block Review be added to future agendas as a standing item.	Actioned
8	Agenda Items for Next Full Forum Meeting	
	<ul style="list-style-type: none"> • School Balances Survey • Funding updates on DSG 	
8.1	It was agreed that there would be a single item agenda for a Schools Forum on Monday 17 December 2018 at 8.30am.	
9	Any Other Business	
9.1	MP advised Forum members For transparency and completeness, MP advised Forum members that Children's Services Committee agreed to submit a disapplication request to the Secretary of State, in respect of HNB projected overspend. A response was anticipated before Christmas.	
10	Date and Time of Next Forum Meeting – (Monday 21 January 2018 1pm – 3pm)	