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| **Schools’ Forum Meeting**  **Friday 15 November 2019** |

**Attendees:**

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| **Members**  Amanda Baines (ABa) (Primary Academy <25% FSM)  Caroline Tyerman (CT) (Primary Academy >50% FSM)  Christopher Simmons (CS) (Governor)  David Turner (DT) (Small)  Emma Espley (EP) (Secondary Schools)  Helen O’Brien (HO) (Large <50%)  Jane Dolphin (JD) VA small  Jo Heaton (JHe) (Diocese of Durham)  Lisa Greig (LG) ( Academy - Special)  Lynne Chambers (LC) (Primary-Academy >25% >50% FSM)  Mark Tilling (MT) (Secondary Schools)  Martyn Gordon (MG) PRU  Mary Frain (MF) (VA Large)  Rachel Williams (RW) Diocese – Roman Catholic  Stephen Hammond (SH) (Academy – Secondary)  Sue Sharpe (SS) (Large Deprived)  Zoe Westley (ZW) (Special Schools) | **Local Authority Officers**  Sandra Shears (SSh) (Children’s Finance)  Jane Watt (JW) (Children’s Finance)  Amanda Whitehead (AW) (Assistant Director Education)  Rachel Clark (RC)  Eileen Larkin (EAL) (Administrator) |

**Apologies:**

Mark Hughes (MH) 16-19 Sector

Julie Thomas (JT) (Primary Academy >50% FSM)

John Hardy (JH) (VA Small)

Neil Nottingham (NT) (Primary Academy >50% FSM)

Penny Thompson (PT) (Early Years)

Danielle Swainston (DS) Assistant Director (Joint Commissioning)

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| **Agenda Item** | | **Action** |
| **2**  2.1  2.2  2.3  2.4  2.5  2.6 | **Minutes of the Last Meeting and Matters Arising– 8 November 2019**  2.2 ZW noted that the response in relation to ARP was still outstanding. JW had circulated information, however, this was the commissioning agreement, and did not answer the query. The Capital Sub Group were looking into building insurance and risk assessments, and who the responsible person is. DS to provide response.  7.3 Indicative School Block Budgets 2020/21  JW advised that the mobility factor did not differentiate between pupils moving within Hartlepool or from outside Hartlepool. However, the calculation was more complex than first thought therefore would distribute the specific extract from the regulations to Forum for further review.  7.14 Spelling error was noted. Principal to be changed to principle.  7.18 ZW noted that an action had been previously agreed to come back to Forum re special school budget pressures linked to the new bands introduced in 2018/19 and the associated Minimum Funding Guarantee arrangement, as current budget levels are not sufficient. Action – Review of funding arrangements for Special Schools to be commissioned and introduced at the next Forum meeting.  7.21 Approval had been given for Gemma Kelly to attend to make vote on the items at meeting on 15 November. Forum were asked if this could be changed to Caroline Tyerman. Forum agreed to request.  Chair requested that an action log be added to the end of the minutes to ensure easier monitoring of actions. This would be updated at the beginning of each meeting. | **DS**  **JW**  **Actioned**  **JW**  **Actioned** |
| **3**  3.1  3.2  3.3  3.4  3.5  3.6  3.7  3.8 | **Trade Union Facility Time (standard item) – (R)**  The purpose of the report is to update Schools’ Forum on the current status of the de-delegated fund for trade union facility time.  RC referred to the report.  The opening TU reserve as at 1 April 2019 was £57k. Schools’ Forum agreed to fund the Designated Education Officer for Early Years from this reserve in 2019/20 at a cost of £19k. This left a reserve balance of £38k.  In June 2019, the local authority confirmed a nil spend against the de-delegated budget of £16,714 to date. Following the decision by Schools’ Forum at this meeting, approval was given to contribute £3,075 for non-teaching representation in 2019/20. If the nil spend continues for teaching trade unions in 2019/20, the expected reserve balance at 31st March 2020 is the £38k stated in paragraph 3.3, along with the 2019/20 underspend against the de-delegated budget of £14k (£16,714 less £3,075) – a reserve balance of £52k.  RC confirmed to Forum that this position had not changed.  Schools’ Forum were asked to note the contents of the report in relation to Local Authority Trade Union Facility Costs Update at paragraph 3.  Forum were happy to note the contents of the report.  RC left the meeting at 9.10am. |  |
| **4**  4.1  4.2  4.3  4.4  4.5  4.6  4.7  4.8  4.9  4.10  4.11  4.12  4.13  4.14  4.15  4.16 | **High Needs Block Budget Requirement 2021/21 – (R)**  The local authority is proposing a transfer of £0.550m from the schools block to the high needs block in 2020/21.  Although high needs block funding from government has increased in 2020/21, the funding remains insufficient to cover expected demand and spending on SEND support.  SSh referred to the report and requested any additional comments from Forum for inclusion in the report being presented to Children’s Services Committee at their meeting on 19 November 2019.  MT asked for it to be noted in the report and in the Forum minutes that whichever way the vote went, the decision did not represent schools against the LA, as there is a common understanding that funding overall is insufficient.  Caroline Tyerman, sub for Julie Thomas, stated that she felt that there was not much choice in which way to vote. Information at future Forum meetings on the impact of the new Free School and from changes to the funding of the PRU was requested.  A vote was taken of all those eligible to vote.  In favour – 9  Against – 8  Abstained - 0  Therefore, Schools’ Forum agreed to support the transfer of £0.550m from the schools block to the high needs block in 2020/21.  It was proposed that a joint letter between Schools Forum and Children’s Services Committee be written to the Secretary of State advising of their dissatisfaction with the funding.  JHe asked what would happen if the application was not approved by the Secretary of State. SSh advised that there would be an appeal of the process and advised that if that failed, the LA would need to establish a recovery plan which would be shared with Schools’ Forum.  CS – felt that there was no resolution and that the High Needs block should be funded by the Government. He also felt that it should be the children’s needs that drive the funding and not for things to be made to fit the other way around.  JHe agreed with the comment made by CS.  DT – suggested that when the letter was being written and to give added weight, to talk about Hartlepool and the particular demographics and variability across the town. He also suggested it being made into a political issue.  MT suggested that there may be scope to set up an event linked to the general election to raise this as a high profile issue.  SSh reminded Forum that the approach followed previously was to seek a motion at full Council so that the MP for Hartlepool could raise the issue in parliament.  Further discussion was had and reference was made about the number of letters from other authorities that had been sent to the Secretary of State advising of their disatisfaction with the funding.  CS suggested about working with other authorities and SSh advised that enquiries were already being made at a regional level. | **SSh** |
| **5** | **Agenda Items for Next Full Forum Meeting**   * **Early Years Formula 2020/21** * **High Needs Block Forecast Update 2019/20** * **Special School Funding Review** * **Decision on Indicative School Budgets 2020/21 (following earlier report to Forum)** |  |
| **6**  6.1  6.2 | **Any Other Business**  There was no further business.  JHe submitted her apologies for the meeting on the 26 November 2019. | **EL** |
| **7** | **Date and Time of Next Meeting – 26 November 2019 at 1pm at CECA, King Oswy Drive** |  |

**Actions from Schools Forum – 21 June 2019**

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| **Ref** | **Description** | **Owner** | **Complete?** |
| **5.4** | High Needs Task and Finish Group – agree and implement a mechanism for sharing best practice across all schools to ensure an effective understanding of the knowledge, skills and expectation of mainstream staff, including access to effective training, in order to enhance the offer of support and meet the needs of students with SEMH based difficulties within the mainstream curriculum. To be led via SEMH Group.  High Needs Task and Finish Group – Explore and implement extended and enhanced transition arrangements – lead on links with ONE North East through their transition project – Owner  High Needs Task and Finish Group – document and implement a whole system approach to an inclusive ethos across the full school estate – to lead initially via the Head Teacher Group and then through the Children’s Strategy Partnership – | Jacqui Braithwaite / Sue Sharpe  Jacqui Braithwaite / Mark Tilling  John Hardy |  |

**Actions from Schools Forum – 15 November 2019**

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| **Ref** | **Description** | **Owner** | **Complete?** |
| **2.1** | 2.2 ZW noted that the response in relation to ARP was still outstanding. JW had circulated information, however, this was the commissioning agreement, and did not answer the query. The Capital Sub Group were looking into building insurance and risk assessments, and who the responsible person is. DS to provide response. | **DS** |  |
| **2.2** | 7.3 Indicative School Block Budgets 2020/21  JW advised that the calculation was more complex than first thought therefore would distribute a specific extract from the regulations re schools benefitting for the mobility factor and with the change in the formulaic approach. | **JW** | **Yes (circulated 15/11/19)** |
| **2.4** | 7.18 ZW noted that an action had been previously agreed to come back to Forum re budget pressures being linked to Bands, as Bands as they stand are not sufficient. Action – Review for Special Schools to be looked at. | **JW** | **Yes (report item included on agenda 26/11/19)** |
| **4.8** | It was proposed that a joint letter between Schools Forum and Children’s Services Committee be written to the Secretary of State advising of their dissatisfaction with the funding. | **SSh** | **Yes – included as a proposal in the CSC report 19/11/19** |