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| **Schools’ Forum Meeting**  **13 September 2019** |

**CETL**

**Brierton Lane, Hartlepool, TS25 4AF**

**Attendees:**

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| **Members**  Amanda Baines (ABa) (Primary Academy <25% FSM)  Charlotte Haylock (CH) sub (Primary Academy >50% FSM)  Christopher Simmons (CS) (Governor)  David Turner (DT) (Small)  Helen O’Brien (HO) (Large <50%)  Jo Heaton (JHe) (Diocese of Durham)  John Hardy (JH) (VA Small)  Lee Kirtley (LK) sub (Secondary Academies >50% FSM)  Louise Robson (LR) sub ( Academy - Special)  Lynne Chambers (LC) (Primary-Academy >25% >50% FSM)  Mark Hughes (MH) 16-19 Sector  Mark Tilling (MT) (Secondary Schools)  Martyn Gordon (MG) (PRU)  Mary Frain (MF) (VA Large)  Rachel Williams (RW) Diocese – Roman Catholic  Sarah Tait (ST) sub (Academy – Secondary)  Sue Sharpe (SS) (Large Deprived)  Tracey Gibson (TG) (Secondary Schools)  Zoe Westley (ZW) (Special Schools) | **Local Authority Officers**  Sally Robinson (SR) (Director Children & Joint Commissioning Services)  Danielle Swainston (DS) (Assistant Director Children & Joint Commissioning Services)  Sandra Shears (SSh) (Children’s Finance)  Amanda Whitehead (AW) (Assistant Director Education)  Eileen Larkin (EAL) (Administrator)  Observer  Emma Espley (St Hild’s) |

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| **Agenda Item** | | **Action** |
| **1** | **Apologies**  Julie Thomas (JT) (Primary Academy >50% FSM)  Penny Thompson (PT) (Early Years) |  |
| **2**  2.1  2.2  2.3  2.4  2.5  2.6  2.7  2.8  2.9 | **Minutes of the Last Forum Meeting (21 June 2019) & Matters Arising**  Chair welcomed Amanda Whitehead Assistant Director Education and Martyn Gordon new HT of the PRU to the meeting.  Item 2.2 - SSh advised that this information (point of legality around liability issue) would be distributed with the minutes.  Item 5.4 - SEMH Group – SS picked this up with Jacqui Braithwaite (Education Psychology).  DS to provide update on behalf of Free School under agenda 4.  Item 6.5 - JW had met JH who had taken part in the review relating to Early Years Block Overview.  Item 7.3 - SS advised that the required Balance clinic meeting had been held and the minutes would be submitted at next forum.  Item 11.1 - Forum were happy for Training and Induction of Forum members to be put in place. SS to arrange.  Item 12.3 – SS advised Forum that a consultation paper had been completed in reference to Task & Finish Group being set up and included all responses that had been submitted.  Item 12.5 – High Pupil mobility in Hartlepool – sub group had met and will report back to Forum. | **LA**  **SS**  **SS** |
| **3** | **National Funding Formula (I) (standard item)** (will be covered in finance reports later in agenda) – Mark Tilling |  |
| **4**  4.1  4.2  4.3 | **SEND free school update (standard item) (verbal update) – Danielle Swainston**  DS advised Forum that Free School bid application had been successful. A conference call with DfE had been had on 11.09.19. Deadline for potential providers was 30 September 2019. Set criteria by the DfE was to be followed.  A lot of interest had been shown.  The School will be for 50 places following recommendations from the ESFA. Hartlepool is committed to 25 places. The Commissioning Team is currently in discussions with neighbouring authorities with regard to them buying places. |  |
| **5**  5.1 | **SEMH (Standard item) (verbal update)**  SS gave update provided by C Reed. Integration back into primary. Secondary ARP is in process of being set up. Further work is to be done. Any further updates will be fed back to Forum. | **SS** |
| **6**  6.1  6.2  6.3  6.4  6.5  6.6  6.7  6.8  6.9  6.10  6.11  6.12 | **High Needs Block Quarter 1 Outturn Projection 2019/20 (I) (attached) – Danielle Swainston**  The purpose of the report is to provide an estimated outturn for spending against the high needs block in 2019/20 and give an indication of 2020/21 costs.    DS referred to report and read through with Forum. Further update will be brought back to Forum in October This report will give Forum members an overview of where we were, progress made and future actions points.  DS gave an updated summary.  Recommendation was that Forum note the contents of the report.  ZW referred to point 3.2 – asked if it would happen every year? SSh advised that an enquiry had been made and was given a response that would be referred to technical team.  ZW referred to point 4.6 – further spend special school places? This was being looked into by DS as numbers are still increasing.  DH – queried letters of disapplication and suggested another letter being sent to government?  4.1 SS – pressures on group she represents – need to be addressed?  TG – 4.6 – in relation to reduction costs, feels that worst case scenario should be looked at.  TG queried 4.7. SSh clarified question and confirmed that cost varies place by place. TG again voiced concerns with worst case scenario. DS advised that this was a problem.  Further discussion took place.  Further discussions are to be had around the high needs block. | **DS** |
| **7**  7.1  7.2 | **Estimated High Needs Block Budget Requirement 2020/21 (D)**  – *deferred to next meeting –* Danielle Swainston  SSh referred to parliamentary statement by Nick Gibb MP (Schools Minister) and read out contents to Forum. DSG figures at Authority and school level will not be produced until the beginning of October 2019. The statement will be forwarded to Forum with the minutes. This email also refers to item 8.  TG enquired if the questions and answers that had been sent to the Chair referring to this item could be shared with Forum? The Chair agreed. SSh advised that this information would be distributed with the minutes. | **SSh**  **SSh** |
| **8**  8.1 | **Proposed School Budget Shares 2020/21 (D)**  – *deferred to next meeting –* Amanda Whitehead  Please refer to item 7 above. |  |
| **9**  9.1  9.2  9.3  9.4  9.5  9.6  9.7  9.8  9.9  9.10  9.11  9.12 | **Proposed Central Services Block 2020/21 (D) (attached)** – Amanda Whitehead  This report is to consult and decide on the budget requirement for the Central School Services block for 2020/21.  SSh referred to report explaining the background to the Central School Block. SSh explained that although funding was received for historic commitments as outlined in the table at 4.1 that owing to previous Forum decisions this now consisted of just 2 areas, licences and termination of employment costs.  **As noted in the recommendations – a vote was taken of those eligible to vote.**  Licences  In favour – 19  Against - none  Abstained - none  Termination of Employment Costs  In favour - 19  Against - none  Abstained - none  SSh explained that the second part of the block funded Ongoing responsibilities. This consists of 4 areas, although a vote wasn’t required for Copyright Licences as these are agreed on a consultation basis only.  SSh advised that Item 12 on the Agenda – Statutory services provided by the Local Authority at Appendix 1 gave details of duties provided by the LA. Column 1 explains statutory duties for all schools including academies. The Retained Educational Services request covered those duties in this column.  Forum were asked to vote.    Retained Educational Services  In favour - 19  Against - none  Abstained – none  SSh explained that detailed information pertaining to the services provided under the Admission Service was attached to the report at Appendix 2, SSh explained that the costs of servicing School Forum would remain the same as 2019/20. Forum were asked to vote.  Admissions  In favour - 19  Against - none  Abstained - none  Servicing Schools’ Forum  In favour - 19  Against – none  Abstained - none |  |
| **10**  10.1  10.2  10.3  10.4 | **Proposed Early Years Centrally Retained Budget Requirement 2020/21 (D) (attached)** – Penny Thompson  The purpose of the report is to seek approval to the central spend element of the Early Years funding for 2020/21.  The Early Years Block forms part of the Dedicated Schools Grant.  SSh referred to the report and all were asked to note contents and approve the centrally retained funding at 5% which is used to administer and deliver early years provision in line with legislative requirements.  **A vote was taken of those eligible to vote.**  In favour - 19  Against - none  Abstained - none |  |
| **11**  11.1  11.2  11.3  11.4  11.5  11.6  11.7  11.8  11.9  11.10  11.11  11.12  11.13  11.14 | **Proposed De-delegated Services 2020/21 (D) (attached)** – Amanda Whitehead  This report proposes the de-delegated services to be provided by the local authority to maintained schools in 2020/21.  SSh explained that the report covered those services offered by the LA under de-delegation to maintained schools. All services offered were also available to academies via buy back.  Detailed Appendices to the report explained the services provided.  Forums attention was brought to 3.5 Trade Union Facility Time. Trade Unions have historically been underspending. Forum have previously agreed to fund the 2019/20 DEO post from this fund. It was suggested that there is a payment freeze for 2020/21. The projected balance at the end of 201920 is £51k.  A proposal was put forward by CS to continue paying for theDEO for the 2020/21 financial year from this reserve. Forum agreed to be put on the agenda as a proposal on the11 October 2019.  **Voting was restricted to Maintained Schools’ Forum members only.**  **A separate vote for primary and secondary sectors was required.**  **An individual vote for each de-delegated service was required.**  Education Psychology (primary school only)  In favour – 6  Against - none  Abstained - none  School Attendance (primary)    In favour - 6  Against - none  Abstained - none  School Attendance (secondary)  In favour – 2  Against - none  Abstained - none  English as an Additional Language (EAL) Primary  In favour - 6  Against - none  Abstained – none  English as an Additional Language (EAL) Secondary  In favour - 2  Against - none  Abstained – none  Trade Union Facility vote for a payment holiday (Primary)  In favour - 6  Against – none  Abstained - none  Trade Union Facility vote for a payment holiday (Secondary)  In favour - 2  Against - none  Abstained - none  Free School Meal Eligibility (Primary)  In favour - 6  Against - none  Abstained - none  Free School Meal Eligibility (Secondary)  In favour - 2  Against - none  Abstained - none | **EL** |
| **12**  12.1  12.2  12.3  12.4  12.5  12.6  12.7  12.8 | **Statutory Services Provided by the Local Authority – Budget Requirement 2020/21 (D)** (attached) – Amanda Whitehead  The local authority provides statutory duties for both maintained schools and academies. This report explains the funding streams for these responsibilities.  SSh explained that the report covered statutory duties provided by the LA. The Appendix clearly shows those duties delivered to all schools, statutory duties for maintained schools and duties covered under buy back.  SSh explained that the LA had received an e mail from the ESFA in relation to duties provided under General Duties. The LA responded. No correspondence has been received since April 2019. The LA sought Legal advice who advised that we could therefore assume that the ESFA were happy with our response.  SSh referred to report, outlined Appendix 1 and advised that a decision was needed at the next Forum on the 11 October 2019. SSh enquired whether Forum Members had sufficient information in order to consult with colleagues so that a decision could be made on 11 October 2019.  A conversation was had regarding schools making a decision on their budgets when they would not know what their future budgets would be. SSh advised that Forum needed to be in a position to make a decision on the 11 October as there were political processes to go through. Further clarification was given on funding.  SR advised that a commitment was needed from Forum. They need to be satisfied with the question they were being asked and need to be in a position to vote on 11 October after consulting with their own schools.  JH commended the level of information provided. No other member’s requested additional information or clarification.  CS requested a list of school governors contact details. |  |
| **13**  13.1  13.2  13.3  13.4 | Any Other Business  SSh advised that information had been received from the ESFA regarding the supplementary fund of the Teachers’ Pension Grant. The ESFA are going to base claims on actual pension costs for November 2019. SSh advised that 6 November 2019 was the deadline for schools to submit any changes to salaries eg increments and pay awards  An email would be sent out from Rachel Clark which would provide updated information referring to the pensions grant.  MT stated that this deadline would be impossible to be met due to the school move etc, therefore additional support was offered from SSh and her Finance team.  AW reminded Forum of the leaving drop in session for Kath Mullen that took place on the 13 September. All welcome to attend to wish Kath farewell. |  |
| **14** | Items for next meeting   * Designated Education Officer * Statutory services   Item 7 and 8 - Consultation drop in sessions – possibility of Directors agenda or a special meeting to be held |  |
| **15** | Date and Time of Next Forum Meeting – 11 October 2019 – 10.30am - Conference Hall, CETL |  |