

## Schools' Forum Meeting

### 9 December 2021

#### Attendees:

##### Members

Carole Bradley (CB) (Primary - Large <50%)  
 Emma Espley (EE) (Academy - Secondary)  
 Mary Frain (MF) (Diocese – RC)  
 Lisa Grieg (LG) (Academy – Special)  
 Mandy Hall (Primary Academy >25% FSM)  
 John Hardy (JH) (Primary – VA Small)  
 Sue Sharpe (SS) (Primary - Large Deprived)  
 Chris Simmons (CS) (Academy Governors)  
 David Turner (DT) (Primary – Small)  
 Lee Walker (Primary Academy > 50% FSM)  
 Zoe Westley (ZW) (Special)  
 Rachel Williams (Diocese – RC)

##### Local Authority Officers

Jacqui Braithwaite (JB)  
 (Integrated Services for Learning Manager)

Sandra Shears (SSh) (Head of Finance – Corporate and Schools)

Denise Wimpenny (DW)  
 (Administrator)

Danielle Swainston (DS)  
 (Assistant Director Joint Commissioning)

Jane Watt (JWa) (Children's Finance)

Amanda Whitehead (AW)  
 (Assistant Director Education)

Jane Kashouris (JK) (School Improvement)

Agenda Item	Action
<p><b>1 Apologies -</b></p> <p>Apologies were submitted by the following:</p> <p>Jo Heaton (Diocese, C of E)            Tracey Gibson (Secondary) – Emma Espley substituting            Linda Richardson (PVI)            Jo Wilson (VA Large) – Mary Frain substituting</p> <p>It was noted that Lynne Chambers (Primary Academy) was no longer a member of the Schools Forum.</p>	

	<p>The Chair advised that in the event that apologies for absence are not submitted in advance of the meeting or a substitute appointed, this will be recorded as a non-attendance.</p> <p>SSh advised that she had been informed by Neil Nottingham that there were a number of academy vacancies on the Schools Forum .The Chair expressed concern that funding decisions were potentially being made without sufficient academy representation and urged the importance of attendance or sending a substitute. AW highlighted that following Mark Hughes’ resignation from the sixth form college and Jane Reid’s expression of interest as his replacement arrangements be made for Jane to be invited to future meetings which the Chair agreed should be actioned.</p> <p>JH suggested that academy vacancies may be linked to the awaited white paper in terms of the future of Schools’ Forum. It was agreed that a letter be sent to all academy heads seeking nominations/representation. SSh confirmed that John Hardy and Jo Wilson had taken up two of the academy representative positions.</p>	<p><b>JS</b></p> <p><b>MT</b></p>
<b>2</b>	<p><b>Minutes of the Last Meeting – 18 November 2021</b></p> <p>Minutes approved.</p> <p><b>Outstanding Actions Log</b></p> <p>Rising Energy Prices – The letter to the DfE had been drafted to be signed by the Leader as well as the Chair of Schools’ Forum. Post meeting note: Letter signed and sent to DfE</p>	
<b>3</b>	<p><b>Schools Capital Sub-Group Membership Volunteers</b></p> <p>DT indicated that he would volunteer to provide representation on this Group and requested that future meeting invites be provided. LG advised that the Head of Corporate Services would be her replacement as the representative for Special Schools.</p> <p>Agreed that remaining gaps in representation be discussed at the next Head Teacher meeting.</p>	<b>Head Teachers</b>
<b>4</b>	<p><b>Indicative Schools Block Budget Update 2022/23</b></p>	
	<p>Members were provided with indicative Individual School Budgets (ISBs) for 2022/23 following the ESFA’s release of the draft Authority Pro forma Tool (APT) on 17 September 2021. At their meeting on 21 September 2021, Schools’ Forum had agreed to a transfer of £0.174m from the Central School Services Block into the Schools block for 2022/23. A local</p>	

	<p>Minimum Funding Guarantee (MFG) could be set from 0.5% to 2%. No transfer from the Schools Block to the High Needs block was proposed for 2022/23.</p> <p>JWa referred to a recent Head Teacher’s meeting when the capping figures were queried. Due to an error which had been highlighted on the Information Tool Appendices A and B had been amended and recirculated via e-mail. In response to a query raised the capping and scaling arrangements were clarified. The revisions to Appendix A were presented which were based on pupil numbers and pupil characteristics from the October 2020 census and an explanation was provided regarding the changes as well as the uplift process.</p> <p><b>Decision</b></p> <p>That the report be noted.</p> <p>The Forum approved the application of a maximum 2% MFG, with the application of an appropriate cap to make this affordable for 2022/23 ISBs. (approved unanimously).</p>	
	<p><b>5 Review of Excess Balances Protocol</b></p>	
	<p>Members were asked to review the protocol for excess school balances agreed by Schools’ Forum in 2016, the background to which was provided. Appendix A to the report included an extract from the Scheme for Financing Schools relating to the Control of Excess School Balances.</p> <p>The Chair requested that the Protocol be submitted to a future meeting of Children’s Services Committee to clarify the position for maintained schools.</p> <p><b>Decision</b></p> <p>That the report be noted.</p> <p>That the Excessive School Balances Protocol be agreed and submitted to a future meeting of the Children’s Services Committee.</p>	<p><b>SSh</b></p>
	<p><b>6 High Needs Block Review Update</b></p>	
	<p>DS referred to discussions at the last meeting and provided an update on progress to date. Peter Gray was currently working through the review and would be consulting with Head Teachers. All Head Teachers were asked to prioritise discussions with Mr Gray to enable feedback to be provided within the agreed timescales.</p> <p><b>Decision</b></p> <p>That the update be noted and discussions with Mr Gray be prioritised.</p>	

<b>7.</b>	<b>Any Other Business</b>	
	JH referred to the previous concerns raised around rising energy prices. JW advised that a strongly worded letter had been drafted to the DfE.	
<b>8.</b>	<b>Date and Time of next Forum meeting</b>	
	The date and time of the next meeting to be confirmed by Democratic Services.	
	The meeting concluded at 10.45 am.	

## OUTSTANDING ACTIONS LOG

Meeting	Description	Owner
21/12/21	Agreed that remaining gaps in representation at capital sub-group be discussed at the next Head Teacher meeting.	Head Teachers

Financial Year 2021/22: Children's Services Committee – Log of Schools' Forum Recommendations and Committee Decisions

Last Updated: 05/07/2021

Committee Date	Report	Recommendation and Decision Details
23 Jun 2021	PROPOSAL TO INCREASE CAPACITY FOR SEND EDUCATION PROVISION	<p>Unanimously supported and referred this report to Finance and Policy Committee (meeting Wed 7 July 2021) to support a sustainable solution for the provision of additional capacity for children with SEND and to seek approval from Council to Prudentially Borrow £1.550m saving the HNB annually between £0.343m and £0.783m. Decision to be ratified by Council.</p> <p>Noted the loan repayment cost will be met from the HNB and will not impact on the General Fund Budget of the Council.</p> <p>Subsequently approved at Finance and Policy Committee on 7<sup>th</sup> July 2021 and Council at 8<sup>th</sup> July 2021.</p>
16 November 2021	EDUCATION SERVICES GRANT 2022/23	<p>Agreed to submit the disapplication request to the Secretary of State to set the Education Services General Duties rate at £60 per pupil/place for 2022/23.</p> <p>Council submitted disapplication request by the deadline of 19 November 2021.</p>
18 January 2022	School Budget Shares and CSSB 2022/23	<p>Agreed with Schools' Forum recommendation of 2% MFG and appropriate cap for school budgets.</p> <p>Agreed with Schools' Forum recommendation to transfer £174k from CSSB to Schools Block after funding 2022/23 budget requirements.</p>
18 January 2022	High Needs Block 2022/23	<p>Agreed the High Needs Block Budget for 2022/23.</p> <p>Agreed with Schools' Forum recommendation to increase SEND top-up ranges by a further 2.75% in 2022/23. Future years to be reviewed as part of the MTFS.</p>

		Agreed with Schools' Forum recommendation to increase special school's MFG by a further 3% in 2022/23. Future years to be reviewed as part of the MTFS.
--	--	---