



North Tyneside Council

# Minutes

**Meeting** Schools Forum **Date** Wednesday 21 September 2022

**Location** Via Microsoft Teams

**Present**

✓ Present  
D Deputy  
A Apologies  
O Absent

Name	Organisation	Representing	13.07.22	21.09.22
Anthony Gollings	St Thomas More	RC Diocese	✓	✓
Andrew James	St Aidan's Primary	Academy	✓	D (Claire Garbutt)
Angi Gibson	Hadrian Park Primary	Primary	✓	✓
Colleen Ward	Coquet Park First School	Primary	✓	✓
David Bavaird	Norham High School	Governor - Secondary	✓	✓
David Watson	St Thomas More	Academy	✓	✓
Finn Wilcock	Southridge First School	Primary	A	✓
Gavin Storey	Cullercoats Primary	Primary	✓	✓
Jill Wraith	Benton Dene Primary	Primary	✓	✓
Joanne Thompson	Holystone Out of School	Early Years PVI	✓	✓
John Croft	Sir James Knott	Nursery	✓	✓
John Newport	Marden Bridge Middle School	Middle	✓	✓
Karen Croskery	North Tyneside Student Support Service	PRU	✓	✓
Kelly Holbrook	Longbenton High School	Secondary	✓	✓
Kerry Lillico	Grasmere Academy	Academy	✓	A
Laura Baggett	Monkhouse Primary	Primary	Tim Jones	✓
Lesley Griffin	Wellfield Middle School	Governor - Secondary	✓	✓
Louise Bradford	Diocese	C of E Diocese	✓	✓
Marie Flatman	Tyne Met	16-19 Provider	Eamonn Murphy	O
Mark Teale	Trade Unions	Trade Unions	✓	D (Phil Kemp)
Matt Snape	Marden High School	Secondary	✓	A
Michael Young	Spring Gardens Primary	Primary	✓	✓
Paul Johnson	Churchill Community College	Secondary	✓	✓
Peter Gannon	Silverdale School	Special	✓	✓
Peter Thorp	Redesdale Primary	Governor - Primary	✓	O
Philip Sanderson	Kings Priory	Academy	✓	✓
Rob Harker	Carville Primary	Primary	✓	✓
Stephen Baines	Holystone Primary	Primary	A	✓
Steve Wilson	Whitley Bay High School	High	✓	✓
<b><u>In Attendance:</u></b>				
Mark Longstaff	Director of Commissioning & Asset Management	NTC	✓	✓
Jon Ritchie	Director of Resources	NTC	N/A	✓

Claire Emmerson	Senior Manager - Finance Strategy & Planning	NTC	✓	✓
Andrew Brown	Principle Accountant, Finance	NTC	✓	✓
Jane Cross	Senior Business Partner, Finance	NTC	N/A	✓
Diane Thompson	Senior Accountant – Schools Finance	EQUANS	✓	✓
Christina Ponting	Senior Manager - Schools HR	EQUANS/NTC	✓	✓
Mary Nergaard	PA to Director of Commissioning & Asset Management	NTC	Fiona Lucas	✓
Lisa Cook	Assistant Director, Education Employment and Skills	NTC	N/A	✓
Ian Wilkinson	Strategic Lead, Education and Inclusion Review	NTC	N/A	✓

Item		Action
1.	<b>Apologies for Absence</b>	
	See table above	
2.	<b>Attendance Register / Membership / Roles and Responsibilities</b>	
	<ul style="list-style-type: none"> <li>The chair reminded Forum of their roles and responsibilities</li> <li>Membership covered under Item 6.1d</li> </ul>	
3.	<b>Virtual Public Meeting / Observers</b>	
	The Chair welcomed the public to the meeting.	
4.	<b>Declaration of Interest</b>	
	<ul style="list-style-type: none"> <li>Item 6.2 - Lesley Griffin</li> </ul>	
5.	<b>Minutes of the last meeting</b>	
	Minutes agreed as an accurate record of the meeting.	
6.	<b>Matters Arising</b>	
	<p><b>Page 3, Item 6.1 – Finance Update</b></p> <ul style="list-style-type: none"> <li>Report was recirculated after the meeting.</li> </ul> <p><b>Page 4, Item 6.1 – Finance Update: DSG Management Plan</b></p> <ul style="list-style-type: none"> <li>Expressions of interest have been noted from Peter Gannon, Anthony Gollings and Stephen Baines. Names forwarded to CE.</li> </ul> <p><b>Page 7, Item 6.3 – Catering Services Update</b></p> <ul style="list-style-type: none"> <li>ML met with MY and DB which was a very productive conversation. An update was provided as follows:</li> <li>Talked about management fees and organisational overheads. Following that and alongside work already in progress, ML confirmed that he is liaising with colleagues in Finance to look at the organisational overheads</li> <li>Arrangements for the schools that have left Catering Services were discussed</li> <li>School meal debt was discussed where MY issued his thanks to ML and the Authority for the work carried out on historic debt</li> <li>In relation to the specific school mentioned by MY and any reasons for variation in charges, ML confirmed no special deals were being offered to specific schools in order to encourage them to remain with Catering</li> </ul>	

	<p>Services. Where that has been a variation, this is always due to the number of meals and in particular the mix of children either paying or entitled to free school meals.</p> <ul style="list-style-type: none"> <li>ML noted that AG had made a request for surveys to be carried out when schools change provision. ML confirmed that work is being carried out with the team to progress these arrangements</li> </ul> <p>All other actions are covered on the agenda</p>	
<b>6.1</b>	<b>Annual Review of Schools Forum Constitution</b>	
	<p><b>a) Election of Chair</b> <span style="float: right;"><b>Mark Longstaff</b></span></p> <ul style="list-style-type: none"> <li>Nominations were requested.</li> <li>DB nominated Peter Gannon</li> <li>Peter Gannon agreed to continue in the role of Chair which was supported by Forum</li> <li>Peter Gannon was therefore duly re-elected as Chair</li> </ul> <p><b>b) Election of Vice Chair</b> <span style="float: right;"><b>Chair</b></span></p> <ul style="list-style-type: none"> <li>Michael Young agreed to continue as Vice Chair which was supported by Forum</li> <li>Michael Young was therefore duly re-elected as Vice Chair</li> </ul> <p><b>c) Declarations of Interest – All Members</b> <span style="float: right;"><b>Chair</b></span></p> <ul style="list-style-type: none"> <li>As noted in Item 4</li> </ul> <p><b>d) Members Attendance</b> <span style="float: right;"><b>Christina Ponting</b></span></p> <ul style="list-style-type: none"> <li>PG welcomed IW, JC, JR and LC to the meeting</li> <li>CP noted that there is 1 member whose term of office is due to come an end. CP is liaising with them on their plans</li> <li>It was noted that there has been no representative from TyneMet for approximately 12 months. DB noted that he is on the board of Governors and has raised this with TyneMet. DB confirmed that they are looking to appoint a Schools Forum rep and that he will follow this up with them again at a meeting next week.</li> </ul> <p><b>e) Notification to all Schools / Governors Membership</b> <span style="float: right;"><b>Christina Ponting</b></span></p> <ul style="list-style-type: none"> <li>Annually and as changes occur notifications are sent to all Schools including vacancies.</li> </ul> <p><b>f) Action Plan / Self-Assessment and Constitution – Annual Review</b> <b>Christina Ponting</b></p> <ul style="list-style-type: none"> <li>This historically has been enacted in September of each year but the ESFA often have sometimes changed their guidance mid-month. Therefore, CP recommended that Forum wait for until the end of September to ensure that any new Schools Forum guidance had been updated by the ESFA before reviewing the action plan and constitution</li> <li>Action Plan/ Self-Assessment and the annual review of the constitution be brought to the November meeting (and shared with members beforehand for their consideration).</li> <li>Forum agreed</li> </ul>	

6.2	Finance Update	
	<p data-bbox="196 190 1329 226"><b>a) Falling Rolls and Growth Fund Proposed Allocations      Claire Emmerson</b></p> <p data-bbox="196 262 1254 297">CE talked through the presentation on screen. Main points to note as follows:</p> <ul data-bbox="248 336 1329 1440" style="list-style-type: none"> <li data-bbox="248 336 1329 517">• The current expectations for these funding streams are: <ul data-bbox="347 374 1329 517" style="list-style-type: none"> <li data-bbox="347 374 1329 443">○ 4 schools eligible for falling rolls with an expected value of £0.113m.</li> <li data-bbox="347 443 1329 517">○ 5 schools eligible for growth funding with an expected value of £0.311m; and</li> </ul> </li> <li data-bbox="248 524 1329 1070">• <b>Falling Rolls:</b> <ul data-bbox="347 562 1329 1070" style="list-style-type: none"> <li data-bbox="347 562 1329 631">○ Breakdown of Falling Rolls eligibility is outlined in Table 1 of the report. Approximate total allocation £0.113m</li> <li data-bbox="347 631 1329 701">○ Issue discussed around the timing of Ofsted classifications and the impact on eligibility as only 'Good' schools were eligible</li> <li data-bbox="347 701 1329 770">○ There were 2 schools who changed Ofsted rating during the process of making the judgements on Falling Rolls</li> <li data-bbox="347 770 1329 884">○ Sub-Group made the decision that a cut off of 31 March of the previous financial year should be used and the Ofsted rating on that date would be the one that governs eligibility.</li> <li data-bbox="347 884 1329 920">○ This meant that one school was eligible, and the other was not.</li> <li data-bbox="347 920 1329 990">○ KH asked if this was based on the inspection date or publication date</li> <li data-bbox="347 990 1329 1025">○ PG and CE confirmed that this would be the inspection date</li> <li data-bbox="347 1025 1329 1070">○ Forum agreed with this decision</li> </ul> </li> <li data-bbox="248 1077 1329 1440">• <b>Growth Fund:</b> <ul data-bbox="347 1115 1329 1440" style="list-style-type: none"> <li data-bbox="347 1115 1329 1252">○ Forum will remember that when setting the 2022/23 School Block allocation, it was agreed to set aside £0.250m of the identified growth funding, with a further £0.071m carried forward from 2021/22.</li> <li data-bbox="347 1252 1329 1321">○ This meant the total Growth Funding available in 2022/23 is £0.321m.</li> <li data-bbox="347 1321 1329 1440">○ Five schools, with a total funding allocation of £0.311m were identified as eligible and approved by Schools Forum Sub-Group, subject to each school providing further evidence.</li> </ul> </li> </ul> <p data-bbox="196 1478 639 1514"><b>Discussion followed around:</b></p> <ul data-bbox="248 1520 1329 2000" style="list-style-type: none"> <li data-bbox="248 1520 1329 1657">• LB noted that there are two similar schools, who are local to one another, where one seems eligible for growth funding and one in receipt of falling rolls funding and asked for some further to understand this funding accordingly.</li> <li data-bbox="248 1664 1329 1733">• <b><u>ACTION:</u> CE to pick up a conversation with LB outside of the meeting</b></li> <li data-bbox="248 1740 1329 1809">• MY asked if we should be waiting until the evidence is received before Forum agree the funding</li> <li data-bbox="248 1816 1329 1930">• CE noted that in terms of the evidence received to date, the schools definitely meet the eligibility criteria. They are just awaiting confirmation of the actual pupil numbers in order to confirm the eligibility</li> <li data-bbox="248 1937 1329 1973">• Query raised on unexpected but not increased numbers on roll</li> <li data-bbox="248 1973 1329 2000">• Query raised on what evidence is being requested</li> </ul>	CE

	<ul style="list-style-type: none"> <li>• PG asked if Forum would prefer to come back in November for a decision or if Forum is prepared to agree the funding in principle subject to the requested evidence being received</li> <li>• SW noted that if the numbers the schools are predicting match the confirmed numbers on roll, he didn't see any reason why Forum couldn't agree the funding in principle subject to receipt of the requested evidence</li> <li>• DW also noted that Schools are also required to provide evidence that the extra pupils have had a financial impact on the school as part of the evidence.</li> <li>• PG reminded Forum that the applications have already been reviewed by the Sub-Group who have recommended the allocations outlined in the report</li> </ul> <p><b>Recommendations</b> Schools Forum is asked to:</p> <ul style="list-style-type: none"> <li>• Consider the funding allocations as set out in this report; and</li> <li>• Provide the necessary approval for the Authority to process the payments to eligible schools.</li> </ul> <p><b>Falling Rolls: Approved</b> <b>Growth Fund: Funding approved in principle subject to evidence being provided. If there are any changes, an update will be brought back to Forum in November</b></p>	
	<p><b>b) DSG Management Plan</b> <span style="float: right;"><b>Claire Emmerson / Lisa Cook</b></span></p> <p>LC talked through the presentation on screen. Main points to note as follows:</p> <ul style="list-style-type: none"> <li>• Overview of the Safety Valve Programme and timeline was provided</li> <li>• Key themes were outlined</li> <li>• Draft DSG Management Plan has been submitted to the DfE</li> <li>• LC noted that the Safety Valve process was received by the Authority just before the summer break and a lot of work has been carried out over the summer to prepare a proposed plan.</li> <li>• Diane Buckle and Mark Mirfin met with the Chairs of EIP, SHOG and PLP before the schools broke up.</li> <li>• Current High Needs Budget Position was outlined which is current in a deficit of circa £18m</li> <li>• DB asked how the £18m compares with other LAs</li> <li>• LC noted that there were 10 other LAs in this tranche, the previous 10 were in a worse position than NT</li> <li>• Areas of work being looked at was presented on screen. LC noted the importance that some of these areas are a shared and collaborative process between the LA and Schools</li> <li>• Areas include: <ul style="list-style-type: none"> <li>○ Culture Change and work with School Leaders</li> <li>○ Appropriately manage demand for EHCPs</li> <li>○ Review EHCP assessment process</li> <li>○ Provision mapping</li> <li>○ Early Intervention</li> <li>○ Increased SEN Offer</li> </ul> </li> <li>• Continuing to develop Mental Health Support in Schools</li> <li>• Need to review and develop the school funding mechanism</li> </ul>	

- Need to review and develop the ARP provision
- Strong focus on strategic school planning
- There is now a whole school SEND audit
- Expansion of the school support team offering target support to schools
- Availability of SEND short term funding

Discussion followed around:

- JR noted that if we don't take corrective action the £18m deficit would rapidly grow to £20m and beyond. Whilst we're not in the worst position, if we don't take corrective action now this will quickly become unsustainable
- DB thanked LC for the information provided and noted that the critical point is speed
- DB also noted that he liked the idea of a SEND Audit and asked if some training for school Governors could be made available
- DB also offered some networking opportunities in terms of Mental Health Support that may help some of the work being carried out which he will forward to LC
- LC noted that this presentation only covers the headlines and there is a lot more detail that will be shared over the next few weeks
- LC noted that this is a 5 year plan. This a strategic and consistent approach and we will need the support of Schools Forum to take this work forward
- Actions needed to support the DSG Management plan include:
  - DSG Management Plan Sub-Group of Schools Forum
  - Quarterly reports to the ESFA which will also need the support of Schools Forum
- MY noted that he didn't feel enough was being done about 10 hour provision and out of area provision and asked what work is being carried out to reduce the out of area provision. LC confirmed that out of area provision is part of the Commissioning review process.
- MY noted that schools he works with are being inundated with 10 hour supported provision plans and when you have x number of children with 10 hour support plans, the resources are not there to provide this support.
- MY noted his disapproval of the 0.5% transfer as he felt this would result in reduction in school funds and impact on staffing.
- LC noted that she was not here to discuss potential staffing concerns in schools and that this was not the appropriate forum for these discussions
- LC confirmed that we are looking at the whole EHCP process and this will include looking at the 10 hour supported provision plans
- To be clear, LC noted that when we're talking about the transfer of funds, this is as directed by the DfE
- RH noted that the issue is not just in Education and that a broader approach is needed and asked about the inclusion of Health and Social Care in plans.
- LC noted that when we look at the EHCP plans we need to make sure that Health and Social Care is included in these plans and look at how we can improve the long-term outcomes for these children
- SB noted that he is a member of the SEND Strategic Board and he feels there is a disconnect in the information being shared. Better Governance is key. SB asked if the sub-group that is being created will be part of those governance arrangements

	<ul style="list-style-type: none"> <li>LC noted that it is key to have a sub-group of Schools Forum involved in the work being carried out to ensure that the plan has the support of Schools Forum</li> <li>JW asked if these proposals had been costed and if they will be shared. LC confirmed that this is the case and these costs will be shared</li> <li>PG asked if the 0.5% transfer was going to be presented as an option in November. If so, PG asked if Forum could have a menu of options as opposed to an all or nothing option</li> <li>PG also asked if we could undergo some in depth consultation with Head Teachers to ensure they fully understand the ask</li> <li>PG noted that we only have 3 volunteers for the sub-group so far which is not enough to provide a balanced view</li> <li>PG asked if the sub-group could include members outside of Forum. LC noted that this would be down to the rules and regulations of Schools Forum</li> <li>LC also noted that a presentation would be made to Headteachers at the briefing on 7<sup>th</sup> October</li> <li>FW asked what time and commitment would be expected of the sub-group members</li> <li>DB noted that it would be helpful if Forum had a set of ToR for the sub-group.</li> <li><b><u>ACTION:</u> LC to arrange some ToR for the DSG Management Plan Sub-Group</b></li> <li><b><u>ACTION:</u> Michael Young, David Bavaird, John Croft, Finn Wilcock and Joanne Thompson expressed an interest in joining the sub-group</b></li> <li>PG thanks LC for the presentation and the work carried out</li> </ul>	LC CE
<b>6.3</b>	<b>Forward Plan – review for 2022/23 Academic Year:</b>	
	<ul style="list-style-type: none"> <li>Items for the November 2022 meeting include: <ul style="list-style-type: none"> <li>Finance Update</li> <li>National Funding Formula and Outcome of Consultation</li> <li>School Forum Constitution and Action Plan Review</li> <li>Consideration of Special Leave for 22/23 Financial Year</li> </ul> </li> <li>Items for January 2023 meeting to include: <ul style="list-style-type: none"> <li>TBC</li> </ul> </li> <li>Items for March 2023 meeting to include: <ul style="list-style-type: none"> <li>Dedicated Schools Grant update</li> <li>Scheme for Financing Schools – Annual Update (and review if required)</li> </ul> </li> <li>Items for July 2023 meeting to include: <ul style="list-style-type: none"> <li>Reports from Services for 24/25 Financial Year Proposal</li> <li>Schools Finance Update</li> <li>Responsibilities for Redundancy &amp; Early Retirement Costs – Annual Update</li> </ul> </li> </ul>	
<b>7.</b>	<b>Any Other Business</b>	
	<ul style="list-style-type: none"> <li>SW noted that they have quite a number of Ukrainian students and the impact of the additional budget pressures on the School. SW asked if there was any support funding available for schools that have Ukrainian students</li> <li>ML noted that Peter Mennell, Director for Housing is the NTC lead for the Ukrainian Refugee Programme.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b><u>ACTION:</u></b> ML to ask Peter Mennell to liaise with SW on the issues raised</li> <li>• DB noted that he works with some Ukrainian colleagues who can support some translation work if funding is identified</li> </ul>	ML
9.	<b>Date of next meeting</b>	
	Thursday, 10 November 2022 at 12:30pm, via Teams.	