



Minutes

Meeting Schools Forum **Date** Thursday 16 January 2020**Location** Riverside Centre**Present**

✓ Present
D Deputy
A Apologies
O Absent

Name	Organisation	Representing	13.11.19	16.01.20
Andrew James	St Aidan's Primary	Primary	✓	✓
Angi Gibson	Hadrian Park Primary	Primary	✓	✓
David Baldwin	Churchill Community College	Secondary	✓	✓
David Bavaird	Norham High School	Governor - Secondary	✓	✓
David Watson	St Thomas More	RC Schools	✓	✓
Candida Mellor / Claire MacLeod	Trade Unions	Trade Unions	Claire MacLeod	Candida Mellor
Gavin Storey	Cullercoats Primary	Primary	✓	✓
Jill Wraith	Benton Dene Primary	Primary	A	A
Jim Coltman	Diocese	C of E Diocese	A	✓
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	Michael Tate	Michael Tate
Kerry Lillico	Grasmere Academy	Academy	✓	✓
Laura Baggett	Monkhouse Primary	Primary	✓	✓
Marie Flatman	Tyne Met	16-19 Provider	A	Mo Dixon
Matt Snape	Marden High School	Secondary	✓	✓
Michael Young	Spring Gardens Primary	Primary	✓	✓
Paul Quinn	Longbenton High School	Secondary	✓	✓
Peter Gannon	Silverdale School	Special	✓	✓
Peter Thorp	Redesdale Primary	Governor - Primary	✓	✓
Philip Sanderson	Kings Priory	Academy	✓	✓
Sharron Colpitts-Elliott	Rockcliffe First School	Primary	✓	✓
Stephen Baines	Holystone Primary	Primary	✓	✓
Stephen Easton	Marine Park First School	First	A	✓
Steve Wilson	Whitley Bay High School	High	✓	✓
<u>In Attendance:</u>				
Mark Longstaff	Head of Commissioning & Asset Management	NTC	✓	✓
Claire Emmerson	Senior Manager - Finance Strategy & Planning	NTC	✓	✓
Noel Kay	Senior Business Partner, Finance	NTC	✓	✓
Diane Thompson	Finance	ENGIE	✓	✓
Christina Ponting	Senior Manager - Schools HR	ENGIE/NTC	✓	✓
Mary Nergaard	PA to Head of Commissioning & Asset Management	NTC	Fiona Lucas	✓

Item		Action
1.	Apologies for Absence	
	See Table above. The Chair welcomed everyone to the Schools Forum.	
2.	Attendance Register / Membership	
	Continue to carry a vacancy for secondary governor. Aim to go out and try again for expressions of interest. ACTION: CP to ask for assistance from secondary head teachers. .	CP
3.	Public Meeting / Observers	
	There were no public observers in attendance.	
4.	Declaration of Interest	
	Candida Mellor – Special Leave arrangements Paul Quinn – Item 6.2	
5.	Minutes of the last meeting of 13 November 2019	
	It was noted that Jim Coltman provided apologies for the previous meeting to CP prior to the last meeting. Minutes agreed as an accurate record of the meeting with the above comment noted.	
6.	Matters Arising	
	Page 3, Item 6e - Supplementary Free School Meal Grant Allocation (SFSMGA) ML provided an update to Forum and provided an overview of the actions taken since the last meeting. Main points to note as follows: <ul style="list-style-type: none"> • Looked at grant allocation and how that tied in with charges • 51 schools received notification regarding the SFSMGA • A letter has gone out to all Schools eligible for the grant, of which 35 received a refund. The letter also set out the methodology used to establish the position and how we intend to process the grant if it is received again this year • On reflection, one transaction didn't work, therefore, the intention for future grants is to separate out the transactions • AJ noted that future grants should be processed in line with DfE guidance and proposed a separate sub-group to look at the SLAs. The initial focus to be on Catering Services. Forum agreed • ACTION: Sub-group to include Stephen Baines, Paul Quinn, Angi Gibson, Andrew James and Laura Baggett • DB issued thanks to ML. 	MN
	Page 3, Item 6i – Action Plan / Self Assessment <ul style="list-style-type: none"> • DB noted that the School Forum papers will now be made available in one PDF 	
	Page 3, Item 6j – Special Leave SLA CP provided an update. Main points to note as follows: <ul style="list-style-type: none"> • Deadline for claims for Trade Union Facility time is not until the end of this week. No reason to believe that spend won't be similar to last year. Estimates have already been circulated outside of Forum via email. 100% 	

	<p>of claims to be paid which has been agreed. Agreement is up for review with Trade Unions in April depending on what Schools Forum agree today.</p> <ul style="list-style-type: none"> • In relation to maternity leave/paternity leave etc, Current spend is already estimated at £452k if you choose to commit to a 100% refund with the full year effect estimated at over £600k. Figure is higher than this point last year. Overall claims values are slightly less but volume of claims are higher. Based on current estimates 100% refunds will not be possible this year. CP estimates a figure of 80% or less. • Can't confirm final figures until Trade Union facility time claims are calculated. Will then be in a better position to make some assumptions about refund values • Decisions need to be made under de-delegated items in future years. • <u>ACTION:</u> CP to circulate a regular update to Forum members directly 	CP
	<p>Page 5, Item 6.1 – National Funding Formula Update</p> <ul style="list-style-type: none"> • Sparsity has been removed in the table included in today's report 	
	<p>Page 7, Item 6.3.1 - Presentation from School Improvement & EMTAS</p> <ul style="list-style-type: none"> • <u>ACTION (carried forward):</u> Detailed breakdown of the funding streams for EYSIS still required 	Diane Buckle
6.1	<p>Schools Finance Policy & Practice update to include (as applicable):</p> <p>1. National Funding Formula update</p> <p>2. De-Delegation including Centrally Retained Claire Emmerson</p>	
	<p>CE talked through the briefing paper. Main points to note as follows:</p> <ul style="list-style-type: none"> • Overview of purpose of report provided • Settlement received on 19 December and submission to ESFA has to be completed by 21 January • Schools Block Allocation comparison shown on page 2 • Just over £9.1m increase from 19/20 overall, however, there is a net reduction of £292k in the Central School Services block • 5.82% increase on per year allocation • Proposed figures based on a 50% move towards the National Funding Formula (NFF) with the exception of English as a Second Language (EAL). This is because the EMTAS service weren't given advance warning of any reduction in funding, therefore, it is proposed to leave that factor unchanged this year with the view that EMTAS will move towards the new formula next year if Forum agrees. The number of pupils requiring this service has slightly decreased. • Table 2 shows the proposed rates for 2020/21 • Minimum Funding Guarantee (MFG) has been set at the maximum rate of 1.84%. In addition a capping rate of 5.84% has been set. This represents the 4% the DfE applied to the NFF factors plus the 1.84% MFG. This will mean that we can maintain the highest level of support throughout the formula • Subject to finalising the Authority Proforma Tool (APT the total value which has been allocated to Schools using the new formula is just over £900k • Appendix A showed an overview of the changes in pupil numbers by Phase from 2019/20 to 2020/21 • It was noted that there is a significant increase of just over £5.9m in schools block which will have a positive impact • Growth funding was discussed. The Authority can set aside some funding to support growth. Based on historical data, the total value of North 	

	<p>Recommendations</p> <p>Schools Forum is asked to:</p> <ul style="list-style-type: none"> • Note update on the allocations for 2020/21 for each of the four funding blocks and the proposals for the distribution of funding; Noted • Note the changes to the Schools block funding and the impact of the changes following 50% movement to the NFF; Noted • Approve the Growth Fund allocation and approve the request for the Finance Sub-Group of Schools Forum to work with the Authority to produce a policy for allocation; Approved • Approve the services funded under CSSB as outlined in table 6 and to note and comment on the challenge to maintain these services with the reduced funding; Approved • Approve the de-delegated items rate per pupil outlined in table 7; Approved with addition of the 2.75% inflationary increase to Special Leave and this is to be an annual process • Acknowledge the pressure in the High Needs Block; Acknowledged. Forum to be mindful on how these pressures are managed over the year ahead • Acknowledge the changes to Early Years funding allocations proposed for 2020/21; Acknowledged • Acknowledge the proposals to deal with the accumulated early years balance. Acknowledged 	
6.2	<p>Update from Sub-Group - High Needs Mark Taylor / Kevin Burns</p>	
	<p>It was agreed at Schools Forum on 13 November to create a new High Needs Sub-group which met 19 December. The sub-group included David Baldwin, John Croft, Peter Gannon, Angi Gibson, Paul Quinn, Gavin Storey, Mark Taylor, Michael Johnston, Kevin Burns, Claire Emmerson, Noel Kay, Diane Thompson and Christina Ponting. A paper was circulated which provided an update on the information presented and the sub-group recommendations. MT talked through the briefing paper and highlighted the following points:</p> <ul style="list-style-type: none"> • The sub-group received an overview of the changing needs of children with special educational needs and disability (SEND) and discussed the implications • It was agreed that a new inclusion strategy was needed to clarify our vision for inclusion and build consensus around our shared expectations and consistency of approach across the borough. It would also provide a framework and the direction to ensure that the right provision is in place to meet the changing needs. This would include provision such as the ARPs • It was noted that the inclusion strategy is not just about education and will need to include health and social care • The sub-group was updated on work underway to strengthen our approach to the SEN Code of Practice regarding 'Reasonable Adjustments, Graduation and Best Endeavours.' • In advance of a new Inclusion Strategy, it was agreed by the sub-group that the Authority should approach schools with ARPs about their capacity and ability to offer places for children either currently out of education or in alternative provision • The consultation on the future of the Melrose Centre and Southlands School was discussed. <p>Recommendations</p>	

	<p>Schools Forum was asked to note and comment on the update report from the subgroup. Noted</p> <p>Comments to note as follows:</p> <ul style="list-style-type: none"> • PQ asked who the gatekeeper would be to determine who will be placed in the ARPs. KB confirmed that each case would be looked at on an individual basis and considered by the SEND Panel • The definition of Moderate Learning Difficulties (MLD) was discussed. KB noted that the definition in the code of practice is not particularly helpful and has historically been used as a catch all description • DB noted that it is not clear on the process for agreeing where children are placed and that more clarity is needed • MS noted that consultation with ARP Headteachers needs to be broader and include a review of gatekeeping • Forum asked if consideration had been given to additional resources by the sub-group. KB confirmed this had been considered. • DB summarised the discussion as follows: <ul style="list-style-type: none"> ○ Forum to note that the Authority is working with Longbenton High School and Southlands School on proposed changes to the Melrose Centre and wider provision for secondary age children with autism; ○ Forum are in agreement that a new inclusion strategy is needed and that this should include other services across health and social care. A timeline for the new inclusion strategy is needed; ○ DB proposed that heads of ARP schools need to be involved. • CE confirmed that any recovery plan for high needs will include the operational plans and the implications for services • KB confirmed that discussions regarding inclusion are ongoing with the Strategic Board for SEND which is chaired by CCG and includes a range of services across education, health and social care <p><u>ACTION:</u> KB to circulate membership of the Strategic Board for SEND so that Forum can establish if the right representatives from schools are involved</p> • KB noted that he anticipates that a letter regarding the inclusion strategy will be issued to Head Teachers before the March meeting <p><u>ACTION:</u> DB requested a paper to be brought back to Forum in March.</p>	<p>KB</p> <p>MT/KB</p>
7.	Any Other Business	
	<p>Forward plan discussed. Items to be included:</p> <ul style="list-style-type: none"> • Deficit Schools Report (CE) • Special Leave SLA (CP) • High Needs Update (MT/KB) 	
8.	Date of next meeting	
	Wednesday 11 March 2020 at 12:30pm - The Langdale Centre.	