



North Tyneside Council

# Minutes

**Meeting** Schools Forum

Wednesday 19<sup>th</sup> December 2018

**Location** Langdale Centre

**Present**

✓ Present  
D Deputy  
A Apologies  
O Absent

Name	Organisation	Representing	26.9.18	20.12.18
Andrew James	St Aidan's	Primary	✓	✓
Angela James	North Tyneside Council	EOTAS/LAC	✓	✓
Angi Gibson	Hadrian Park	Primary	Wayne Myers	✓
Audrey Kingham	Tyne Met	16-19 Provider	✓	✓
Glen Bowman	Trade Unions	Trade Unions	✓	✓
Colleen Ward	Coquet Park First School	First	✓	Stephen Easton
Collette Bland	St Mary's Cullercoats	RC Diocese	✓	✓
David Baldwin	Churchill	Secondary	✓	✓
David Bavaird	Norham High School	Governor - Secondary	✓	✓
Anne Welsh	Monkseaton High School	Governor - Secondary	✓	✓
David Watson	St Thomas More	Academy	✓	✓ Anthony Gollings (part)
Vacant	Diocese	C of E Diocese	O	
Gavin Storey	Cullercoats	Primary	✓	✓
Jill Wraith	Benton Dene Primary	Primary	✓	✓
Matt Snape	Marden High School	Secondary	✓	✓
John Croft	Sir James Knott	Nursery	✓	✓
John Newport	Marden Bridge Middle	Middle	✓	✓
Karen Croskery	North Tyneside Student Support Service	PRU	✓	Michael Tate

Laura Baggett	Monkhouse	Primary	✓	✓
Paul Quinn	Longbenton	Secondary	✓	✓
Peter Gannon	Silverdale	Special	✓	✓
Peter Thorp	Redesdale	Governor - Primary	✓	✓
Philip Sanderson	Kings Priory	Academy	✓	✓
Joanne Thompson	Early Years PVI	Holystone Out of School		✓
VACANT		PVI		
Sharron Colpitts-Elliott	Rockcliffe	Primary	✓	✓
Stephen Baines	Holystone Primary	Primary	✓	✓
Steve Wilson	Whitley Bay	High	✓	✓
<b><u>In Attendance:</u></b>				
Mark Longstaff	Head of Commissioning & Investment	NTC	✓	✓
Claire Emmerson	Senior Manager - Finance Strategy & Planning	NTC	✓	✓
Christina Ponting	Senior Manager - Schools HR	ENGIE/NTC	✓	✓
Lesley Mitchell	PA to Head of Commissioning & Investment	NTC	✓	✓
Joanne Harries	Performance	NTC		✓

1.	<b>Apologies for Absence</b> See Table above. The Chair welcomed colleagues to the Christmas Schools Forum and welcomed Joanne Thompson from Holystone Out of School Provision to her first meeting as representative for Early Years PVI.	
2.	<b>Attendance Register/Membership</b> Non attendees to be reminded re deputies and requirements to attend.	
3.	<b>Public Meeting/Requests from Observers to attend</b> The Chair reminded colleagues that members of the public can attend Schools Forum.	
4.	<b>Declaration of Interest</b> Angela James SEND agenda decision making Steve Wilson Headroom agenda Peter Gannon Silverdale Anne Welsh Headroom David Baldwin Headroom	
5.	<b>Minutes of Last Meeting (26.9.2018)</b> Were agreed as an accurate record of the meeting.	

6.1	<p><b>Matters Arising</b></p> <p><b>North Tyneside Schools Forum (NTSF) Constitution</b></p> <p>CP reported that the updated NTSF Constitution is now complete and will be circulated electronically. Any colleagues who would like a hard copy to contact CP. The new constitution reflects the work carried out over the last 12 months to improve the structure and support for Governors. All members thanked for their support/ inputs.</p> <p><b>Forum accepted the new constitution</b></p> <p>6.1.4 Four expressions of interest have been received for the vacant First/ Primary Governor representative position. All pen portraits have been circulated to those Schools eligible to vote. Voting will close noon on 17<sup>th</sup> January 2019.</p> <p>The C of E Diocese position is now vacant and the recruitment process is underway.</p> <p>6.1.5 All Headteachers have been invited to attend Schools Forum as observers. The Chair welcomed attending observers.</p> <p>6.1.6 CP confirmed that Schools Forum information is circulated to Governors by the Clerks in the various Governor Services teams.</p>	<b>ALL</b>
6.1	<p><b>Self-Assessment Toolkit</b></p> <p>CP talked through the new Schools Forum Self-Assessment Toolkit.</p> <p><b>Recommendations</b></p> <ol style="list-style-type: none"> <li>1. Note the changes presented from the 2017 to 2018 Self-Assessment Toolkit</li> <li>2. Note that the next review of the Self-Assessment Toolkit will take place and be presented to Forum in September 2019 in line with the forward plan.</li> </ol> <p><b>Noted by Forum</b></p>	
6.2	<p><b>Schools Finance Policy &amp; Practice Update</b> <b>Claire Emmerson</b></p> <p><b>National Funding Formula Update 2019/20 Position/Proposals</b></p> <p>6.2.1 CE talked through the Briefing note provided</p> <p><b>Schools block</b></p> <p>CE outlined a couple of minor changes. Since the briefing note was written the DfE have published initial DSG allocations for 2019/20.</p> <p><b>Action</b> CE will bring an update taking into account the new allocations to the January Forum.</p> <p><b>High needs block</b> <b>Mark Longstaff</b></p> <p>The overspend forecast for 2018/19 is £1m which is in line with national figures and is a result of decisions taken over the last three years.</p>	<b>CE</b>

	<p>Discussion followed</p> <ul style="list-style-type: none"> <li>• Colleagues asked if the formula is forecasting higher overspend each year does the formula need changing?</li> <li>• On-going review of ARPs, what we are doing to manage need, how effective our ARPs are and are we making the best use of ARP funding.</li> <li>• More places and spaces are required to meet needs locally.</li> <li>• Conversations are taking place with Beacon Hill and Silverdale on costs to increase provision/capacity and also the costs in revenue of provision.</li> <li>• ARPs are paid for unfilled places and this needs to be reviewed</li> <li>• In table 8 KS1/KS2 have a high % variance over and above KS3 and KS4 and impact on ARPU. This is a question on fairness and equity</li> <li>• One colleague suggested nothing is moved this year until needs are identified</li> <li>• Colleagues noted that there are pressures in the schools block as well as in the High Needs block</li> <li>• All colleagues except one agreed to vote at the next Forum when new figures are available</li> </ul> <p><b>Action</b> CE to discuss with colleagues and bring some modelling to January Forum.</p> <p><b>Action</b> The January 9<sup>th</sup> 2019 Forum will be rearranged for the following week to allow time for additional work to take place</p> <p><b>Early Years Block</b> The 2019/20 Funding Formula for Early Years will go out to consultation with the Sub Group.</p> <p><b>Action</b> results will be reported to January Forum.</p> <p><b>Central Block</b> CE talked colleagues through a slight change based on info published on 17<sup>th</sup> December 2018.</p> <p><b>Consultation Response</b> CE outlined the results of the Schools Block Local Funding Formula Consultation in November 2018.</p> <p>Responses were received from 29 schools and two Governing Bodies.</p> <p>Discussion followed around the low number of responses. SG confirmed that any schools who responded as a group were counted individually.</p> <ul style="list-style-type: none"> <li>• More work is needed to increase the response rate from primary schools</li> <li>• It was noted that although the numbers of responses was low it is still higher than in previous consultations</li> </ul> <p><b>In Year Budget Monitoring</b> The first set of budget monitoring for 2018/19 was completed in October 2018 and the results show an improved position against budget plans. A further improvement is anticipated at Monitoring 2 in January 2019, however the level of balances is still a cause for concern.</p>	<p>CE CE/LM</p> <p>CE</p>
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	<p>A question was asked about tailored support and CE explained that as part of the work-stream the Finance team are looking at how they can assist Head teachers of individual schools with a curriculum modelling tool offer to try and resolve issues around deficits. Head teachers have also been offered peer review challenges. The Chair suggested that colleagues would all value this support being reviewed as further schools go into deficit to continue assisting schools to reduce the figures.</p> <p><b>Recommendations</b></p> <ol style="list-style-type: none"> <li>1. Note the responses to consultation with all schools in relation to distribution of funding from the Schools Block. <b>Noted</b></li> <li>2. Note the update on NFF and update on indicative allocations for each of the four funding blocks <b>Noted</b></li> <li>3. Note the improvement in the budget monitoring position for schools following Monitoring one <b>Noted</b></li> <li>4. Approve the transfer of up to 0.5% of the Schools Block for 2019/20 only <b>Forum agreed to remove this recommendation and review the position at the January 19 Forum</b></li> <li>5. Review the position of the High Needs Block on an annual basis <b>Agreed</b></li> </ol>	
6.2.2	<p><b>Settlement Assumptions</b> CE reported on the meeting last night to go through formal draft budget proposals with Cabinet in consultation with the Residents Panel.</p> <p>Colleagues noted the importance of Schools Forum understanding the budget pressures. Further discussion to take place at January Forum.</p>	All
6.2.3	<p><b>Scheme for Financing Schools</b> CE confirmed that the guidance is a statutory guide with some elements being non statutory. CE is speaking to colleagues across the region and is currently collating timelines for deficits and will bring to January Forum. <b>Action</b> The draft Support and Guidance document will be brought to January Forum.</p>	CE
6.2.4	<p><b>School Planning &amp; Pupil Numbers Update</b> <b>Joanne Harries</b> Joanne talked through the briefing report. Discussion followed around increases due to building of new houses.</p> <ul style="list-style-type: none"> <li>• The school capacity survey is created from a formula to indicate how much yield there will be from particular types of housing</li> <li>• The local plan gives information on how many houses will be built</li> </ul> <p>The Chair thanked JH for the update.</p>	
6.2.5	<p><b>Update on Special Leave</b> CP talked through the briefing note provided. There has been an increase in numbers since September but still working within</p>	

	<p>budget parameters.</p> <p><b>Action</b> A further Indication will be provided at the April Forum, Schools continue to be advised to expect a 100% refund value.</p> <p><b>Recommendations</b> Schools Forum having read this report clearly understanding the info provided and having asked sufficient questions to ensure clarity</p> <p><b>Noted.</b></p>	CP
6.3	<p><b>Falling Roll &amp; Headroom Update</b> CP talked through the briefing note provided.</p> <p>Discussion followed.</p> <ul style="list-style-type: none"> <li>• Colleagues raised a concern that conditions make fewer schools eligible to apply.</li> <li>• DB expressed an opinion that it feels wrong to roll two years funding (16/17 and 17/18) together under the same decision.</li> <li>• Funds are to support schools who can adhere to an action plan to see their way out of deficit in an agreed medium-term time frame rather than for schools who are in strategic deficit</li> <li>• It was noted that colleagues would be required to apply for funding and to present their rational in person going forward.</li> </ul> <p><b>Action</b> CP to take discussion points back to Sub group</p> <p><b>Recommendations</b> 1.Note the contents of this report</p> <p><b>Noted</b> 2. Ratify the recommendation of their sub-group to: a) allocate Headroom funding of £117,000 (Whitley Bay High School) on the basis that the school have clearly demonstrated delivery against the deficit recovery plan to allow them to decrease in-year spending/eliminate overall deficit within the time-frame set.</p> <p><b>Agreed</b> b) require schools being allocated funds via Headroom (inclusive of carried forward from Falling Roll) from the 1st April 2018 to operate within conditions requiring school to: i. continue to operate within their approved deficit and reduce in-year deficit (before any funding allocation) by a set % per annum, e.g. 25%; ii. have a clear plan of continued deficit reduction resulting in the school being out of in-year deficit within no more than three (3) years following allocation of Headroom funds; and under normal circumstances accept that they would be excluded from making any further application to Headroom whilst the school remain in deficit; iii. in normal circumstances not return to/seek deficit approval once out of in-year deficit for a further 3 year period thereafter. c) carry forward remaining funds from 2016/17 and 2017/18 Falling Roll allocations – minus the Academy refund.</p> <p><b>Agreed</b></p>	CP

	<p>3. Confirm that Schools Forum require their sub-group (pending confirmation of deficit schools at financial year end 2018/19):</p> <ul style="list-style-type: none"> <li>a) to allocate funds within the parameters/ practice agreed by Schools Forum to those schools who qualify for the financial year ending 31st March 2019,</li> <li>b) require Head teachers making an application for Headroom funding to present to the sub-group, and</li> <li>c) continue to require: <ul style="list-style-type: none"> <li>i. all new schools making an application for Headroom to show an improved in-year deficit position/ plan to return to in-year balance within a 3 year period</li> </ul> </li> </ul> <p><b>Agreed</b></p> <ul style="list-style-type: none"> <li>ii. those schools in deficit prior to 31st March 2018 to show an improved in-year deficit position/ plan showing their return to in-year balance within the period agreed with the Local Authority (which will be set on an individual school basis).</li> </ul> <p>4. Schools Forum to receive a further report in July 2019 from their sub-group to confirm that they have:</p> <ul style="list-style-type: none"> <li>a) reviewed the Falling Roll eligibility,</li> <li>b) confirm if Schools were eligible for Falling Roll;</li> <li>c) recommend a refund to Academies if applicable</li> <li>d) recommend a continued deduction of funds from Headroom for the Schools Procurement Officer,</li> <li>e) recommend allocation of monies to schools who are eligible for remaining funds carried over from Falling Roll into Headroom for 2018/19 and carried forward funds from Headroom from 2016/17 and 2017/18 – noting the points above regarding fairness and equity of allocations, and</li> </ul> <p>The Sub-group will present in their report a recommendation for Schools Forum to ratify.</p> <p><b>Agree to receive a further report/ update from the sub-group in July 2019</b></p>	
7.	<p><b>AOB</b></p> <p>None</p>	
8.	<p><b>Date of next meeting</b></p> <p>Monday 14th January 2019 9.30 – 11.30am</p>	