



North Tyneside Council

# Minutes

**Meeting** Schools Forum Wednesday 10<sup>th</sup> January 2018

**Location** Langdale Centre 12.30 – 2.00pm

## Present

Mark Longstaff	Head of Commissioning & Investment
Jill Wraith	Headteacher, Benton Dene Primary
Christina Ponting	Senior Manager – Schools HR
Janice Gillespie	Head Of Finance/Section 151 Officer
Claire Emmerson	Senior Manager – Financial Strategy & Planning
Sue Graham	Principal Accountant
Kehri Ellis	North Tyneside Learning Trust
Jim Stephenson	Headteacher, John Spence Community High
David Baldwin (Chair)	Churchill Community College
Sharron Colpitts-Elliott	Headteacher, Rockcliffe First School
David W Bavaird	Governor, Norham High School
Paul Quinn	Headteacher, Longbenton High School
David Watson	Headteacher, St Thomas More Academy
Collette Bland	Headteacher, St Mary's RC Primary (FH)
Colleen Ward	Headteacher, Coquet Park First School
Alan Brown	Governor, Hadrian Park Primary School
Peter Gannon	Headteacher, Silverdale School
Gavin Storey	Headteacher, Cullercoats Primary School
Peter Thorp	Governor, Redesdale Primary School
Philip Sanderson	Headteacher, Kings Priory
Claire McLeod	NASUWT
Steve Wilson	Headteacher, Whitley Bay High School
Wayne Myers	Headteacher, Richardson Dees Primary School
Audrey Kingham	Tyne Met College
David Grigg	Governor, John Spence High School
Paul Durgan	Woodard Trust
Michael Tate	Business Manager, Moorbridge PRU
John Newport	Headteacher, Marden Bridge Middle
Stephen Baines	Headteacher, Holystone Primary School
Angi Gibson	Headteacher, Hadrian Park Primary
John Croft	Headteacher, Sir James Knott Nursery
Laura Baggett	Headteacher, Monkhouse Primary School

## Representing

NTC  
Primary/First  
NTC  
NTC  
NTC  
NTC  
Trust  
Secondary/Middle  
Secondary/Middle  
Primary/First  
Secondary/Middle  
Secondary/Middle  
Academy  
Primary/First  
Primary/First  
Primary/First  
Special Schools  
Primary/First  
Primary/First  
Academies  
Trade Union  
Secondary/Middle  
Primary/First  
16-19 Providers  
Secondary/Middle  
Trust  
PRU  
Secondary/Middle  
Primary/First  
Primary/First  
Nurseries  
Primary/First

1.	<b>Apologies for Absence</b> Karen Croskery (Michael Tate), Sharon Thompson, Andrew James (Wayne Myers)  Standing item - non-attendees to be reminded re deputies and requirement to attend.	CP
2.	<b>Attendance Register</b> The register has been established and no actions are to be recorded at this time.	

3.	<b>Public Meeting/Requests from Observers to attend</b> The Chair reminded colleagues that members of the public can attend Schools Forum as an observer.	
4.	<b>Declaration of Interest</b> No interests were declared linked to the agenda items and papers.	
5.	<b>Minutes of Last Meeting (13<sup>th</sup> December 2017)</b> Were agreed as an accurate record of the meeting with the following corrections: <ul style="list-style-type: none"> <li>• Laura Baggett was in attendance at the 13<sup>th</sup> December meeting</li> <li>• Apologies were verbally given for John Croft at the meeting but were not recorded in the minutes</li> </ul>	
6.	<b>Matters arising</b> All matters arising were on the agenda.	
6.1	<b>Update from Chief Finance Officer</b> JG gave colleagues a verbal update. <ul style="list-style-type: none"> <li>• The draft finance settlement was announced on 19<sup>th</sup> December 2017. No additional funding was awarded to the Local Authority; however the opportunity was given to add a further 1% to the proposed Council Tax increase. The budget proposals for the Council already include an increase so it is unlikely that this opportunity will be taken. A response to the draft settlement will be made next week</li> <li>• Discussions around the Pay offer for support staff currently being proposed, National Living Wage and the North Tyneside Living Wage currently being considered. JG will meet the Deputy Mayor this afternoon to discuss this further. CP to provide updates to Head Teacher's via Heads Briefing and Schools HR updates to ensure schools employers are kept-up-to-date/ informed.</li> <li>• For the Strategic groups as updated both in Forum and Heads updates, the work plan is on-going as discussed previously and a sub group has been working on the formula/ information for schools. Progress is being made but this area remains the key focus currently, some of the work undertaken to date is as follows: <ul style="list-style-type: none"> <li>○ A new tool is being worked on to be used to produce school budgets which will allow more flexibility around three year plans. A timetable will be circulated soon to inform budget conversations</li> <li>○ Discussions have started with ENGIE around the Finance offer, looking at how the offer can be improved. Heads and Forum members to be asked for their input into this. Recommendations to be brought to a future Forum</li> <li>○ CP has given some support to secondary heads re benchmarking considerations, a head teacher has agreed to take a lead on this and a template/ data request will be discussed with secondary heads as a pilot on benchmarking costs. Forum members to be updated as this progresses</li> <li>○ Further updates on progress to be provided within Forum and Heads Briefing as a standing item/ within JG's finance update</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>General update on the schools deficit position and confirmation that all deficit letters had been issued. Colleagues agreed that it would be useful for deficit discussions to take place earlier in the year</li> </ul> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>Update on work carried out by Schools and Director of Finance Working Groups and work with schools who did not respond to the consultation for the national Funding Formula to be provided at a future Forum</li> <li>Updates from the Head of Finance (JG) to be a standing item on both Schools Forum and Heads Briefing</li> <li>Head teacher Briefing note to be drafted around proposed pay awards, budget assumptions on staff costs, the National Living Wage, the North Tyneside Living Wage and possible changes to the pay and grading bandings as a result of the pay award proposals for 2018 and 2019 for support staff</li> <li>All deficit conversations to take place earlier, with an updated agenda. Schools in deficit and those approaching deficit included. Support provided for those schools which are new to the process. General updates/ training for all schools regarding budget deficits is noted as part of the wider training programme for schools</li> </ul>	<p>JG/CE</p> <p>CP</p> <p>JG/CE/CP</p>
6.2	<p><b>Schools Funding 2018/19 – including centrally retained, central schools services and de-delegated items</b></p> <p>CE talked through the tabled Briefing note now available on the Schools Forum website.</p> <p>The purpose of this briefing note was:</p> <ol style="list-style-type: none"> <li>To inform Schools Forum of the 2018/19 Local Government Finance Settlement in respect of the Dedicated Schools Grant</li> <li>To outline movements between the funding blocks including changes arising from the creation of the Central Schools Services Block</li> <li>To inform Schools Forum of the draft mainstream formula prior to submission to the Education Skills and Funding Agency (ESFA) on the 19<sup>th</sup> January 2018</li> <li>To determine with Schools Forum the de-delegated budgets for 2018/19</li> </ol> <p><b>Actions following discussions</b></p> <ul style="list-style-type: none"> <li>Clarify funding for SIMS and ARP funding equalisation - method to be presented to ensure that a pupil in an ARP attracts £10,000 in total regardless of the phase of the ARP</li> <li>Sub Group to be reconvened to discuss criteria for falling rolls and schools facing financial difficulties. Recommendations to be brought back to Forum in March 2018</li> </ul> <p><b>Recommendations</b></p> <p>Schools Forum were asked to:</p> <ol style="list-style-type: none"> <li>Note the details of the settlement in respect of the Dedicated Schools Grant as set out in Section 1.</li> <li>Approve the centrally retained items as set out in Section 2.</li> <li>Confirm the approval of services in receipt of funding which form the new Central Schools Services Block as set out in Appendix A.</li> </ol> <p style="text-align: right;"><b>Noted</b></p> <p style="text-align: right;"><b>Approved</b></p> <p style="text-align: right;"><b>Approved</b></p>	<p>CE</p> <p>CE/CP/ Sub Group</p>

	<p>4. Approve the level of funding to be distributed through the Schools Block and agree that school budgets can be progressed. This will ensure the ESFA 19<sup>th</sup> January 2018 submission deadline can be met and that individual budgets can be distributed to schools as soon as possible.</p> <p style="text-align: right;"><b>Approved</b></p> <p>5. Approve the de-delegated items as set out in Section 5 and Appendix B</p> <p style="text-align: right;"><b>Approved with the exceptions noted</b></p>	
6.2	<p><b>A. High Borrans</b></p> <p>CP gave a verbal update on work that has been done to ensure the centre is viable. As noted in the original presentation to Forum the centre has undertaken a number of actions to look to plug the funding gap:</p> <ul style="list-style-type: none"> <li>• The subsidy received from Forum allows for North Tyneside schools to continue receiving a discount on charges</li> <li>• There is a higher commercial rate for non-NT schools</li> <li>• the capacity has been increased and the centre now has 55 beds</li> <li>• North Tyneside schools can book the centre for single school occupancy at no extra charge, but this does limit trading options</li> <li>• bespoke/ tailored programmes are available to all NT schools and the all schools do request a programme tailored to their needs</li> <li>• the centre has been accredited with external awards and recruits employees with the appropriate skills and experience on an established basis rather than use interim/ short-term recruits</li> </ul> <p>If the subsidy were to cease there are a number of options that could be considered but these would most likely have an impact on the cost for NT schools and some of the points noted above that are attractive to NT schools would need to change/ cease. Forum asked for additional information on use by NT schools (capacity and scope) to allow it to have further discussions for funding beyond the 18/19 financial year, but agreed that funding from 1<sup>st</sup> April 18 to 31<sup>st</sup> March 19 could continue. CP to arrange for RS/JB to present additional information on utilisation/capacity at the May 2018 Forum.</p> <p><b>Actions following discussions</b></p> <ul style="list-style-type: none"> <li>• Update to be provided on High Borrans for on use, capacity, etc. to allow members to be better informed/ further considers any future funding contribution from 1<sup>st</sup> April 2019. Update to be brought to Forum May 2018</li> </ul>	CP/RS
6.2	<p><b>B. Special Leave</b></p> <p>CP talked through the tabled briefing note on the Special Leave SLA. A number of reports had been presented to Forum in the past regarding use of these SLA; however, the current SLA has been and continues to be under-funded. It has to-date been subsidised by the LA, which cannot be sustained, the proposal therefore is that from September 2018 changes take place in line with the paper presented.</p> <ul style="list-style-type: none"> <li>• The SLA ceases from September 18 for Maternity, Paternity &amp; Jury service</li> <li>• Existing claims are funded until the end of August 2018/come to end; no new claims are accepted from 1<sup>st</sup> September 2018. Any monies left in the fund, excluding commitments are distributed to schools – with the exception noted below in TUFT</li> </ul>	

	<ul style="list-style-type: none"> <li>The SLA for Trade Union Facility Time to continue, but the price per pupil rate will increase from 1<sup>st</sup> April 2018</li> <li>Existing arrangements for TUFT be reviewed in light of current mergers of two trade unions. Existing arrangement in relation to current secondment arrangements/commitments be revised and any associated costs funded from any potential refund prior to distribution</li> <li>Update reports for TUFT noting time and spend, be provided to future schools forums</li> <li>This is not a statutory service and is opens to all schools including Academies at the same per pupil charge</li> </ul> <p>Forum was uncomfortable with the current SLA coming to an end, with no other options being presented, but accepts that a review of charges might be an option. They asked for a further presentation/ data to be made at the next Forum meeting in March 2018 to allow them to further consider more information at the next meeting.</p> <p>Forum members agreed to consult with Head teachers regarding continuation but noting that there is potential should this be agreed for an increase in the per pupil charge for both elements.</p> <p><b>Actions following discussions</b></p> <ul style="list-style-type: none"> <li>Further information including spend and use profile, alongside a proposed way forward and associated costs / changes in administration to brought to the March 7<sup>th</sup> Forum</li> <li>Forum members to discuss the proposal with the colleagues they are representing</li> </ul>	CP  Schools Forum Members
6.2	<p><b>C. MASH</b></p> <p>GS circulated a briefing note requesting approval from Schools Forum to fund a Designated Officer (Education) post for MASH. Forum members did not wish to make a decision today as they wanted to discuss the paper/ proposal with their respective school groups, etc. It was agreed that Forum members would undertake this action and feedback to the March 2018 Forum.</p> <p><b>Actions following discussions</b></p> <p>Briefing note on request for funding for Designated Officer for MASH to be shared with Head teachers and feedback from respective Head teacher groups to be brought to March Forum.</p>	Schools Forum Members
6.3	<p><b>Updated Forward Plan</b></p> <p>In line with the paper presented, Forum have in place a forward plan, this has developed over time. It is proposed that this is reviewed and that the number of reports presented vs a verbal update be considered as the number of papers presented and the frequency of such was at time becoming unmanageable for both members of forum, colleagues they are representing and officers. It was also noted that the frequency of meetings, etc. should also be considered.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>A subgroup of schools forum members including the Chair meet to look at these item and report back to Forum in March 2018</li> </ul>	DB/CP/CE

	<ul style="list-style-type: none"> <li>Members to confirm to CP by 20<sup>th</sup> January 2018 if they wish to be part of this sub-group</li> </ul>	Forum Members
6.4	<p><b>Constitution/Membership Review</b></p> <p>In line with the paper presented, due to changes in one school converting to Academy status on the 1<sup>st</sup> January 2018 there was a need for the current membership to be considered. Additionally, this may require the constitution itself to be revised. It was accepted that these changes alongside the EFA updated guidance published in September 2017 has delayed the Schools Forum changes/updates members agreed in May 2017 being ratified via NTC.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>A subgroup of schools forum members including the Chair meet to look at these item and report back to Forum in March 2018</li> <li>Members to confirm to CP by 20<sup>th</sup> January 2018 if they wish to be part of this sub-group</li> </ul>	DB/CP/CE  Forum Members
6.5	<p><b>Paper from Schools Procurement Officer</b></p> <p>It was agreed at the December 2017 Forum that a paper report be presented by the Schools Procurement Officer and that this report be aligned to be included in the December 2018 Annual Update from all services who are in receipt of additional funding agreed via schools forum (via either central retained or as a de-delegated item).</p> <p>Schools Forum accepted this report and asked that thanks be passed onto the Schools Procurement Officer for their on-going support for schools.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Report for December 2018 to be revised to include this item</li> <li>Schools Forums appreciation on behalf of all schools to be passed</li> </ul>	CP CP
7.	<p><b>AOB</b></p> <p>Concern was raised that all papers had not been tabled prior to the meeting, it was noted that this had been accepted/ noted at the December 2017 meeting due to the timing of the school break. Additionally the website had been updated and this had caused some difficulty in uploading papers. Members concerns were duly noted – it was recommended that for January 2019 the timing of the Forum meeting be reviewed to look to alleviate this pressure. Papers would be uploaded to the website this week.</p> <p>It was noted that feedback had been received that the content and format of the minutes of the meetings is not always helpful to record actions/ assign tasks. A recommendation was therefore made for these to be reviewed to become a tool to better support members / officers in recording the work of Forum and noting follow up actions.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>Dates/times of all Forum meeting to be reviewed</li> <li>Minutes and Action Log to be established and an action note be issued to all members noting actions, this will include carried forward/ outstanding actions - so that these are not lost from meeting to meeting</li> </ul>	LM/ CP LM /CP

8.	<b>Date of next meeting</b> Wednesday, 7 <sup>th</sup> March 2018– at 12.30 – 2.00 pm. <i>(Lunch will be available for Schools Forum members from 12 noon).</i>	
9.	<b>Re-cap of agreed actions from today's meeting:</b>  <b>Action</b> This is to be a standing item - update to be sent to all members as a separate document, minute layout to be altered to reflect actions at the end of each item. This note to also include those actions are assigned to, dates for when those actions are to be concluded by, carried forward and outstanding actions.	LM/ CP