



**North Tyneside Council**

## North Tyneside Council

### SCHOOLS FORUM

Thursday 10 November 2022 - 12:30 – 14:30

The meeting will be held virtually and will be live streamed at the following link: <https://youtu.be/sQpFYdwhFwA>

### AGENDA

|    |   |                                   |          |
|----|---|-----------------------------------|----------|
| 1. | Apologies for Absence                                       |                                   | Chair    |
| 2. | Attendance Register / Membership / Roles & Responsibilities |                                   | Chair    |
| 3. | Virtual Public Meeting / Observers (*)                      |                                   | Chair    |
| 4. | Declaration of Interest                                     |                                   | Chair    |
| 5. | Minutes of the last meeting                                 | <b>Circulated<br/>Pages 5-12</b>  | Chair    |
| 6. | Matters Arising:  | <b>Verbal Update</b>              |          |
|    | 6.1 Schools Finance Update                                  | <b>Circulated<br/>Pages 13-22</b> | CE       |
|    | a) Funding Distribution and Finance Update                  | <b>Pages 23-27</b>                |          |
|    | b) National Funding Formula and Outcome of Consultation     |                                   |          |
|    | 6.2 School Forum Constitution and Action Plan Review        | <b>Circulated<br/>Pages 29-57</b> | Chair/CP |
|    | 6.3 Consideration of Special Leave for 22/23 Financial Year | <b>Verbal Update</b>              | CP       |
| 7. | Any Other Business  |                                   |          |
| 8. | Date of Next Meeting – Wednesday 11 January 2023            |                                   |          |

North Tyneside Council Schools Forum,  
Financial Services, Quadrant, The Silverlink North, Cobalt Business Park,  
North Tyneside, NE27 0BY. Tel: (0191) 643 5991

| North Tyneside Schools Forum Member Roles & Voting |                            |                                    |                                       |                   |                    |                      |  |             |
|--|----------------------------|------------------------------------|---------------------------------------|-------------------|--------------------|----------------------|--|-------------|
| de-delegation<br>Primary                           | de-delegation<br>Secondary | scheme for<br>financing<br>schools | consultation<br>on funding<br>formula | General<br>Duties | Retained<br>Duties | all other<br>matters | <i>last updated September<br/>2019</i> |             |
| 1  | 2                          | 3                                  | 4                                     | 5                 | 6                  | 7                    |  |             |
| Voting   |                            |                                    |                                       |                   |                    |                      | <b>Phase</b>                           | <b>Role</b> |
| <b>School Members</b>                              |                            |                                    |                                       |                   |                    |                      |  |             |
| x  |                            | x                                  | x                                     | x                 | x                  | x                    | First                                  | Head        |
| x  |                            | x                                  | x                                     | x                 | x                  | x                    | Primary                                | Head        |
|  | x                          | x                                  | x                                     | x                 | x                  | x                    | High                                   | Head        |
|  | x                          | x                                  | x                                     | x                 | x                  | x                    | Middle                                 | Head        |
|  | x                          | x                                  | x                                     | x                 | x                  | x                    | Secondary                              | Head        |
|  |                            |                                    |                                       |                   |                    |                      |  |             |
| <b>Other School Members Non Locality Based</b>     |                            |                                    |                                       |                   |                    |                      |  |             |
| x  |                            | x                                  | x                                     | x                 | x                  | x                    | Primary/ First                         | Governor    |
|  | x                          | x                                  | x                                     | x                 | x                  | x                    | Secondary/Middle                       | Governor    |
|  |                            | x                                  | x                                     | x                 | x                  | x                    | Nursery                                | Head        |
|  |                            | x                                  | x                                     | x                 | x                  | x                    | PRU                                    | Head        |
|  |                            | x                                  | x                                     | x                 | x                  | x                    | Special                                | Head        |
|  |                            | x                                  | x                                     |                   | x                  | x                    | Academy                                | Other       |
| <b>Non Schools Members Non Locality Based</b>      |                            |                                    |                                       |                   |                    |                      |  |             |
|  |                            | x                                  | x                                     |                   |                    | x                    | 16-19 Providers                        | Other       |
|  |                            |                                    | x                                     |                   |                    | x                    | EY PVI                                 | Other       |
|  |                            |                                    |                                       |                   |                    | x                    | C of E Diocese                         | Other       |
|  |                            |                                    |                                       |                   |                    | x                    | RC Diocese                             | Other       |
|  |                            |                                    |                                       |                   |                    | x                    | Trades Union                           | Other       |
|  |                            |                                    |                                       |                   |                    |                      |  |             |

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### Timetable & Forward Plan 2022/23

| Date              | Activity  | Responsible     |
|-------------------|---|-----------------|
| 21 September 2022 | <u>Schools Forum Meeting</u><br>1. To include appointment of Chair and Vice Chair<br>2. Review of the Constitution and supporting documents<br>3. Schools Finance Update  | Schools Forum   |
| 6 October 2022    | School Census Day   | DFE/ESFA        |
| 10 October 2022   | Application for submitting disapplication requests  | Local Authority |
| 9 November 2022   | <u>Schools Forum Meeting</u><br>1. Finance Update<br>2. National Funding Formula and Outcome of Consultation<br>3. School Forum Constitution and Action Plan Review<br>4. Consideration of Special Leave for 22/23 Financial Year | Schools Forum   |
| 18 November 2022  | Deadline for submitting disapplication requests   | Local Authority |
| 18 November 2022  | Deadline for submitting disapplication requests if wish to move more than 5% of the Schools block   | Local Authority |
| 2 November 2022   | School census database closed. Checks and validation commences  | DFE/ESFA        |
| 11 January 2023   | <u>Schools Forum Meeting</u><br>1. TBC  | Schools Forum   |
| ?????             | Submit final proposals re APT   | Local Authority |
| 20 January 2023   | Deadline for submissions of final 2022 to 2023 APT to ESFA  | Local Authority |
| 6 February 2023   | Cabinet Meeting for approval of 22/23 Schools Funding   | Local Authority |
| 20 February 2023  | Cabinet Meeting   | Local Authority |
| 27 February 2023  | Deadline for confirmation of Schools budget shares to mainstream maintained schools.  | DFE/ESFA        |
| 22 March 2023     | <u>Schools Forum Meeting</u><br>1. Dedicated Schools Grant update<br>2. Scheme for Financing Schools – Annual Update (and review if required)   | Schools Forum   |
| 27 March 2023     | Cabinet Meeting   | Local Authority |
| 12 July 2023      | <u>Schools Forum Meeting</u><br>1. Reports from Services for 24/25 Financial Year Proposal<br>2. Schools Finance Update<br>3. Responsibilities for Redundancy & Early Retirement Costs – Annual Update                            | Schools Forum   |

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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><br/><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 1326 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 1326 1440" style="list-style-type: none"> <li data-bbox="248 336 1326 517">• The current expectations for these funding streams are: <ul data-bbox="347 374 1326 517" style="list-style-type: none"> <li data-bbox="347 374 1326 443">○ 4 schools eligible for falling rolls with an expected value of £0.113m.</li> <li data-bbox="347 443 1326 517">○ 5 schools eligible for growth funding with an expected value of £0.311m; and</li> </ul> </li> <li data-bbox="248 521 1326 1070">• <b>Falling Rolls:</b> <ul data-bbox="347 560 1326 1070" style="list-style-type: none"> <li data-bbox="347 560 1326 629">○ Breakdown of Falling Rolls eligibility is outlined in Table 1 of the report. Approximate total allocation £0.113m</li> <li data-bbox="347 629 1326 698">○ Issue discussed around the timing of Ofsted classifications and the impact on eligibility as only ‘Good’ schools were eligible</li> <li data-bbox="347 698 1326 768">○ There were 2 schools who changed Ofsted rating during the process of making the judgements on Falling Rolls</li> <li data-bbox="347 768 1326 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 1326 920">○ This meant that one school was eligible, and the other was not.</li> <li data-bbox="347 920 1326 990">○ KH asked if this was based on the inspection date or publication date</li> <li data-bbox="347 990 1326 1025">○ PG and CE confirmed that this would be the inspection date</li> <li data-bbox="347 1025 1326 1070">○ Forum agreed with this decision</li> </ul> </li> <li data-bbox="248 1075 1326 1440">• <b>Growth Fund:</b> <ul data-bbox="347 1113 1326 1440" style="list-style-type: none"> <li data-bbox="347 1113 1326 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 1326 1321">○ This meant the total Growth Funding available in 2022/23 is £0.321m.</li> <li data-bbox="347 1321 1326 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 1518 1326 2000" style="list-style-type: none"> <li data-bbox="248 1518 1326 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 1662 1326 1731">• <b><u>ACTION:</u> CE to pick up a conversation with LB outside of the meeting</b></li> <li data-bbox="248 1736 1326 1805">• MY asked if we should be waiting until the evidence is received before Forum agree the funding</li> <li data-bbox="248 1809 1326 1924">• 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 1928 1326 1964">• Query raised on unexpected but not increased numbers on roll</li> <li data-bbox="248 1968 1326 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><br/>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><br/><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<br>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.  |    |

## Item 6.1a

# Briefing note

**To:** Schools Forum **Author:** Claire Emmerson

**Date:** 10 November 2022

**Purpose of the Paper:**

|              |   |
|--------------|---|
| Information  | √ |
| Consultation |   |
| Decision     |   |

**Title of Briefing:** Update all schools on the funding distribution for 2023/24 and general update on school financial positions for 2022/23

### Purpose of Paper

- 1.1 This paper provides an outline of the current information available relating to 2023/24 for each funding block of the Dedicated Schools Grant (DSG) including indicative allocations (based on October 2021 census data) which were announced in July 2022.
- 1.2 This report also contains a brief update on the draft 2022/23 budget monitoring position after the first set of monitoring visits to schools.

### Update on 2023/24 Funding Allocations

- 2.1 In September 2017 the Department for Education (DfE) published the response to the stage 2 national funding formula consultation and confirmed the details of the National Funding Formula (NFF) for the Schools block. In 2023/24 the Dedicated Schools Grant (DSG) will continue to be comprised of four blocks covering: Schools, High Needs, Early Years and the Central School Services. Each of the four blocks has their own funding formula.

#### DSG Illustrative funding 2023/24: Schools Block

- 2.2 In 2023/24, as in the last 3 financial years, the Authority will receive its DSG funding based on the revised DfE National Funding Formula. In July 2022 the DfE published indicative allocations under the National Funding Formula (NFF) at a school level using

October 2021 census data. This shows the funding level for each mainstream school based on the NFF using the 2023/24 Primary Unit of Funding (PUF) and Secondary Unit of Funding (SUF) with October 2021 pupil numbers. This information is for planning purposes only as local formulae used by each local authority can still vary from the NFF within the guidance issued by the DfE. It is anticipated that the initial DSG allocation to the Authority for 2023/24 will be published in December 2022 using the October 2022 census results. However, this may be delayed depending on the Governments settlement being slightly later than in previous years.

- 2.3 The link to the school level NFF allocations using October 2021 census data information is shown below: -

<https://www.gov.uk/government/publications/national-funding-formula-tables-for-schools-and-high-needs-2023-to-2024>

- 2.4 The DfE initially proposed a two-year transition period (2018/19 and 2019/20) where local authorities will continue to set a local formula to distribute funding to individual schools. However, in July 2018, as a result of the significant movement witnessed towards the NFF, the Government confirmed that these transitional arrangements would continue into at least 2020/21. In 2020, the DfE again confirmed that the transitional arrangements will continue into 2022/23. This has continued into 2023/24, with the earliest expected move to “hard” NFF being likely in 2025/26.

- 2.5 The Schools NFF for 2023/24 will continue to have the same factors as at present. The Government announced its intention to implement the formula to address historic underfunding and move to a system where funding is based on need. The key aspects of the formula for 2023/24 are:

- The minimum per pupil funding levels will be set at Primary £4,405, Key Stage 3 £5,503 and Key Stage 4 £6,033; and
- The funding floor will be set at 0.5% per pupil. This minimum increase in 2023/24 allocations will be based on the individual school’s LFF allocation in 2022/23.
- Rolling the 2022 to 2023 schools supplementary grant into the NFF.
- Increasing NFF factor values (on top of amounts added for the Schools Supplementary Grant) by:
  - 4.3% to free school meals at any time in the last 6 years (FSM6) and income deprivation affecting children index (IDACI)
  - 2.4% to the basic entitlement, low prior attainment (LPA), FSM, English as an additional language (EAL), mobility, and sparsity factors, and the lump sum.
  - 0.5% to the floor and the minimum per pupil levels (MPPL)
  - 0% on the premises factors, except for Private Finance Initiative (PFI) which has increased by Retail Prices Index excluding mortgage interest payments (RPIX) which is 11.2% for the year to April 2022

In addition, two important restrictions will continue:

- Local authorities will continue to set a Minimum Funding Guarantee in the local formula, which in 2023/24 must be between +0.0% and +0.5%. This allows them to mirror the real terms protection in the NFF, which is the Government’s expectation; and
- Local authorities can only transfer up to 0.5% of their Schools block to other blocks of the DSG, with their schools’ forum approval. To transfer more than this, or any

amount without their schools' forum approval, they will have to make a disapplication request to the Department for Education, even if the same amount was agreed in the past two years.

- 2.6 The North Tyneside illustrative allocation for the Schools block, Central Schools Services block and High Needs block in 2023/24 (using census 2021 i.e. static pupil numbers) is shown below with the 2017/18 to 2023/24 figures for comparison.
- 2.7 The Early Years Block value for 2023/24 is based on 2022/23 rates and uses prior year pupil numbers, as the DfE have not published this information at time of writing.

Key changes to Early Years Funding:

- updating the data sets underpinning the formulae, alongside some changes to the actual formulae, which aim to 'better target resources';
- the introduction of protections for 2023/24, which support local authorities whose funding is impacted by the formulae changes. Local authorities will receive a minimum 1% funding increase in 2023/24. A cap on maximum increases will also be introduced;
- rolling the early years element of the teachers' pay and pensions grants into the early years funding formula for 3 & 4 year olds; and
- reform of maintained nursery schools' (MNS) funding, including the introduction of a minimum hourly funding rate and a cap on the maximum funding a LA can receive.
- Roll in of Teachers Pay and Pension Grant into Early Years Formula.

There are also local implications:

- North Tyneside's relative level of deprivation has declined under the new formulae and the borough does not score highly on the 'cost of provision' elements;
- North Tyneside's funding for the 2 and 3&4 year old funding entitlements will be limited to the minimum protected increase of 1%; and
- Introduction of a Maintained Nursery School base rate will address the shortfall in funding identified by the school, which is based on historic funding decisions. Under the proposals Sir James Knott nursery would receive £0.128m funding in 2023/24 compared to the £0.011m allocation for 2022/23.

**Table 1: 2023/24 Illustrative allocation compared with prior year actuals**

|                             | <b>2017/18<br/>Baseline<br/>£m</b> | <b>2018/19<br/>£m</b> | <b>2019/20<br/>£m</b> | <b>2020/21<br/>£m</b> | <b>2021/22*<br/>£m</b> | <b>2022/23*<br/>£m</b> | <b>2023/24*<br/>Indicative<br/>£m</b> | <b>2022/23 to<br/>2023/24<br/>£m</b> |
|-----------------------------|------------------------------------|-----------------------|-----------------------|-----------------------|------------------------|------------------------|---------------------------------------|--------------------------------------|
| Schools                     | 115.395                            | 116.594               | 120.926               | 126.794               | 137.231                | 140.373                | 146.813**                             | 6.440                                |
| Central School Services     | 2.500                              | 2.314                 | 2.343                 | 2.051                 | 1.877                  | 1.724                  | 1.620                                 | (0.104)                              |
| High Needs                  | 18.680                             | 19.291                | 19.818                | 22.319                | 26.709                 | 30.092                 | 31.987                                | 1.895                                |
| Early Years Block           | 12.064                             | 12.553                | 12.514                | 12.771                | 13.946                 | 14.673                 | 14.673 <sup>T</sup>                   | 0.000                                |
| <b>TOTAL</b>                | <b>148.639</b>                     | <b>150.752</b>        | <b>155.601</b>        | <b>163.935</b>        | <b>179.763</b>         | <b>186.862</b>         | <b>195.093</b>                        | <b>8.237</b>                         |
| Move from 17/18 Baseline £m | -                                  | 2.113                 | 6.962                 | 15.296                | 31.124                 | 38.223                 | 46.460                                |                                      |
| Move from 17/18 Baseline %  | -                                  | 1.42%                 | 4.68%                 | 10.29%                | 20.94%                 | 25.72%                 | 31.26%                                |                                      |
| Change per Year £m          | -                                  | 2.113                 | 4.849                 | 8.334                 | 15.828                 | 7.099                  | 8.237                                 |                                      |
| Change per Year %           | -                                  | 1.42%                 | 3.22%                 | 5.36%                 | 9.66%                  | 3.95%                  | 4.41%                                 |                                      |
| PUF                         | -                                  | £3,770                | £3,860                | £4,083                | £4,425                 | £4,539                 | £4,771                                |                                      |
| SUF                         | -                                  | £5,273                | £5,305                | £5,427                | £5,841                 | £5,988                 | £6,277                                |                                      |
| MPPF: Primary               | -                                  | £3,300                | £4,600                | £3,750                | £4,180                 | £4,265                 | £4,405                                |                                      |
| MPPF: Secondary             | -                                  | £4,600                | £5,100                | £5,000                | £5,415                 | £5,525                 | £5,715                                |                                      |

\* Includes pay award grants previously separate to DSG

\*\* Includes Schools Supplementary Grant (SSG) previously separate to DSG

<sup>T</sup> No information from DSG, so based on last year.

- 2.8 Within North Tyneside, modelling work is continuing based on the information currently available. At this stage, we are proposing to implement the revised minimum per pupil funding rates published by the DfE for 2023/24.

### **High Needs Block Update for 2022/23 Position and 2023/24 illustrative allocation**

- 3.1 Schools Forum will recall as reported at the September 2022 meeting, the High Needs block outturn in 2021/22 was an overspend of £13.511m. Despite a budget increase of over £3.4m, this pressure has continued in 2022/23 with a forecasted in-year outturn variance of £5.111m at September and a total cumulative overspend of £18.622m.
- 3.2 The pressures in North Tyneside are due to additional places required in special schools, increasing independent and non-maintained special schools, and in top up payments in mainstream schools, as outlined in Table 2 below.
- 3.3 North Tyneside is an outlier in terms of the number of Education Health and Care Plans (EHCP's) currently maintained. The Authority currently maintains 2,124 EHCP's which is 5.6% more than this time last year, this has reduced from a peak of 2,164 in June 2022



and is currently the same number as in April 2022. This has a significant impact on all the services that work with our children and young people with additional needs. So far in the current year the Authority has received 361 requests for an Education Health and Care Needs Assessment, this is already more than the total of 360 for all of the previous year.

- 3.4 In July 2022, the Authority was formally invited by the Department for Education (DfE) to take part in the 'safety valve' intervention programme, with the aim of agreeing a package of reform to the Authority's high needs system that will bring the Dedicated School Grant (DSG) overspend under control. The Authority is required to demonstrate this package of reform within a DSG Management Plan which shows that it can create lasting sustainability, effective for children and young people, which includes reaching an in-year balance within five years. Where the Authority does this, the DfE will enter into an agreement with the Authority, subject to Ministerial approval. Where there is evidence of progress in reaching that in year balance, the DfE will provide additional funding over time, with a view to removing the Authority's DSG deficit.
- 3.5 The Authority is undertaking engagement with partners across Special Educational Needs and Disabilities (SEND) to co-create the DSG Management Plan. An initial draft has been submitted to the DfE and together, with them and schools, the Authority will continue to refine the Plan before a final submission is made on 3 February 2023. The Secretary of State for Education will inform the Authority in March 2023 if it has been successful to enter onto the programme.

**Table 2: Forecasted High Needs Overspend as at September 2022**

| Provision                          | Budget        | Forecast September | Variance      | Comment   | Previous Variance |
|------------------------------------|---------------|--------------------|---------------|---|-------------------|
|                                    | £m            | £m                 | £m            |   | £m                |
| Maintained special schools and PRU | 16.715        | 19.599             | 2.884         | Pressure on places for children with profound, Multiple Learning Difficulties, Social Emotional and Mental Health problems and Autism Spectrum Disorder | 3.060             |
| ARPs/Top ups                       | 4.706         | 5.633              | 0.927         | Pressures in pre 16 top ups   | 0.191             |
| Out of Borough                     | 3.316         | 4.571              | 1.255         | Increased number of children placed in independent and non-maintained special schools   | 1.117             |
| Commissioned services              | 3.974         | 4.019              | 0.045         |   | 0.045             |
| Additional High Needs Funding      | 1.073         | 1.073              | 0.000         |   | 0.000             |
| <b>Subtotal</b>                    | <b>29.784</b> | <b>34.895</b>      | <b>5.111</b>  |   | <b>4.413</b>      |
| 2021/22 b/f                        |               |                    | 13.511        |   | 13.511            |
| <b>Subtotal</b>                    |               |                    | <b>18.622</b> |   | <b>17.926</b>     |

- 3.6 Transfers have been made to the High Needs block from the Schools block in previous years. These transfers were consolidated into the High Needs block as part of rebasing exercises carried out in 2016/17 and 2017/18 by the DfE. There is currently no mechanism for transfers to be permanently consolidated into the High Needs block (as both blocks are on a formula basis with the historic element of the High Needs block referenced to a 2017/18 baseline).
- 3.7 The indicative value of the High Needs block in 2023/24 based on static rolls is as follows:

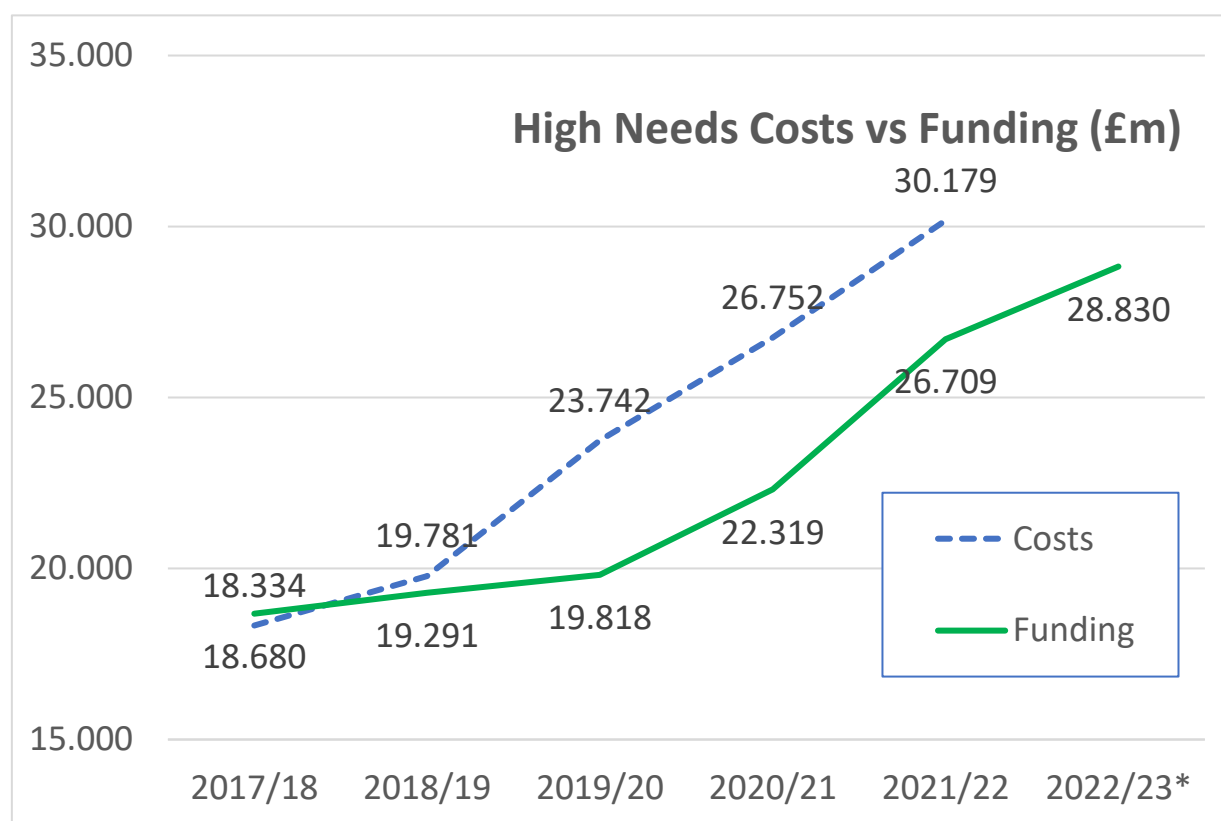
**Table 3: Indicative High Needs Block Values 2023/24 compared to prior years DSG funding (excluding any in year transfer)**

|                                | 2017/18<br>Baseline | 2018/19       | 2019/20       | 2020/21       | 2021/22       | 2022/23*      | 2023/24*<br>Indicative |
|--------------------------------|---------------------|---------------|---------------|---------------|---------------|---------------|------------------------|
|                                | £m                  | £m            | £m            | £m            | £m            | £m            | £m                     |
| <b>High Needs</b>              | <b>18.680</b>       | <b>19.291</b> | <b>19.818</b> | <b>22.319</b> | <b>26.709</b> | <b>30.092</b> | <b>31.987</b>          |
| Move from 17/18<br>Baseline £m | -                   | 0.611         | 1.138         | 3.639         | 8.029         | 11.412        | 13.307                 |
| Move from 17/18<br>Baseline %  | -                   | 3.27%         | 6.09%         | 19.48%        | 42.98%        | 61.09%        | 71.23%                 |
| Change per Year £m             | -                   | 0.611         | 0.527         | 2.501         | 4.390         | 3.383         | 1.895                  |
| Change per Year %              | -                   | 3.27%         | 2.73%         | 12.62%        | 19.67%        | 18.11%        | 6.30%                  |

\* Includes additional High Needs Funding

- 3.8 The funding increases since 2017/18 have been ahead of inflation but still lag behind the actual costs of High Needs over the same period, as can be seen in chart 1 below. To make more sense of this chart, it should be noted that the costs per placement for EHCPs have not been increased for inflation in over 10 years. The increase in costs is purely down to volume increases.

**Chart 1: High Needs Costs vs Funding 2017/18 to 2022/23**



### **Early Years Block Update for 2021/22 Outturn Position and 2022/23 illustrative forecast**

- 4.1 The Early Years block outturn for 2021/22 was a surplus of £0.075m after a final ESFA funding adjustment reflecting updated pupil numbers. All provisions are forecast to be provided on budget for the year.

### **Update on 2022/23 Budget Monitoring for Schools**

- 5.1 Forum will recall, as reported in July 2022, that the overall level of school balances at the end of March 2022 was £3.398m compared to £3.721m as at March 2021. This represented an decrease in balances of £0.323m.
- 5.2 In-year monitoring for 2022/23 is progressing with the schools and schools finance support. A steep learning curve has taken place with the new financial reporting system SBS and as a result Budget Monitoring 1 is not yet finalised. Schools are at different stages of completion and support is ongoing. Additional work is being undertaken, as dual monitoring positions are being produced to highlight non-controllable staffing pressures in relation to staff pay awards and National Insurance changes.

- 5.3 There are 9 schools with a projected deficit in 2022/23, see table 4 below. The ESFA have offered support to schools in the form of School Resource Management Advisors (SRMAs). For the four schools new to deficit, along with Beaconhill and Monkseaton High School, the SRMAs will work through the schools' finances and management structure to then provide a report to these schools and the Authority during the autumn term. Initial deficit review meetings held between representatives of the Director of Resources and the Director of Health, Education, Care and Safeguarding and the Heads and Chairs of Governors of schools under the deficit approval process will take place following the outcome of the SRMA deployments.

**Table 4: Schools in an expected deficit position 2022/23**

| <b>Deficit School Positions 2021/22</b> | <b>Outturn 2021/22</b> | <b>Budget Plan 2022/23</b> | <b>Movement</b> | <b>Comments</b>    |
|---|------------------------|----------------------------|-----------------|--------------------|
|   | £m                     | £m                         | £m              |                    |
| Coquet Park                             | 0.036                  | (0.020)                    | (0.056)         | New Deficit        |
| Holystone                               | 0.015                  | (0.069)                    | (0.085)         | New Deficit        |
| Balliol Primary                         | 0.012                  | (0.025)                    | (0.037)         | New Deficit        |
| Wallsend St Peter's                     | 0.093                  | (0.107)                    | (0.200)         | New Deficit        |
| Monkseaton High                         | (5.328)                | (5.799)                    | (0.471)         | Structural Deficit |
| Ivy Road Primary                        | (0.139)                | (0.162)                    | (0.023)         | Existing Deficit   |
| Longbenton High                         | (2.095)                | (1.863)                    | 0.231           | Existing Deficit   |
| Norham High                             | (3.684)                | (4.130)                    | (0.446)         | Existing Deficit   |
| Beacon Hill                             | (0.521)                | (1.794)                    | (1.274)         | Existing Deficit   |
| <b>Total</b>                            | <b>(11.611)</b>        | <b>(13.971)</b>            | <b>(2.360)</b>  |                    |

### **Central Block Funding for 2023/24**

- 6.1 The make-up of the Central School Services Block (CSSB) has changed from 2019/20, with further changes to be implemented in 2023/24. Funding is comprised of a historic commitments' allocation and a formula-based amount for ongoing functions. Table 5 shows the impact of the indicative funding for 2023/24, which reflects the DfE's plan to reduce funding of CSSB. The historic commitments element has been reduced by 20% per annum, in line with strategic DfE published plans over the last two years.

**Table 5: Indicative allocations for North Tyneside CSSB 2023/24 compared to prior years DSG funding**

|                                    | 2019/20      | 2020/21      | 2021/22      | 2022/23      | 2023/24<br>Indicative | Annual Change  |                |
|------------------------------------|--------------|--------------|--------------|--------------|-----------------------|----------------|----------------|
|                                    | £m           | £m           | £m           | £m           | £m                    | £m             | %              |
| Historical Commitments             | 1.555        | 1.244        | 0.995        | 0.796        | 0.637                 | (0.159)        | (19.97%)       |
| Ongoing Functions                  | 0.788        | 0.807        | 0.882        | 0.928        | 0.982                 | 0.054          | 5.81%          |
| <b>Total</b>                       | <b>2.343</b> | <b>2.051</b> | <b>1.877</b> | <b>1.724</b> | <b>1.619</b>          | <b>(0.105)</b> | <b>(6.09%)</b> |
| Change from 2017/18<br>Baseline £m | -            | (0.292)      | (0.466)      | (0.619)      | (0.724)               |                |                |
| Change from 2017/18<br>Baseline %  | -            | (12.46%)     | (19.89%)     | (26.42%)     | (30.90%)              |                |                |
| Change per Year £m                 | -            | (0.292)      | (0.174)      | (0.153)      | (0.105)               |                |                |
| Change per Year %                  | -            | (12.46%)     | (8.48%)      | (8.15%)      | (6.09%)               |                |                |

6.2 To reduce the impact on the Council services in 21/22 only, the drop in CSSB funding was replaced by Schools in Financial Difficulty (Headroom) funding. Forum will recall that the 2022/23 decrease in CSSB funding (£0.153m) was to be met by reducing funding on the following functions:

- School Support Service (£0.142m).
- Education Improvement Partnership (£0.020m)

The total reduction to the above services was £8,700 higher due to an increase in National Copyright Licences central charge.

6.3 The 2023/24 indicative reduction in CSSB (£0.105m) will need to be taken from the remaining functions funded by CSSB on behalf of schools. The relevant services will be reporting back to Forum in January 2023 to ratify these changes and to agree any services, including additional functions, to be funded by de-delegation.

The remaining 2022/23 CSSB funding allocations are shown in table 6 below.

**Table 6: CSSB Funding Allocations by Function for 2022/23**

| <b>Budgets which now form part of the CSSB</b>  | <b>CSSB<br/>2022/23<br/>£m</b> |
|---|--------------------------------|
| Budget to fund the Schools Support Service  | <b>0.415</b>                   |
| Budget to support vulnerable schools.   | <b>0.052</b>                   |
| Budget to maintain High Borrans Outdoor education facility  | <b>0</b>                       |
| Budget for the Education Improvement Partnership (secondary schools)  | <b>0.060</b>                   |
| Budget to support the informational requests of the Schools Forum and improved budgetary awareness across all schools | <b>0.030</b>                   |
| Collective contribution to ongoing pension costs incurred when allowing teachers to leave schools prematurely         | <b>0.625</b>                   |
| Budget for costs associated with de-commissioned school buildings   | <b>0</b>                       |
| Schools admission service   | <b>0.141</b>                   |
| Former Education Services Grant (Retained)  | <b>0.244</b>                   |
| National Copyright Licences   | <b>0.157</b>                   |
| <b>Total CSSB Funding</b>   | <b>1.724</b>                   |

## **Recommendations**

### **7.1 Schools Forum is asked to:**

- Note the update on indicative allocations for each of the four DSG funding blocks;
- Note the reported positions on High Needs, Early Years Block funding;
- Continue to review the position of the High Needs block, considering the work to keep children in schools, the SEND Review and DSG Management Plan;
- Note the delay in the budget monitoring position for schools;
- Note the impact on funding the Authority's services via CSSB from the decisions in 2022/23 and the expected additional impact in 2023/24.

## Item 6.1b

# Briefing note

**To:** Schools Forum **Author:** Claire Emmerson

**Date:** 10 November 2022

**Purpose of the Paper:**

|              |   |
|--------------|---|
| Information  | √ |
| Consultation | √ |
| Decision     | √ |

**Title of Briefing:** **Update on National Funding Formulae and the Outcome of Consultation with All Schools on Funding Distribution for 2023/24**

### Purpose of Paper

- 1.1 This paper provides a summary of the outcomes from the consultation exercise carried out with all schools in October 2022 in relation to the Schools Block, Local Funding Formula (LFF) in North Tyneside.

### Consultation Responses for Local Funding Formula Changes

- 2.1 Officers from the Authority have been working to review the Authority's Local Funding Formula (LFF) for schools and what the potential impact would be for the LFF to remain aligned to the National Funding Formula (NFF).
- 2.2 In addition, in July 2022, the Authority was formally invited by the Department for Education (DfE) to take part in the 'safety valve' intervention programme, with the aim of agreeing a package of reform to the Authority's high needs system that will bring our Dedicated School Grant (DSG) overspend under control. The Authority is required to demonstrate this package of reform within a DSG Management Plan which shows that it can create lasting sustainability, effective for children and young people, which includes reaching an in-year balance within five years. Where the Authority does this, the DfE will enter into an agreement with the Authority, subject to Ministerial approval. Where there is evidence of progress in reaching that in year balance, the DfE will provide additional funding over time, with a view to removing the Authority's DSG deficit.

- 2.3 The Authority is undertaking engagement with partners across Special Educational Needs and Disabilities (SEND) to co-create the DSG Management Plan. An initial draft has been submitted to the DfE and together, with them and schools, the Authority will continue to refine the Plan before a final submission is made on 3 February 2023. The Secretary of State for Education will inform the Authority in March 2023 if it has been successful to enter onto the programme. The draft Plan includes an assumption of a block transfer of 0.5% from Schools block to High Needs block.
- 2.4 An update of that work was presented to Schools Forum on 21 September 2022 and a consultation proposal was approved to cover all schools, to enable Schools Forum to reach agreement on three propositions. These were: -
- To continue to use factors in line with NFF, funding permitting;
  - To allow the Authority to set a Minimum Funding Guarantee (MFG) and capping based on affordability;
  - To support a 0.5% transfer from the Schools block to High Needs block to fund the projects outlined by SEND/SST services.
- 2.5 A finance and resources update was also presented to schools at 2 separate briefings outlining the main changes across all blocks of the DSG and outlining the 0.5% Schools block transfer to the High Needs block. The outline consultation questions were also shared at the briefings to allow for any changes to be made in advance of the consultation launch. The consultation exercise was launched for schools to complete between 17<sup>th</sup> and 31<sup>st</sup> October 2022, with all headteachers, school leaders and governors given the opportunity to reply.

In total 13 surveys were completed from 11 different schools. The response rate moved from 54% in 2020 to 37% in 2021 and now 16% in 2022, with responses received from 9 head teachers and 2 governors or governing bodies, plus 2 from other leadership figures. The responses were split by phase as follows;

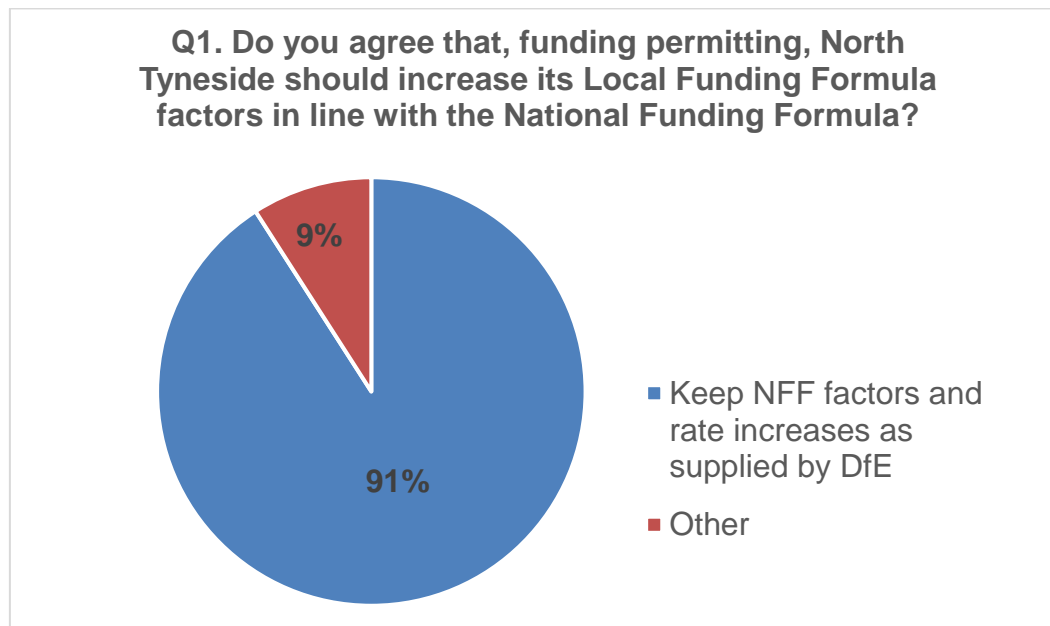
**Table 1: Response Rates to the Consultation by Phase**

| Phase            | Number Schools Responded | Number in Phase | Response Rate |
|------------------|--------------------------|-----------------|---------------|
| First / Primary  | 4                        | 54              | 7.4%          |
| Secondary Middle | 1                        | 5               | 20.0%         |
| Secondary High   | 6                        | 11              | 54.5%         |
| All Through      | 0                        | 1               | 0.0%          |
| <b>Total</b>     | <b>11</b>                | <b>71</b>       | <b>15.5%</b>  |

- 2.6 Responses to the consultation questions from the respondents are summarised below. These have been analysed based on both the total number of votes and limiting to one vote per school (usually casting the headteacher vote).

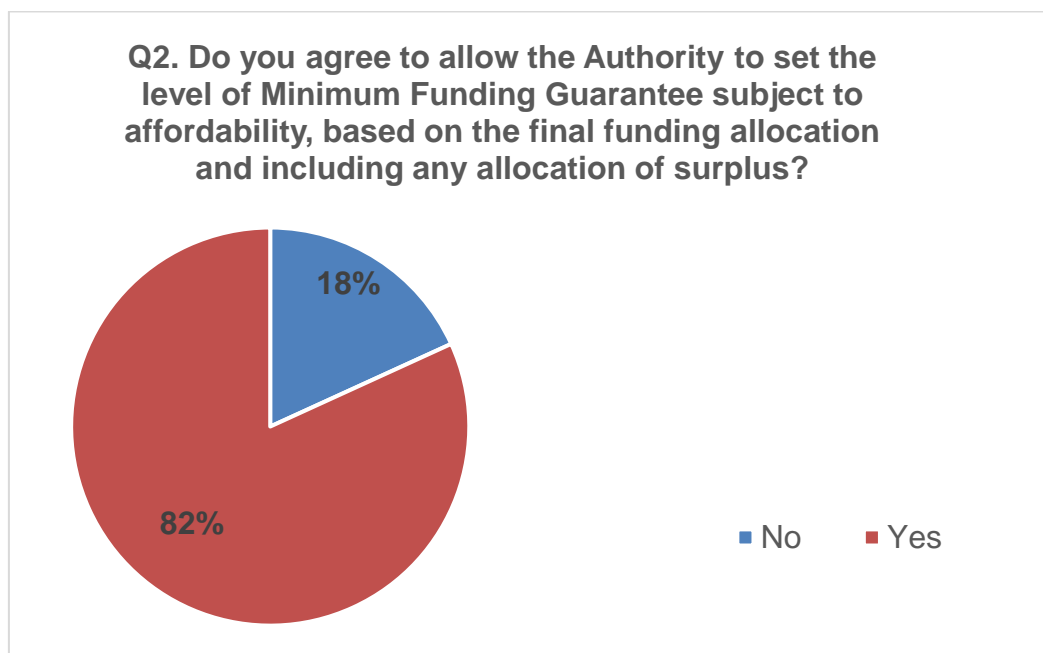


**Chart 1: Response that, funding permitting, North Tyneside should increase its Local Funding Formula factors in line with the National Funding Formula**



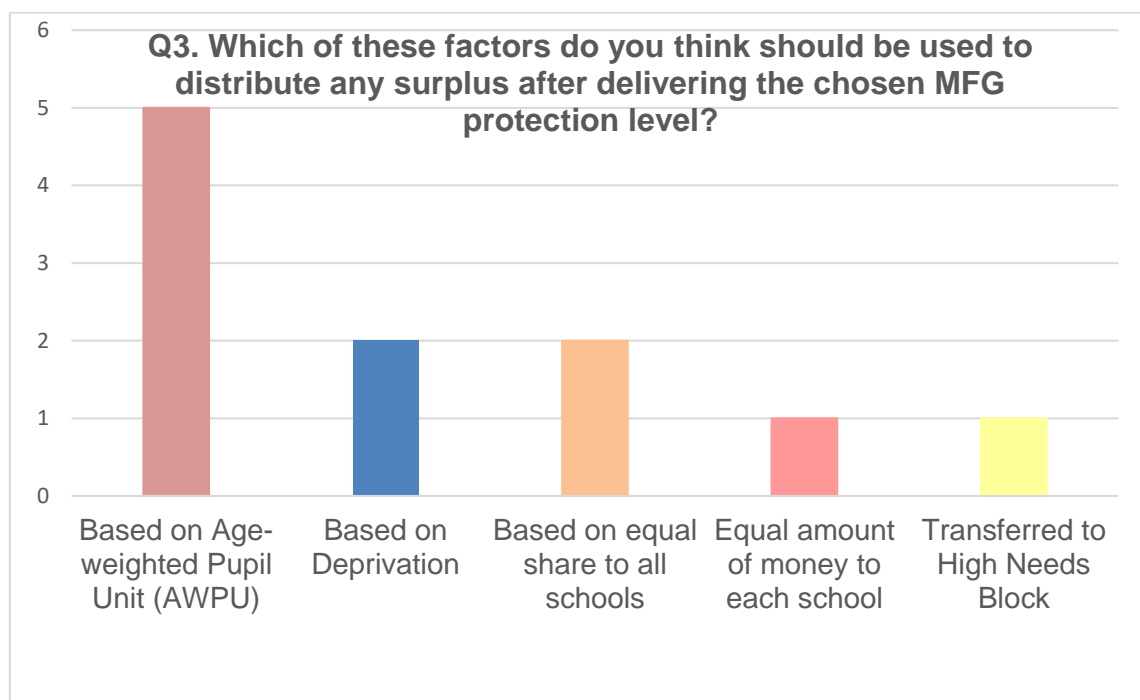
- 2.7 The consultation favours staying on NFF factors, final funding permitting. 91%, 10 schools voting agreed with this continuation, with only 9%, 1 school disagreeing and favouring an increase to the MFG.
- 2.8 Schools were asked if they supported the Authority setting MFG levels based on affordability. 82%, 9 schools replied yes and 18%, 2 schools disagreed.

**Chart 2: Response on question to allow the Authority to set the level of MFG subject to affordability, based on the final funding allocation**



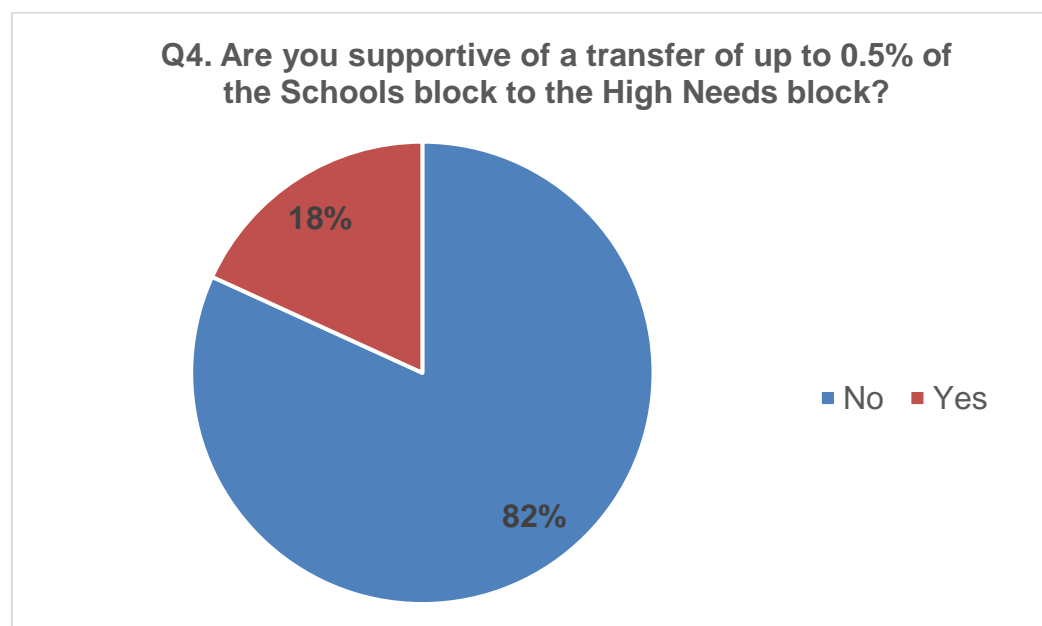
- 2.9 In reviewing how best to allocate any surplus funding respondents were offered seven options, plus “other”. The preferred option has changed to basing it on Age Weighted Pupil Unit (AWPU).

**Chart 3: Which of these factors do you think should be used to distribute any surplus after delivering the chosen MFG protection level?**



- 2.10 There was no overall agreement to transfer 0.5% of the Schools block to High Needs block, with 18% of schools being happy with the transfer (compared to 8% last year). The remaining 82% of schools cited two main reasons as either lack of evidence around the plans for using the funding or the impact deducting this funding has on the unprecedented financial uncertainty they are already facing.

**Chart 4: Responses to whether to transfer funds to High Needs**



- 2.11 55% of schools who didn't support the transfer required more detail and / or additional evidence on what the 0.5% transfer would be used for and how effective it would be. The other 45% stated their main concern about the transfer was the impact on school finances when already facing increasing staffing costs and other inflationary pressures.
- 2.12 Schools Forum need to consider that any decision to move funding from the Schools block to High Needs block would also need to be ratified by the Department for Education (DfE). They will expect any plans to use this funding are in line with the submitted DSG Management plan. If Schools Forum do not agree to the 0.5% transfer the Local Authority will be required to submit a disapplication request to DfE in line with the draft DSG Management plan and advice from the Education and Skills Funding Agency (ESFA).
- 2.13 Generally, a number of schools have criticised the length of the consultation and the fact it spanned the half term break. It should be noted that the consultation period is similar to that used over the last two years.

## **Recommendations**

- 3.1 Schools Forum is asked to consider the results of the consultation with schools; and vote on the following options:
- Agree to continue to use factors in line with NFF, funding permitting.
  - Agree to allow the Authority to set a Minimum Funding Guarantee (MFG) and capping based on affordability.
  - Consider the response to the request to transfer 0.5% School block funding to High Needs and either:
    - a) Support a 0.5% transfer from Schools block to High Needs block to support the draft DSG Management plan; or
    - b) Not support any transfer of funds from Schools block to High Needs block.

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## North Tyneside Schools Forum

### Constitution and Guidance 2024/25



**Date Effective: September 2024<sup>1</sup>**

**Commented [CP1]:** CHANGE OF DATE - UPDATED THROUGHOUT THE DOCUMENT

The following document notes how the North Tyneside Schools Forum (NTSF) will operate from September 2021. The document will be reviewed annually or as and when guidance/updates necessitate.

#### Introduction

The 2002 Education Act amended the Fair Funding Legislation and the School Standards and Framework Act 1998 and therefore subsequently required each Local Authority (LA) in England to establish a Schools Forum in accordance with 'The Schools Forums (England) Regulations 2012' (2012 Regulations).

The function of a Schools Forum is to provide advice to the LA on matters relating to the schools' budget. The Forum acts as a consultative body on some issues and a decision making body on others. The Education Skills Funding Agency (ESFA) Schools Forum: a guide for Schools and Academies (March 2015) notes the role of a Schools Forum as being:

#### The role of the school's forum

Representatives from schools and academies make up the school's forum. There is also some representation from non-school organisations, such as nursery and 16-19 education providers.

The forum acts as a consultative body on some issues and a decision making body on others.

The forum acts in a consultative role for:

- changes to the local funding formula (the local authority makes the final decision)
- proposed changes to the operation of the minimum funding guarantee
- changes to or new contracts affecting schools (school meals, for example)
- arrangements for pupils with special educational needs, in pupil referral units, and in early years provision

The forum decides:

- how much funding may be retained by the local authority within the dedicated schools grant (for example, providing an admissions service, or providing additional funding for growing schools)
- any proposed carry forward of deficits on central spend from one year to the next
- proposals to de-delegate funding from maintained primary and secondary schools (for example, for staff supply cover, insurance, behaviour support)
- changes to the scheme of financial management

The Schools Forum in North Tyneside operates in this way acting as a consultative body between the Local Authority (LA) and schools within the Borough. Although made up mainly of representatives of head teachers and governing bodies, it also has non-school members

<sup>1</sup> The document was originally drafted in September 2018, in accordance with NTSF good practice the document is reviewed every year in accordance with ESFA guidance.

# North Tyneside Schools Forum

## Constitution and Guidance 202~~4~~2/23~~2~~



representing relevant organisations. Non-school members may number no more than one third (1/3<sup>rd</sup>) of the Schools Forum membership (excluding observers). The meeting is held four times per annum and is chaired by an elected representative from amongst the members on an annual basis whose role and responsibility is noted within the 2012 Regulations. All members of the NTSF are clear that they "have a responsibility to represent the interests of their peer group rather than the interests of their own individual school"<sup>2</sup>/ sector.

The North Tyneside Schools Forum (NTSF) was established in 2003 in accordance with the 2012 Regulations, has in place a Constitution which considers original guidance alongside updates to good practice guidance issued since 2012.

### Reference Documents issued to all Members:

To support each NTSF member in their role each member will be provided at appointment and then as updates require a member pack containing. Members are expected to use these packs to support them to clearly understand/ seek clarity on the role they are undertaking and to support them in their role:

- 1) ESFA<sup>3</sup> Operational Good Practice Guide (March 2021) for Schools **Forums**
- 2) ESFA Schools Forums: Structure (September 2018)
- 3) ESFA Schools Forums: Powers & Responsibilities (September 2018)
- 4) Statutory Instrument 2012 No2661 Education, England: The Schools Forum (England) Regulations 2012
- 5) North Tyneside Schools Forum Self-Assessment (**current**)
- 6) Meeting dates (including the Forward Plan) and times including when papers are to be published.
- 7) Membership and Voting
- 8) Details of Key contacts

**Commented [CP2]:** THESE DOCUMENTS HAVE BEEN REVIEWED AND THERE ARE NOT FURTHER CHANGES TO THEM OVER AND ABOVE THE ONE MADE IN 2021 WHICH WAS TO ALLOW SCHOOLS FORUMS TO OPERATE REMOTELY ON A PERMANENT BASIS IF THEY CHOOSE TO

**Commented [CP3]:** PLEASE SEE SEPARATE UPDATE

All new members in addition to a copy of the above will supported with an induction into their role and responsibilities as a NTSF member. All other members are welcome to attend new member training and / or periodic updates/ training for members.

Next Review Date: September 202~~2~~3

<sup>2</sup> Schools Forum: A guide for schools and academies; ESFA March 2015 which has since been withdrawn.

<sup>3</sup> Education & Skills Finding Agency

# North Tyneside Schools Forum

## Constitution and Guidance 202~~4~~2/2~~3~~2



### Table of Contents

|   |                  |
|---|------------------|
| Introduction.....   | 1                |
| 1. Establishment of a Schools Forum .....   | 6                |
| 2. Schools Forum Powers .....   | 6                |
| 2.1 NTSF Decision Making .....  | 6                |
| 2.2 Local Authority Delegation .....  | <del>7</del> 6   |
| 2.3 Consultation with NTSF .....  | 7                |
| 2.4 Role of the Secretary of State .....  | 7                |
| 2.5 ESFA Schools Forum Powers & Responsibility .....                                    | 7                |
| 3. Membership .....   | 8                |
| 3.1 Schools Forum Structure .....   | 8                |
| 3.2 Role of the Schools Forum Representatives .....                                     | 9                |
| 3.3 Proportionate Representation .....  | 9                |
| 3.4 Levels of Membership .....  | 10               |
| 3.5 Deputising.....   | <del>11</del> 10 |
| 3.6 Review of Membership .....  | <del>11</del> 10 |
| 3.7 Skills & Competency of Members .....  | <del>11</del> 10 |
| 4. Terms of Office .....  | 11               |
| 4.1 Duration.....   | 11               |
| 4.2 Notification to Schools, Academies & Stakeholders of membership of Schools Forum... | <del>12</del> 11 |
| 4.3 Cessation of Eligibility to be a Schools Forum Member .....                         | <del>12</del> 11 |
| 4.4 Resignation .....   | <del>12</del> 11 |
| 5. Election & Nomination of School Representatives .....                                | <del>12</del> 11 |
| 5.1 Responsibility for Appointment .....  | <del>12</del> 11 |
| 5.2 Appointments.....   | 12               |
| 5.3 Schools Members – Head teachers.....  | <del>13</del> 12 |
| 5.4 Schools Members - Governors .....   | <del>13</del> 12 |
| 5.5 Single Role .....   | 13               |
| 6. Election & Nomination of Academy Members.....  | 13               |
| 7. Non-School Members.....  | <del>14</del> 13 |

# North Tyneside Schools Forum

## Constitution and Guidance 202~~4~~2/~~23~~2



North Tyneside Council

|      |  |                      |
|------|--|----------------------|
| 7.1  | 16-19 Providers .....  | <a href="#">1413</a> |
| 7.2  | Early Years Private, Voluntary and Independent Providers (EY PVI)..... | <a href="#">1413</a> |
| 7.3  | The Church of England (CofE) and Roman Catholic (RC) dioceses .....    | <a href="#">1413</a> |
| 7.4  | Other Groups.....  | 14                   |
| 8.   | Other Membership Matters .....   | <a href="#">1514</a> |
| 8.1  | Restrictions.....  | <a href="#">1514</a> |
| 9.   | Recording of Schools Forum business.....                               | <a href="#">1514</a> |
| 10.  | Observers .....  | 15                   |
| 11.  | Participation of Local Authority (LA) Officers.....                    | <a href="#">1615</a> |
| 12.  | Public Access .....  | <a href="#">1615</a> |
| 13.  | Working/ Sub-Groups.....   | <a href="#">1615</a> |
| 14.  | Urgent Business.....   | <a href="#">1716</a> |
| 15.  | Appointment of Chair & Vice-Chair.....                                 | <a href="#">1716</a> |
| 15.1 | Election of the Chair & Vice-Chair .....                               | <a href="#">1716</a> |
| 15.2 | Chair & Vice Chair – Term of Office.....                               | <a href="#">1716</a> |
| 15.3 | Chair & Vice Chair - Eligibility .....                                 | <a href="#">1716</a> |
| 15.4 | Chair & Vice-Chair - Resignation .....                                 | <a href="#">1716</a> |
| 15.5 | Chair & Vice-Chair - Responsibilities .....                            | <a href="#">1716</a> |
| 15.6 | Chair & Vice-Chair - Absence.....                                      | 17                   |
| 16.  | Member Substitutions/ Absence.....                                     | <a href="#">1817</a> |
| 17.  | Meeting – Dates & Organisation .....                                   | <a href="#">1817</a> |
| 17.1 | Number of Meetings Per Annum .....                                     | <a href="#">1817</a> |
| 17.2 | Dates of Forum Meetings .....  | <a href="#">1817</a> |
| 17.3 | Forward Plan .....   | <a href="#">1817</a> |
| 18.  | Quorate .....  | <a href="#">1917</a> |
| 19.  | Voting Procedures.....   | <a href="#">1918</a> |
| 19.1 | Principles of Voting.....  | <a href="#">1918</a> |
| 19.2 | Majority Voting.....   | <a href="#">1918</a> |
| 19.3 | Voting Restrictions .....  | <a href="#">2018</a> |
| 19.4 | Voting Remit.....  | <a href="#">2019</a> |



# North Tyneside Schools Forum

## Constitution and Guidance

202~~4~~2/~~23~~2



North Tyneside Council

|      |   |                                 |
|------|---|---------------------------------|
| 19.5 | Tied Voting .....                       | <a href="#">21<del>20</del></a> |
| 20.  | Defects & Vacancies .....               | <a href="#">22<del>20</del></a> |
| 21.  | Rules of Conduct.....                   | <a href="#">22<del>21</del></a> |
| 21.1 | Code of Conduct .....                   | <a href="#">22<del>21</del></a> |
| 21.2 | Declaration of Interest .....           | <a href="#">22<del>21</del></a> |
| 22.  | Administration.....                     | <a href="#">22<del>21</del></a> |
| 23.  | Communication to Non-Forum Members..... | <a href="#">23<del>22</del></a> |
| 23.1 | Publication of Papers.....              | <a href="#">23<del>22</del></a> |
| 23.2 | Consultation .....                      | <a href="#">24<del>22</del></a> |
| 24.  | Indemnity .....                         | <a href="#">24<del>22</del></a> |
| 25.  | Expenses.....                           | <a href="#">24<del>23</del></a> |
| 26.  | Resources of Schools Forum .....        | <a href="#">24<del>23</del></a> |

# North Tyneside Schools Forum

## Constitution and Guidance 2024/232



The ESFA Schools Forum: Operational Good Practice Guide (from 14<sup>th</sup> September 2018 guidance which was updated in March 2021) has been used to draft this document.

**Commented [CP4]:** UPDATED TO REFLECT THAT THE OPERATIONAL GOOD PRACTICE GUIDE THAT IS NOW ON THE ESFA WEBSITE IS THE MARCH 2021 VERSION BUT THAT THE NTSF CONSTITUTION WAS ORIGINALLY BASED ON THE 2018 GUIDANCE AND HAS BEEN REVIEWED/ UPDATED PERIODICALLY TO INCORPORATE ANY UPDATES PROVIDED SINCE 2018 TO DATE

### 1. Establishment of a Schools Forum

#### 1.0 Introduction

North Tyneside Council (NTC) has an established Schools Forum and maintains this in accordance with the requirements of the Schools Forums (England) Regulations originally published in 2012 and subsequently amended and any previous North Tyneside Schools Forum (NTSF) Constitutions are replaced and amended by this Constitution and Guidance with effect from September 2018.

Any dispute in respect of interpretation of this document shall be determined by primary legislation, the Schools Forum Regulations, and the Education & Skills Funding Agency (ESFA) Schools Forums: operational and good practice guide. These Regulations shall take precedence over any previous document and the Regulations provide that proceedings of the Forum are not invalidated by defects in:

- a) Election or appointment of any member
- b) Appointment of the Chair
- c) Any vacancy among the members

#### 1.2 Remote Meetings

Schools Forum will continue to exercise its ability to hold meetings remotely and this will be reviewed at least annually by the NTSF when they are establishing the dates for meetings for the following academic year<sup>45</sup>,

### 2. Schools Forum Powers

#### 2.1 NTSF Decision Making

The NTSF has both a consultative and decision making role as defined within the ESFA Schools Forum Powers & Responsibilities. The overarching area on which the NTSF makes decisions on LA proposals are:

- De-delegation from mainstream maintained schools' budgets
- Create a fund for significant pupil growth to support LA duty for place planning
- Create a fund for falling rolls for good or outstanding schools'
- Agreeing other centrally retained budgets, including LA statutory responsibilities
- Funding for central early years expenditure
- Authorising a reduction in schools' budget in order to fund a deficit arising in central expenditure, or from de-delegated services

<sup>4</sup> Paragraph 7 of the Schools Forums Operations and Good Practice Guidance March 2021.

<sup>5</sup> In accordance with The Schools and Early Years Finance (England) Regulations 2021 amended the Schools Forum (England) (Coronavirus) (Amended) Regulations 2020.

# North Tyneside Schools Forum

## Constitution and Guidance 2024/232



|   |
|---|
| The <del>school's</del> school's block is ring-fenced, and LA's require approval from the NTSF in order to move up to 0.5% from the school's block to other blocks. |
| The LA does have the ability to appeal to the Secretary of State if the NTSF rejects its proposal.  |

### 2.2 Local Authority Delegation

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| The Local Government Education Act 2000 restricts delegation of LA decisions and therefore the LA cannot delegate its decision making powers to the NTSF, for example decisions on the funding formula. |
|---|

### 2.3 Consultation with NTSF

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| <p>The Regulations state that an LA must consult with its school's forum annually in connection with various school's budget functions. This is in place and the LA consults annually with the NTSF on the following:</p> <ul style="list-style-type: none"> <li>• Amendments to the school funding formula</li> <li>• Arrangements for the education of pupils with special educational needs including commissioned places and arrangements for top-up funding</li> <li>• Arrangements for the use of pupil referral units and the education of children otherwise than at school including commissioned places and arrangements for top-up funding</li> <li>• Arrangements for early years provision</li> <li>• Administrative arrangements for allocation of central government grants paid to schools</li> </ul> <p>Additionally, the LA will consult with the NTSF in the event that it was proposing a contract for supplied and services which are to be funded from the school's budgets and is in excess of the EU procurement thresholds as appropriate. The LA will inform Governing Bodies of all maintained schools of the results of any consultations in relation to the above.</p> <p>In addition, the NTSF shall also act as an informal consultative body for the LA with respect to:</p> <ul style="list-style-type: none"> <li>a) Capital allocations and consultations regarding Asset Management;</li> <li>b) Key strategic plans.</li> </ul> |
|--|

### 2.4 Role of the Secretary of State

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| In the event that the LA wished to present proposals to the Secretary of State to vary a number of factors, including variance the MFG, sparsity factor, move more than 0.5% from the school's block; then discussions with the NTSF will take place before any proposals are presented. |
|--|

### 2.5 ESFA Schools Forum Powers & Responsibility

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|--|
| The table below summarises the respective roles and responsibilities in accordance with the ESFA published guidance on schools' powers and responsibilities (@ 14 <sup>th</sup> September 2018): |
|--|

# North Tyneside Schools Forum

## Constitution and Guidance 2024/232



| Function  | Local Authority         | Forum  | DfE                                       |
|---|-------------------------|--|---|
| Formula change  | Proposed & decides      | Must be consulted                                  | Check for compliance with the regulations |
| Contracts   | Proposes                | Gives a view                                       | None                                      |
| Financial issues relating to pupils with SEN, use of PRU's, EY provision and allocation of central government grants <sup>6</sup> | Consults annually       | Gives a view                                       | None                                      |
| Central spend and De-delegation for mainstream schools  | Proposes                | Decides (by phase where appropriate)               | Adjudicates                               |
| Scheme of financial management  | Proposes                | Approves   | Adjudicates                               |
| Minimum Funding Guarantee   | Proposes any exclusions | Gives a view                                       | Approval                                  |
| Membership length of office   | Decides                 | Gives a view                                       | None                                      |
| Voting Procedures   | None                    | Determines   | None                                      |
| Chair   | Facilitates             | Elects   | None                                      |
| Services previously funded by the Education Services Grant general duties rate to maintained schools                              | Proposes                | Decides (relevant maintained school group members) | Adjudicates                               |

### 3. Membership

#### 3.1 Schools Forum Structure

|   |
|---|
| <p>The Schools Forum Regulations 2012 provides a framework for the structure of school's forums noting that Schools Forum members must be elected to school's forum by the members of the relevant group or sub-group they represent, e.g.:</p> <ul style="list-style-type: none"> <li>representatives of nursery schools (where there are any such schools in the LA area),</li> <li>representatives of primary schools other than nursery schools,</li> <li>representatives of secondary schools (where there are any such schools in the LA area),</li> <li>representatives of special schools (where there are any such schools in the LA area),</li> <li>representatives of pupil referral units (PRU) (where there are any such schools in the LA area).</li> </ul> |
|---|

<sup>6</sup> SEN – Statement of Education Need. PRU – Pupil Referral Unit. EY – Early Years

# North Tyneside Schools Forum

## Constitution and Guidance 2024/232



|  |  |
|--|--|
|  | <p>The Regulations allow a considerable degree of discretion in order to accommodate local priorities and practices and allow for both head teacher and governor members. Academy schools must also have an elected representative of the proprietor of the academy on school's forum and it is for the proprietor bodies to select their representatives. The Regulations also provide for non-school's <del>members</del> members, and these are in place to represent both post 16-19 providers and early year providers. The LA may also choose to appoint additional non-school's forum members to represent the interests of other bodies, but prior to making such appointments the LA must also consider whether Diocesan Board of Education and the Bishop of Roman Catholic Diocese for any part which is situated in the LA area and for any other school or Academies with the LA area having a religious character designated under appropriate Acts.</p> <p>In addition, the ESFA have also issued subsequent good practice guidance which notes that it is relevant for Schools Forums to consider the inclusion of other members on Schools Forum to again allow for local proprieties to be accommodated. The NTSF operates within the Regulations and the ESFA good practice guidance framework and therefore provides for a number of membership categories in 3 main areas<sup>7</sup>:</p> <ol style="list-style-type: none"><li>1. Schools – maintained including – nursery, primary, first, middle, secondary, high, pupil referral units, special.</li><li>2. Academies – mainstream, special, alternative provision – inclusive of free schools,</li><li>3. Non-schools</li></ol> <p>The table noted in 3.3 provides further detail on the membership relating to each of the categories.</p> |
|--|--|

### 3.2 Role of the Schools Forum Representatives

|  |   |
|--|---|
|  | <p>In accordance with the ESFA good practice guidance members are aware that when they are elected and appointed on to the NTSF they do not represent their own organisation. All NTSF members are:</p> <ul style="list-style-type: none"><li>• Appointed to represent the interests of their peer group rather than the interest of their own individual school,</li><li>• Canvass schools to ensure that views and feedback is available from those that they represent,</li><li>• Ensure that they are aware of the NTSF business and make their views known about decisions affecting schools finance<sup>7</sup>.</li></ul> <p>Schools and Governors should also ensure that the representatives they choose to appoint are competent to act as their advocates.</p> |
|--|---|

### 3.3 Proportionate Representation

|  |  |
|--|--|
|  | <p>There is no maximum size of a schools' forum, there is a need however to have full representation for various school types and non-schools' members and must be broadly proportionate based on the total number of pupils registered to school phase or type. For</p> |
|--|--|

<sup>7</sup> As noted in ESFA Schools Forum: a guide for schools and academies

# North Tyneside Schools Forum

## Constitution and Guidance 2024/232



| maintained schools, governors, and head teachers (or their representatives) are elected by the appropriate phase.   |             |          |          |           |
|---|-------------|----------|----------|-----------|
| The LA have determined in consultation with the NTSF that the following membership composition is appropriate:  |             |          |          |           |
| Member  | Headteacher | Governor | Other    | Total     |
| First/Primary   | 8           | 2        | 0        | 10        |
| Secondary/Middle/High   | 5           | 2        | 0        | 7         |
| Academies   | 0           | 0        | 2        | 4         |
| Special   | 1           | 0        | 0        | 1         |
| Nursery   | 1           | 0        | 0        | 1         |
| Pupil Referral Unit (PRU)   | 1           | 0        | 0        | 1         |
| <b>Total school members</b>   | <b>16</b>   | <b>4</b> | <b>2</b> | <b>22</b> |
| 16-19 Providers   | 0           | 0        | 1        | 1         |
| Early Years (EY) Private Voluntary and Independent (PVI) providers  | 0           | 0        | 1        | 1         |
| Church of England Diocese (CofE)  | 0           | 0        | 1        | 1         |
| Roman Catholic Diocese (RC)   | 0           | 0        | 1        | 1         |
| Trades Union (TU)   | 0           | 0        | 1        | 1         |
| <b>Total non-school members</b>   | <b>0</b>    | <b>0</b> | <b>6</b> | <b>6</b>  |
| <b>Total membership</b>   | <b>16</b>   | <b>4</b> | <b>8</b> | <b>29</b> |
| This was last reviewed in November 2021 and ensures that there is sufficient representation of each type of school member to allow for debate within the forum that is both balanced and representative. Membership also effectively that there is no in-built bias towards any one phase or group. |             |          |          |           |
| Where there is at least one school in a particular category, there must be at least one representative for that group. Middle Schools do not form a category of schools in their own right, for the operation of the NTSF they are deemed to be Secondary.  |             |          |          |           |

### 3.4 Levels of Membership

|   |  |
|---|--|
| The representation noted in 3.2 ensures that all categories are represented on the NTSF. The 2012 Regulations note 'representative means either a head teacher or a senior member of staff representing. For Primary, Secondary, Nursery, PRU, Special members it has therefore been agreed that the role will be held by the Head teacher. |  |
| For Academies, PVI, 16-19, Trade Union, EOTAS/LAC, RC Diocese, CofE Diocese it is for those organisations to determine who is most appropriate to attend.   |  |
| For Governor representatives these are elected from a group of their peers to represent their sector.   |  |

# North Tyneside Schools Forum

## Constitution and Guidance 2024/232



### 3.5 Deputising

|  |  |
|--|--|
|  | <p>The NTSF preference is that the role is not delegated to another member of the senior leadership from within the same school, and deputising should be provided from another Head teacher from within the locality or phase.</p> <p>It is accepted should the need occur and another Head teacher from within the locality/ phase is not available the individual may be from within the same school but must be a senior member of staff, e.g., the deputy head teacher, bursar, or other person responsible for financial management in accordance with the 2012 Regulations.</p> <p>For Governors deputising this should follow a similar route and should not ideally be from within the same school. For Academy and other representatives, it is for those bodies to determine an appropriate protocol.</p> |
|--|--|

### 3.6 Review of Membership

|  |  |
|--|--|
|  | <p>The school's forum structure within NTSF reflects good practice and membership is reviewed annually in September or as/when applicable, in addition membership is considered as part of the standard agenda items at each meeting again in accordance with good practice.</p> |
|--|--|

### 3.7 Skills & Competency of Members

|  |   |
|--|---|
|  | <p>The LA ensures that NTSF hold the skills and competencies to manage Forum business and to take a strategic view across the whole education state whilst acting as representatives of the groups that has elected them. As a group they are supported by the LA to ensure that they are easily contactable, are pro-active in raising the profile of issues and communicating decisions and the reasons behind them effectively.</p> <p>In addition, to support them in their role the LA provides both induction and periodic training to all NTSF members to support them in their role. Additionally, all members are issued with a member's pack of guidance and reference as noted in the introduction to this document.</p> |
|--|---|

## 4. Terms of Office

### 4.1 Duration

|  |  |
|--|--|
|  | <p>The term of office for membership of the NTSF is applied consistently across all member types/ categories, the LA may choose to exercise its discretion as appropriate to put in place varied terms of office should continuity of experience need to be considered.</p> <p>The NTSF operates on the basis that all members shall be elected/ appointed on the same term of office which is three (3) years. Additionally, all elections will take place in a timely manner so that a vacancy does not remain unnecessarily, and the expectation is that vacancies will be filled within the following term.</p> <p>The term of office has been set at such a length that it does not hinder the requirements for the structure of school's forum. The LA will support the NTSF with appointments to ensure</p> |
|--|--|

# North Tyneside Schools Forum

## Constitution and Guidance 2024/25



|  |  |
|--|--|
|  | that where vacancies arise, they are appointed to via an established transparent election and appointment process. |
|--|--|

### 4.2 Notification to Schools, Academies & Stakeholders of membership of Schools Forum

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|  | <p>Membership of Schools Forum will be notified annually to each Head teacher and Chair of Governors for all maintained schools within North Tyneside at the beginning of each Academic year – this will take place in September of each year (or as and when changes are made).</p> <p>Additionally, within one month of the appointment of any member nominated in accordance with the above, the LA shall inform schools maintained by them of the name of the member and of the relevant body in respect of that which they represent.</p> |
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### 4.3 Cessation of Eligibility to be a Schools Forum Member

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|  | Individuals cannot be members of the NTSF where they resign from the role or no longer occupy the office which made them eligible for elections/appointment. This will include school conversions/ change of status, governors ceasing to hold office (in totality of for the representative group) or changes to/ removal from role. |
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### 4.4 Resignation

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|  | A member may resign by giving notice to the Clerk to the Schools Forum within the LA. |
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## 5. Election & Nomination of School Representatives

### 5.1 Responsibility for Appointment

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|  | The relevant group or sub-group will lead on the appointment of their members to the NTSF. In accordance with good practice the LA has supported each group to have a process to ensure that they are able to appoint via a nomination and election process. |
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### 5.2 Appointments

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|  | <p>The NTSF have in place a process to ensure that the relevant school within a group or a sub-group ensures that every eligible member of the group or sub-group has the opportunity to be involved in the determination of their group's election process, is given the opportunity to stand for election if they choose to do so and is involved in the election of their representative.</p> <p>This established process ensures that where a vacancy arises amongst a represented group the respective group nominates and appoints its own elected member(s) restricted to the group in question, e.g., a Head teacher phase group can vote for its own Head teacher excluding academies as academy members form a separate group.</p> <p>Further clarity is noted below.</p> |
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# North Tyneside Schools Forum

## Constitution and Guidance 2024/232



### 5.3 Schools Members – Head teachers

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|  | <p>The appointment of Head teacher members shall be determined by the Head teachers of all the schools of each category of schools listed in section 3 and will involve an elective process.</p> <p>The selection process established for the NTSF ensures:</p> <ul style="list-style-type: none"><li>a) A Head teacher from each locality is selected; in each of the First/ Primary/ Nursery and Secondary/Middle/High phases.</li><li>b) At least 1 Head teacher is selected from a Primary school and a First school: and</li><li>c) At least 1 Head teacher is selected from a Middle school and a First school.</li></ul> |
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### 5.4 Schools Members - Governors

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|  | <p>The appointment of Governor members is determined by an elective process, administered on behalf of the NTSF by a representative of the LA<sup>8</sup>. The NTSF have determined that they will have:</p> <p>4 Governor representatives at any one time on the NTSF and that is to be split equally, resulting in there being:</p> <ul style="list-style-type: none"><li>• 2 Primary (inclusive of First &amp; Primary) and</li><li>• 2 Secondary (inclusive of Middle, High &amp; Secondary).</li></ul> <p>All Governors will be appointed via an election process open to all Governors within those school sectors. Governors, alongside all NTSF members will be able to demonstrate the skills and competencies as noted in Section 3.</p> |
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### 5.5 Locality Areas

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|  | <p><b>Each Head teacher representative appointed onto the NTSF is elected by a group of their peers to represent not only their sector but their locality. Clarification within this is noted within the membership information published on the NTSF website and included in NTSF meeting Agenda papers.</b></p> |
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### 5.6 Single Role

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|  | <p>It is not appropriate for a single person to be elected to represent more than one group or sub-group concurrently, e.g., being a governor in both a primary and a secondary school.</p> |
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## 6. Election & Nomination of Academy Members

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|  | <p>Academy members must be elected by the proprietor bodies of the <del>academies</del>academies, and they are best placed to determine the process. Academy</p> |
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<sup>8</sup> Which may or may not include one of their commercial partners

# North Tyneside Schools Forum

## Constitution and Guidance 2024/232



North Tyneside Council

members represent the proprietor bodies of academies and are not restricted to principals, senior staff, or governors, however within the NTSF the academy representatives have determined that Head teachers will undertake this role and that deputising in the first instance will be by another academy Head teacher unless that is not practicable. In the event that Head teacher deputising is not possible a member of the senior leadership team in any of the academy schools may undertake this role.

It is for each of the proprietor academies – mainstream, special or alternative to elect their representative, it is not appropriate for academy phase groups to be represented unless the academy proprietors wish to have this in place. There is no requirement for academies to be split into primary and secondary sub-groups; however, the LA does encourage the academies within the NTSF to consider the pupil proportions across all academies when electing their representatives.

### 7. Non-School Members

#### 7.1 16-19 Providers

The NTSF has ensured that this category elect their representatives and determine their own election process. This includes those within the FE sector (FE and 6<sup>th</sup> form colleges) and other post-school institutions that specialise in special education needs (SPI) where 20% or more of their students reside in the LA area.

#### 7.2 Early Years Private, Voluntary and Independent Providers (EY PVI)

The LA will appoint to the NTSF at least one person to represent this sector, this is due to the fact that early year's funding for free entitlement for three and four year olds and eligible two year olds comes from the dedicated schools grant (DSG) and all settings are funded through the early years single funding formula.

#### 7.3 The Church of England (CofE) and Roman Catholic (RC) dioceses

The LA has ensured that those schools or academies in group are represented on the NTSF. The diocesan authorities will nominate members for appointment as non-schools' members and to determine what type of representative would be most appropriate. The NTSF support the appointment of both schools-based (e.g., a Head teacher or governor) or a non-schools based (e.g., someone linked more generally with the diocese, a member of the education board) to the role.

#### 7.4 Other Groups

The NTSF operates with good practice to ensure that the needs and interests of all the pupils in the LA area are adequately represented by the members of school's forum. The interests of pupils in maintained schools are represented by those schools' forum members, however, some pupils are not in maintained schools but instead are educated in hospitals, independent schools, and non-maintained special schools. It is recognised that non-schools' members can play an important role in representing the interest of these groups of pupils and in representing the interests and views of services that support those groups of vulnerable and at risk pupils who are on the role of maintained schools, such as

# North Tyneside Schools Forum

## Constitution and Guidance 2024/232



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|  | <p>looked after children (LAC) and children with special educational needs (however this latter point is not to be confused with the role noted above for Special Schools).</p> <p>The NTSF have agreed that the following groups of pupils will therefore be represented by having a nominated representative on school's forum and the LA will on behalf of the NTSF oversee/ manage this election/ appointment process.</p> <ul style="list-style-type: none"> <li>i. Educated other than at school/ vulnerable/ at risk pupils</li> <li>ii. Special Educational Needs &amp; Disabilities</li> </ul> <p>As noted, the purpose of non-schools' members are also to bring greater breadth of discussion to school's forum meetings and to ensure that stakeholders and partners other than schools are represented the following group will also be represented on the school's forum. Again, the LA will on behalf of the NTSF oversee/ manage this election/ appointment process.</p> <ul style="list-style-type: none"> <li>iii. Trades Union</li> </ul> |
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### 8. Other Membership Matters

#### 8.1 Restrictions

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|  | <p>Elected members who are appointed to executive of the LA (e.g., a lead member/ portfolio holder), Director of Children's Services (or an LA officer who works under their direction), those with the specific role in management of and/or advise on funding for schools cannot be non-school members of the NTSF.</p> <p>This process ensures that the NTSF where it has the power to approve a limited range of proposals from the LA does not have a conflict of interest between the proposing body (the LA) and the approving body (the schools forum).</p> <p>Head teachers or teachers and those who directly manage a service who provides education to individual children and/or advice to schools are exempted from this exclusion.</p> <p>A non-executive elected member can be a school's member (by virtue of their being a school governor), an academies member or a non-school member.</p> |
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### 9. Recording of Schools Forum Business

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|  | <p>A written record of the composition of the NTSF is maintained by the LA. This record details number of schools members and by which group of sub-group they were elected, the number of academy members and the number of non-school members, their terms of office, how they were chosen and whom they represent. This is noted in section 3 above, provided to all members and stakeholders and published on the NTSF website.</p> |
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### 10. Observers

# North Tyneside Schools Forum

## Constitution and Guidance 2024/25



All Schools Forum meetings are open to the public. Observers do not have an automatic right to speak at meetings, but the Chair may allow contributions where appropriate.

The updated practice provides that the Secretary of State can appoint an observer to attend and speak at school's forum meetings.

### 11. Participation of Local Authority (LA) Officers

The NTSF ensures that specific officers can speak at meetings of the NTSF. These officers are:

- Director of Children's Services (or their representative)
- Chief Finance Officer (or their representative)
- Any person invited by the NTSF to provide financial or technical advice
- Any person presenting a paper to the NTSF but their ability to speak is limited to the paper they are representing.

LAs must publish all school's forum papers well in advance of each meeting, it has been agreed within the NTSF that this will be two weeks (10 days) prior to the meeting. LA officers also attend the meeting to provide specific officer support and other LA officers responsible for items to be discussed will attend as required for specific items of business. The LA has agreed to facilitate and support this.

### 12. Public Access

All NTSF meetings have open access; any person may attend the meeting as a member of the public / observer – please see 10 above for further information.

### 13. Working/ Sub-Groups

The NTSF will set up a working/ sub-groups of members on either an on-going or a project basis to discuss specific issues, to produce draft advice and recommend decision to the NTSF for consideration. The working/ sub-groups may also include wider representation.

The NTSF cannot delegate actual decisions or the finalisation of advice to a working/ sub-groups and as such all work/ recommendations of the working/ sub-groups must be referred back to the NTSF for a final decision/ ratification.

# North Tyneside Schools Forum

## Constitution and Guidance 2024/232



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| <b>14. Urgent Business</b>                            |   |
|   | <p>Unscheduled urgent meetings may be called where the business of the NTSF is urgent. The Clerk shall arrange such meetings, with appropriate consultation from each of the members.</p> <p>The Chair of the NTSF cannot take a decision on behalf of the forum, no matter how urgent the business.</p>  |
| <b>15. Appointment of Chair &amp; Vice-Chair</b>      |   |
| <b>15.1 Election of the Chair &amp; Vice-Chair</b>    | <p>The NTSF will elect the Chair and Vice-Chair annually at the first meeting of the autumn term. Nominations shall be sought prior to the first meeting of the academic year and approved by a simple majority of votes cast by individual members during that first meeting. During this procedure nominees shall be required to leave the meeting room until a decision is reached.</p>  |
| <b>15.2 Chair &amp; Vice Chair – Term of Office</b>   | <p>The Chair and Vice-Chair will serve office for 12 months and hold the role until the first meeting of the autumn term in the following year.</p>   |
| <b>15.3 Chair &amp; Vice Chair - Eligibility</b>      | <p>To be able to hold the role of Chair and Vice-Chair the individual must be a current serving member of the Forum. Where a Chair or Vice Chair is no longer a Forum member a re-election for the role will need to take place at the immediately following school's forum meeting.</p>  |
| <b>15.4 Chair &amp; Vice-Chair - Resignation</b>      | <p>In the case of a resignation of the Chair or Vice Chair, election of a replacement will be for the remaining period up to the end of the current Academic year and may therefore be for a period of less than 12 months.</p>   |
| <b>15.5 Chair &amp; Vice-Chair - Responsibilities</b> | <p>The Chair (or Vice Chair in his/ her absence) is responsible for chairing and managing meetings of the Forum with advice and support from the representatives present whose roles it has been agreed are to support the NTSF. In addition, the Chair of the Forum must decide upon an agenda for the meeting following consultation with members – the NTSF operates a forward plan which ensures that scheduled business is noted, this is discussed at the end of each meeting in preparation/ planning for the next meeting and members can at any time (either within or outside of the meeting) make a request via the Chair for other matters to be placed on the agenda that are relevant/ appropriate for Schools Forum to consider.</p> |
| <b>15.6 Chair &amp; Vice-Chair - Absence</b>          | <p>If both the Chair and Vice-Chair are absent from the meeting, the members present at that particular meeting will elect an Acting Chair – this role may be undertaken by one of the representatives present who support the NTSF. Should a representative not be</p>   |

# North Tyneside Schools Forum

## Constitution and Guidance 2024/232



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|  | present/ be able to undertake this role or another Forum member does not step forward/ agree to Chair the meeting the meeting will be postponed until appropriate arrangements can be made for a Chair/ Vice Chair to be in place. |
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### 16. Member Substitutions/ Absence

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|  | <p>Any member of the NTSF may nominate an alternative/ substitute individual from their sub-group to attend meetings in their absence. This individual shall be entitled to attend and if applicable vote in place of the member.</p> <p>Any member who is unable to attend a meeting for whatever reason must notify the Clerk at the earliest available opportunity (but ideally before the meeting is due to commence) and inform the Clerk of any substitute who will attend (and carry their voting rights) in their absence.</p> <p>Member who does not regularly attend meeting or who fail to attend 2 meetings may forfeit their right to continue to be a NTSF member, a decision regarding the reasons for absence/ continuation in role will be determined by the NTSF member.</p> |
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### 17. Meeting – Dates & Organisation

#### 17.1 Number of Meetings Per Annum

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|  | The NTSF will meet at least four times a year or as is otherwise necessary in order to ensure the smooth running of the school's forum business. The NTSF has agreed from September 2018 to meet up to 5 times per year, with meetings being set in September, December, April, and July. A 5 <sup>th</sup> meeting may also take place in January of each year with the specific purpose of providing for school's forum members an update on the National Funding Formula, this will be a single agenda meeting without papers. |
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#### 17.2 Dates of Forum Meetings

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|  | Dates for the meetings of Schools Forum are published in September of each Academic Year for the following 12 months, issued to all members, notified to all Head teachers and Chair of Governors, stakeholders and published on the NTSF website. |
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#### 17.3 Forward Plan

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|  | The NTSF operates an annual forward plan to ensure that items that need to be discussed within the remit of NTSF are regularly agenda. Members of the Forum and LA officers can also request for relevant/ appropriate items to be placed onto the agenda. |
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#### 17.4 Remote Meetings

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|  | The NTSF has the ability to operate its meeting on either a remote or in person basis. The NTSF <u>membership</u> will determine on an annual basis, <u>how it wishes to arrange its meeting, e.g., in person or remote. The NTSF also has the ability to -which is can review how it arranges meetings periodically/ as need arises. Where a decision is made to change the method of how to hold a meeting, e.g., moving a remote meeting to a physical one, where this has not been discussed with members, members</u> Members will be made aware |
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**Commented [CP5]:** SLIGHTLY REWORDED TO REFLECT CURRENT PRACTICE REGARDING DECISION MAKING ON WHETHER OR NOT TO HOLD MEETINGS IN PERSON OR REMOTELY & THE ABILITY OF FORUM TO CHANGE ITS MIND IF THE BUSINESS OF THE NTSF SO REQUIRES ON AN AD-HOC/ AS NEEDS BASIS

# North Tyneside Schools Forum

## Constitution and Guidance 2024/232



(including the rational for the decision), and this will also be published on the NTSF [website](#) accordingly.

### 18. Quorate

The Regulations stipulate that a meeting is only quorate if 40% of the total membership is present, excluding any observers. Members who are substitutes as they carry voting rights will count towards the 40% attendance criterion.

In the event of a meeting not being quorate, the meeting may still proceed, but the LA reserves the right to choose not to take account of any recommendations arising from that meeting.

### 19. Voting Procedures

#### 19.1 Principles of Voting

The following applies to the principles of voting within the NTSF:

- a) a member cannot carry votes for other members who are not able to attend the meeting.
- b) all member votes hold an equal value.
- c) the chair and vice chair do not hold a casting vote.
- d) where a proposal is made by Schools Forum and a result is not carried:
  - I. a further vote(s) may be undertaken within the same meeting.
  - II. a further vote may be undertaken at a future meeting.
  - III. where a vote cannot be agreed the status quo will be maintained/remain in place.
- e) individuals who are not elected to be members of the NTSF members cannot vote, e.g., LA officers/ support do not hold/ are not eligible to vote.

#### 19.2 Majority Voting

Where the NTSF is voting on matters before them decisions will be determined by a simple majority of members present. Voting is limited to the roles that each member is there to undertake, and all members are advised on which matter they are eligible to vote. However, in general terms, voting on:

- funding formula is limited to school members, academy members and PVI representatives
- de-delegation is limited to specific the specific phase: e.g.
  - Primary (including First and Nursery) and
  - Secondary (including Middle and High).

Members who can vote on these elements include locality based representatives (Head teacher) and no locality based representatives (other Head teachers<sup>9</sup>, Governors and Academy representatives.)

<sup>9</sup> Nursery, PRU, Special

# North Tyneside Schools Forum

## Constitution and Guidance 2024/232



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### 19.3 Voting Restrictions

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|  | <p>Voting is limited to the roles that each member is there to undertake, and all members are advised on which matter they are eligible to vote. However, in general terms, voting on:</p> <ul style="list-style-type: none"> <li>• funding formula is limited to school members, academy members and PVI representatives</li> <li>• de-delegation is limited to specific the specific phase: e.g. <ul style="list-style-type: none"> <li>• Primary (including First and Nursery) and</li> <li>• Secondary (including Middle and High).</li> </ul> </li> </ul> <p>Members who can vote on these elements include locality based representatives (Head teacher) and no locality based representatives (other Head teachers<sup>10</sup>, Governors and Academy representatives.)</p> <p>Non-school members (e.g., 16-19 Providers, EY &amp; PVI, Church (both CofE and RC) Trust and TU) are allowed to vote on all other matters. Please see the table later in this section for further information.</p> |
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### 19.4 Voting Remit

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|  | <p>Only specific school member representatives can vote certain items<sup>11</sup></p> <p><u>Maintained school</u> can vote on de-delegation items that relate to their sector of representation, e.g.:</p> <ul style="list-style-type: none"> <li>• Only primary can vote on primary de-delegation related matters;</li> <li>• Only secondary can vote on secondary de-delegation related matters; and</li> </ul> <p>can vote on the scheme for financing schools and any other schools forum business including the consultation on the funding formula. Maintained school members can also vote on items relating to general duties and retained duties.</p> <p><u>Academy members</u> cannot vote on de-delegation or the scheme for financing schools. All academy members can vote on any other school's forum business including the consultation on the funding formula but can only vote on retained duties.</p> <p><u>Non-School Members</u> cannot vote on de-delegation or the scheme for financing schools. Only PVI members can vote on the consultation on the funding formula. All non-school members can vote on any other school's forum business but cannot vote on either general duties or retained duties.</p> <p>In accordance with the Regulations 2012 note that substitutes can attend to vote on behalf of a member, non-Schools Forum Members other than those who represent early years providers, must not vote on matters relating to the formulae to be used by the LA to determine the amounts to be allocated to schools and early years providers and with</p> |
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<sup>10</sup> Nursery, PRU, Special

<sup>11</sup> In accordance with the ESFA Schools Forum Structure September 2018



# North Tyneside Schools Forum

## Constitution and Guidance 2024/232



| these exceptions. The 2012 Regulations also note that subject to the above members of the Schools Forum may determine their own voting principals. |                       |                         |                              |  |                                 |                              |               |
|--|-----------------------|-------------------------|------------------------------|--|---------------------------------|------------------------------|---------------|
| Please see table below for further clarity.  |                       |                         |                              |  |                                 |                              |               |
| Type of Member   | De-Delegation Primary | De-Delegation Secondary | Scheme for Financing Schools | Other Schools Forum Business <sup>12</sup> | Consultation on Funding Formula | General Duties <sup>13</sup> | Retain Duties |
| Primary <sup>15</sup>  | √                     |                         | √                            | √  | √                               | √                            | √             |
| Secondary <sup>16</sup>  |                       | √                       | √                            | √  | √                               | √                            | √             |
| Academy  |                       |                         |                              | √  | √                               |                              | √             |
| PRU  |                       |                         | √                            | √  | √                               | √                            | √             |
| Special  |                       |                         | √                            | √  | √                               | √                            | √             |
| Nursery  |                       |                         | √                            | √  | √                               | √                            | √             |
| EY PVI   |                       |                         |                              | √  | √                               |                              |               |
| 16-19  |                       |                         |                              | √  | √(*)                            |                              |               |
| Diocese – CofE   |                       |                         |                              | √  |                                 |                              |               |
| Diocese – RC   |                       |                         |                              | √  |                                 |                              |               |
| EOTAS/LA C   |                       |                         |                              |  |                                 |                              |               |
| TU   |                       |                         |                              | √  |                                 |                              |               |
| (*locally agreed by Schools Forum)   |                       |                         |                              |  |                                 |                              |               |

### 19.5 Tied Voting

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| In the event of a tied election there will be a requirement for the representative groups to undertake an additional vote. Where a vote cannot be <del>carried</del> carried, the LA will appoint to the role/ use a casting vote.  |
| The LA may choose to appoint someone else rather than one of the candidates and may choose to consider experience or expertise of the individuals and the balance between the different types of school represented on NTSF. However, it would not undertake this without updating the relevant group regarding its intentions. |

### 19.6 Substitutions/ Carried Voting

<sup>12</sup> Excluding consultation on the Funding Formula

<sup>13</sup> Applies to maintained schools only

<sup>14</sup> Applies to maintained and academy schools

<sup>15</sup> Including Governors

<sup>16</sup> Including Governors

# North Tyneside Schools Forum

## Constitution and Guidance 2024/232



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|  | Where it is necessary for a vote to be undertaken members (or their deputies) must attend the meeting to vote in person. A member cannot carry a vote for another member. |
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### 20. Defects & Vacancies

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|  | The Regulations provide that proceedings of the NTSF are not invalidated by defects in the election or appointment of any member or the appointment of the Chair. Nor does the existence of any vacancy on the NTSF invalidate proceedings. |
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### 21. Rules of Conduct

#### 21.1 Code of Conduct

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|  | <p>Members of the NTSF are required to act in accordance with the seven principles of public life:</p> <ul style="list-style-type: none"><li>• selflessness,</li><li>• integrity,</li><li>• objectivity,</li><li>• accountability,</li><li>• openness,</li><li>• honesty, and</li><li>• leadership.</li></ul> <p>All members are expected to operate within these principles.</p> |
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#### 21.2 Declaration of Interest

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|  | Interests whether personal or prejudicial should be declared in the Declaration of Interest, as a reminder for all members there is a standing agenda item to remind members of their obligation to declare interests on items proposed for consideration. |
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### 22. Administration

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|  | <p>The LA will support the administration of the smooth running of the Schools Forum. A number of LA officers will be in attendance by agreement of the NTSF to undertake this role/ roles. One of these nominated roles will provide secretarial duties whilst others will provide wider/ specialist support with and oversee the smooth running of the NTSF. The advisors to and clerk to the NTSF work with school's forum to ensure that the NTSF work is well organised and provide administrative/ clerical support to meetings as follows:</p> <p>a) secretarial support will ensure that:</p> <ol style="list-style-type: none"><li>meetings are arranged (once dates have been agreed with the NTSF), ensure that members are notified of meetings, receive a full agenda, and ensure that supporting papers are made</li></ol> |
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# North Tyneside Schools Forum

## Constitution and Guidance 2024/232



North Tyneside Council

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|  | <p>available to members at least 7 calendar days prior to a meeting by electronic distribution and/ or publishing on the NTSF website.</p> <p>II. Appropriate and accurate recordings of the proceedings at meetings are maintained and will ensure they are made available to NTSF members within three weeks of a meeting.</p> <p>b) advisors who attend the NTSF will collectively ensure that appropriate advice and guidance is provided to the NTSF and/ or individual members and assists the Chair/ Vice-Chair with the management of meetings of the Forum.</p> <p>c) advisors who attend Forum and/ or the administration /secretarial support will also be responsible for ensuring that:</p> <p>I. governing bodies and Head teachers are informed of the outcome of the work of the NTSF to support this once papers are published on the Forum website,</p> <p>II. posting of the approved minutes on the website within 7 days of the meeting...</p> <p>The administration/ secretarial support will be responsible for the following:</p> <p>a) arranging the venue of the meeting.</p> <p>b) provide the route by which members can access further information and co-ordinate communication to NTSF members outside of the formal meeting cycle.</p> <p>c) ensure that queries about the business of the NTSF from others who are not members of the NTSF are directed to the appropriate Forum Advisor for response.</p> <p>d) be responsible for ensuring that contact details of all members are kept up to date.</p> <p>e) maintain the list of members on the Forum and work alongside a Forum Advisor who will offer advice and guidance on membership issues in general.</p> <p>f) support the keeping of the NTSF website up to date by posting the latest minutes and papers.</p> <p>g) ensure that an accurate record of the meeting has been taken, including recording the outcome of any votes, decisions, and key points.</p> <p>The cost of the clerking/ administration services and support provided to NTSF shall be set-aside from within the NTSF budget.</p> |
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### 23. Communication to Non-Forum Members

#### 23.1 Publication of Papers

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|  | The Forum will ensure that all its agenda, minutes and papers are publicly available through the North Tyneside Schools Forum website. |
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# North Tyneside Schools Forum

## Constitution and Guidance 2024/25



North Tyneside Council

### 23.2 Consultation

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|  | Schools Forums have the responsibility of informing the governing bodies of all schools maintained by the LA of the results of any consultations carried out by the LA relating to a number of matters. The 2012 Regulations note that it should be carried out as soon as it reasonably can. There is no specific definition of the consultation level/ requirements therefore the NTSF will be guided by the LA as to what is appropriate in each of the circumstances including determining the appropriate level of detail to needed to generate sufficiently informed response from Schools Forum. |
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### 24. Indemnity

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|  | The LA will indemnify members of the Forum against any reasonable legal costs and expenses reasonably incurred by them in connection with any decision or action taken by them in good faith in pursuance of their functions as members of the NTSF. |
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### 25. Expenses

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|  | All claims for reasonable expenses from Schools Forum members in connection with the attendance at meetings shall be considered by the Chair of the Forum and if agreed met by the Schools Forum budget. |
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### 26. Resources of Schools Forum

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|  | The costs of NTSF fall in the central school services block of the DSG. It is appropriate for the LA to charge the running costs of the NTSF to this budget including any agreed and reasonable expenses for members attending meetings, the costs of producing /distributing papers, costs of room hire / refreshments and the clerking of meetings. |
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# North Tyneside Schools Forum

## Self-Assessment Tool Kit

20242/23



North Tyneside Council

## Item 6.2

### Schools Forum Self-Assessment Toolkit

This toolkit is provided by the Education Funding Agency (EFA) and provides local authority officers and elected members with a framework for assessing the strengths and weaknesses of their school's forum. The toolkit is designed as a set of questions which can be considered by individuals or the forum as a whole.

#### Noted below is the North Tyneside Schools Forum Self-Assessment

As at September 20242 (next review date September 2023)

| Question   | Yes / No | Notes   |
|--|----------|---|
| 1. Are meeting dates set in well advance and details (including time and venue) published in an accessible manner to enable interested parties to plan their attendance? | Yes      | A meeting timetable is agreed in September each year for the following Academic Year, dates are confirmed to members and published on the dedicated website. Additionally, all dates are communicated electronically to all non-member Head teachers, Chair of Governors, and other stakeholder groups so that awareness of the dates is known in advance of the meetings.  |
| 2. Are meetings timed to coincide with key dates? (e.g., reporting of funding formula)   | Yes      | <u>5</u> 4 meetings take place per year and are timetabled to fit in with the annual/ forward plan and the cycle of decisions/considerations that need to be undertaken. This is also aligned with ESFA calendar.   |
| 3. Are meetings held in an accessible venue to enable observers to attend easily?  | Yes      | <p>Meetings <del>are will be</del> held either remotely <u>or in person</u> <del>for the current moment in time and</del> Members <u>annually will also regularly</u> review their decision. The meeting type – either in person or remote will be noted to members and confirmed on the NTSF website for each meeting.</p> <p>Where the meetings are held in person, they will be held at a central location which is a public building and fully accessible for all, the room that the meeting is held in is able to accommodate this. Where <del>the</del> meetings are held remotely they will be live streamed to ensure accessibility.</p> <p>The dates and times of the meeting are published in advance via the website, updated to other stakeholders and the meetings are open to the public either in person or virtually via live streaming. Forum members are provided with information as part of their induction including any additional support needed regarding access to meetings including on-line, building, papers/etc.</p> |
| 4. Is there a dedicated website link for school's forum; is it current and regularly updated?  | Yes      | There is a dedicated page on the North Tyneside Council website that is accessible. The website is updated before each meeting and minutes, agenda and papers are also published. In addition, the most up to date/ recent reference documents issued from the ESFA   |

| Question   | Yes / No | Notes  |
|--|----------|--|
|  |          | or produced by Schools Forum combined with previous papers for each meeting are also published on the website.   |
| 5. Are the agenda and papers publicly available on the authority's website at least 6 working days in advance of the meeting?  | Yes      | The papers are published one week (7 calendar days) before the meeting via the website, notified to members and circulated to other Head teachers and Governors.   |
| 6. Are the papers published as a single document, so that users can download easily?   | Yes      | Since September 2020 papers are published both on a dedicated website <u>as individual papers, and as a single document to ensure which ensures all that</u> papers relating to that meeting are grouped together and can be printed or easily access via a tablet or PC before/ during the meeting. <u>Additionally papers are also available for members as individual papers. Me and members are also sent directly (via email) a PDF copy of papers for ease of reference/ printing before the meeting.-</u>   |
| 7. If papers are tabled at the meeting, are they published on the website promptly after the meeting?  | Yes      | See 5 above, papers are published in advance of the meeting – it is therefore the exception that papers are presented at the meeting, where this occurs the website is updated as applicable following the meeting.  |
| 8. Are draft minutes published a reasonable time (e.g., within 2-3 weeks) after the meeting, rather than waiting until the following meeting?  | No       | Actions are noted to various colleagues/ officers and minutes will be made available <u>within three weeks as soon as reasonably practicable after -of</u> the previous meeting and published on the website.<br><br>Agenda's will be published <u>onetwo weeks</u> before the meeting.  |
| 9. Are the minutes clear and unambiguous, with sufficient detail to illustrate the discussions, without reporting verbatim every point made?   | Yes      | A note of the discussion and action points is noted. See 8 above.  |
| 10. Is the constitution clear and appropriate? Including e.g.<br>- a clear process for ensuring proportional representation<br>- the process for electing members and their tenure<br>- the timescale for review is clearly set out<br>- the process for dealing with repetitive non attenders | Yes      | The Constitution & Guidance is reviewed on an annual basis in line with the EFSA Good Practice Guide and other EFSA associated guidance to ensure that Schools Forum operates within current practice.<br><ul style="list-style-type: none"><li>• Membership is reviewed at every meeting to ensure appropriate/ proportionate representation.</li><li>• An open and transparent recruitment/ appointment process is in operation when a vacancy arises, and membership tenure is noted in the Constitution &amp; Guidance 2024<sup>2</sup> and recorded against each member <u>on the membership list (provided to each member, all schools and published on the dedicated website)-</u></li><li>• Attendance is an agenda item within each meeting, deputising is accepted and there is a process in place for managing repetitive none attenders.</li></ul> |

| Question   | Yes / No | Notes  |
|--|----------|--|
| 11. Is there an induction pack or training programme available for new members?  | Yes      | There is an induction programme and member support arranged at appointment. Member induction is updated regularly, and periodic updates are also provided for members which ensures both new and existing members are supported.   |
| 12. Is the election process clear and transparent? i.e., representatives are elected only by the group they are representing, whether phase-specific for maintained schools, or by the proprietors of academies for academy members. | Yes      | There is a clear process for the election of members which is also referenced in the Constitution & Guidance.  |
| 13. Do the papers contain clear recommendations and indicate in a consistent manner whether the item is for information, consultation, or decision?  | Yes      | <p>Papers presented have a summary at the end of the paper noting Recommendations to Schools Forum. Report templates have been altered to ensure that papers presented are noted for:</p> <ul style="list-style-type: none"> <li>• information,</li> <li>• consultation,</li> <li>• decision</li> </ul> <p>Members are all provided with a member pack (as noted in the Constitution &amp; Guidance) which includes reference documents on the role of Schools Forum, Schools Forum Powers &amp; Responsibilities, Schools Forum Structure, etc to support them in their role.</p> <p><del>Members have also asked that w</del>Where voting is required extra clarity on which member can vote for which item <u>is is provided added to the reports</u> and the manager presenting the report takes a lead on noting this to members for their reference. Additionally, the Agenda also notes member voting, <u>which members cover which areas/schools</u> and meeting dates/ actions for reference.</p> |
| 14. Is it clear to observers who attendees at the forum are representing? (e.g., by use of name plates, indicating sector)   | Yes      | <p>All members <u>where meetings are in person</u>, have name plates which indicate their name and role, <del>they are also provided as part of their member pack and overview of the area they are representing.</del> <u>Where meetings are online the individual presenting will introduce themselves and their paper prior to commencement. Members attending the meetings when they are online have their name noted on the user profile they use to attend the meeting.</u> This not only supports observers, but also provides clarity to members. <u>All members are provided with membership details and the information is also publicly available on the North Tyneside Schools Forum website.</u> <del>and confirms what they are able to vote on where a vote is necessary.</del> Please see point 13 above for further clarity for member voting.</p>  |
| 15. Does the chair manage the meeting well, ensuring that all are able to contribute to the agenda items, that no bias   | Yes      | A Chair and Vice Chair are appointed on an annual basis, agreed by the members.  |

| Question   | Yes / No | Notes   |
|--|----------|---|
| towards any sector is evident and that no single person or organisation is able to dominate the discussion?                              |          | The Chair/ Vice Chair are clear on their role and responsibilities and ensure that the meetings provide opportunity for all members to equally share views and opinions.  |
| 16. Is there inclusive participation in discussions for all phases and types of members?   | Yes      | Point 15 above. Additionally, sub-groups are formed where the need arises and each of the groups formed have the opportunity for members to participate and actively contribute.  |
| 17. Do members actively canvass views and objectively represent their whole peer group at the forum and provide feedback after meetings? | Yes      | <p>The Forum membership is set up to support members being able to canvass/discuss the matters in hand with the colleagues they are representing in their locality/ network meetings. <u>Updates are provided for Head teachers, Governing Body members, etc as and when required.</u></p> <p><del>Since December 2018 all Head teachers who are not a member of Schools Forum are invited to attend the meeting as observers (irrespective of whether or not the meetings are remote or in-person) to better support their representatives and to increase a broader understanding collectively of Schools Forum business.</del></p> <p><del>Periodic updates and training sessions will also be provided for both Head teachers and Governing Body members.</del></p> |
| 18. Where votes are required, is it clear who is eligible to vote for different items?   | Yes      | Point 11 and 14 above.  |
| 19. Where votes are required, are the arrangements for recording the votes clear and unambiguous?  | Yes      | <p>Members are clear on voting arrangements and all members with effect from December 2018 <u>are issued with a member's pack have been provided with a members induction which includes voting. The (as noted in the current Constitution &amp; Guidance 2018 — reviewed in September 2021) which also</u> clearly indicates what <u>they members</u> are able to vote on for their role on Schools Forum. <u>This is explained to all new members at induction.</u></p> <p>Members are also provided with further guidance on how voting operates periodically, and members continue to be given 'point-in-time' support as/ when a vote is required. Please see above for further information/ guidance provided to support member voting.</p>                       |
| 20. Is there a system in place for a decision if votes are tied?   | Yes      | <p>If there is a tied vote members are asked if they wish to reconsider their vote or to receive further information to allow them to reflect on their original vote. Dependent upon the views of the member's further information may be presented within the meeting or may be deferred for receipt of additional information.</p> <p>If a vote remains tied the status quo is maintained, this is <u>also referenced in the current Constitution &amp; Guidance, 2018 — reviewed in September 2021).</u></p>   |
| 21. Is the operational & good practice guide used to regularly   | Yes      | This is one of a number of documents hosted on the Schools Forum website, used to inform the Constitution & Guidance and member induction. Additionally, all members <u>are directed to access receive a</u>  |



| Question                                       | Yes<br>/ No | Notes  |
|--|-------------|--|
| review the forum's adherence to good practice? |             | <del>copy of</del> the documents noted with the Constitution & Guidance as they are appointed onto Forum <u>from the website</u> and annually as noted in the Constitution & Guidance. |

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