



North Tyneside Council

**North Tyneside Council**

SCHOOLS FORUM

Wednesday 24 November 2021 - 12:30 – 14:30

The meeting will be held virtually and will be live streamed at the following link: <https://youtu.be/3wylZdgD3S4>

**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>5 12</b>	Chair
6.	Matters Arising:	<b>Verbal Update</b>	
6.1	Finance Update	<b>Circulated 13 25</b>	JG
6.2	Review of Schools Forum Membership	<b>Circulated Pages 27-31</b>	CP
6.3	School Forum Constitution and Action Plan Review	<b>Circulated 33 63</b>	CP
6.4	Special Leave SLA	<b>Verbal Update</b>	CP
6.5	MASH Update	<b>Verbal Update</b>	CP/JF
7.	Any Other Business		
8.	Date of Next Meeting – Wednesday, 12 January 2022		

### North Tyneside Schools Forum Member Roles & Voting

*last updated September 2019*

de-delegation Primary	de-delegation Secondary	scheme for financing schools	consultation on funding formula	General Duties	Retained Duties	all other matters		
1	2	3	4	5	6	7		
<b>Voting</b>							<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	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

**Timetable & Forward Plan 2021/22**

<b>Date</b>	<b>Activity</b>	<b>Responsible</b>
22 September	<u>Schools Forum Meeting</u> 1. To include appointment of Chair and Vice Chair 2. Review of the Constitution and supporting documents 3. Responsibilities for Redundancy & Early Retirement Costs – Annual Update	Schools Forum
7 October	School Census Day	DFE/ESFA
11 October	Application for submitting disapplication requests	Local Authority
24 November	<u>Schools Forum Meeting</u>	Schools Forum
19 November	Deadline for submitting disapplication requests	Local Authority
19 November	Deadline for submitting disapplication requests if wish to move more than 5% of the Schools block	Local Authority
3 November	School census database closed. Checks and validation commences	DFE/ESFA
12 January	<u>Schools Forum Meeting</u>	Schools Forum
	Submit final proposals re APT	Local Authority
21 January	Deadline for submissions of final 2022 to 2023 APT to ESFA	Local Authority
7 February	Cabinet Meeting for approval of 22/23 Schools Funding	Local Authority
21 February	Cabinet Meeting	Local Authority
28 February	Deadline for confirmation of Schools budget shares to mainstream maintained schools.	DFE/ESFA
March 22	<u>Schools Forum Meeting</u> 1. Capital Investment Plan (subject to DFE announcement) 2. Dedicated Schools Grant update 3. Scheme for Financing Schools – Annual Update (and review if required)	Schools Forum
April 22	Cabinet Meeting	Local Authority
13 July	<u>Schools Forum Meeting</u> 1. Service Manager Reports / Updates 2. Schools Finance Update 3. Responsibilities for Redundancy & Early Retirement Costs – Annual Update	Schools Forum

This page is intentionally left blank

## Item 5

**Meeting** Schools Forum **Date** Wednesday 22 September 2021

**Location** Via Microsoft Teams

**Present**

✓ Present  
D Deputy  
A Apologies  
O Absent

Name	Organisation	Representing	07.07.21	22.09.21
Andrew James	St Aidan's Primary	Primary	✓	✓
Angi Gibson	Hadrian Park Primary	Primary	✓	✓
Candida Mellor / Claire MacLeod	Trade Unions	Trade Unions	Claire MacLeod	Suzette Thompson
Collen Ward	Coquet Park First School	Primary	N/A	✓
David Bavaird	Norham High School	Governor - Secondary	✓	✓
David Watson	St Thomas More	RC Schools	✓	✓
Gavin Storey	Cullercoats Primary	Primary	✓	✓
Jill Wraith	Benton Dene Primary	Primary	✓	✓
Joanne Thompson	Holystone Out of School	Early Years PVI	✓	O
John Croft	Sir James Knott	Nursery	✓	✓
John Newport	Marden Bridge Middle School	Middle	✓	✓
Karen Croskery	North Tyneside Student Support Service	PRU	A	✓
Kelly Holbrook	Longbenton High School	Secondary	✓	✓
Kerry Lillico	Grasmere Academy	Academy	✓	A
Laura Baggett	Monkhouse Primary	Primary	✓	✓
Marie Flatman	Tyne Met	16-19 Provider	O	A
Fr Martin Lee	Diocese	C of E Diocese	O	Vacancy
Matt Snape	Marden High School	Secondary	✓	✓
Michael Young	Spring Gardens Primary	Primary	✓	✓
Paul Mitchell	Whitley Bay High School	Governor – Secondary	✓	✓
Paul Johnson	Churchill Community College	Secondary	✓	✓
Peter Gannon	Silverdale School	Special	✓	✓
Peter Thorp	Redesdale Primary	Governor - Primary	✓	✓
Philip Sanderson	Kings Priory	Academy	✓	✓
Stephen Baines	Holystone Primary	Primary	A	✓
Stephen Easton	Marine Park First School	First	✓	✓
Steve Wilson	Whitley Bay High School	High	A	A
Tim Jones	Langley First School	Primary	✓	A
<b><u>In Attendance:</u></b>				
Mark Longstaff	Director of Commissioning & Asset Management	NTC	✓	✓ * Part meeting
Claire Emmerson	Senior Manager - Finance Strategy & Planning	NTC	✓	✓
Noel Kay	Senior Business Partner, Finance	NTC	✓	N/A
Diane Thompson	Finance	ENGIE	✓	✓

Susan Smiles	Finance	ENGIE	✓	N/A
Christina Ponting	Senior Manager - Schools HR	ENGIE/NTC	✓	✓
Mary Nergaard	PA to Director of Commissioning & Asset Management	NTC	✓	✓
Diane Buckle	Assistant Director for Education	NTC	✓	✓
Kevin Burns	Senior School Improvement Officer (Vulnerable Learners)	NTC	✓	✓
Mark Taylor	Strategic Commissioning Manager	NTC	✓	✓

<b>Item</b>		<b>Action</b>
<b>1.</b>	<b>Apologies for Absence</b>	
	See Table above.	
<b>2.</b>	<b>Attendance Register / Membership</b>	
	<ul style="list-style-type: none"> <li>• Colleen Ward has replaced Tim Jones as Primary representative</li> <li>• Ft Martin Lee has stepped down leaving a vacancy for CofE Diocese representative</li> <li>• Suzette Thompson will be replacing Claire McLeod as Trade Union representative</li> <li>• Paul Mitchell is standing down as Governor (Secondary) representative after this meeting. The Chair thanked PM for his hard work and dedication to Forum</li> <li>• Work is ongoing to fill any vacancies as soon as possible</li> </ul>	
<b>3.</b>	<b>Public Meeting / Observers</b>	
	The Chair welcomed the public to the meeting	
<b>4.</b>	<b>Declaration of Interest</b>	
	Item 6.2a - Kelly Holbrook and David Bavaird	
<b>5.</b>	<b>Minutes of the last meeting</b>	
	Minutes agreed as an accurate record of the meeting.	
<b>6.</b>	<b>Matters Arising</b>	
	<b>Page 5, Item 6.1.c – Central School Services Block.</b> <ul style="list-style-type: none"> <li>• ‘Strategy for support and challenge to schools September 2021’ paper was circulated to Forum with the meeting papers</li> <li>• Findings of PLP are to be presented under Item 6.2b</li> </ul>	
<b>6.1</b>	<b>Annual Review of Schools Forum Constitution</b>	
	<b>a) Election of Chair</b> <span style="float: right;"><b>Mark Longstaff</b></span> <ul style="list-style-type: none"> <li>• Nominations were requested.</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>	
	<b>b) Election of Vice Chair</b> <span style="float: right;"><b>Chair</b></span> <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>• As noted in Item 2</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 a notification will be sent to all Schools including vacancies.</li> </ul> <p><b>f) Action Plan / Self-Assessment</b> <span style="float: right;"><b>Christina Ponting</b></span></p> <ul style="list-style-type: none"> <li>• Last action plan was concluded in November</li> <li>• CP recommended that Forum wait for new Schools Forum guidance before reviewing the action plan</li> <li>• Guidance expected before November meeting.</li> </ul>	
<b>6.2</b>	<b>Finance Update</b> <span style="float: right;"><b>Claire Emmerson</b></span>	
<b>6.2a.</b>	<p><b>Falling Rolls, Support for Schools in Financial Difficulty (previously referred to as Headroom) and Growth Fund Proposed Allocations</b></p> <p>CE talked through the presentation. Main points to note as follows:</p> <ul style="list-style-type: none"> <li>• Declarations of interest were made by Kelly Holbrook and David Bavaird and noted under Item 4</li> <li>• The current expectations for these funding streams are: <ul style="list-style-type: none"> <li>○ 5 schools eligible for falling rolls with an expected value of £0.082.</li> <li>○ 5 schools eligible for growth funding with an expected value of £0.525m; and</li> <li>○ 3 schools are expected to submit a Schools in Financial Difficulty (Headroom) application.</li> </ul> </li> <li>• <b>Falling Rolls:</b> <ul style="list-style-type: none"> <li>○ Breakdown of Falling Rolls eligibility is outlined in Table 1 of the report</li> <li>○ <b>Approximate total allocation £0.119m</b> (including one school which is still pending)</li> </ul> </li> <li>• <b>Schools in Financial Difficulty:</b> <ul style="list-style-type: none"> <li>○ Breakdown of Schools in Financial Difficulty eligibility is outlined in Table 2 of the report</li> <li>○ It was noted that Norham have not previously been eligible for this fund, however, extensive work has been carried out in working towards bringing the school back into balance. This fund would significantly help the school and sub-group were supportive of the bid</li> <li>○ <b>Total allocation £0.335m</b></li> </ul> </li> <li>• <b>Growth Fund:</b> <ul style="list-style-type: none"> <li>○ Breakdown of Growth Fund eligibility is outlined in Table 3 of the report</li> <li>○ Five schools were eligible to apply for the funding, of which the subgroup approved four to apply.</li> <li>○ The four eligible schools, with a total funding request of £0.385m, were each sent a request for evidence</li> <li>○ Three schools have provided the relevant evidence to date.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ <b>Total allocation £0.218m</b></li> <li>○ If all funding payments are approved, the 2021/22 closing balance will be £0.032m surplus which will be ringfenced to the Growth Fund</li> </ul> <p><b>Recommendations:</b> Schools Forum is asked to:</p> <ul style="list-style-type: none"> <li>● Consider the funding allocations as set out in this report; and</li> <li>● Provide the necessary approval for the Authority to process the payments to eligible schools.</li> </ul> <p><b>Approved</b></p>	
6.2b.	<p><b>Dedicated Schools Block – 2022/23 Consultation (0.5% block to block transfer)</b></p> <ul style="list-style-type: none"> <li>● CE provided an overview of the purpose of this presentation outlining the current pressures</li> <li>● Forum will recall that the Authority has been required to submit a High Needs Recovery plan to the ESFA.</li> <li>● This presentation is to inform Forum on how a proposed 0.5% transfer is intended to be utilised</li> <li>● It was noted that a decision is not being requested today. The detail will form part of the annual consultation and a report outlining the consultation results will come back to Forum in November for a decision</li> </ul> <p><b>i. SEND Support Service</b> KB talked through the presentation. Main points to note as follows:</p> <ul style="list-style-type: none"> <li>● Overview of the main challenges was provided including increased need for out of borough placements, high number of EHCPs, significant growth in statutory requirements</li> <li>● Financial Risks were outlined: <ul style="list-style-type: none"> <li>○ Number of EHCP plans continue to increase year on year resulting in ongoing requests to increase capacity in the statutory team to meet the demand, therefore increasing spend by circa £1.2m year on year</li> <li>○ 2/3 of our children and young people with plans attend specialist provision. This would require around 80 additional school places a year with additional post-16 and pre-school per year at a cost of £1.6m just on placement with no capital expenditure</li> <li>○ Funding an additional 15-20 out of borough places year on year with an average cost of £45,356 per place (£680,350-£907,133 per annum)</li> <li>○ This results in an overall projected increased pressure on the High Needs Block of £3.7m per year</li> </ul> </li> <li>● Significant investment has been made in the Statutory Team with no matched increase in funding</li> <li>● There are circa 2000 EHCPs in North Tyneside</li> <li>● Currently no children waiting over 20 weeks for an assessment</li> <li>● Whilst we are now seeing the impact of this investment for statutory processes it is not solving the key pressures in the system</li> <li>● <b>Making the SEND Support Service fit for purpose:</b></li> </ul>	



- Need to build on the work already carried out to ensure that the SEND Support Service is fit for purpose. Example of the work required was shown on screen including resolving systemic issues, developing how we fund provision fairly while offering value for money, dedicated legal support and ongoing support, advice and training for the team
- Proposals include:
  - Creation of a short-term 18-month post for a SEND Expert to lead, review and develop our policy, process and practice. This will include an expert review of how we fund and assign resource
  - Embedding the use of existing systems (EMS) to manage and create workload and to track, celebrate and challenge performance
  - Creation of a Legal specialist post
  - Development of a training package to provide ongoing support, advice and training to the team
  - Creation of a SEND Quality Assurance Officer post
  - Creation of a SEND Support & Challenge Officer post
- Projected costs:
  - Year 1 cost = circa £0.245m
  - Year 2 and ongoing costs = circa £0.152m

Discussion followed around:

- JW asked if these are all temporary or fixed term posts and additional to what is provided at present
- KB noted that these will be new permanent posts with the exception of the 18-month fixed term post for the SEND Expert
- DB asked if there is any NoTCA Authority view on this matter
- KN noted that the Statutory responsibility sits with the individual Local Authorities. MT confirmed that across the 12 NE Authorities there is a collective approach to quality assurance including an individual Lead Commissioner for each Authority and a quality assurance framework etc. There is also a programme of activities and regular contact in place with the providers

## **ii. Proposed Expansion of the Behaviour (Schools Support) Team:**

DB talked through the presentation. Main points to note as follows:

- Overview of the challenges and the background was provided. Impact of the pandemic was also discussed
- Current Team structure and funding:
  - Primary schools access the SST through an SLA which currently equates to an income of £16,500 this year
  - Maintained secondary schools access the SST through EIP funding of approximately £80,000 pa
  - The cost to the Local Authority of the current structure is £127,417 per annum. However, the real time running cost of the current service to approximately £185,000
- Overview of the scope of the current support was provided. which includes:
  - Advice and guidance to schools, staff, children, young people and their families at the point of need.
  - Individual case work support for managed moves, behaviour advice and support & in-year applications.

- Significant preparation and triage of PPEX
- Support at point of permanent exclusions
- Triage and access to alternative provision
- Strong working relationships with PRU leaders to seek solutions to wider issues and look at creative and innovative approaches to re-engage hard to reach pupils
- Training and support including drop-ins and network meetings
- Work Based Learning referrals, visits to providers and setting up of new processes and procedures
- Contribution to requests for assessment for EHCPs
- Collaboration with Early Help and Children's Services
- Overview of the impact of the current support was provided as follows:
  - Team is highly regarded for the work they do
  - Utilising strong links with schools and other services, the team has succeeded in maintaining children in their home schools and where this isn't appropriate, ensure a smooth and successful transition to ALP
  - Oversees and facilitates the Fair Access Protocol which is highly regarded
  - Provides support to children with complex histories arriving into the borough
  - Instrumental in designing and facilitating access to the Covid-19 Recovery Programme (Route 16) and continues to work closely with Moorbridge PRU
  - Along with Moorbridge PRU, the SST oversees the Year 6 Enhanced Transition project to support pupils who have been particularly impacted in relation to their SEMH by the pandemic/lockdown and who may struggle with the transition to high school
- Challenges:
  - Primary colleagues are increasingly keen to access an equitable level of support to that received by their secondary colleagues.
  - The current primary offer to schools relies heavily on the personal relationships that exist between the team and the Silverdale Outreach Team, which operate independently. There is no formal mechanism for co-operation between the two, which is not sustainable long-term.
  - The team is currently working at full capacity. Should the School Improvement Advisor (SIA) be unable to contribute beyond the allocated time, or should Primary schools request full access to support, the team would not be able to meet the demand.
  - Sustainability of the team in its current form is threatened by changes to funding, specifically the planned reduction to the CSSB grant.
- Demand:
  - The effects of the pandemic have increased both the quantity and complexity of casework being undertaken by the team. It is anticipated that this will remain a significant challenge for some years to come.
  - Same number of pupils needed support in 2020/21 as did in 2019/20 and this was with 2 periods of national lockdown and school closures

- Total referrals this year are already almost double the same period last year
- Need for support for children returning from EHE was discussed along with the need to manage absence when schools started to return in September
- Proposals:
  - Increase the capacity of the team
  - Creation of a part time Primary SENCo post
  - An Educational Psychologist to support the team's work
  - Full-time allocation of SIA support
  - Current Team Leaders role has been reevaluated and regraded to reflect increased workload and added responsibility.
  - Longer term proposals for further expansion of the team with the addition of a Family Partner, linking with the Primary Outreach team to provide oversight and co-ordination to support CYP and their families.
  - It is anticipated that expanding this support will result in a reduction in pressure on the High Needs Block
- Proposed structure was shown on screen
- Funding has been secured for this financial year that will pay for the full-time advisor and the SENCo officer
- The anticipated cost of the revised structure would be circa £0.385m

Discussion followed around:

- PG asked for clarification on whether the funding for these posts is to come from the 0.5% transfer
- CE confirmed that this would be the proposed use of the transfer
- JW asked if this would put increased pressure on the High Needs Block
- CE confirmed that the intention is to reduce the pressure
- CE noted that as per previous years, individual sessions will be arranged for colleagues to attend before schools complete the consultation questionnaire
- It was noted that the presentation slides will be shared with colleagues after the meeting along with the contact names in case of any queries
- DB noted that she is happy to be available to respond to any queries
- DW thanked the team for all the work involved in preparing the proposals outlined, however, he reminded colleagues that this will take over £0.700m away from mainstream schools and asked colleagues to bear the impact on schools' budgets in mind when making a decision. DW also noted that this is a national issue and not unique to North Tyneside
- PM noted the good work carried out, however, noted the risks that it appears that the pressures will still continue to grow
- DBa thanked the team for the work carried out and noted that the proposals will form part of the consultation exercise and asked if it could be made clear in the consultation documentation that the outcome will come back to Schools Forum who will then make the recommendations to Cabinet
- The Chair encouraged Forum and colleagues to ensure that they look in-depth at the make-up of the proposals and planned teams
- GS proposed that the meeting in November is used to address any comments that come out of the consultation with the vote being postponed to January

	<ul style="list-style-type: none"> <li>• CE noted that the DSG proposals will have to go to Cabinet for approval as part of the Authority's budget setting process and asked what clarification he felt would be required to allow a decision to be made in November</li> <li>• GS provided a summary of queries</li> <li>• CE noted that if there are any specific questions that Forum wanted to ask as part of the consultation, they can be included to facilitate a decision in November</li> <li>• DW noted that this is the first time Forum have been sighted on the proposals and raised concerns that this doesn't leave them much time to make a suitably informed decision in November</li> <li>• DB noted that there has been a lot of discussion within PLP about the disparity and the proposals have been widely discussed</li> <li>• DB also noted that herself, KB and Anne Oldham will be available to respond to enquiries in October in order to facilitate a decision in November</li> <li>• DBa noted that he was hopeful that any enquiries can be dealt with during the consultation process in order to facilitate a decision in November rather than postponing to January</li> <li>• JW noted that colleagues would appreciate a breakdown in terms of contributions from schools (SLAs) EIP/PLP and high block needs and impact on schools</li> </ul> <p><b>Recommendations:</b> Schools Forum is asked to note the proposals and ensure that they are shared with colleagues in preparation for the consultation process.</p>	
<b>6.3</b>	<b>Forward Plan – review for 21/22 Academic Year</b>	
	<ul style="list-style-type: none"> <li>• Forward plan attached on page 3 of the agenda with updated dates. Any comments to be forwarded to CP</li> <li>• CP noted that a number of schools have converted to a MAT. It is therefore recommended that the Schools Forum membership is reviewed with the view to bring recommendations back to Forum at the next meeting. Forum agreed.</li> </ul>	
<b>7.</b>	<b>Any Other Business</b>	
	<ul style="list-style-type: none"> <li>• PG noted that a question had been received linked to Catering SLAs</li> <li>• <b><u>ACTION:</u> PG to forward to ML who will provide a response</b></li> <li>• CP noted that there were 3 members of Forum not in attendance and a reminder was issued for a deputy to be available if Forum members are not able to attend.</li> </ul>	<b>PG/ML</b>
<p>Item 8 below was considered in private. Observers were excluded from the meeting for the following items of business on the grounds that the report contains information relating to the financial or business affairs of any particular person (including the authority holding the information).</p>		
<b>8.</b>	<b>Annual Update – Redundancy Costs (Schools) - CONFIDENTIAL</b>	
	<p>CP talked through the confidential briefing paper. Main points to note as follows:</p> <ul style="list-style-type: none"> <li>• All recommendations shown in the report were agreed by Schools Forum</li> </ul>	
<b>9.</b>	<b>Date of next meeting</b>	
	Wednesday, 24 November 2021 at 12:30pm	



**North Tyneside Council**

# Briefing note

**To:** Schools Forum                      **Author:** Janice Gillepsie

**Date:** 24 November 2021

**Purpose of the Paper:**

Information	√
Consultation	
Decision	

**Title of Briefing:**    **Update All Schools on Funding Distribution for 2022/23 and General Update on financial positions for 2021/22**

## Purpose of Paper

- 1.1 This paper provides an outline of the current information available relating to 2022/23 for each funding block of the Dedicated Schools Grant (DSG) including indicative allocations (based on October 2020 census data) which were announced in October 2021.
- 1.2 This report also contains a brief update on the draft 2021/22 budget monitoring position after the first set of monitoring visits to schools.

## Update on 2022/23 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 2022/23 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 2022/23: Schools Block**

2.2 In 2022/23, as in 2020/21 and 2021/22, the Authority will receive its DSG funding based on the revised DfE National Funding Formula. In October 2021 the DfE published indicative allocations under the NFF at a school level using October 2020 census data.

This shows the funding level for each mainstream school based on the NFF using the 2022/23 Primary Unit of Funding (PUF) and Secondary Unit of Funding (SUF) with October 2020 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. The initial DSG allocation to the Authority for 2022/23 will be published in December 2021 using the October 2021 census results.

- 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-2022-to-2023>

- 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 2021/22. This has continued into 2022/23, with the earliest expected move to “hard” NFF being likely in 2023/24.

- 2.5 The Schools NFF for 2022/23 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 2022/23 are:

- The minimum per pupil funding levels will be set at Primary £4,265, Key Stage 3 £5,321 and Key Stage 4 £5,831; and
- The funding floor will be set at 2.0% per pupil. This minimum increase in 2022/23 allocations will be based on the individual school’s LFF allocation in 2021/22.

In addition, two important restrictions will continue:

- Local authorities will continue to set a Minimum Funding Guarantee in the local formula, which in 2021/22 must be between +0.5% and +2%. 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 School 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 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 2022/23 (using census 2020 i.e. static pupil numbers) is shown below with the 2017/18 to 2021/22 figures for comparison. The Early Years Block value for 2022/23 is based on 2021/22 rates and uses prior year pupil numbers, as the DfE have not published this information at time of writing.

**Table 1: 2022/23 Illustrative allocation compared with prior year actuals**

	2017/18 Baseline £m	2018/19 £m	2019/20 £m	2020/21 £m	2021/22* £m	Notional for 2022/23* £m	2021/22 to 2022/23 £m
Schools	115.395	116.594	120.926	126.794	137.231	140.047	2.816
Central School Services	2.500	2.314	2.343	2.051	1.877	1.727	(0.150)
High Needs	18.680	19.291	19.818	22.319	26.709	28.830	2.121
Early Years Block	12.064	12.553	12.514	12.771	13.946	13.946 <sup>†</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>184.550</b>	<b>4.787</b>
Move from 17/18 Baseline £m	-	2.113	6.962	15.296	31.124	35.911	
Move from 17/18 Baseline %	-	1.42%	4.68%	10.29%	20.94%	24.16%	
Change per Year £m	-	2.113	4.849	8.334	15.828	4.787	
Change per Year %	-	1.42%	3.22%	5.36%	9.66%	2.66%	
PUF	-	£3,770	£3,860	£4,083	£4,425	£4,539	
SUF	-	£5,273	£5,305	£5,427	£5,841	£5,988	
MPPF: Primary	-	£3,300	£4,600	£3,750	£4,180	£4,265	
MPPF: Secondary	-	£4,600	£5,100	£5,000	£5,415	£5,525	

\* Includes pay award grants previously separate to DSG

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

2.7 Within North Tyneside, modelling work is continuing based on the information currently available. At this stage, before initial allocations based on the October 2021 census are announced by the DfE, we are proposing to implement the revised minimum per pupil funding rates published by the DfE for 2022/23.

### High Needs Block Update for 2021/22 Position and 2022/23 illustrative allocation

- 3.1 Schools Forum will recall as reported at the September 2021 meeting, the High Needs block outturn in 2020/21 was an overspend of £8.880m. Despite a budget increase of over £4.3m, this pressure has continued in 2021/22 with a forecasted in-year outturn variance of £3.761m at October and therefore a total cumulative overspend of just over £12.641m.
- 3.2 The pressures in North Tyneside are due to additional places required in special schools, increasing Out of Borough placements 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 currently in use. The most recent figures suggest that the Authority are around 1% above the national average in terms of whole population. This has a significant impact on all the services that work with our children and young people with additional needs. An informal discussion with the Education Skills and Funding Agency (ESFA) took place on 16 June where the Authority outlined its progress in relation to a recovery plan for high needs expenditure. These proposals have been shared with stakeholders including Schools Forum on 7 July. A High Needs Recovery Plan was submitted to the

ESFA by 13 August and the plan sought to address the High Needs deficit by 2025-26. The themes of the recovery plan link clearly to our SEND Inclusion Strategy and our Ambition for Education:

- Improved Graduated Approach to support more young people to have success in their local school;
- Review of Commissioned Services with a focus on maintaining young people in their local school;
- Annual reviews are focussed, timely and include ‘value for money’;
- The banding and mechanisms the Authority uses to fund schools are brought in line with our graduation aspirations;
- Use of capital funding to address issue around capacity;
- More effective place planning and projection is used to ensure that there are sufficient resources in place; and,
- Ensuring that the Authority are working with our partners and stakeholders.

**Table 2: Forecasted High Needs Overspend as at October 2021**

Provision	Budget	Forecast October	Variance	Comment	Prior Variance
	£m	£m	£m		£m
Special schools and PRU	15.519	17.601	2.082	Pressure on places for children with profound, Multiple Learning Difficulties, Social Emotional and Mental Health problems and Autism Spectrum Disorder	2.050
ARPs/Top ups	4.120	4.968	0.847	Pressures in pre 16 top ups e.g. Norham ARP	0.825
Out of Borough	2.890	3.662	0.771	Increased number of children placed outside North Tyneside Schools	0.736
Commissioned services	3.888	3.949	0.061		0.061
<b>Subtotal</b>	<b>26.417</b>	<b>30.180</b>	<b>3.761</b>		<b>3.672</b>
2020/21 b/f			8.880		8.880
<b>Subtotal</b>			<b>12.641</b>		<b>12.552</b>

3.4 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).



3.5 The indicative value of the High Needs block in 2021/22 based on static rolls is as follows:

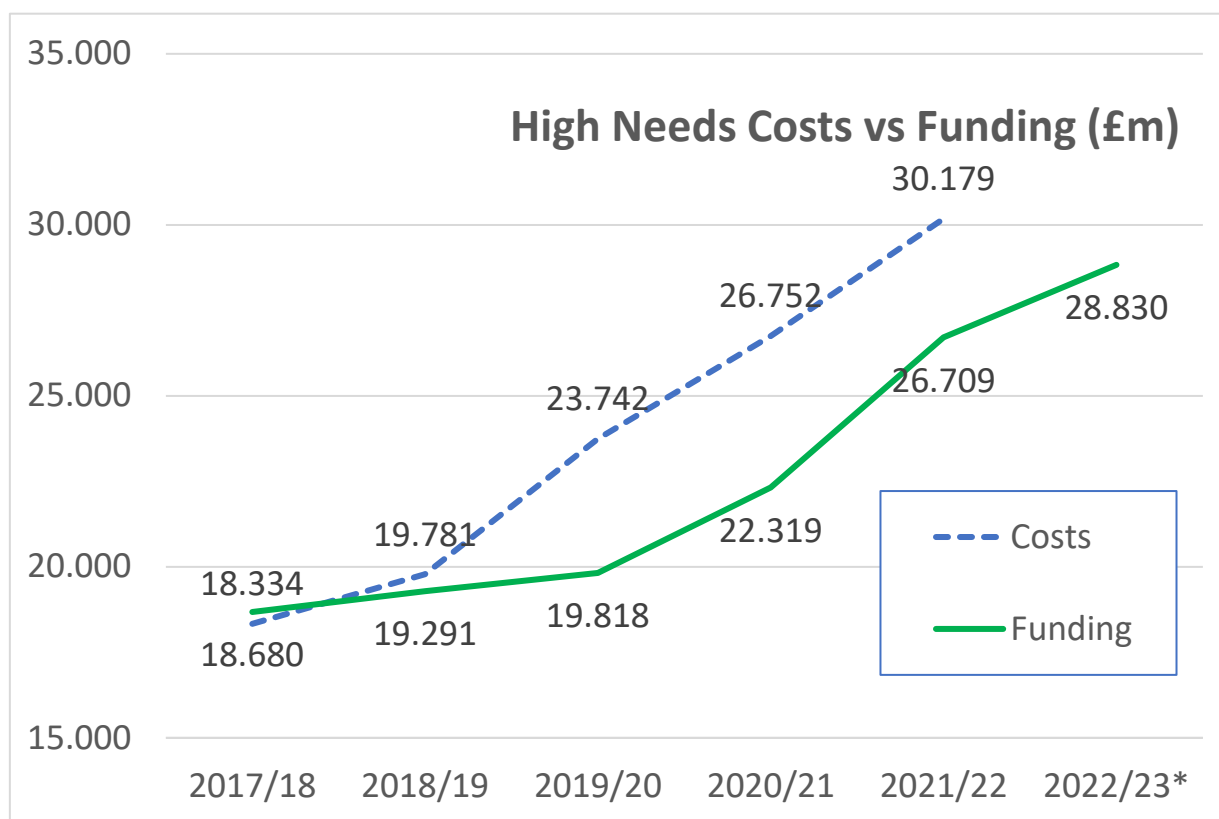
**Table 3: Indicative High Needs Block Values 2022/23 compared to prior years DSG funding (excluding in year transfer)**

	2017/18 Baseline	2018/19	2019/20	2020/21	2021/22	Notional for 2022/23*
	£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>28.830</b>
Move from 17/18 Baseline £m	-	0.611	1.138	3.639	8.029	10.150
Move from 17/18 Baseline %	-	3.27%	6.09%	19.48%	42.98%	54.34%
Change per Year £m	-	0.611	0.527	2.501	4.390	2.121
Change per Year %	-	3.27%	2.73%	12.62%	19.67%	7.94%

\* Indicative only

3.6 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 has to be pointed out 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 2020/21 Outturn Position and 2021/22 illustrative forecast

- 4.1 The Early Years block outturn for 2020/21 was a surplus of £0.341m. All provisions are forecast to be provided on budget for the year.

### Update on 2021/22 Budget Monitoring for Schools

- 5.1 Forum will recall, as reported in July 2021, that the overall level of school balances at the end of March 2021 was £3.721m compared to £0.165m as at March 2020. This represented an increase in balances of £3.556m.
- 5.2 The first set of monitoring for the 2020/21 year has nearly been completed, with schools overall showing a £2.091m improvement against budget plans. However, a number of schools have had difficulty completing their monitoring statements due to issues with funding forecasts. The lack of clarity on SEN funding has been the main issue, also problems reporting funding through budget tools.
- 5.3 Two schools have moved out of deficit following allocation of Containment funding for costs in 2020/21, though at least one school is reporting new forecast deficits over £5,000 due to issues with SEN funding, which need to be investigated. In addition five more schools are forecasting at budget until their issues can be resolved. The summary of balances by phase is shown in Table 6 below.

**Table 6: School balance position against plan (committed and uncommitted)**

Phase	OUTTURN 2020/21 £m	BUDGET PLAN 2021/22 £m	MONITORING 1 2021/22 £m	IMPROVEMENT 2021/22 £m
Nursery	0.124	0.082	0.074	(0.008)
First	1.291	0.832	0.910	0.078
Primary	6.056	3.061	3.537	0.476
Middle	1.013	0.414	0.506	0.092
Secondary	(5.577)	(9.808)	(8.915)	0.893
Special/PRU	0.815	(0.574)	(0.014)	0.561
<b>Total</b>	<b>3.721</b>	<b>(5.993)</b>	<b>(3.902)</b>	<b>2.091</b>

- 5.4 The position of schools in deficit improved by £0.909m by the first set of monitoring compared with their budgeted outturns. It should be noted that Greenfields Primary have struggled to report on funding so the forecast is shown at budget, though their balances excluding funding were showing an improvement against budget.
- 5.5 Deficit review meetings have been held between the representatives of the Director of Resources (Janice Gillespie) and the Director of Services for Children and Adults (Jacqui Old) and the Heads and Chairs of Governors of schools under a deficit approval agreement.

**Table 7: Position of Deficit Schools after Monitoring 1**

Phase	OUTTURN 2020/21 £m	BUDGET PLAN 2021/22 £m	MONITORING 1 2021/22 £m	IMPROVEMENT 2021/22 £m
Greenfields Primary	(0.131)	(0.084)	(0.084)	0.000
Ivy Road Primary	(0.165)	(0.198)	(0.175)	0.022
Norham High	(3.064)	(3.969)	(3.819)	0.150
Longbenton High	(2.334)	(2.618)	(2.305)	0.312
Monkseaton High	(4.815)	(5.689)	(5.527)	0.162
Beacon Hill	(0.244)	(1.241)	(0.979)	0.262
<b>TOTAL</b>	<b>(10.753)</b>	<b>(13.799)</b>	<b>(12.890)</b>	<b>0.909</b>

**Central Block Funding for 2022/23**

6.1 The make-up of the Central School Services Block (CSSB) has changed from 2019/20, with further changes to be implemented in 2022/23. Funding is comprised of a historic commitments' allocation and a formula-based amount for ongoing functions. Table 4 shows the impact of the indicative funding for 2022/23, 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 4: Indicative allocations for North Tyneside CSSB 2022/23 compared to prior years DSG funding**

	2019/20	2020/21	2021/22	2022/23	Annual Change	
	£m	£m	£m	£m	£m	%
Historical Commitments	1.555	1.244	0.995	0.796	(0.199)	(20.00%)
Ongoing Functions	0.788	0.807	0.882	0.931	0.049	5.56%
<b>Total</b>	<b>2.343</b>	<b>2.051</b>	<b>1.877</b>	<b>1.727</b>	<b>(0.150)</b>	<b>(7.99%)</b>
Change from 2017/18 Baseline £m	-	(0.292)	(0.466)	(0.616)		
Change from 2017/18 Baseline %	-	(12.46%)	(19.89%)	(26.29%)		
Change per Year £m	-	(0.292)	(0.174)	(0.150)		
Change per Year %	-	(12.46%)	(8.48%)	(7.99%)		

6.2 Forum will recall that the 2021/22 decrease in CSSB funding (£174k) was to be met by reducing funding on the following functions:

- High Borrans (£95k);
- De-commissioned School Buildings (£30k);

- School Support Service (£29k);
- Education Improvement Partnership (£20k)

To reduce the impact on the Council services, the drop in CSSB funding was replaced by Headroom funding in 2021/22. The remaining 2021/22 CSSB funding allocations are in table 5 below.

- 6.3 The 2022/23 indicative reduction in CSSB 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 2022 to ratify these changes and to agree any services, including additional functions, to be funded by de-delegation.

**Table 5: CSSB Funding Allocations by Function for 2022/23**

<b>Budgets which now form part of the CSSB</b>	<b>CSSB 2021/22 £</b>
Budget to fund the Schools Support Service	<b>556,256</b>
Budget to support vulnerable schools.	<b>52,044</b>
Budget to maintain High Borrans Outdoor education facility	<b>0</b>
Budget for the Education Improvement Partnership (secondary schools)	<b>80,318</b>
Budget to support the informational requests of the Schools Forum and improved budgetary awareness across all schools	<b>30,125</b>
Collective contribution to ongoing pension costs incurred when allowing teachers to leave schools prematurely	<b>624,951</b>
Budget for costs associated with de-commissioned school buildings	<b>0</b>
Schools admission service	<b>141,570</b>
Former Education Services Grant (Retained)	<b>243,572</b>
National Copyright Licences	<b>148,169</b>
<b>Total CSSB Funding</b>	<b>1,877,005</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 High Needs Recovery Plan which will consider value for money and the outcomes for children and young people and will implement change, where needed, following due process;
- Note the improvement in the budget monitoring position for schools following monitoring one; and
- Note the impact on funding Council services via CSSB from the decisions in 2021/22 and the expected additional impact in 2022/23.



## Item 6.1b

# Briefing note

**To:** Schools Forum      **Author:** Janice Gillespie

**Date:** 24 November 2021

**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 2022/23

### Purpose of Paper

1.1 This paper provides a summary of the outcomes from the consultation exercise carried out with all schools in October and November 2021 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 remain aligned to the National Funding Formula (NFF). In addition, officers from the SEN and SST services of the Authority prepared project plans to aid recovery of the High Needs Block deficit, on the basis of a block transfer of 0.5% from Schools block to High Needs block. The outcome of that work was presented to Schools Forum on 22<sup>nd</sup> September 2021 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 and capping based on affordability?
- To support a 0.5% transfer from Schools block to High Needs block to fund the projects outlined by SEND/SST services.

2.2 Each of the plans put forward to School Forum were then presented to schools at a number of briefings and forums, with the addition of updates on the indicative DSG funding allocations once available. and the reasons for the selected MFG rates and capping were explained in relation to the estimate allocation and the relative gap to full NFF. At its meeting on the 1 October, Schools Forum agreed to consult with all schools on these options. A consultation exercise The consultation was agreed by Forum and launched for schools to complete between 22<sup>nd</sup> October and 19<sup>th</sup> November 2021, with all headteachers, school leaders and governors given the opportunity to reply.

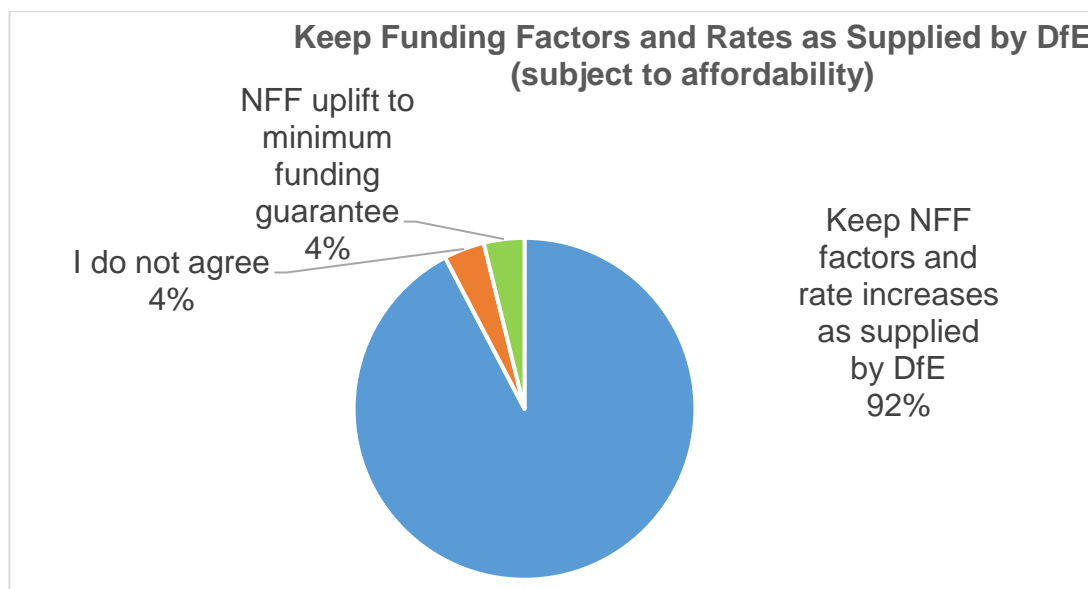
During the consultation a further engagement event with school staff, headteachers and governors was held to provide additional information on the expected impact of the proposals. In total 40 surveys were completed from 26 different schools. The response rate moved from 68% in 2019 to 54% in 2020 and now 37% in 2021, with responses received from 20 head teachers and 11 governors or governing bodies, plus 9 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	19	54	35%
Secondary Middle	1	5	20%
Secondary High	6	11	55%
All Through	0	1	0%
<b>Total</b>	<b>26</b>	<b>71</b>	<b>37%</b>

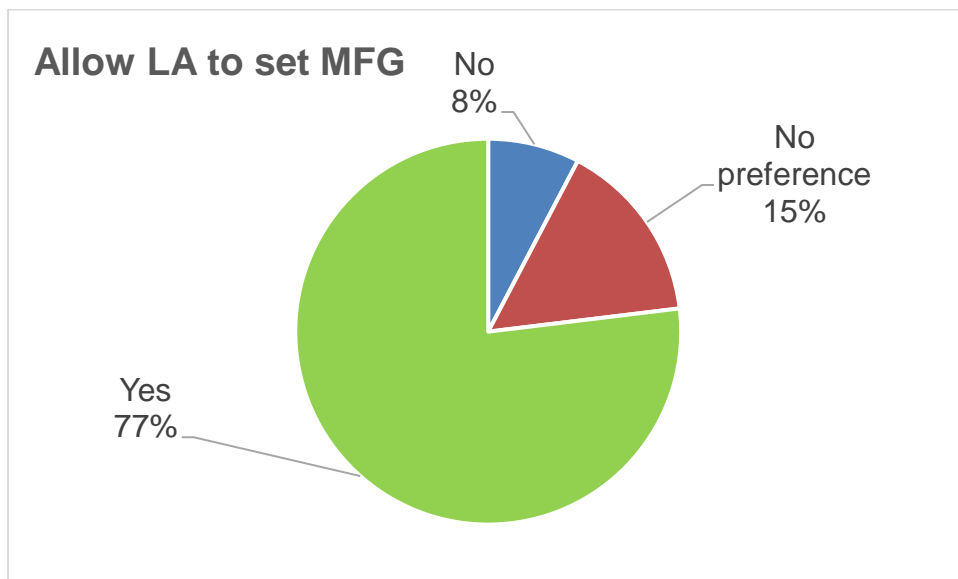
2.3 Responses to the consultation questions from the respondents are summarised below. These have been analysed based on both the total number of votes and limiting to one vote per school (usually casting the headteacher vote).

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



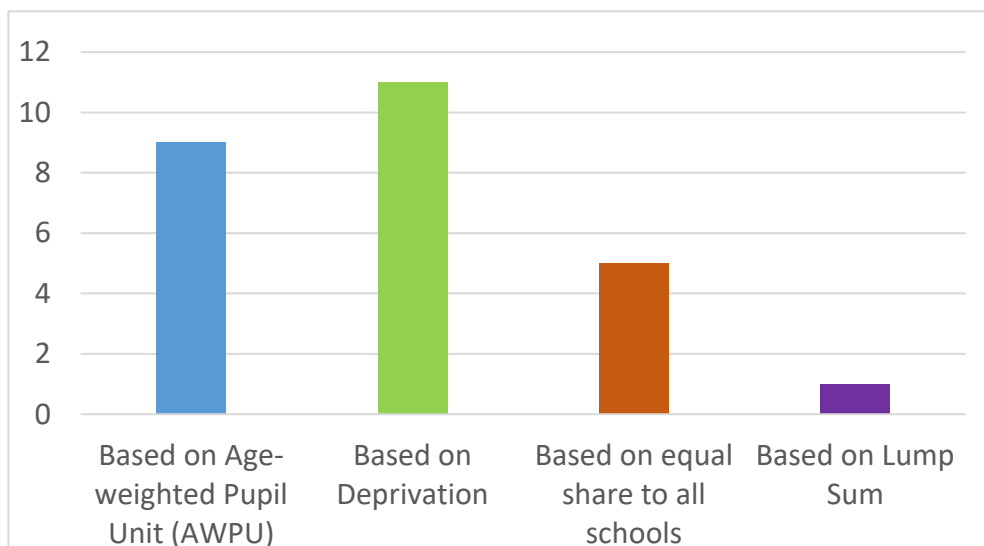
- 2.4 The consultation favours staying on NFF factors, final funding permitting. 92% of schools voting agreed with this continuation, with only 4% or one school disagreeing and 4% or one school following the NFF to the minimum funding guarantee only.
- 2.5 Schools were asked if they supported the Authority setting minimum funding guarantee levels based on affordability. 77% of schools replied yes, 15% had no preference and 8% disagreed. Schools asked that the MFG should be set to a maximum to optimise funding to those schools with current low funding rates.

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



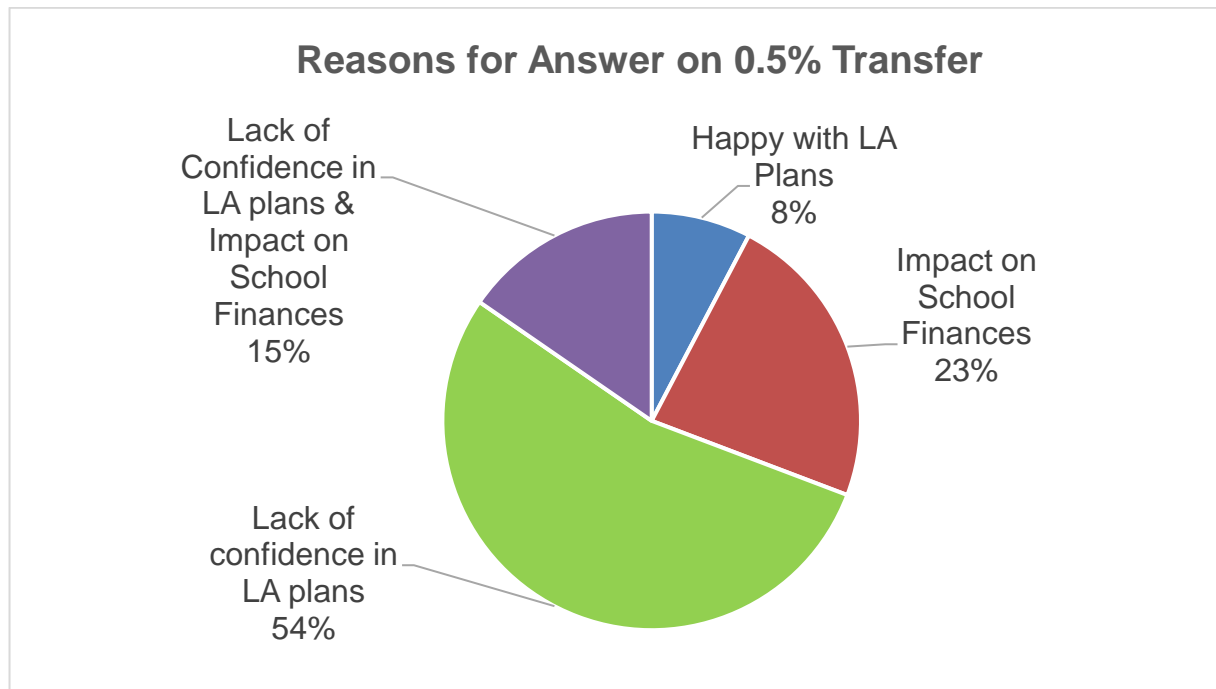
- 2.5 In reviewing how best to allocate any surplus funding respondents were offered seven options, plus "other". The preferred option has changed to basing it on deprivation factors, though one school reflected this penalises small primary and first schools who are already impacted by the drop in lump sum.

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



2.6 There was no overall agreement to transfer up to 0.5% of the Schools block to High Needs block, with only 8% of schools being happy with the transfer (compared to 45% last year). The remaining 92% of schools cited two main reasons for their responses, based on either the lack of confidence in the plans for using the funding or the impact deducting this funding has on already tight school balances.

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



2.7 54% of schools did not believe the LA plans gave sufficient evidence that they were robust enough to warrant the transfer, 23% stated their main concern about the transfer was the impact on school finances by reducing the School block and 15% stated both of these issues. A number of schools preferred that the decision to fund the transfer be delayed until the current OFSTED review of the LA's SEN function is completed and there was a challenge that the plans would need to be assessed against the conditions concerning block transfers allowed by ESFA.

2.8 Schools Forum need to consider that any decision to move funding from the School block to High Needs block would also need to be ratified by the Department for Education. They will expect any plans to use this funding are in line with the submitted high needs recovery plan, where one exists. They have also recently stated that due to the large increase in High Needs Funding (indicatively 7.75% for North Tyneside), any agreement to transfer funds would be exceptional.

2.9 Generally, a number of schools have criticised the length of the consultation and the lack of clear outcomes and accountability linked to the plans put forward for the High Needs block transfer. It should be noted that the consultation period is similar to that used over the last two years. It should also be noted that the LA did not know about the OFSTED inspection of the SEND function until after the plans for the consultation had been agreed, in line with their overall budget planning timetable.



## 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 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 fund the projects outlined by SEND/SST services
  - b) Support 0.5% transfer from Schools Block to High Needs block and work with LA on range of activities that could support the system change required.
  - c) Not support any transfer of funds from Schools Block to High Needs Block

This page is intentionally left blank

## Item 6.2

Head of Resourcing  
Quadrant  
The Silverlink North  
Cobalt Business Park  
North Tyneside  
NE27 0BY  
Tel: (0191) 643 5800



North Tyneside Council

# Briefing note

**To:** Schools Forum **Author:** Christina Ponting/ Diane Thompson

**Date:** 23rd November 2021 **Purpose of the Paper:**

Information	√
Consultation	√
Decision	√

**Title of Briefing:** Review of Schools Forum Membership

### Background

Schools Forum in September 2021, noted that due to a status change of a number of Schools (from Voluntary Aided/Maintained School to Academy) in August 2021 and further changes being planned to take place in October 2021 and April 2022, Schools Forum needed to review its membership to determine if there was a need for any changes.

Schools Forum last reviewed its membership, in January 2018 when Seaton Burn School changed to an Academy (now referred to as North Gosforth Academy); this review resulted in there not being a need to add additional Academy representatives to Schools Forum as the number of pupils affected was a relatively small number. Table 1 below notes the information that was presented to Schools Forum at that time:

Table 1 – 2018 Review

As at 2018 Review			
Sector	Pupils	% of Pupils	Members from 1st Jan 2018
Nursery/Primary/First (including Nursery)	16,410	54%	11
Middle/Secondary	9,793	32%	7
Special (including PRU)	591	2%	2
Academy	3,546	12%	3
<b>Total</b>	<b>30,340</b>	<b>100%</b>	<b>23</b>

The Current membership of Schools Forum is noted in Appendix A.

### Current Position:

As Schools Forum members are aware, whilst there are a number of different 'category' of member within Schools Forum the individual 'post holder' is not in the role to represent their individual school or organisation. Each post holder is required to represent their sector or locality. Therefore, colleagues from an Academy school could be a locality representative – representing all schools in their sector in their locality area, e.g., an Academy Head teacher could also be a locality representative for the First/Primary or Middle/High if they are chosen by their locality/sector to be in that role.

The change of the status of a number of Primary Schools to join the Bishop Berwick Catholic Education Academy Trust (BBCET) will result in a number of pupils (2,148) being accounted for in an Academy School as follows:

- 4 Schools converted on 1<sup>st</sup> August 2021 (Primary - Star of the Sea, St Mary's (North Shields), St Cuthbert's, St Joseph's accounting for 1,045 pupils).
- 3 Schools converted on the 1<sup>st</sup> October 2021 (Primary – St Aidan's, St Bernadette's, St Columba's (accounting for 701 pupils)).
- 2 Schools are planned to convert on the 1<sup>st</sup> April 2022 (Primary – St Mary's (Forest Hall), St Stephen's (accounting for 402 pupils)).

There are therefore currently 11 Academy Schools within North Tyneside @1st October 2021 with 2 more planned for 1<sup>st</sup> April 2022, resulting in 13 Academy Schools being planned to be in place by the 1<sup>st</sup> April 2022. (Please note: all of this information presented within this report includes the two planned Academy conversions in April 2022).

It is proposed, due to the movement of pupil number from the maintained to the Academy sector for School Forum to increase its overall membership numbers from 27 to 29, thus allocating 2 additional Schools Forum representative roles to 'Other School Members – Non Locality Based' and thereby increasing the Academy representative roles from 2 to 4.

Table 2 presents information on the pupil numbers on the same basis as data was presented/ considered in 2018 by Schools Forum.

Table 2 – Proposed 2021/22 Review

<b>Proposed 21/22 Review</b>			
	Option 1		
<b>Sector</b>	<b>Pupils</b>	<b>% of Pupils</b>	<b>Members from April 22</b>
Nursery/Primary/First (including Nursery)	12,430	45%	11
Middle/Secondary	9,221	33%	7
Special (including PRU)	759	3%	2
Academy	5,370	19%	4
<b>Total</b>	<b>27,780</b>	<b>100%</b>	<b>24</b>

The proposed changes to the current membership of Schools Forum to accommodate 2 additional 'Other School Members – Non Locality Based' are noted/ highlighted in Appendix B.

### **Recommendations:**

Schools Forum having read this report and clearly understanding the information provided consider this report and note the following:

1. Members are asked to consider the proposal noted and to reach agreement on the recommendation of increasing the 'Other School Members – Not locality based' by 2

to accommodate the addition of new Academy representative roles onto Schools Forum.

2. If Schools Forum members agree with the recommendation contained within this report, the updated membership would replace the current membership and new Academy members would be expected to join School Forum and attend from the next available meeting (12<sup>th</sup> January 2022).
3. It is up to the Academy schools to come together and decide how they wish to appoint. New members will be offered support in their role with an Induction/Update session (in line with support offered to all Schools Forum members) which ideally can take place before the next meeting in January 2022.
4. The membership of Schools Forum will be kept under review; so that roles on Schools Forum remain representatives of the category/ type of School operating within the North Tyneside Council area and in accordance with the ESFA Good Practice Guidance for Schools Forums.

# Appendix A

Membership as at 11-Nov 2021					
<b>North West</b>					
Phase	Role	Name	School	Term expires	Number
Primary	Head	Stephen Baines	Holystone Primary	Jan-23	1
Primary	Head	Jill Wraith	Benton Dene Primary	May-24	1
Secondary	Head	Kelly Holbrook	Longbenton	Sep-24	1
<b>TOTAL</b>					<b>3</b>
<b>South West</b>					
Phase	Role	Name	School	Term expires	Number
Primary	Head	Andrew James	St Aidan's	May-24	1
Primary	Head	Angi Gibson	Hadrian Park	Sep-22	1
Secondary	Head	Paul Johnson	Churchill	Oct-21	1
<b>TOTAL</b>					<b>3</b>
<b>Other School members - Not locality based</b>					
Phase	Role	Name	School	Term expires	Number
Primary/First	Governor	Michael Young	Spring Gardens	Jan-22	1
Primary/First	Governor	Peter Thorp	Redesdale	Dec-22	1
Secondary/Middle	Governor		Vacant		1
Secondary/Middle	Governor	David Bavaird	Norham High School	Dec-22	1
Nursery	Head	John Croft	Sir James Knott	Jan-22	1
PRU	Head	Karen Croskery	Moorbridge	Feb-22	1
Special	Head	Peter Gannon	Silverdale	Feb-22	1
Academy	Other	Kerry Lilico	Grasmere	Feb-22	1
Academy	Other	Philip Sanderson	Kings Priory	May-24	1
<b>TOTAL</b>					<b>9</b>
<b>Non School members</b>					
Phase	Role	Name	School	Term expires	Number
16-19 providers	Other	Marie Flatman	Tyne Metropolitan College	Dec-22	1
EY PVI	Other	Joanne Thompson	Holystone Out of School	Dec-21	1
C of E Diocese	Other	Louise Bradford	Christ Church C of E Primary S	Nov-24	1
RC Diocese	Other	David Watson	St Thomas More RC Academy	Feb-22	1
Trades Union	Other	Candy Mellor	Trade Union	May-24	1
<b>TOTAL</b>					<b>5</b>
<b>Overall</b>					<b>27</b>
<b>North East</b>					
Phase	Role	Name	School	Term expires	Number
Primary	Head	Finn Wilcock	Southridge First School	Oct-24	1
First	Head	Colleen Ward	Coquet Park First	Oct-24	1
Secondary	Head	Steve Wilson	Whitley Bay High	Jul-24	1
Middle	Head	John Newport	Marden Bridge	May-22	1
<b>TOTAL</b>					<b>4</b>
<b>South East</b>					
Phase	Role	Name	School	Term expires	Number
Primary	Head	Gavin Storey	Cullercoats	Jul-23	1
Primary	Head	Laura Baggett	Monkhouse	May-24	1
Secondary	Head	Matt Snape	Marden High	Oct-24	1
<b>TOTAL</b>					<b>3</b>
Membership Summary					
	Number	% Overall	<i>First/Primary</i>	<b>8</b>	
School	13	46%	<i>Middle/Secondary</i>	<b>5</b>	
School-Non Locality	9	32%		<b>13</b>	
Non-School	5	21%			
Total	<b>27</b>	100%			
Quorate		40%		12	

Membership as at						23-Nov 2021																														
<b>North West</b>						<b>North East</b>																														
Phase	Role	Name	School	Term expires	Number	Phase	Role	Name	School	Term expires	Number																									
Primary	Head	Stephen Baines	Holystone Primary	Jan-23	1	Primary	Head	Finn Wilcock	Southridge First School	Oct-24	1																									
Primary	Head	Jill Wraith	Benton Dene Primary	May-24	1	First	Head	Colleen Ward	Coquet Park First	Oct-24	1																									
Secondary	Head	Kelly Holbrook	Longbenton	Sep-24	1	Secondary	Head	Steve Wilson	Whitley Bay High	Jul-24	1																									
						Middle	Head	John Newport	Marden Bridge	May-22	1																									
					<b>TOTAL</b>	<b>3</b>						<b>TOTAL</b>	<b>4</b>																							
<b>South West</b>						<b>South East</b>																														
Phase	Role	Name	School	Term expires	Number	Phase	Role	Name	School	Term expires	Number																									
Primary	Head	Andrew James	St Aidan's	May-24	1	Primary	Head	Gavin Storey	Cullercoats	Jul-23	1																									
Primary	Head	Angi Gibson	Hadrian Park	Sep-22	1	Primary	Head	Laura Baggett	Monkhouse	May-24	1																									
Secondary	Head	Paul Johnson	Churchill	Oct-21	1	Secondary	Head	Matt Snape	Marden High	Oct-24	1																									
					<b>TOTAL</b>	<b>3</b>						<b>TOTAL</b>	<b>3</b>																							
<b>Other School members - Not locality based</b>																																				
Phase	Role	Name	School	Term expires	Number																															
Primary/First	Governor	Michael Young	Spring Gardens	Jan-22	1																															
Primary/First	Governor	Peter Thorp	Redesdale	Dec-22	1																															
Secondary/Middle	Governor		Vacant		1																															
Secondary/Middle	Governor	David Bavaird	Norham High School	Dec-22	1																															
Nursery	Head	John Croft	Sir James Knott	Jan-22	1																															
PRU	Head	Karen Croskery	Moorbridge	Feb-22	1																															
Special	Head	Peter Gannon	Silverdale	Feb-22	1																															
Academy	Other	Kerry Lilico	Grasmere	Feb-22	1																															
Academy	Other	Philip Sanderson	Kings Priory	May-24	1																															
Academy	Other			Jan-25	1																															
Academy	Other			Jan-25	1																															
					<b>TOTAL</b>	<b>11</b>																														
<b>Non School members</b>																																				
Phase	Role	Name	School	Term expires	Number																															
16-19 providers	Other	Marie Flatman	Tyne Metropolitan College	Dec-22	1																															
EY PVI	Other	Joanne Thompson	Holystone Out of School	Dec-21	1																															
C of E Diocese	Other	Louise Bradford	Christ Church C of E Primary S	Nov-24	1																															
RC Diocese	Other	David Watson	St Thomas More RC Academy	Feb-22	1																															
Trades Union	Other	Candy Mellor	Trade Union	May-24	1																															
					<b>TOTAL</b>	<b>5</b>																														
					<b>Overall</b>	<b>29</b>																														
						<b>Membership Summary</b> <table border="1"> <thead> <tr> <th></th> <th>Number</th> <th>% Overall</th> <th>First/Primary</th> <th></th> </tr> </thead> <tbody> <tr> <td>School</td> <td>13</td> <td>46%</td> <td></td> <td>8</td> </tr> <tr> <td>School-Non Locality</td> <td>11</td> <td>32%</td> <td>Middle/Secondary</td> <td>5</td> </tr> <tr> <td>Non-School</td> <td>5</td> <td>21%</td> <td></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>29</b></td> <td><b>100%</b></td> <td></td> <td><b>13</b></td> </tr> </tbody> </table>							Number	% Overall	First/Primary		School	13	46%		8	School-Non Locality	11	32%	Middle/Secondary	5	Non-School	5	21%			<b>Total</b>	<b>29</b>	<b>100%</b>		<b>13</b>
	Number	% Overall	First/Primary																																	
School	13	46%		8																																
School-Non Locality	11	32%	Middle/Secondary	5																																
Non-School	5	21%																																		
<b>Total</b>	<b>29</b>	<b>100%</b>		<b>13</b>																																
						Quorate 40% 12																														

This page is intentionally left blank





North Tyneside Council

## Item 6.3a

Head of Resourcing  
Quadrant  
The Silverlink North  
Cobalt Business Park  
North Tyneside  
NE27 0BY  
Tel: (0191) 643 5800

# Briefing note

**To:** Schools Forum

**Author:** Christina Ponting

**Date:** 23rd November 2021

**Purpose of the Paper:**

Information	√
Consultation	√
Decision	

**Title of Briefing:** Annual Review of the North Tyneside Schools Forum Constitution

### Background

Schools Forum have a Constitution in place and the document is reviewed on an annual basis to ensure that it continues to be in line with ESFA national guidance issued annually.

### Current Position:

The North Tyneside Schools Forum has been reviewed in line with updated ESFA advice and guidance as at 11<sup>th</sup> November 2021 and there are no material changes needed. Changes that are needed are noted in the document that has been sent to Schools Forum members separately noting tracked changes for ease of reference for members.

### Recommendations:

Schools Forum having read this report and clearly understanding the information provided consider this report and note the following:

1. Members are asked to consider the changes to the document and to confirm if they are clear on the changes and if they are happy for the document to be updated a noted.
2. If Schools Forum members are in agreement the updated document would replace the current document provided to members and noted on the Schools Forum website.
3. The North Tyneside Schools Forum Constitution will be reviewed again in September 2022 or asap thereafter once ESFA guidance is updated/ provided.

## Date Effective: September 2020<sup>1</sup>

The following document notes how the North Tyneside Schools Forum (NTSF) will operate from September 2020<sup>1</sup>. 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 schools forum

Representatives from schools and academies make up the schools 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

<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. ~~ESFA guidance remains unchanged from 2018 (with the exception of a temporary amendment in May 2020 to provide for virtual meeting in line with the response to the COVID19 Pandemic which has not been incorporated into this document are there are separate arrangements in place for this) and therefore except for a date change and removal of one reference document that the ESFA have withdrawn (previously noted in reference documents on page 2 – ESFA SF: A guide for Schools & Academies) this document remains unchanged (as 11.11.20).~~

- 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 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 takes into account 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~~~~September 2018~~) 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

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~~<sup>4</sup>

<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

## 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 .....	7
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.....	11
3.6 Review of Membership .....	11
3.7 Skills & Competency of Members .....	11
4. Terms of Office .....	11
4.1 Duration.....	11
4.2 Notification to Schools, Academies & Stakeholders of membership of Schools Forum.....	12
4.3 Cessation of Eligibility to be a Schools Forum Member.....	12
4.4 Resignation.....	12
5. Election & Nomination of School Representatives .....	12
5.1 Responsibility for Appointment .....	12
5.2 Appointments.....	12
5.3 Schools Members – Head teachers.....	13
5.4 Schools Members - Governors .....	13
5.5 Single Role .....	13
6. Election & Nomination of Academy Members.....	13
7. Non-School Members.....	14

7.1	16-19 Providers .....	14
7.2	Early Years Private, Voluntary and Independent Providers (EY PVI).....	14
7.3	The Church of England (CofE) and Roman Catholic (RC) dioceses .....	14
7.4	Other Groups.....	14
8.	Other Membership Matters .....	15
8.1	Restrictions.....	15
9.	Recording of Schools Forum business.....	15
10.	Observers .....	16
11.	Participation of Local Authority (LA) Officers.....	16
12.	Public Access .....	16
13.	Working/ Sub-Groups.....	16
14.	Urgent Business.....	17
15.	Appointment of Chair & Vice-Chair.....	17
15.1	Election of the Chair & Vice-Chair .....	17
15.2	Chair & Vice Chair – Term of Office.....	17
15.3	Chair & Vice Chair - Eligibility .....	17
15.4	Chair & Vice-Chair - Resignation .....	17
15.5	Chair & Vice-Chair - Responsibilities .....	17
15.6	Chair & Vice-Chair - Absence.....	17
16.	Member Substitutions/ Absence .....	18
17.	Meeting – Dates & Organisation.....	18
17.1	Number of Meetings Per Annum .....	18
17.2	Dates of Forum Meetings.....	18
17.3	Forward Plan .....	18
18.	Quorate .....	19
19.	Voting Procedures .....	19
19.1	Principles of Voting.....	19
19.2	Majority Voting.....	19
19.3	Voting Restrictions .....	20
19.4	Voting Remit.....	20

19.5	Tied Voting .....	21
20.	Defects & Vacancies .....	22
21.	Rules of Conduct .....	22
21.1	Code of Conduct .....	22
21.2	Declaration of Interest .....	22
22.	Administration.....	22
23.	Communication to Non-Forum Members.....	23
23.1	Publication of Papers.....	23
23.2	Consultation .....	23
24.	Indemnity .....	24
25.	Expenses.....	24
26.	Resources of Schools Forum .....	24

The ESFA Schools Forum: Operational Good Practice Guide (14<sup>th</sup> September 2018) has been used to draft this document.

## 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>4,5</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.

The schools block is ring-fenced and LA's require approval from the NTSF in order to move up to 0.5% from the schools 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

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

The Regulations state that an LA must consult with its schools forum annually in connection with various schools budget functions. This is in place and the LA consults annually with the NTSF on the following:

- Amendments to the school funding formula
- Arrangements for the education of pupils with special educational needs including commissioned places and arrangements for top-up funding
- 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
- Arrangements for early years provision
- Administrative arrangements for allocation of central government grants paid to schools

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 schools 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.

In addition the NTSF shall also act as an informal consultative body for the LA with respect to:

- a) Capital allocations and consultations regarding Asset Management;
- b) Key strategic plans.

## 2.4 Role of the Secretary of State

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 schools block; then discussions with the NTSF will take place before any proposals are presented.

## 2.5 ESFA Schools Forum Powers & Responsibility

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):



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 schools forums noting that Schools Forum members must be elected to schools 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

<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 schools forum and it is for the proprietor bodies to select their representatives. The Regulations also provide for non-schools 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-schools 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’.</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 maintained schools, governors and head teachers (or their representatives) are elected by the appropriate phase.</p>
---

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

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	2
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
EOTAS/LAG	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>28</b>

**Commented [CP1]:** This needs to be reviewed in line with the separate paper presented linked to the RC school's academy status conversions.

**Commented [CP2]:** The overall number will be impacted by the highlight above linked to RC school's academy conversions.

This was last reviewed in ~~November 2021~~ ~~May 2018~~ 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.

**Commented [CP3]:** Linked to RC academy school conversions and a separate paper being presented to Schools Forum in November 2021

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.

### 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 schools 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 members 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 schools forum. The LA will support the NTSF with appointments to</p>
--	--

ensure 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**

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).

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.

#### **4.3 Cessation of Eligibility to be a Schools Forum Member**

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.

#### **4.4 Resignation**

A member may resign by giving notice to the Clerk to the Schools Forum within the LA.

### **5. Election & Nomination of School Representatives**

#### **5.1 Responsibility for Appointment**

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.

#### **5.2 Appointments**

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 groups 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.

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.

Further clarity is noted below.

### 5.3 Schools Members – Head teachers

	<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> <ol style="list-style-type: none"><li>A Head teacher from each locality is selected; in each of the First/ Primary/ Nursery and Secondary/Middle/High phases;</li><li>At least 1 Head teacher is selected from a Primary school and a First school; and</li><li>At least 1 Head teacher is selected from a Middle school and a First school.</li></ol>
--	--

### 5.4 Schools Members - Governors

	<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>
--	--

### 5.5 Locality Areas

	<p><b><u>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.</u></b></p>
--	--

### 5.65 Single Role

	<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>
--	--

## 6. Election & Nomination of Academy Members

<sup>8</sup> Which may or may not include one of their commercial partners

	<p>Academy members must be elected by the proprietor bodies of the academies and they are best placed to determine the process. Academy 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.</p> <p>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.</p>
--	--

<b>7.</b>	<b>Non-School Members</b>
-----------	---------------------------

<b>7.1</b>	<b>16-19 Providers</b>
------------	------------------------

	<p>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.</p>
--	--

<b>7.2</b>	<b>Early Years Private, Voluntary and Independent Providers (EY PVI)</b>
------------	--

	<p>The LA will appoint to the NTSF at least one person to represent this sector, this is due to the fact that early years 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.</p>
--	---

<b>7.3</b>	<b>The Church of England (CofE) and Roman Catholic (RC) dioceses</b>
------------	--

	<p>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.</p>
--	---

<b>7.4</b>	<b>Other Groups</b>
------------	---------------------

	<p>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 schools 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</p>
--	--

those groups of vulnerable and at risk pupils who are on the roll of maintained schools, such as 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).

The NTSF have agreed that the following groups of pupils will therefore be represented by having a nominated representative on schools forum and the LA will on behalf of the NTSF oversee/ manage this election/ appointment process.

- i. Educated other than at school/ vulnerable/ at risk pupils
- ii. Special Educational Needs & Disabilities

As noted the purpose of non-schools members is also to bring greater breadth of discussion to schools forum meetings and to ensure that stakeholders and partners other than schools are represented the following group will also be represented on the schools forum. Again the LA will on behalf of the NTSF oversee/ manage this election/ appointment process.

- iii. Trades Union

## 8. Other Membership Matters

### 8.1 Restrictions

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.

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).

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.

A non-executive elected member can be a schools member (by virtue of their being a school governor), an academies member or a non-school member.

## 9. Recording of Schools Forum Business

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.



## 10. Observers

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 schools 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 schools 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.

## 14. Urgent Business

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.

The Chair of the NTSF cannot take a decision on behalf of the forum, no matter how urgent the business.

## 15. Appointment of Chair & Vice-Chair

### 15.1 Election of the Chair & Vice-Chair

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.

### 15.2 Chair & Vice Chair – Term of Office

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.

### 15.3 Chair & Vice Chair - Eligibility

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 schools forum meeting.

### 15.4 Chair & Vice-Chair - Resignation

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.

### 15.5 Chair & Vice-Chair - Responsibilities

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.

### 15.6 Chair & Vice-Chair - Absence

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 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.

## 16. Member Substitutions/ Absence

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.

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.

Member who do 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.

## 17. Meeting – Dates & Organisation

### 17.1 Number of Meetings Per Annum

The NTSF will meet at least four times a year or as is otherwise necessary in order to ensure the smooth running of the schools 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 schools forum members an update on the National Funding Formula, this will be a single agenda meeting without papers.

### 17.2 Dates of Forum Meetings

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.

### 17.3 Forward Plan

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.

### 17.4 Remote Meetings

The NTSF has the ability to operate its meeting on either a remote or inperson basis. The NTSF will determine on an annual basis, which is can review periodically/ as need arises. Members will be made aware and this will also be published on the the NTSF 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 none locality based representatives (other Head teachers<sup>9</sup>, Governors and Academy representatives.)

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

### 19.3 Voting Restrictions

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 none locality based representatives (other Head teachers<sup>10</sup>, Governors and Academy representatives.)

Non-school members (e.g. 16-19 Providers, EY & 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.

### 19.4 Voting Remit

Only specific school member representatives can vote certain items<sup>11</sup>

Maintained school can vote on de-delegation items that relate to their sector of representation, e.g.:

- Only primary can vote on primary de-delegation related matters;
- Only secondary can vote on secondary de-delegation related matters; and

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.

Academy members cannot vote on de-delegation or the scheme for financing schools. All academy members can vote on any other schools forum business including the consultation on the funding formula but can only vote on retained duties.

Non-School Members 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 schools forum business but cannot vote on either general duties or retained duties.

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 these exceptions. The 2012 Regulations also note that subject to the above members of the Schools Forum may determine their own voting principals.

<sup>10</sup> Nursery, PRU, Special

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

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/LAC				√			
TU (*locally agreed by Schools Forum )				√			

### 19.5 Tied Voting

	<p>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 carried the LA will appoint to the role/ use a casting vote.</p> <p>The LA may choose to appoint someone else rather than one of the candidates and may choose to take into account 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.</p>
--	---

### 19.6 Substitutions/ Carried Voting

	<p>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.</p>
--	--

<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

## 20. Defects & Vacancies

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.

## 21. Rules of Conduct

### 21.1 Code of Conduct

Members of the NTSF are required to act in accordance with the seven principles of public life:

- selflessness,
- integrity,
- objectivity,
- accountability,
- openness,
- honesty, and
- leadership.

All members are expected to operate within these principles.

### 21.2 Declaration of Interest

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.

## 22. Administration

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 schools forum to ensure that the NTSF work is well organised and provide administrative/ clerical support to meetings as follows:

- a) secretarial support will ensure that:
  - i. 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 available to members at least 44 calendar days prior to a meeting by electronic distribution and/ or publishing on the NTSF website.

	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>c) advisors who attend Forum and/ or the administration /secretarial support will also be responsible for ensuring that: <ul style="list-style-type: none"> <li>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,</li> <li>II. posting of the approved minutes on the website within <u>447</u> days of the meeting...</li> </ul> </li> </ul> <p>The administration/ secretarial support will be responsible for the following:</p> <ul style="list-style-type: none"> <li>a) arranging the venue of the meeting;</li> <li>b) provide the route by which members can access further information and co-ordinate communication to NTSF members outside of the formal meeting cycle;</li> <li>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;</li> <li>d) be responsible for ensuring that contact details of all members are kept up to date;</li> <li>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;</li> <li>f) support the keeping of the NTSF website up to date by posting the latest minutes and papers;</li> <li>g) ensure that an accurate record of the meeting has been taken, including recording the outcome of any votes, decisions and key points.</li> </ul> <p>The cost of the clerking/ administration services and support provided to NTSF shall be set-aside from within the NTSF budget.</p>
--	--

**23. Communication to Non-Forum Members**

<b>23.1 Publication of Papers</b>	The Forum will ensure that all its agenda, minutes and papers are publicly available through the North Tyneside Schools Forum website.
-----------------------------------	--

<b>23.2 Consultation</b>	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.

#### **24. Indemnity**

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.

#### **25. Expenses**

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.

#### **26. Resources of Schools Forum**

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.



North Tyneside Council

## Item 6.3b

Head of Resourcing  
Quadrant  
The Silverlink North  
Cobalt Business Park  
North Tyneside  
NE27 0BY  
Tel: (0191) 643 5800

# Briefing note

**To:** Schools Forum

**Author:** Christina Ponting

**Date:** 23rd November 2021

**Purpose of the Paper:**

Information	√
Consultation	√
Decision	

**Title of Briefing:** Annual Review of the North Tyneside Schools Forum Self-Assessment

### Background

Schools Forum have for a number of years undertaken an annual review of their operational practice via a Self-Assessment; this being in accordance with ESFA recommended good practice and using the ESFA Self-Assessment framework.

### Current Position:

The North Tyneside Schools Forum Self-Assessment has been reviewed in line with updated ESFA advice and guidance as at 11<sup>th</sup> November 2021 and there are no material changes needed. Changes that are needed are noted in the document that has been sent to Schools Forum members separately noting tracked changes for ease of reference for members.

### Recommendations:

Schools Forum having read this report and clearly understanding the information provided consider this report and note the following:

1. Members are asked to consider the changes to the document and to confirm if they are clear on the changes and if they are happy for the document to be updated as noted.
2. If Schools Forum members are in agreement the updated document would replace the current document provided to members and noted on the Schools Forum website.
3. The North Tyneside Schools Forum Self-Assessment will be reviewed again in September 2022 or asap thereafter once ESFA guidance is updated/ provided.

## 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 schools 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 2020<sup>1</sup> (next review date September 2024<sup>2</sup>)

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	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><u>Meetings will be held either remotely or in person and Schools Forum members will decide as the meeting dates are being agreed upon. Members will also review their decision and can alter those decision on the basis that members agree.</u></p> <p><u>The meeting type – either in person or remote will be noted to members and confirmed on the NTSF website for each meeting. are commonly held at a central but currently due to COVID19 restrictions meetings are being held virtually. This will be reviewed in line with ESFA guidance.</u></p> <p><u>Where the meetings are held in person they will normally 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 accommodate this, however, due to COVID19 restrictions meeting are being held virtually and to accommodate public access the meetings are being live streamed.</u></p> <p><u>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 virtually via live streaming or in person. Forum</u></p>

Question	Yes / No	Notes
		<p>members are provided with information as part of their induction including any additional support, they need regarding access to <del>remote and in person meetings including both the building access/papers/etc.</del></p> <p><del>Whether or not meetings take place in person or remote</del> This is also considered/ agreed on an on-going basis as individual needs/ changes.</p>
4. Is there a dedicated website link for school's forum; is it current and regularly updated?	Yes	<p>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 or produced by Schools Forum combined with previous papers for each meeting are also published on the website.</p>
5. Are the agenda and papers publicly available on the authority's website at least 6 working days in advance of the meeting?	Yes	<p>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.</p>
6. Are the papers published as a single document, so that users can download easily?	Yes	<p>Since September 2020 papers are published both on a dedicated website which ensures all papers relating to that meeting are grouped together and can be printed or easily access via a tablet or PC before/ during the meeting and members are sent directly a PDF copy of papers for ease of reference/ printing.</p> <p><del>Members have been asked their views on a single document being published on the website and it remains their preference for documents/ papers to be published on the website as single items, as this allows them to easily view specific papers and to refer back to previous documents. Additionally, publishing separate documents on the website better supports the induction for new members as it allows previous meeting minutes, agenda's and papers to be easily accessed/ referenced.</del></p>
7. If papers are tabled at the meeting, are they published on the website promptly after the meeting?	Yes	<p>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.</p>
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	<p>Actions are noted to various colleagues/ officers and minutes will be made available within three weeks of the previous meeting and published on the website.</p> <p>Agenda's will be published two weeks before the meeting.</p>
9. Are the minutes clear and unambiguous, with sufficient detail to illustrate the discussions, without reporting verbatim every point made?	Yes	<p>A note of the discussion and action points is noted. See 8 above.</p>

Question	Yes / No	Notes
<p>10. Is the constitution clear and appropriate? Including eg</p> <ul style="list-style-type: none"> <li>- a clear process for ensuring proportional representation</li> <li>- the process for electing members and their tenure</li> <li>- the timescale for review is clearly set out</li> <li>- the process for dealing with repetitive non attenders</li> </ul>	Yes	<p>The Constitution &amp; 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.</p> <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 2018<del>21</del> (reviewed in September 20<del>2019</del>) and recorded against each member.</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>
<p>11. Is there an induction pack or training programme available for new members?</p>	Yes	<p>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.</p>
<p>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.</p>	Yes	<p>There is a clear process for the election of members which is also referenced in the Constitution &amp; Guidance.</p>
<p>13. Do the papers contain clear recommendations and indicate in a consistent manner whether the item is for information, consultation or decision?</p>	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>Members have also asked that where voting is required extra clarity on which member can vote for which item is added to the reports and the manager presenting the report takes a lead on noting this to members for their reference. Additionally, the Agenda also notes member voting and meeting dates/ actions for reference.</p>
<p>14. Is it clear to observers who attendees at the forum are</p>	Yes	<p>All members have name plates which indicate their name and role, they are also provided as part of their member pack and overview of the area they are representing. This not only supports observers,</p>

Question	Yes / No	Notes
representing? (eg by use of name plates, indicating sector)		but also provides clarity to members and confirms what they are able to vote on where a vote is necessary. Please see point 13 above for further clarity for member voting.
15. Does the chair manage the meeting well, ensuring that all are able to contribute to the agenda items, that no bias towards any sector is evident and that no single person or organisation is able to dominate the discussion?	Yes	<p>A Chair and Vice Chair are appointed on an annual basis, agreed by the members.</p> <p>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.</p>
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 feed back 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.</p> <p>Since December 2018 all Head teachers who are not a member of Schools Forum <u>have been notified of when the meetings will take place, are emailed when the papers are published and are to be invited to attend the meeting as observers (irrespective of whether or not the meetings are remote opr in-person)</u> to better support their representatives and to increase a broader understanding collectively of Schools Forum business.</p> <p><u>From January 2022 Headteachers as part of their invitation to attend Schools Forum meetings will be asked to extend the invitation to their Chair or Lead Governor for Finance, to better support Schools Forum members in their role. Local Authority Colleagues who support with Early Years/PVI sector will be asked to extend this distribution support into their network groups as appropriate. Where colleagues, e.g. Governors or Early Years/PVI SF Representatives which to communicate with the colleagues they represent in schools support for this will be facilitated with communication going via LA Officers / their network groups.</u></p> <p><u>Periodic updates and training sessions will also be provided for both Head teachers and Governing Body members. A Network Group for Governor representatives was established in May 2018, but it is not as effective as hoped. This was also supported via an updated for Governors on the role of Schools Forum and Head teachers also regularly update their Governing Body on the role of Schools Forum.</u></p> <p><u>better support the 4 Governor representatives in their role annual updates on the role of Schools Forum will be provided and the Schools Forum Governor members will also be supported to set up a periodic briefing update for the Schools Forum members in the Sectors y represented. The LA Governor Services support team and the</u></p>

Question	Yes / No	Notes
		am who lead on Schools Forum Members induction will provide this report.
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 are issued with a member's pack (as noted in the Constitution &amp; Guidance 2018 – reviewed in September 2019) which clearly indicates what they are able to vote on for their role on Schools Forum. This is explained to all new members at induction.</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 also referenced in the Constitution &amp; Guidance 2018 – reviewed in September 2019).</p>
21. Is the operational & good practice guide used to regularly review the forum's adherence to good practice?	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 receive a copy of the documents noted with the Constitution & Guidance as they are appointed onto Forum and annually as noted in the Constitution & Guidance.

© Crown copyright March 2020 (was 2015)