



North Tyneside Council

Minutes

Meeting Schools Forum Wednesday 7th March 2018

Location Langdale Centre

Present

Name	Organisation	Representing	7.3.18	Actions/notes	
Alan Brown	Hadrian Park Primary	Governor - Primary	✓		✓ Attended
Andrew James	St Aidan's	Primary	A		D Deputy
Angi Gibson	Hadrian Park	Primary	✓		A Apologies
Audrey Kingham	Tyne Met	16-19 Provider	D	Warick Stephenson	O Absent
Claire McLeod	Trade Unions	Trade Unions	✓		
Colleen Ward	Coquet Park First School	First	✓		
Collette Bland	St Mary's Cullercoats	RC Diocese	✓		
David Baldwin	Churchill	Secondary	✓		
David Bavaird	Norham High School	Governor - Secondary	D	Steve Appleby	
	Vacant	Governor - Secondary	X	Resigned	
David Watson	St Thomas More	Academy	✓		
Eileen Bell	Diocese	C of E Diocese	O		
Gavin Storey	Cullercoats	Primary	✓		
Jill Wraith	Benton Dene Primary	Primary	✓		
Jim Stephenson	John Spence	Secondary	✓		
John Croft	Sir James Knott	Nursery	✓		
John Newport	Marden Bridge Middle	Middle	A		
Karen Croskery	Moorbridge	PRU	A		
Kehri Ellis	NLT	Trust	D	Nicola Comrie	
Laura Baggett	Monkhouse	Primary	✓		
Paul Durgan	Woodard Trust	Trust	A	Retired	
Paul Quinn	Longbenton	Secondary	✓		
Peter Gannon	Silverdale	Special	✓		
Peter Thorp	Redesdale	Governor - Primary	✓		
Philip Sanderson	Kings Priory	Academy	✓		
Sharon Thompson	Howdon Nursery	PVI	A	Discussed	
Sharron Colpitts-Elliott	Rockcliffe	Primary	✓		
Stephen Baines	Holystone Primary	Primary	✓		
Steve Wilson	Whitley Bay	High	✓		
<u>In Attendance:</u>					
Mark Longstaff	Head of Commissioning & Investment	NTC	✓		
Claire Emmerson	Senior Manager - Finance Strategy & Planning	NTC	✓		
Christina Ponting	Senior Manager - Schools HR	ENGIE/NTC	✓		

1.	Apologies for Absence See Table above	
2.	Attendance Register Non attendees to be reminded re deputies and requirements to attend	CP
3.	Public Meeting/Requests from Observers to attend The Chair reminded colleagues that members of the public can attend Schools Forum as an observer.	

4.	Declaration of Interest No interests were declared linked to the agenda items and papers.	
5.	Minutes of Last Meeting (13th December 2017) Were agreed as an accurate record of the meeting.	
6.	Action Log All actions from December are now closed. Actions from January Forum - updates provided to members and noted within the minutes.	
6.1	Update from Chief Finance Officer CE updated colleagues and talked through the Schools budget section of the Cabinet report which went to Cabinet on Monday. Monitoring 2 is now complete <ul style="list-style-type: none"> • Council budget has been set which includes general funding and HRA • Information around Pay Award and associated changes to employment costs to be circulated to schools to assist planning • Deficit clinics are being booked earlier this year as requested • Work on financial analysis has been agreed with schools • Work is continuing on Getting Young people into School and Closing the Gap. Forum members were encouraged to participate and invites will be emailed out soon Action The schools section of the Cabinet report will be emailed to Forum members.	CP CE LM/ CP
6.2	Update from Schools Forum Sub Group – Headroom and Falling Rolls CP talked through the briefing note. Discussion followed around how the funding is used and how criteria are set. <ol style="list-style-type: none"> 1. note the contents of this report; 2. consider the recommendations being made by the sub-group for both Falling Roll and Headroom funds <ol style="list-style-type: none"> a. determine whether or not they agree with the recommendations of the sub-group that the criteria for application to both Falling Roll and Headroom funds remain, and b. there are additional criteria requirements placed upon those who apply for funding to ensure they are able to show: <ol style="list-style-type: none"> i. what funds will specifically be used for ii. that robust three year budget planning and decision making is demonstrated as being effectively applied, and they are clear that they will be expected to provide to Schools Forum a report noting how any funds which have been allocated and spent demonstrate impact / outcomes, 3. to agree that they wish to have in place an annual policy that provides an update regarding the operation of these funds, and having noted a sample document in Appendix 1 ask the Sub Group to work with the Local Authority (and partners) to establish this. 4. to receive an annual report on the application of the policy and any additional criteria in December of each year. 5. to consider the application of this process from 1st April 2018. <p style="text-align: right;">All agreed</p> The Chair thanked all members of the sub group for their work on behalf of Schools	

	<p>Forum. Any Forum members who wish to join the sub group to contact CP.</p> <p>Action Sub Group to be reconvened to discuss clarification of criteria used for Headroom and Falling Rolls.</p>	<p>ALL</p> <p>CP</p>
6.3	<p>Mash Post Further to discussions at the last Schools Forum and following consultation with Headteachers at EIP, PLP and SHOG a proposal has been made that a secondment will be offered to a school staff member with the designated level of experience for a period of up to three terms for which their school will be reimbursed. This is in the first instance to be funded by the Local Authority. Arrangements to be made as soon as possible with the intention that information will be sent out before Easter. Further updates and reports to be brought to Forum; Head teacher groups to also be asked to provide an advocate/ contact as the role develops.</p> <p>Action CP to facilitate – Majella Tallack – Service Lead/ Manager</p>	<p>CP</p>
6.4	<p>Special Leave SLA Future CP talked through the briefing note. Discussion followed:</p> <ul style="list-style-type: none"> • note the contents of this report; • determine if they wish this SLA to continue to operate from 1st April 2018 – <ul style="list-style-type: none"> a. Part 1 – Maternity , Paternity, Adoption, Shared Parental Leave and Jury Service b. Part 2 – Trade Union Facility Time (TUFT). • if this SLA is to continue operational changes which will allow the actual costs / utilisation to be managed and advised to Forum will be as follows: <ul style="list-style-type: none"> a. the SLA can operate within its own budget allocation. b. no payments will be made to a school throughout the year as the SLA will be required to operate within the annual budget window and for all claimant schools to have equal access to the funds available. c. each school will fully fund their own costs associated on an on-going basis and reimbursement will only be made retrospectively (before end of year / accounts are closed / concluded). d. reports on the use, utilisation and spend profile will be presented to Schools Forum in September, December, January and before financial close of the performance of these SLA's. e. acceptance that for each year of operation, using information within presented including analysis / projections Schools Forum will decide: <ul style="list-style-type: none"> i. If there are sufficient funds available at year end full value / 100% of each claim will be reimbursed; ii. If there are not sufficient funds to make a decision to pay claims at a lesser value, or iii. to work with the Local Authority to ensure that claims can be paid at full value and for the revised / updated charges to be secured from each school to achieve this. <p style="text-align: right;">Noted</p> <p style="text-align: right;">All items agreed</p> <p>Action CP to gather more information to bring back to Forum. Summary to be included in action list. The Chair thanked Christina and her team for their</p>	

	work on this matter.	CP
6.5	<p>Meetings & Forward Plan</p> <p>CP talked through the briefing note provided. Discussion followed</p> <ol style="list-style-type: none"> 1. note the contents of this report Noted 2. Schools Forum having read this report and clearly understanding the information provided consider this report and note the following: 3. Agree to the changes to the formal meetings from 8 to 4 per annum and the time duration changing from 12.30 to 3.00 pm. 4. Accept that the days that the meetings take place may vary. 5. Accept that the forward plan will be aligned to reflect the changes in meeting dates and the revised template be implemented following a review of all previous items noted as being on the forward plan. 6. Agree to an additional meeting being scheduled to provide for an update between decisions made at the December meeting and the January deadlines for reporting to EFA. It is also accepted in agreeing to this that the January meeting will be an update / presentation and therefore papers may not be provided in advance for this meeting. 7. Publication of minutes will operate within an agreed schedule and in addition a list of actions agreed at each meeting will also be provided for members, the actions log/ notes of the meeting will be published within 5 working days of the meeting and the minutes published at an agreed date thereafter taking reference from EFA guidance¹. 8. Members to accept that in changing to the revisions an updated publication schedule will also be established to support members with their role and discussion with schools/ organisations they are representing². 9. The Constitution, Members Handbook and Action Plan will be updated / aligned for September 2018 to reflect these changes. <p style="text-align: right;">All items agreed</p> <p>Action</p> <p>Revised Agenda / Forward Plan and Meeting Dates to be arranged from September 2018.</p>	CP/ CE/ LM
6.6	<p>Constitution & Membership Review</p> <p>CP talked through the briefing note and membership list provided.</p> <ul style="list-style-type: none"> • Forum members to consult with their respective Headteachers to re-elect or find replacements for seats on Forum that are due to expire • Process for the recruitment of a secondary Governor has commenced • Trust roles will not be replaced when current term expires in May to align with EFA guidance • Nominations will be invited for a representative for Education other than at school/LAC <p>1. The rationale behind their current constitution in relation to members.</p> <p style="text-align: right;">Noted</p>	<p>All</p> <p>CP</p>

	<p>2. All Schools Forum members confirm that they have in place arrangements to ensure they are able to actively engage / consult with the members that they represent.</p> <p>3. Schools Forum agrees to adopt the changes noted within this paper and Appendix 1</p> <p>4. The review of membership and constitution is reviewed at each meeting as a standard agenda item rather than annually in accordance with recommended good practice.</p> <p style="text-align: right;">Confirmed Agreed Agreed</p>	
7.	<p>AOB</p> <ul style="list-style-type: none"> CE requested that Forum members remind Headteacher colleagues to check their end of year guidance and adhere to deadlines. 	All
8.	<p>Date of next meeting Wednesday, 16th May 2018– at 12.30 – 2.00 pm. <i>(Lunch will be available for Schools Forum members from 12 noon).</i></p>	
9.	<p>Re-cap of agreed actions from today's meeting:</p> <ul style="list-style-type: none"> High Borrans update – May Agenda Capital Investment Update – May Agenda Schools section of Cabinet report to be circulated to Forum members Sub group to be reconvened to discuss Falling Rolls and Headroom criteria MASH post to be facilitated Briefing note on Maternity and Special Leave – data presentation onto future agenda Constitution to be a standard item on agenda Meeting Dates and Forward Plan 2018 Forum members remind Head teacher colleagues to check their end of year guidance and adhere to deadlines Request for High Needs Strategy – May Agenda 	<p>CP/ LM CP/ LM LM/ CP CP CP CP CP/LM CP/ CE/ LM Members CP</p>