



North Tyneside Council

Minutes

Meeting Schools Forum Wednesday 16th May 2018

Location Langdale Centre

Present

Name	Organisation	Representing	16.5.18	
Alan Brown	Hadrian Park Primary	Governor - Primary	✓	✓ Attended
Andrew James	St Aidan's	Primary	O	D Deputy
Angela James	North Tyneside Council	EOTAS/LAC		
Angi Gibson	Hadrian Park	Primary	A	A Apologies
Audrey Kingham	Tyne Met	16-19 Provider	✓	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	✓	
Anne Welsh	Monkseaton High School	Governor - Secondary	✓	
David Watson	St Thomas More	Academy	✓	
Eileen Bell	Diocese	C of E Diocese	✓	
Gavin Storey	Cullercoats	Primary	✓	
Jill Wraith	Benton Dene Primary	Primary	A	
Jim Stephenson	John Spence	Secondary	✓	
John Croft	Sir James Knott	Nursery	✓	
John Newport	Marden Bridge Middle	Middle	✓	
Karen Croskery	Moorbridge	PRU	✓	
Laura Baggett	Monkhouse	Primary	✓	
Paul Quinn	Longbenton	Secondary	✓	
Peter Gannon	Silverdale	Special	O	
Peter Thorp	Redesdale	Governor - Primary	✓	
Philip Sanderson	Kings Priory	Academy	✓	
VACANT		PVI		
Sharron Colpitts-Elliott	Rockcliffe	Primary	✓	
Stephen Baines	Holystone Primary	Primary	A	
Steve Wilson	Whitley Bay	High	✓	

In Attendance:				
Mark Longstaff	Head of Commissioning & Investment	NTC	✓	
Claire Emmerson	Senior Manager - Finance Strategy & Planning	NTC	✓	
Christina Ponting	Senior Manager - Schools HR	ENGIE/NTC	✓	
Lesley Mitchell	PA to Head of Commissioning & Investment	NTC	✓	
Mark Taylor	Strategic Commissioning Manager – Families & Children	NTC	✓	
Michael Johnston	Commissioning Manager	NTC	✓	
Rob Smith	School Improvement Adviser – PE, Sport & Health	NTC	✓	

1.	Apologies for Absence See Table above.	
2.	Attendance Register Non attendees to be reminded re deputies and requirements to attend. The Chair welcomed Anne Welsh who was voted on to the Forum as Governor for Secondary/Middle schools.	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 but please inform any potential observers of the need to book, as space is limited.	
4.	Declaration of Interest Peter Thorp declared a conflict of interest - item 6.4 prior to the meeting	
5.	Minutes of Last Meeting (7th March 2018)) Were agreed as an accurate record of the meeting.	
6.	Matters Arising 1. Non attendees were reminded of requirements to attend. 6.1 Information relating to Pay Award was circulated. The schools section of the Budget Cabinet report was circulated. 6.2 The Headroom and Falling Rolls sub group was reconvened and clarity was agreed on criteria for applying and the process. An update to be given in September. 6.3 The MASH post has been advertised as a secondment and a number of applications have been received. Majella Tallack is leading the recruitment process. 6.4 Special Leave –CP confirmed that she would provide updates to schools within due course and the item was noted on the budget plan. All schools to be updated on the changes/planning within due course. 6.5 On agenda 6.6 Attendance by EOTAS/LAC team – concluded representative to attend from July 2018. 6.6 Membership terms and replacement – in hand	CP CP
6.2	Capital & Investment Update IB talked through the briefing note which provides up to date information associated	Iain Betham

	<p>with the Education Capital Investment across the school estate and how the Education Capital team work in partnership with schools.</p> <p>The Chair thanked IB for the report and for the support the Education Capital Team provides for schools on behalf of Forum. Members expressed their thanks and noted that the support provided from the LA was brilliant from the start of the build and continues to-date, also noted that without this support the projects would have been a lot more complicated. Other colleagues endorsed this view and noted the support of Rachael Coyne.</p> <p>Discussion noted the Condition and Improvement fund bids; IB explained the asset management database which provides data enabling the team to prioritise according to ESFA guidance.</p> <p>Recommendation Schools Forum asked to note the contents of the briefing note and progress made.</p> <p>Noted The Chair thanked IB for the update and asked for the thanks of members to be passed on to the team members.</p>	
6.3	<p>High Needs Strategy Update Mark Taylor/Michael Johnston</p> <p>MT talked through the briefing note which is to inform Forum of the Authorities decision for the High Needs Strategic Plan. Colleagues discussed the plan.</p> <ul style="list-style-type: none"> • DWB requested that the North Tyneside Business Forum is kept aware of developments within Education Employment for High Needs. MT to follow up with Tim Downing. • DWat asked if a request from a previous Forum around discrepancies in numbers of ARPs has been actioned. MT to follow up and would attend the next meeting to present additional information on this matter. <p>Recommendation Schools Forum were asked to:</p> <ol style="list-style-type: none"> 1. Endorse the High Needs Strategic Plan for 2018-21 2. Endorse the work plan of the High Needs Group for 2018-19 3. Note that a paper will be brought to the July meeting of Schools Forum with the 2017-18 outturn information. <p>Agreed</p>	<p>MT</p> <p>MT</p>
6.4	<p>High Borrans Update Rob Smith</p> <p>RS talked through the briefing note and tabled a document giving supplementary information around impact, numbers and return from financial investment from Schools Forum.</p> <p>Discussion followed:</p> <ul style="list-style-type: none"> • outlined what steps have been taken so that the centre was generating income and not as reliant upon the subsidy • funding from Schools Forum allows discounts for North Tyneside schools only 	

	<ul style="list-style-type: none"> • funding from other sources continues to be sought, explored and developed • those that had used the centre held it in high regard <p>The Chair thanked RS for the update which will inform decision making.</p>	
6.1	<p>Update from Chief Finance Officer</p> <p>Claire Emmerson gave a verbal update from the Chief Finance Officer.</p> <ul style="list-style-type: none"> a) Provisional school outturns. Accounts have been finalised and the outturn for the LA is in process. More information will be brought to the July Forum. b) School Deficit Clinics. To be concluded by the end of June 2018. Further information will be provided at July Forum. c) Update from Headroom and Falling Rolls Subgroup. CP confirmed that headroom is to be allocated for the last financial year and this year as part of a two year process. Qualifying schools to be advised directly. 	<p>CE</p> <p>CE</p> <p>CP/ CE</p>
6.5	<p>Meetings & Forward Plan Draft for 2018/19</p> <p>CP talked through the briefing note.</p> <ul style="list-style-type: none"> • Colleagues agreed that because we are now moving forward with four meetings per year (with a potential extraordinary meeting in January) the duration of Forum will be 12:30 – 14:30. Colleagues requested a publication date for documents of at least 2 weeks to better support them in their role. • The date for the September to be moved to third week in September. <p>Recommendations</p> <p>Schools Forum were asked to:</p> <ol style="list-style-type: none"> 1. Note the dates for the Schools Forum meetings from September 2018 2. Note the suggested Schools Forum Forward Plan September 2018 to August 2019 3. Determine whether there is any additional information that members believe should or should not be included on the Forward Plan please contact CP by 31st May 2018 4. Dates to be booked into diaries ASAP after the July 2018 Schools Forum. <p>All points were noted</p>	<p>CP/CE</p> <p>All</p> <p>LM</p>
6.6	<p>Self Assessment Toolkit 2018</p> <p>As part of the Constitution review in May recommendations from the self assessment toolkit for good practice has been updated and the two development actions from the previous plan will be concluded.</p> <ul style="list-style-type: none"> • Future briefing notes will include the purpose of the paper: e.g. information, consultation or decision • The first meeting of the Governors Network group took place last week. A number of Governors attended including three Governors who are Forum Members. Once the annual review of the Forum Constitution is concluded every Chair of Governors will receive guidance on the role and responsibilities of Schools Forum Governors on behalf of Governor Members of Forum. Two surgeries/ drop-in sessions in addition to sending minutes and noting Schools Forum members contact details will also be updated to Chair of Governors. Surgery/Drop-ins will be 	

	<p>arranged in May 19 and July 19 to further support all Governors being able to access and discuss matters with their representatives.</p> <ul style="list-style-type: none"> • Members thanked officers for their support with this. 	
7.	<p>AOB</p> <ul style="list-style-type: none"> • 	
8.	<p>Date of next meeting Wednesday, 11th July 2018– at 12.30 – 2.00 pm.</p> <p><i>(Lunch will be available for Schools Forum members from 12 noon).</i></p>	