



North Tyneside Council

# Minutes

**Meeting** Schools Forum Wednesday 11<sup>th</sup> July 2018

**Location** Langdale Centre

**Present**

✓ Present  
D Deputy  
A Apologies  
O Absent

Name	Organisation	Representing	16.5.18	11.7.18	
Alan Brown	Hadrian Park Primary	Governor - Primary	✓	Alison Coxon	
Andrew James	St Aidan's	Primary	O	A	
Angela James	North Tyneside Council	EOTAS/LAC		A	
Angi Gibson	Hadrian Park	Primary	A	A	
Audrey Kingham	Tyne Met	16-19 Provider	✓	✓	
Glen Bowman	Trade Unions	Trade Unions	✓	John Grieg	
Colleen Ward	Coquet Park First School	First	✓	A	
Collette Bland	St Mary's Cullercoats	RC Diocese	✓	✓	
David Baldwin	Churchill	Secondary	✓	Gillian Allen	
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	✓	O	
Gavin Storey	Cullercoats	Primary	✓	O	
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	✓	Anna Peach	
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	✓	✓	
<b>In Attendance:</b>					
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	✓	✓	
Michael Johnston	Commissioning Manager	NTC	✓	✓	

1.	<b>Apologies for Absence</b> See Table above. Peter Gannon chaired the meeting.	
2.	<b>Attendance Register</b> Non attendees to be reminded re deputies and requirements to attend. CP reported that a representative for the PVI seat may have been identified to join Forum from the new Academic Year.	CP
3.	<b>Public Meeting/Requests from Observers to attend</b> The Chair reminded colleagues that members of the public can attend Schools Forum as an observer but they are required to please inform any potential observers of the need to book, as space is limited.	
4.	<b>Declaration of Interest</b> None	
5.	<b>Minutes of Last Meeting (16<sup>th</sup> May 2018))</b> Were agreed as an accurate record of the meeting.	
6.	<b>Matters Arising</b> The Chair informed colleagues that this was to be Jim Stephenson's last Forum meeting and thanked him on behalf of Forum for all his support and hard work as a Forum member over the years.  6.2 CP reported that the last meeting of the Headroom and Falling Rolls sub group had needed to be re-arranged and a further update would be provided at the September Forum. 6.4 Special Leave– CP confirmed that for those schools where decision making was not via Schools Forum confirmation of decisions had been provided. 6.3 High Needs Strategy – MT met with DBav after the last meeting. DBav was pleased to report that the situation is positive and there are more places available for Education Employment for High Needs than the number of applicants. Page 4 (deficit meetings) to be covered later on agenda	
6.1	<b>Update from Chief Finance Officer</b> CE talked through the Dedicated Schools Grant Outturn 2017/18 and School Balances briefing note Discussion followed around: <ul style="list-style-type: none"> <li>accurate forecasting</li> <li>work to take place with schools on tools to improve forecasting</li> </ul>	

	<ul style="list-style-type: none"> <li>• budget setting</li> <li>• figures provided and strategic planning in schools</li> </ul> <p><b>Recommendations</b></p> <p>Schools Forum were asked to note the following:</p> <ul style="list-style-type: none"> <li>• details of the 2017/18 outturn in respect of the Dedicated Schools Grant</li> <li>• the Falling Rolls and Headroom balances</li> <li>• the High Needs overspend balance which will be considered in conjunction with emerging pressures in this block by the Strategic High Needs Group which will report back to Forum in due course</li> <li>• the Early Years overspend balance which will be addressed when allocating the 2018/19 budgets and will be closely monitored going forward</li> <li>• the school's budget plan balances and deficit requests for 2018/19;</li> <li>• the analysis of forecasting differences and the work proposed to improve accuracy.</li> </ul> <p><b>All recommendations were noted</b></p>	
6.2	<p><b>High Needs Strategy Update</b> <b>Michael Johnson</b></p> <p>MJ summarised the briefing note on Additionally Resourced Provision which had been requested by Forum at the previous meeting.</p> <p><b>Recommendations</b></p> <ol style="list-style-type: none"> <li>1. Comment on the information and data about current ARP provision and occupancy.</li> <li>2. Note the issue of data recording and the action being taken to address it and offer comments.</li> <li>3. Comment on the proposed scope and timescale of the review of ARPs.</li> </ol> <p><b>All recommendations were noted and the need for action in the following areas was highlighted:</b></p> <ul style="list-style-type: none"> <li>• Review how unoccupied places in ARPs are monitored</li> <li>• Carry out further analysis into patterns of demand and access</li> <li>• Investigate how funding could be moved more rapidly in-year to support children and better reflect their individual needs</li> <li>• Ensure join up between the ARP review and the Keeping Children in Schools initiative</li> <li>• Ensure funding is aligned strategically to changing patterns of need for children with SEND</li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• MJ to bring more information on patterns of demand and access to future Forum meeting</li> </ul>	MJ
6.3	<p><b>Annual Review – Scheme for Financing Schools – Redundancy &amp; Early Retirement Costs</b></p> <p>CP talked through the briefing note previously circulated to Forum members only.</p>	

	<b>Recommendations</b> All recommendations were noted.	
6.4	<b>Annual Review Update – Service Manager Reports</b> CP talked through the Annual Service Manager Reports from services in receipt of funding as requested by Forum to support decision making in December 2018.  <b>Recommendations</b> 1. Schools Forum to note this report. 2. Schools Forum to determine if they wish to request a service area to provide additional information, and if so: <ul style="list-style-type: none"> <li>a. what they wish to have further clarity on,</li> <li>b. whether they wish to receive this report in writing or via a presentation;</li> <li>c. when they wish to receive this clarity.</li> </ul> <b>Schools Forum did not require any further action on this matter at this time and all recommendations were noted. Item noted on the forward plan for the 2019/20 Budget year.</b>	
7.	<b>AOB</b> None	
8.	<b>Date of next meeting</b> Wednesday, 26 <sup>th</sup> September 2018– at 12.30 – 2.00 pm.  <i>(Lunch will be available for Schools Forum members from 12 noon).</i>	