



North Tyneside Council

Minutes

Meeting Schools Forum **Date** Wednesday 13th November 2019

Location Langdale Centre

Present

✓ Present
D Deputy
A Apologies
O Absent

Name	Organisation	Representing	12.09.19	13.11.19
Andrew James	St Aidan's Primary	Primary	✓	✓
Angi Gibson	Hadrian Park Primary	Primary	✓	✓
Audrey Kingham	Tyne Met	16-19 Provider	✓	A
David Baldwin	Churchill Community College	Secondary	✓	✓
David Bavaird	Norham High School	Governor - Secondary	✓	✓
David Watson	St Thomas More	RC Schools	✓	✓
Gavin Storey	Cullercoats Primary	Primary	Mark Nugent	✓
Glen Bowman	Trade Unions	Trade Unions	Candida Mellor	Claire Macleod
Jill Wraith	Benton Dene Primary	Primary	✓	A
Jim Coltman	Diocese	C of E Diocese	✓	O
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	✓	Michael Tate
Kerry Lillico	Grasmere Academy	Academy	✓	✓
Laura Baggett	Monkhouse Primary	Primary	✓	✓
Matt Snape	Marden High School	Secondary	✓	✓
Michael Young	Spring Gardens Primary	Primary	✓	✓
Paul Quinn	Longbenton High School	Secondary	✓	✓
Peter Gannon	Silverdale School	Special	✓	✓
Peter Thorp	Redesdale Primary	Governor - Primary	✓	✓
Philip Sanderson	Kings Priory	Academy	✓	✓
Sharron Colpitts-Elliott	Rockcliffe First School	Primary	✓	✓
Stephen Baines	Holystone Primary	Primary	✓	✓
Stephen Easton	Marine Park First School	First	✓	A
Steve Wilson	Whitley Bay High School	High	✓	✓
In Attendance:				
Mark Longstaff	Head of Commissioning & Asset Management	NTC	A	✓
Claire Emmerson	Senior Manager - Finance Strategy & Planning	NTC	✓	✓
Noel Kay	Senior Business Partner, Finance	NTC	O	✓

Diane Thompson	Finance	ENGIE	✓	✓
Christina Ponting	Senior Manager - Schools HR	ENGIE/NTC	✓	✓
Denise Pearson	Procurement Manager	NTC	O	O
Mary Nergaard	PA to Head of Commissioning & Asset Management	NTC	✓	Fiona Lucas

Item		Action
1.	Apologies for Absence	
	See Table above. The Chair welcomed everyone to the Schools Forum.	
2.	Attendance Register / Membership	
	<p>Marie Flatman, Assistant Principal will be the replacement for Audrey Kingham from Tyne Met College.</p> <p>CP confirmed that the following colleagues, whose term of office was due to come to an end in October have agreed to continue as Forum Members:</p> <ul style="list-style-type: none"> • David Baldwin • Matt Snape <p>The following Governors, whose term of office was due to come to an end in October, have agreed to continue as Forum Members subject to an appropriate appointments process:</p> <ul style="list-style-type: none"> • David Bavaird • Peter Thorpe <p>Union Membership - Claire Macleod (NASUWT) would now be the Trade Union representative.</p>	
3.	Public Meeting / Observers	
	The Chair welcomed the members of the public.	
4.	Declaration of Interest	
	Item 6.2 - Paul Quinn and Peter Gannon	
5.	Minutes of the last meeting of 12th September 2019	
	<p>1. Pg 3 – AJ had raised the following question on behalf of schools, rather than from St Aidan's: "What would the invoices have actually been based on the correct number of eligible pupils?"</p> <p>2. AJ had realised that the October to October dates did refer to the census dates.</p> <p>The minutes were accepted with the above two comments noted.</p>	
6.	Matters Arising	
6a.	<u>Page 2, item 6.1(c) matters arising: Finance update of the draft 2019/20 Section 251 budget statement.</u> CE confirmed that the finance update was circulated with the minutes.	
6b.	<u>Page 3, item 6.6 matters arising:</u> CP confirmed she had liaised with relevant parties to arrange the EMTAS and EYSIS presentation to Forum at this meeting.	

6c.	<p><u>Page 3, item 7 matters arising: FSM Grant Allocation and Catering SLA.</u> ML circulated two papers on the Catering SLA and the Supplementary Free School Meal Grant Allocation (SFSMGA).</p>	
6d.	<p><u>Catering SLA</u> ML talked through the further information requested at the September Schools Forum. Main points to note as follows:</p> <ul style="list-style-type: none"> • In relation to the 2019/20 SLA increase on how much related to the impact of the Living Wage element. A Grade 2 salary increase equates to roughly an additional 2.5% to 3% of the annual increase. An FTE Grade 6 salary increases by just over 11%. • Catering Services offer a range of services to other Authorities which are charged at an appropriate rate. • The increase in the catering services SLA does not subsidise any of the catering services work with other Authorities. • Debt collection – the catering service is currently reviewing how to work with schools to obtain information to recover outstanding debts. The team have been liaising with NTC's Information Governance team on GDPR regulations around the sensitivity and confidentiality of contacting parents. • Schools can contact Barbara Patterson directly if they have further queries on a more detailed breakdown of costs for their School. <p>Discussion followed around:</p> <ul style="list-style-type: none"> • Notwithstanding the comments from NTC's Information Governance team there were strong views from some members of Forum about providing the LA with information on parents without the parents' consent. 	
6e.	<p><u>Supplementary Free School Meal Grant Allocation (SFSMGA).</u></p> <p>ML talked through the second paper tabled and re-iterated that the timing of the grant notification and year-end transactions were unhelpful to all concerned and acknowledged future arrangements needed to be revisited with clearer communications and adherence to the grant expectations.</p> <p>Discussion followed around:</p> <ul style="list-style-type: none"> • There was a strong level of concern, raised by Governors and Headteachers at the meeting, relating to the transactions at the end of the last financial year in relation to the SFSMGA. <p>ACTION: ML was asked by the chair to reflect on the discussion and review the position further in light of the strong feeling of the forum, ensuring that future grant allocations arrangements were considered in this context.</p>	ML
6f.	<p><u>Page 4, item 6.1 (1d) Members attendance</u> – CP confirmed under agenda item 2 the individuals who have been confirmed as members of Schools Forum.</p>	
6g.	<p><u>Page 4, item 6.1 (1d) Members attendance</u> – CP confirmed that no changes to the Constitution have been received from the ESFA and the team were working to update the September 2018 guidance. Once updated the guidance would be uploaded to the Forum website.</p>	
6h.	<p><u>Page 4, item 6.1 (1e) Notification to all schools / governor's membership.</u> CP confirmed that when you change membership (including the confirmation of re-appointments) you statutorily have to update headteachers and governors. Once</p>	

	final appointment of Members of Schools Forum have been confirmed the information will be rolled out.	
6i.	<p><u>Page 4, item 6.1 (1f) Action Plan / Self Assessment</u> - DB confirmed that the action plan has been updated as follows:</p> <ul style="list-style-type: none"> • Minutes will be circulated to members within 3 weeks following the meeting to enable individuals to be aware of their actions. • Agendas will be circulated 2 weeks in advance of the meeting in the future. • In order to reduce the amount of paper any documents which Schools Forum would find useful will now be referenced on the reverse of the agenda. Forum agreed to include useful information on the reverse of the agenda. • CP recommended to scan a full set of the Schools Forums meeting papers into one document and email this to members. This would be in addition to the uploaded papers being published on the website, making it easier for colleagues to print a single copy of the papers as well papers remaining on the website as individual documents for ease of reference. Forum agreed that Schools Forums meeting papers will continue to be uploaded as individual documents, however, in advance of the meeting a single PDF document will be circulated. 	CP CP/MN
6j.	<u>Page 5, item 6.1 (2b) update on Special Leave SLA</u> . CP confirmed the update on Special Leave SLA will include the October figures and will be circulated with managers update papers by the end of November.	CP
6k.	<u>Page 5, item 6.8 Review for 2019/20 academic year</u> was discussed above.	
6l.	<p><u>Page 5, item 7 High Needs Block</u>. The updated regional comparison of the proportion of high needs to total DSG was circulated.</p> <p>DW wanted to clarify that the original draft suggested that North Tyneside's percentage on High Needs was significantly financially lower than other areas. The new graph, while at the low end, was a better picture.</p>	
6m.	<u>Page 5, item 7 13th November meeting</u> – the start time of 12.00 was previously agreed.	
6.1	<p>Schools Finance Policy & Practice update to include (as applicable):</p> <p>1. North Tyneside National Funding Formula Consultation update</p> <p>2. National Funding Formula Update Claire Emmerson</p>	
	<p>CE talked through the briefing paper. Main points to note as follows:</p> <ul style="list-style-type: none"> • As the local Government settlement has not been received yet and there will be a General Election in December 2019, the information provided within the finance update is based on the Spending Review 2019 announcements. • CE recommended moving the January Schools Forum to the middle of January to assist the finance team in preparing all of the papers for Schools Forum. Forum agreed to change the January Forum meeting date to mid January. (Post meeting note: Date confirmed as 16 January.) • Consultation responses for local funding formula changes: <ul style="list-style-type: none"> ❖ CE thanked colleagues for returning their school responses with a 68% response rate. 	MN

	<ul style="list-style-type: none"> Note the responses to consultation with all schools in relation to distribution of funding from the Schools Block; Noted Note the update on National Funding Formula and update on indicative allocations for each of the four funding blocks; Noted Note the improvement in the budget monitoring position for schools following monitoring one; Noted and Continue to review the position of the High Needs block, considering the work to keep children in schools, the SEND Review and reviews of ARPs and commissioned services which will consider value for money and the outcomes for children and young people and will implement change, where needed, following due process. <p>Agreed</p>	
6.2	High Needs Commissioning Group – Update Mark Taylor / Kevin Burns	
	<p>Forum recommended that in future this agenda item be strictly confidential to Forum at the initial discussion stages. <i>Paul Quinn and Peter Gannon declared an interest in this agenda item</i></p> <p>A confidential paper was circulated to Forum and a number of proposals were considered.</p> <p>Recommendation: A task and finish group (separate from the high needs block sub group) to meet before Christmas to review all 3 proposals in advance of the January Schools Forum. The sub group to include: Gavin Storey, Peter Gannon, Kerry Lillico, Paul Quinn, Angi Gibson, Christina Ponting and David Baldwin.</p> <p>The objectives of the sub-group were outlined.</p>	MT/KB/CP
6.3	Presentation from School Improvement & EMTAS Jonathan Chicken	
6.3.1	<p>JC delivered a presentation to the Forum on the <u>Early Years and School Improvement Service</u>. Main points to note as follows:</p> <ul style="list-style-type: none"> The new Assistant Director will be appointed from 1.1.20. The team are ensuring that all of our key priorities and schools causing concern continue to be well supported throughout the recruitment process Co-located alongside a number of Council teams: SEND, Student Support team. 100% buy in from NT Schools. EYSIS: <ul style="list-style-type: none"> ❖ turns around schools that are causing concern. ❖ are a trusted source and have an excellent reputation. ❖ uses the grant from Schools Forum to support leadership and management (eg preparing schools for Ofsted inspection; school development partner programme) ❖ provides curriculum support to schools ❖ delivers accredited research based programmes ❖ has a significant expertise in Assessment Within the service there is an Inclusion team who work closely with SEND colleagues and provide advice and leadership for SENCO in schools. EYSIS is funded through: <ul style="list-style-type: none"> ❖ Council funding of statutory functions ❖ Specific grant funding (eg moderation of a music hub) ❖ Service Level Agreement income 	

	<ul style="list-style-type: none"> The interpretation of the proposals as Schools Forum could only support the allocation of funding from headroom and could not speak on behalf of Nurseries, Special Schools or Academies. <p>Recommendations</p> <p>Schools Forum are asked to consider the information in this report consider the following recommendation:</p> <ol style="list-style-type: none"> 1. That the education post within the MASH is continued, on a partnership basis with 50% of the cost of the post (£20,000) funded from the Schools Block of the Dedicated Schools Grant, from April 2020. Forum agreed to fund a portion of the 50% cost from headroom. The remainder of the 50% cost would need to be agreed via an SLA to Nurseries, Special Schools and Academies. 2. That the post and its funding is reviewed again in November 2020. Agreed 	CP/NF/JF
7.	Any Other Business	
7a.	The Chair thanked nursery, primary and first schools representatives for the way in which they have engaged within Schools Forum	
7b.	CE thanked her team for their continued support in preparing all of the financial information for Schools Forum.	
7c.	GS asked if there is a change in Government will a meeting of the finance group be required as a matter of urgency? Forum felt this was not an immediate risk to funding	
8.	Date of next meeting	
	Thursday 16 January 2020 at 12:00pm - The Riverside Centre, North Shields.	