



North Tyneside Council

Minutes

Meeting Schools Forum **Date** Wednesday 24th April 2019

Location Langdale Centre

Present

✓ Present
D Deputy
A Apologies
O Absent

Name	Organisation	Representing	14.01.19	
Andrew James	St Aidan's Primary	Primary	✓	✓
Angela James	North Tyneside Council	EOTAS/LAC	A	A
Angi Gibson	Hadrian Park Primary	Primary	✓	Wayne Myers
Audrey Kingham	Tyne Met	16-19 Provider	✓	✓
Glen Bowman	Trade Unions	Trade Unions	✓	✓
Stephen Easton	Coquet Park First School	First	✓	✓
Collette Bland	St Mary's Cullercoats	RC Diocese	✓	O
David Baldwin	Churchill Community College	Secondary	Jill Huxtable	✓
David Bavaird	Norham High School	Governor - Secondary	✓	Steve Appleby
Anne Welsh	Monkseaton High School	Governor - Secondary	A	A
David Watson	St Thomas More	Academy	✓	✓
Gavin Storey	Cullercoats Primary	Primary	✓	✓
Jill Wraith	Benton Dene Primary	Primary	Carmel Parker	✓
Jim Coltman	Diocese	C of E Diocese		A
Joanne Thompson	Early Years PVI	Holystone Out of School	✓	✓
John Croft	Sir James Knott	Nursery	A	✓
John Newport	Marden Bridge Middle School	Middle	✓	✓
Karen Croskery	North Tyneside Student Support Service	PRU	✓	✓
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	✓	Anna Peach
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	✓	✓

Steve Wilson	Whitley Bay High School	High	Andy Sherlaw	✓
In Attendance:				
Mark Longstaff	Head of Commissioning & Asset Management	NTC	✓	A
Claire Emmerson	Senior Manager - Finance Strategy & Planning	NTC	✓	✓
Sue Graham	Principle Accountant	NTC		✓
Noel Kay	Senior Business Partner, Finance	NTC		✓
Christina Ponting	Senior Manager - Schools HR	ENGIE/NTC	✓	✓
Lesley Mitchell	PA to Head of Commissioning & Asset Management	NTC	✓	A
Joanne Harries	Performance	NTC		O
Mary Nergaard	PA to Head of Commissioning & Asset Management	NTC		✓

Item		Action
1.	Apologies for Absence	
	See Table above. The Chair welcomed everyone to the Schools Forum and introduced Mary Nergaard to the group.	
2.	Attendance Register / Membership	
	Changes to the Attendance Register as follows: <ul style="list-style-type: none"> • Jim Coltman – Church of England Diocese • Kerry Lillico – Academies • Michael Young – First / Primary Schools • David Watson – Roman Catholic Diocese ACTION CP noted that one of the Secondary Governors has indicated that they wish to step down at the end of August. CP to link in to look for a replacement.	CP
3.	Public Meeting / Observers	
	The Chair welcomed the public.	
4.	Declaration of Interest	
	Glen Bowman – Item 6.3	
5.	Minutes of the last meeting (December 2018 & January 2019)	
	December 2018_– Agreed as an accurate record of the meeting January 2019 – Agreed as an accurate record of the meeting with the following amendments: <ul style="list-style-type: none"> • Andy Thurlow to be changed to Andy Sherlaw • Jull Huxtable to be changed to Jill Huxtable 	

6.	Matters Arising	
	<p><u>December 2018</u></p> <p>Page 6, Item 6.3 – Falling Roll & Headroom Update: Sub-Group considered the policy. General view was that the process was robust and as intended. It was agreed to run the process through then come back with any recommendations or changes at a later date if necessary.</p> <p><u>January 2019</u></p> <p><u>ACTION</u> Page 2, Item 4 – National Funding Formula: SG confirmed Academies included. Graph to be re-circulated for completeness. No impact on the decision.</p> <p><u>ACTION</u> Page 4, Item 4, Eligibility to Vote: Colleagues were reminded that when presenting reports to ensure that they note which members can vote on the various items.</p>	<p>SG</p> <p>CE/SG/CP</p>
6.1	Update on the Council Plan	
	<p>CE introduced herself to the group for the benefit of the new members and provided some background into the budget setting process to date. Main points to note as follows:</p> <ul style="list-style-type: none"> • Draft Budget went to Cabinet on 21 January 2019. Process went well and was better than previous years. • The 2019/20 budget was agreed and the Authority is now working towards that budget from 1st April 2019 • Currently working on the final accounts for 2018/19 • Draft accounts to be submitted by 31st May 2019 • Audited accounts to be submitted by 31st July 2019 	
6.2	Standard Item – Schools Finance Policy & Practice Update	
	<p>1. Scheme for Finance Schools</p> <p>CE issued apologies for the late circulation of the appendices to the reports and also that some figures were missing from the report on page 3.</p> <p><u>ACTION</u> Report to be re-circulated with the figures included</p> <p>CE also apologised that it was not clear in the report who was eligible to vote and provided clarification to the members</p> <p>Thanks were issued to the Schools Finance Sub-Group for their assistance and collaborative working during this process.</p> <p>CE talked through the briefing paper in relation to parts a and b. Main points to note as follows:</p>	<p>CE</p>

- CE provided an overview of the proposals and the current position
- Consultation commenced 18 March and closed on 1 April
- All schools in deficit will be required to be in balance by the end of year 3.
- 7 schools identified that will be in deficit, of which 4 can work within the scheme rules. The remaining 3 will continue to work towards that and have action plans in place to support them to break even and have a plan in place for paying back the deficit.
- New rules will apply to all schools with emerging deficit including schools that were in deficit prior to 2019/20
- Overview of the response rate was provided which was good. DB noted that Primary had gone up but that Secondary had gone down. CP noted that they had worked with Primary Schools to support the consultation process. Plans in place to offer support during any consultation process.
- CE noted that there is a Finance and Resources meeting next Friday where she would be happy to run through the report for any colleagues who wish to attend
- 95.5% were in favour of the proposed changes

Discussion followed around:

- Process for schools who can't meet the scheme rules
- The point at which a notice of concern would be initiated. CE confirmed that there would be a number of circumstances where a notice of concern would be initiated one of which would be if the governing body refused to work towards the action plan. The sections 9 & 10 of the Support and Challenge framework give further details of the circumstances where a notice of concern would be necessary and where the LA would look to remove the delegated budget from the Governing Body of the School
- Need for a more structured support package to be put in place for any schools either currently in deficit or new to deficit.
- Strategic pressures
- Possible training and support. CP looking at training and support around finance and resource management. More detailed updates will be provided into EIP, PLP and SHOG
- Other financial pressures such as increased pension contributions
- How to manage deficit budgets

2. Financial Support & Challenge Framework

CE talked through the briefing paper in relation to part c. Main points to note as follows:

- The framework outlines a practical approach to supporting schools
- Overview of the framework was provided
- RAG rating to be applied. Overview provided

Discussion followed around:

- It was noted that a large number of Schools will fall into the amber categories and concerns were raised about the impact on resources to provide the level of support required
- Model for delivering the framework was discussed. Plan is to do this as part

	<p>of the SLA work already being carried out as a collective approach</p> <ul style="list-style-type: none"> • The £5 k trigger point was discussed. It was noted that the Sub-Group had discussed this and agreed that the figure was appropriate as an early warning to prevent the risk of an increased deficit • Clarity provided that where Schools are operating under a Licensed Deficit Agreement, as this is effect a loan the general conditions/ requirements and the specifics relating to that School are noted <p>Recommendations Forum were asked:</p> <ol style="list-style-type: none"> 1. Approve the changes to the Scheme for Financing Schools in respect of Licensed Deficits and the minor amendments as outlined in section a. Agreed 2. The adoption of the Support and Challenge Framework which defines the role of the Local Authority in supporting Schools in financial difficulty and sets out the expectation upon schools to engage with the deficit approval agreement Agreed 	
6.3	Special Leave SLA – Final Update for 2018/19 and Planning for 2019/20	
	<p>CP talked through the briefing paper. Main points to note as follows:</p> <ul style="list-style-type: none"> • Overview of the SLA was provided • Monitoring reports have been provided in previous Schools Forum meetings • Overview of the figures were provided • Overview of the arrangements made as of 8 April were provided. Part 2 claims to be refunded at 100% and Part 1 claims to be refunded at 88.5% • DB issued thanks to CP • Overview of the options was provided • Forecast for 2019/20 was provided • Declaration of interest was noted from Glen Bowman <p>Discussion followed around:</p> <ul style="list-style-type: none"> • Number of current claims • Methods to bridge the shortfall • Other impacting factors/figures • Level to be set <p>Recommendations Forum were asked:</p> <ol style="list-style-type: none"> 1. To endorse recommendation for Part 2 to be refunded at 100% and Part 1 at 88.5%. Agreed 2. Note that a small surplus balance be carried forward. Agreed 3. Consider if Forum wish the SLA for 2019/20 to operate on the same basis as it has for 2018/19? Deferred 	

	<p><u>ACTION</u> Schools Forum asked CP to review 1 and 3 above to look at what the shortfall cost would be per school to allow all Schools to receive a refund of 100% for Part 1; and for CP to review the 2019/20 value (previously agreed in January 2019 of £24.73) to determine if refunds for 2019/20 could be refunded for both Part 1 and Part 2 at 100%.</p> <p><u>ACTION</u> CP to send an update report to Schools Forum members within two weeks of the meeting for them to discuss within their respective groups and provide feedback to CP before the end of term as to their preference / recommendation.</p> <p>4. Do you wish for the indicative split between Part 1 and Part 2 to remain as is at £20.13 and £4.60? Deferred – link to actions above</p> <p>5. Note the per pupil rate of £24.73 as agreed in January 2019 and be aware of potential variances/future claim values Noted</p> <p>6. Ask that Schools who are part of this SLA are advised to estimate a refund value of 100% for Part 2 and 85% for Part 1 Deferred</p>	<p>CP/SG</p> <p>CP</p>
6.4	Schools Procurement Officer	
	<p>CP talked through the report and an overview of the recommendations was provided.</p> <p>Discussion followed around:</p> <ul style="list-style-type: none"> • Savings created via the post / impact of the post • Other potential options such as a Procurement SLA <p>It was noted that whilst all members of Schools Forum are able to pass comment / give a view it will only be those member of the School Forum who directly fund the post (via Head room funding) who would in the event it was required be eligible to vote on any recommendations</p> <p>Recommendations Schools Forum having read the report and clearly understanding the information provided consider the report and note the following:</p> <ol style="list-style-type: none"> 1. Do Schools Forum believe there is a continued need to have this post in place? Forum agreed not to proceed with the current arrangement and look at alternatives 2. If this is the case – <ol style="list-style-type: none"> a. Do you wish for a replacement post to operate as the previous post has? b. Are you happy with the existing host school to continue or would another school like to take on this role / responsibility? 3. If this is not the case – do Schools Forum recommend 	

	<p>a. The funds are used in another way? E.g. to provide annual training / refreshers to schools on Procurement to schools</p> <p>b. The funds are returned to Headroom funds to be allocated via those means</p> <p>c. Other options / suggestions / ideas</p> <p><u>ACTION</u> Forum agreed to option c. CP to investigate options for an alternative SLA to fit into the current budget and bring back to the next Schools Forum meeting.</p>	CP
7	AOB	
	<p>Education Schools Funding Agency</p> <ul style="list-style-type: none"> • Update circulated. Not much changed. Includes some elements of good practice such as prompt circulation of minutes. • Historically, schools have been asked to pitch for any funding. A dyslexia team have approached the Schools Forum to ask if they are eligible to submit a pitch. It was agreed that this funding should be requested from high needs <p>SLA Increase</p> <ul style="list-style-type: none"> • The increase in SLA prices was discussed • It was noted there was an error in the initial data that impacted the figures • Circulation coincided with the Easter holidays. It was noted that this was not ideal <p><u>ACTION</u> CE to liaise with ML and come back in July with an analysis on the figures.</p>	CE
8	Date of next meeting	
	Wednesday 10 th July 2019 12:30pm - Langdale	