



North Tyneside Council

Minutes

Meeting Schools Forum **Date** Wednesday 10th July 2019

Location Langdale Centre

Present

✓ Present
D Deputy
A Apologies
O Absent

Name	Organisation	Representing	24.04.19	10.07.19
Andrew James	St Aidan's Primary	Primary	✓	✓
Anne Welsh	Monkseaton High School	Governor - Secondary	A	A
Angi Gibson	Hadrian Park Primary	Primary	Wayne Myers	✓
Audrey Kingham	Tyne Met	16-19 Provider	✓	✓
David Baldwin	Churchill Community College	Secondary	✓	✓
David Bavaird	Norham High School	Governor - Secondary	Steve Appleby	✓
David Watson	St Thomas More	RC Schools	✓	✓
Gavin Storey	Cullercoats Primary	Primary	✓	✓
Glen Bowman	Trade Unions	Trade Unions	✓	✓
Jill Wraith	Benton Dene Primary	Primary	✓	✓
Jim Coltman	Diocese	C of E Diocese	A	✓
Joanne Thompson	Holystone Out of School	Early Years PVI	✓	✓
John Croft	Sir James Knott	Nursery	✓	✓
John Newport	Marden Bridge Middle School	Middle	✓	✓
Karen Croskery	North Tyneside Student Support Service	PRU	✓	A
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	✓	A
Philip Sanderson	Kings Priory	Academy	✓	✓
Sharron Colpitts-Elliott	Rockcliffe First School	Primary	✓	✓
Stephen Baines	Holystone Primary	Primary	✓	✓
Stephen Easton	Coquet Park First School	First	✓	✓
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	✓	A
Noel Kay	Senior Business Partner, Finance	NTC	✓	A
Diane Thompson	Finance	ENGIE		✓
Christina Ponting	Senior Manager - Schools HR	ENGIE/NTC	✓	✓
Denise Pearson	Procurement Manager	ENGIE		✓
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. CP introduced Julie McAllum to the group who was attending the meeting as an observer.	
2.	Attendance Register / Membership	
	Changes to the Attendance Register as follows: <ul style="list-style-type: none"> Jim Coltman (Church of England Diocese) has concluded his induction process and was welcomed to today's meeting Alison Coxon will replace Anne Welsh from Monkseaton High School in September in her capacity as a Governor 	
3.	Public Meeting / Observers	
	The Chair welcomed the public.	
4.	Declaration of Interest	
	Matt Snape – Item 6.4	
5.	Minutes of the last meeting	
	Agreed as an accurate record of the meeting	
6.	Matters Arising	
	Page 3, Item 6 – Matters Arising: New report template being trialled which outlines the purpose of the report and clarifies the voting rights Page 7, Item 7 – AOB – SLA Increase: Analysis is currently being carried out and a briefing will hopefully be circulated to the Forum before the end of term.	ML
6.1	Finance Update	
	a) National Funding Update Mark Longstaff ML provided an update on behalf of CE. Main points to note as follows: <ul style="list-style-type: none"> Work needs to be carried out over the course of the next year to agree how we will transition towards the National Funding Formula CP confirmed that she has given a briefing at the Head Teachers Briefing on Friday 5 July A consultation programme has been agreed with the sub group to 	

	<p>commence in September for Head teachers and Governors</p> <ul style="list-style-type: none"> • Discussion took place around the preferred models. It was confirmed that several models have been considered which are in the process of being shortlisted • Regular updates will be provided to the Schools Forum as work progresses <p>b) Outturn Balances Mark Longstaff</p> <p>ML talked through the briefing paper on behalf of CE, Main points to note as follows:</p> <ul style="list-style-type: none"> • Overall use of the DSG was shown in Table 1 • Table 2 showed the breakdown of DSG surplus. This showed that there had been a £920k overspend in the High Needs Block and a £882k underspend in Early Years. • It is not yet known what the likely claw-back will be. It is expected that the letter advising of the allocation for next year will be received around September at which time Schools Forum will have some options to consider • Balances are reducing at a higher rate which may lead to a deficit in Schools budget by the next financial year • ML confirmed that a report is going to Cabinet in July regarding Education in North Tyneside. A meeting has been arranged for tomorrow between ML and the Cabinet Member for Education to brief him on the report. • CP noted that there was an Action from the PLP regarding the school reference/ tiers in section 4.1 of the report and if the terminology could reflect that there is both a two and three tier system in operation <p>Recommendations</p> <p>Forum were asked to note the following:</p> <ul style="list-style-type: none"> • details of the 2018/19 outturn in respect of the Dedicated Schools Grant • the Falling Rolls and Headroom balances • 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 • the Early Years underspend balance which will be addressed when allocating the 2019/20 budgets and will be closely monitored going forward • the school's budget plan balances and deficit requests for 2019/20; • the analysis of forecasting differences and the work proposed to improve accuracy. <p>Noted</p> <p>c) Draft 2019/20 Section 251 Budget Statement Mark Longstaff</p> <p>ML noted that a link to the Section 251 Budget Statement would be circulated to the Forum members.</p> <p><u>ACTION:</u> CE to circulate as soon as it is available.</p>	<p>NK/CE</p> <p>CE</p>
6.2	Annual Update – Redundancy Costs (Schools)	
	<p>CP talked through the confidential briefing paper. Main points to note as follows:</p> <ul style="list-style-type: none"> • Monitoring to be continued 	

	<ul style="list-style-type: none"> Schools continue to be supported Further report to be brought to the Forum next year 	
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"> A briefing paper was brought to the last meeting where it was agreed to defer some of the decisions to allow further analysis to be carried out. Following the meeting an updated briefing paper was circulated to Schools Forum members outlining further points for consideration and asking them to raise / discuss this within their respective groups. <p>Discussion followed around:</p> <ul style="list-style-type: none"> Should the figure be increased? If yes, should this be an inflationary increase or a 'bridge the gap' increase Should the increase start from 19/20 or 20/21 <p>Recommendations Forum were asked:</p> <p>Additional question a: For Part 1 to be paid at 100% what additional funds would need to be added in to the 2018/19 Financial Year Budget? Discussed and agreed that there would be no retrospective funding</p> <p>Additional question b: Should the overall value of the SLA be reviewed annually in future years, e.g. from 20/21, to ensure inflationary / baseline factors are considered, e.g. pay awards, incremental drift, other increases to employment costs etc.? It was agreed that from 20/21 the value of the SLA should be reviewed on an annual basis to consider both inflation and gap funding.</p> <p>Additional question c: Schools who were part of this SLA for Part 1 and Part 2 to be advised to estimate refund values for 19/20 of: a) 100% for Part 2 and b) 80% for Part 1 Agreed</p>	CP
6.4	Falling Roll & Headroom Sub Group Proposal	
	<p>CP talked through the briefing paper. Main points to note as follows:</p> <ul style="list-style-type: none"> Overview of the background was provided Overview of which Schools have been allocated funding was provided The recommendations as outline in the briefing paper were noted and agreed <p><u>ACTION:</u> School effected to be advised.</p>	CP
6.5	Schools Procurement Proposal	
	<p>DB provided some background to the Forum. CP talked through the briefing paper. Main points to note as follows:</p> <ul style="list-style-type: none"> Three levels of support contained in the proposal 	

	<ul style="list-style-type: none"> ○ Technical procurement support ○ Training and support ○ School to School support ● If the Forum decided not to proceed, the fund will be retained within Headroom budgets <p>It was noted that whilst all members of Schools Forum are able to pass comment/ give a view it will only be those members of Schools Forum who directly fund the post (via Headroom funding) who would be eligible to vote on any recommendations/ decisions?</p> <p>See table contained in the report for clarity.</p> <p>Recommendations Schools Forum having read this report and clearly understanding the information provided consider this report and note the following:</p> <ol style="list-style-type: none"> 1. Do Schools Forum: <ul style="list-style-type: none"> a) wish to progress with an equivalent SLA for the remainder of this Financial Year? Forum agreed not to progress with the SLA b) to review the equivalent SLA in the Spring Term 2020 for consideration of continuation from April 2020, or N/A 2. Do Schools Forum request the equivalent SLA to continue on an annual basis subject to review alongside other Service Manager Reports? Forum agreed that an SLA is no longer necessary. However, this can be reviewed at a later date if it is required. 	
6.6	Reports from Services for 2020/21 Financial Year Proposal	
	<p>CP talked through the briefing paper. Main points to note as follows:</p> <ul style="list-style-type: none"> ● It was noted that there were no figures in some of the reports which Forum member felt would have been useful <p><u>ACTION:</u> Reports to be re-circulated to include figures</p> <p>Discussion followed around:</p> <ul style="list-style-type: none"> ● EIP <ul style="list-style-type: none"> ○ Impact on delivery of EIP priorities if funding retained from primary schools was not included. <p><u>ACTION:</u> EIP to be asked to provide additional information.</p> <ul style="list-style-type: none"> ● Schools admissions service and funding for appeals. ML confirmed that appeals are not funded via the Central Services Schools Block. It was noted however, that the number of appeals have increased which is having an impact on Schools and the Authority. The Service that leads on this, 'Law & Governance', are currently reviewing its costs and charging 	<p>CP</p> <p>MS/IW</p>

	arrangements.	
6.7	Confirm Meeting Dates for 2019/20	
	<p>Schedule of meetings has been circulated and meeting invites have been sent.</p> <p>It was noted that the January meeting will be focused on the National Funding Formula.</p>	
6.8	Forward Plan – Review for 2019/20 Academic Year (Verbal Update)	
	Forward plan was discussed. A revised forward plan will be circulated in September.	
7.	AOB	
	<p>Free School Meal Grant Allocation</p> <ul style="list-style-type: none"> AJ raised concerns over the Free School Supplementary Meal Grant Allocation after reviewing the guidance on the website and asked why this funding was not given direct to Schools. ML noted that Universal Credit has resulted in an increase in children being eligible for free school meals and that the grant was issued to the Authority at the end of February 2019 to help fund the increase in costs of providing extra free school meals. ML noted that if individual Schools would prefer that the proportion of the grant applicable to their school is paid to them direct, this can be action for future allocation. ACTION: Further clarity to be provided in advance of the next meeting in September <p>Schools Catering</p> <ul style="list-style-type: none"> It was noted that Schools had been asked to provide names and addresses for all children home addresses/ contact details. It was queried if this was allowed under GDPR rules. ACTION: CP to check with Geoff Snary and/or Schools to consider this under their own GDPR guidance <p>Guidance on Growth Fund</p> <ul style="list-style-type: none"> CP requested the Schools Forum colleagues work with the sub group on ESFA guidance for all LA areas to consider a Growth Fund. ACTION: CP to pick this up with the sub-group and report back to the Forum in November 	<p>ML/CE</p> <p>CP</p> <p>CP</p>
8.	Date of next meeting	
	Thursday 12 th September 2019 12:30pm - Langdale	
9.	Planning for next meeting and/or as noted on the Forward Plan	
	<p>1. Annual Review of Schools Forum Constitution to include:</p> <ol style="list-style-type: none"> Election of Chair Election of the Vice Chair Declaration of Interest – all members Members Attendance 	

	<ul style="list-style-type: none"> e) Notification to all Schools/ Governors membership f) Action Plan/ Self – Assessment 	
	<p>2. Schools Finance Policy & Practice update to include (as applicable):</p> <ul style="list-style-type: none"> a) National Funding Formula update b) Update on Special Leave SLA (Verbal Update) 	