

Minutes

MeetingSchools ForumDateThursday 12th September 2019

Location Langdale Centre A Apologies

Present

✓ Present D Deputy A Apologies O Absent

Name	Organisation	Representing	10.07.19	12.09.19
Andrew James	St Aidan's Primary	Primary	✓	✓
Angi Gibson	Hadrian Park Primary	Primary	✓	✓
Audrey Kingham	Tyne Met	16-19 Provider	✓	✓
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
Jill Wraith	Benton Dene Primary	Primary	✓	✓
Jim Coltman	Diocese	C of E Diocese	✓	✓
Joanne Thompson	Holystone Out of School	Early Years PVI	✓	0
John Croft	Sir James Knott	Nursery	✓	✓
John Newport	Marden Bridge Middle School	Middle	✓	✓
Karen Croskery	North Tyneside Student Support Service	PRU	А	√
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	Α	✓
Philip Sanderson	Kings Priory	Academy	✓	✓
Sharron Colpitts- Elliott	Rockcliffe First School	Primary	√	~
Stephen Baines	Holystone Primary	Primary	✓	✓
Stephen Easton	Marine Park First School	First	✓	✓
Steve Wilson	Whitley Bay High School	High	✓	✓
In Attendance:	Trindey Day Fright Corroot	19.1		
Mark Longstaff	Head of Commissioning & Asset Management	NTC	√	A
Claire Emmerson	Senior Manager - Finance Strategy & Planning	NTC	А	✓

Noel Kay	Senior Business Partner, Finance	NTC	A	0
Diane Thompson	Finance	ENGIE	✓	✓
Christina Ponting	Senior Manager - Schools HR	ENGIE/NTC	✓	✓
Denise Pearson	Procurement Manager	ENGIE	✓	0
	PA to Head of Commissioning &		✓	✓
Mary Nergaard	Asset Management	NTC		

	ltem	Action
1.	Apologies for Absence	
	See Table above.	
	The Chair welcomed everyone to the Schools Forum.	
2.	Attendance Register / Membership	
	See item 6.1 (d)	
3.	Public Meeting / Observers	
	The Chair welcomed the public.	
4.	Declaration of Interest	
	None	
5.	Minutes of the last meeting	
	Agreed as an accurate record of the meeting with the following comments noted:	
	Page 6, Item 7 – AOB. AJ noted that an issue had been raised regarding the	
	wording in the Catering SLA around the Schools Lunch Grant Allocation. The	
	statement in the SLA suggests that the Schools have no option to opt out.	
	ACTION: CP to clarify with the Facilities and Fair Access Manager	CP
6.	Matters Arising	
	Page 2, Item 6 – Matters Arising: SLA Increases. Briefing note issued by ML to	
	provide clarity on the rationale behind the increase. Forum felt there wasn't	
	enough detail in the note. The following information was requested	
	How much of the increase was due to the Living Wage?	
	Does Catering Services offer the same services to other areas and is the	
	deal the same for these clients?	
	Information on debt collection as this is part of the SLA	
	A more detailed breakdown of costs	
	Page 3, Item 6.1 (c) – Finance Update: Draft 2019/20 Section 251 Budget	
	Statement has not yet been circulated	
	ACTION: (Carried forward) CE to circulate	CE
	Page 5, Item 6.6 – Reports from Services for 2020/21 Financial Year Proposal: All	
	reports were re-circulated. MS provided an overview of the split between Primary	
	and Secondary. Main points to note as follows:	
	 EIP current priorities = circa £105k. Breakdown as follows: 	
	 Secondary Support Team = circa £80k 	
	 Science Support = circa £23k 	
	 Balance = circa £2k to £3k 	
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- Current allocation is made up of what would have been funding going into schools on the basis of: 49% to Primary and 51% to Secondary
- If funding from the Primary sector was not included this would mean the removal of the Science Support and would result in a cost pressure in the School Improvement Service, as well as a reduction of circa £23k within the Secondary Support Team
- Forum Members noted that many of the other reports did not include any impact evidence, specifically highlighting, in contrast, the good practice in the EIP report, i.e. that report has clear evidence of what improvements have resulted directly from EIP and that other reports should contain similar evidence
- Discussion followed around Trade Union Facility Time; services that are either exclusively Primary or exclusively Secondary; what services would be cut if funds were not invested into the SLA (cost per child)
- CE provided information on the 4 DSG blocks. This included potential risks to funding from Government if funding was moved/removed from the Central School Services Block and information on how the funding is calculated in each block
- CE confirmed that if money was to be transferred between blocks, this would have to be done on an annual basis
- Forum requested more detail and a presentation at the next Forum on the following reports, to include impact:
 - EMTAS
 - School Improvement Service (School Support / Vulnerable Schools)
- ACTION: CP to liaise with relevant parties to arrange
- **ACTION:** CE to provide more clarity on the following before the next meeting:
 - What happens to balances at the end of the year
 - o Clarity on what changes can be made and what the impact will be

Page 6, Item 7 – AOB – FSM Grant Allocation: CP talked through the briefing note from ML. Discussion followed around:

- Email to ML from AJ with specific queries that AJ did not feel had been answered by the note
- AJ noted that guidance from the DfE states that the funds should be delegated to Schools and that it was up to the School how they spend it within their budgets.
- The grant covers the period October to October. The grant allocation for St Aidan's was circa £6k, however, there were only 2 eligible students from September to October.
- The following information was requested:
 - Why does the grant cover October to October?
 - Why have Catering Service taken a full year effect when the eligible pupils only qualified from September to October?
 - o What proportion of the grant went to Catering Services?
 - What would the invoice for St Aidan's have actually been based on the correct number of eligible pupils?
 - Can the remaining balance be credited to the School?
 - Were Academies and Schools outside of the area, that are in receipt of NTC Catering Services, invoiced accordingly?
- **ACTION:** ML to provide a further update in response to the requested information

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	Page 6, Item 7 – AOB – Schools Catering/GDPR Query: CP clarified that there were no GDPR implications in providing the data requested from Schools Catering. Forum Member queried the ethics behind sharing this information for the purpose of debt collection.	CD/MI
	ACTION: CP to liaise with ML to obtain further clarity	CP/ML
6.1	Annual Review of Schools Forum Constitution Blection of Chair Christina Ponting David Baldwin was re-elected as Chair of Schools Forum	
	b) Election of Vice Chair Peter Gannon was re-elected as Vice Chair of Schools Forum	
	c) Declarations of Interest – All Members David Baldwin None	
	 d) Members Attendance It was noted that there was a vacancy for Secondary Governors A number of Terms of Office will reach their natural end in October ACTION: CP to liaise with relevant parties on the necessary arrangements Anne Welsh has stepped down as Governor rep from Monkseaton High School. Audrey Kingman is stepping down. No nominations for a replacement have been received at this stage. Thanks were issued to AK for her hard work and contribution to the Forum A post within Schools Forum for those pupils that may be underrepresented was discussed due to the difficulty in recruiting an appropriate rep. Forum was asked if this post could be deleted. Forum agreed 	СР
	CP to update members separately if there were any changes to the Constitution in line with update ESFA guidance/ updates for September 2019.	СР
	e) Notification to all Schools / Governors Membership Christina Ponting Annually and as changes occur a notification was to be sent to all Schools including vacancies.	СР
	f) Action Plan / Self Assessment Christina Ponting Action Plan to be finalised following the election of the Chair ACTION: CP to liaise with the Chair	СР
6.1	Schools Finance & Practice Update National Funding Formula Update Claire Emmerson	
	CE talked through the briefing paper. Additional supporting paper was circulated. Main points to note as follows: Previously agreed to maintain the Local Funding Formula (LFF) for 2 years This covered the period 2018-19 and 2019-20 Decision now needs to be made for 2020-21 A large amount of work has been carried out with the Sub Group to assess the best way to move towards the National Funding Formula (NFF) for models have been explored. Overview was provided. Models 3 and 4 were selected as the preferred options by the Sub Group.	

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	 Figures were provided for both models based on a minimum funding guarantee of 1.5%, 1.0% and 0.5%. A comparison based on a 100% move to NFF was also provided. Accurate modelling has not been possible due to potential impact of the announcement on 3 September as part of the spending review Awaiting operational guidance, although it estimated that the position is likely to be improved as a result. Consultation now needs to go out to Schools to agree which model to use CE is currently liaising with Legal to establish if the decision needs to be made by Cabinet or if it can be Delegated to the relevant Cabinet Members. It is hoped that a Delegated Decision is possible and the aim is for this to be made in November, ahead of the Council's budget setting process in January Discussion followed around: Option to stay with the LFF. CE noted that we can stay with the LFF for the next 2 years but after that we must move to the NFF How many Schools will go into deficit on each model? Timescales for consultation Level of data to be shared as part of the consultation Recommendations Forum were asked to: review the impact of moving to the preferred LFF option based on the summary information provided for 2020/21 approve the consultation approach with any further changes agreed by the Chair of Schools Forum. Forum agreed to consult on Model 3 as the preferred option It was agreed that the appendices provide sufficient detail Data to be included on number of Schools that may move towards deficit following the changes 	
	b) Update on Special Leave SLA Christina Ponting ACTION: CP to circulate an update to members before the next meeting.	СР
6.8	Forward Plan – Review for 2019/20 Academic Year (Verbal Update)	
-	ACTION: CP to liaise with the Chair to finalise the Forward Plan and circulate to the group	СР
7.	AOB	
	High Needs Block An updated regional comparison of the proportion of high needs to total DSG was requested by Peter Gannon. ACTION: CE to circulate New Finance Tool for Schools CE provided information on a new finance tool for Schools. It is important that School colleagues attend the focus sessions	CE
	Next Meeting – 13 November It was proposed that the next meeting starts at 12:00pm instead of 12:30pm with lunch being available from 11:30am to allow time for the EIP presentations. ACTION: MN to check room availability and amend the calendar invite to reflect the changes.	MN

8.	Date of next meeting	
	Wednesday 13 th November 2019 12:00pm - Langdale	
9.	Planning for next meeting and/or as noted on the Forward Plan	
	To be confirmed	