



North Tyneside Council

# Minutes

**Meeting** Schools Forum

Wednesday 26<sup>th</sup> September 2018

**Location** Langdale Centre

**Present**

✓ Present  
D Deputy  
A Apologies  
O Absent

Name	Organisation	Representing	26.9.18
Andrew James	St Aidan's	Primary	✓
Angela James	North Tyneside Council	EOTAS/LAC	✓
Angi Gibson	Hadrian Park	Primary	Wayne Myers
Audrey Kingham	Tyne Met	16-19 Provider	✓
Glen Bowman	Trade Unions	Trade Unions	✓
Colleen Ward	Coquet Park First School	First	✓
Collette Bland	St Mary's Cullercoats	RC Diocese	✓
David Baldwin	Churchill	Secondary	✓
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	✓
Jill Wraith	Benton Dene Primary	Primary	✓
Matt Snape	Marden High School	Secondary	✓
John Croft	Sir James Knott	Nursery	✓
John Newport	Marden Bridge Middle	Middle	✓
Karen Croskery	North Tyneside Student Support Service	PRU	✓
Laura Baggett	Monkhouse	Primary	✓
Paul Quinn	Longbenton	Secondary	✓

Peter Gannon	Silverdale	Special	✓
Peter Thorp	Redesdale	Governor - Primary	✓
Philip Sanderson	Kings Priory	Academy	✓
VACANT		PVI	
Sharron Colpitts-Elliott	Rockcliffe	Primary	✓
Stephen Baines	Holystone Primary	Primary	✓
Steve Wilson	Whitley Bay	High	✓
<b><u>In Attendance:</u></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	✓

1.	<b>Apologies for Absence</b> See Table above. The Chair thanked the Vice Chair for Chairing the last meeting.	
2.	<b>Attendance Register/Membership</b> Non attendees to be reminded re deputies and requirements to attend.	CP
3.	<b>Public Meeting/Requests from Observers to attend</b> The Chair reminded colleagues that members of the public can attend Schools Forum.	
4.	<b>Declaration of Interest</b> None	
5.	<b>Minutes of Last Meeting (11<sup>th</sup> July 2018))</b> Were agreed as an accurate record of the meeting.	
6.1	<b>Matters Arising</b> CP reported that a new North Tyneside Schools Forum (NTSF) Constitution was published by the ESFA on 14 <sup>th</sup> September 2018, the EFSA revised guidance notes only minor changes, it is proposed to update the Constitution more aligned to the EFSA guidance in terms of layout and also encapsulate the specifics within the current NTSF Constitution as noted to members previously. Once finalised the intention is to ensure all members receive a reference pack of papers relating to their role on the NTSF including powers and responsibilities, operating practice, etc. This will also be made available to members electronically and placed on to the website. <b>ACTION</b> CP/LM to undertake these actions and issue updates to members before the next SF meeting in December 2018	CP/ LM

6.1.1 and 6.1.2	<b>Election of the Chair &amp; Vice Chair</b> Forum Members agreed that the current Chair (David Baldwin) and Vice Chair (Peter Gannon) would continue their respective memberships for another year.	
6.1.4	<b>Membership</b> A number of terms of membership are coming to an end September / October – this was in hand. Additionally vacancies where members are not renewing membership will also be supported to ensure appointment. A PVI nominee had been identified. <b>ACTION</b> to ensure vacancies are filled and reported to the next meeting.  All Headteachers and Governors to have a list of membership and to be notified of change when terms of membership on an annual basis and within one month of any change being effective. Once confirmed this will be issued. <b>ACTION</b> CP to follow up vacancies as they occur.	CP  CP/ LM
6.1.5	<b>Members Attendance</b> CP to follow up non attendees without representation. From December all Headteacher colleagues will be invited to attend as observers. CP and CE to update Head teachers via their network groups/ forums. <b>ACTION</b> Follow up attendance without representation <b>ACTION</b> invite all HTs to attend as observers	CP CP
6.1.6	<b>Notification of All Schools/Governors</b> CP to work with Governor representatives to further support Governor understanding of the role of the NTSF. To consider a briefing note for Governors to inform them of the purpose/ practice of Schools Forum. <b>ACTION</b> Support Schools Forum Governors to promote the role of Schools Forum further to other Governors.	CP
6.1.7	<b>Self Assessment</b> The last Schools Forum Self Assessment report was presented to Forum in May 17. <b>ACTION</b> CP to review and bring to next meeting - December 2018 agenda	CP
Additional Item	<b>Additionally Resourced Provision</b> <b>ACTION</b> a further update to be provided to Forum - December 2018	ML
6.2	<b>Schools Finance Policy &amp; Practice Update</b>	
6.2.1	<b>School Balances at Financial Year End (and surplus balances policy)</b> CE talked through the paper previously circulated  Discussion followed around: <ul style="list-style-type: none"> <li>• reliability of data</li> <li>• variation, geography and parental choice, ML suggested an update on pupil numbers on School Forum December agenda</li> <li>• work on-going to inform planning</li> <li>• support and challenge framework and support from NTC</li> <li>• Finance team working with School Improvement</li> </ul> <b>ACTION</b> closer working between finance and School Improvement - December	CE

	<p><i>2018 agenda</i></p> <p><b>Recommendations</b> Schools Forum is asked to note the following:</p> <ol style="list-style-type: none"> <li>1. Details of the total and uncommitted balances for schools by phase</li> <li>2. The worsening position of balances in general and in the secondary phase in particular</li> <li>3. The results of the review of school balances against the Surplus Balances Policy</li> <li>4. The revised requested deficit balances for 2018/19</li> </ol> <p><b>All recommendations were noted by Forum</b></p>	
6.2.2	<p><b>National Funding Formula Update</b> CE talked through the minor changes to the National Funding Formula. <b>ACTION</b> <i>More information to be provided at the next Forum meeting. December 2018 agenda</i></p> <p><b>Recommendations</b> Schools Forum were asked to note the following:</p> <p>The minor changes to the National Funding Formula for 2019/20 and the publication of guidance by the DfE</p> <p><b>Forum noted the recommendation.</b></p>	CE
6.2.3	<p><b>Scheme for Financing School – annual review update</b> CE talked through a proposed draft of the Scheme for Financing Schools, which she was bringing to NTSF. Discussion followed around change to the maximum period of licensed deficits from 5 years to 3 years.</p> <p><b>Recommendation</b> Forum was recommended to approve the report and allow consultation to take place with all schools on the revised Scheme for Financing Schools. Further clarification was sought around the statutory nature of the changes and implications for each school currently in deficit and those new to deficit if the scheme was adopted. <b>ACTION</b> <i>CE agreed that she would provide an update to the next meeting December 2018 agenda</i></p>	CE
6.2.4	<p><b>Update on Special Leave</b> CP updated colleagues on the current position of the Special Leave SLA. The situation is closely monitored.</p> <p><b>Recommendation</b> A further update will be brought to the December Forum for NTSF to consider options for the 19/20 financial year. <b>ACTION</b> <i>an update to be presented to the December 2018 NTSF.</i></p> <p><b>Forum noted the report.</b></p>	CP

6.3	<p><b>Falling Roll &amp; Headroom Update</b></p> <p>CP talked through the paper previously circulated which was the result of further discussions by the Falling Rolls and Headroom sub group to provide more clarity for Forum members. Discussion followed regarding where schools did not qualify and how NTSF planned to use those funds. Clarity was provided on who contributed to Falling Roll and how this differed from Head room.</p> <p><b>Recommendations:</b></p> <p>NTSF agreed that it wished to maintain a Falling Roll fund and apply ESFA criteria for allocations; in the event that no school qualified the funds would be allocated under the Head room criteria via the Sub Group and for Academies it would be up to this group to determine their own process – these funds applied to both maintained and academy schools as they were taken from DSG. If a school qualified for Falling Roll the Sub Group would continue to undertake this consideration in accordance with reports presented to the NTSF previously.</p> <p>NTSF did not wish to maintain a minimum level of funding in the Falling Roll fund on an annual basis.</p> <p><b>ACTION</b> CP and CE to reconvene the Sub Group to discuss allocations including arrangements for Academies effective from 1<sup>st</sup> April 2017 – 31<sup>st</sup> March 2018 and put in place similar support for Schools Forum Sub-Group members to enact these recommendations from 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019 and that this be enacted as soon as possible. (an update be presented to the December 2018 NTSF)</p>	CP/CE
7.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>ACTION</b> CP/LM to review voting guidance and bring to next Forum in line with changes in the EFSA September 2018 good practice guide and update members prior to the next NTSF in December 2018 via the member packs as noted in item 6.1.</li> <li>• <b>ACTION</b> Wallsend Collaborative asked for clarity on the Silverdale ARP's current capacity and if options related to buildings and/ or places could be explored.</li> </ul>	CP/LM  ML
8.	<p><b>Date of next meeting</b></p> <p>Wednesday, 19<sup>th</sup> December 2018 12.30 – 2.30 pm.</p> <p><i>(Lunch will be available for Schools Forum members from 12 noon).</i></p>	