

Briefing note

To: Schools Forum **Author:** Christina Ponting, ENGIE

Date: 10th January 2018

Title of Briefing: Schools Forum forward plan - Updated

Background:

Schools Forum has determined that a calendar or events/ forward plan would be beneficial to support Schools Forum with their planning and consideration of appropriate agenda items. In the past this calendar/ forward plan was presented in a financial year format, however Forum have since determined that they would like the format to be presented in an academic year format.

Current Position:

A number of briefing notes have been provided as the forward plan has been updated/ added to. Current feedback from members is that it is unclear as to why some agenda items are on the forward plan and also who the lead officer/ colleague are but this is not consistent. In addition, as Forum business has increased the forward plan has been added to/ updated and members are of the view that:

- it would be beneficial to have some further detail noted on the forward plan
- they would like to review what needs to come back to Forum regularly, and
- would like to review which items can be presented in a written Report and which can be presented as a verbal update (and then duly noted in the minutes).

A suggested forward plan format has been added to this briefing (Appendix A) which will allow some of the above requests to be accommodated:

- provide additional information re content/ purpose of the agenda item,
- note a lead officer/ colleague (s),
- re-ordered the plan into an Academic Year calendar,
- better support members to understand and have clarity on the proposed schedule of carried forward items,
- better understand future items which need to be considered at key points throughout the year and the impact that these may have on scheduling/ planning agenda's,
- manage the number of papers being presented and support members to better manage their time/ include their colleagues in any pre-meeting discussions/ updates;

- clarify what needs to be presented in a paper Report and what can be updated via a verbal update.

It is suggested that the Chair of the Forum works with officers from within the Local Authority and reviews the existing Forward Plan to undertake the actions noted above. Any other member of the Schools Forum can join this group. Appendix A demonstrates indicative data noted on the last published forward plan – it is noted that the group may move/ delete or rearrange the order of the suggested items to better support Schools Forum with on-going business/ priorities. Other items that do not appear on the previous forward plan may also be added as necessary.

Recommendations

Forum are asked to:

- review the proposed re-formatted Schools Forum Forward Plan;
- determine if there is any additional information that members would like to receive/ be included;
- agree that is appropriate for the Chair of the Schools Forum and LA officers to meet to review the forward plan – and to present an updated plan at a future schools forum meeting for members to review;
- members to confirm to the Chair of Governors if they are interested in being part of this planning group (by the 20th January 2018);
- agree that an annual review of the forward plan comes becomes a Chair and LA officers action for presentation in September of each Academic year as part of the planning/ papers for the next Academic Year.

Appendix A

Date	Item	Notes:	Lead
13 Sept 2017	<p>Annual Review of Schools Forum Constitution to include:</p> <ul style="list-style-type: none"> a) Election of Chair b) Election of the Vice Chair c) Declaration of Interest – all members d) Members Attendance e) Notification to all Schools/Governors membership <p>School Balances at 31st March 2017 – excess surplus balances policy</p> <p>2017/18 school budgets to include deficit agreements</p> <p>NFF 2018/19 to include:</p> <ul style="list-style-type: none"> a) -Early Years b) -High Needs c) -Schools 	<p>It is recommended to Forum that it review its Constitution on an annual basis to ensure that it continues to support the work that Forum undertake and to take into consideration any updates which have been provided at a national level. To support this there are a number of key actions which need to be undertaken</p> <p>Schools Forum to review the existing policy in place and to determine if they wish to operate within existing arrangements or request that these are reviewed.</p> <p>Update from the Head of Finance/ S151 Officer on the current balances position in maintained schools. Additional an update will also be provided noting recommendations from the sub group members.</p> <p>Update on the National Funding Formula (NFF) from the Head of Finance/S151 Officer and what they may mean for schools, this will be dependent upon updates being available nationally.</p>	<p>JG (CP)</p> <p>JG (EA)</p> <p>JG (EA)</p> <p>JG (EA)</p>
18 Oct 2017	<p>Implementation of excess surplus balances policy (if required)</p> <p>Further updates on NFF 2018/19</p> <ul style="list-style-type: none"> -Early Years -High Needs -Schools 		

	<p>Proposed centrally retained items 2018/19</p> <p>Falling rolls criteria review</p> <p>Update on the scheme for financing schools/ Schools & EY financial regulations (if available)</p>		
15 Nov 2017	<p>School Funding 2018/19</p> <p>Centrally retained & de-delegated items – follow up</p>		
13 Dec 2017	<p>Briefing on draft Council Plan</p> <p>Further updates on NFF 2018/19</p> <ul style="list-style-type: none"> -Early Years Funding -High Needs Funding <p>Schools Funding 2018/19 including centrally retained and de-delegated follow up</p> <p>Update from Headroom subgroup and falling roll allocations (if applicable)</p>		
10 Jan 2018	<p>Early Years Funding 2018/19 – final decisions</p> <p>High Needs Funding 2018/19 – final decisions</p> <p>Schools Funding 2018/19 including centrally retained and de-delegated items – final decisions</p>		
7 Mar 2018	<p>Capital & Investment plan update (subject to DfE announcement)</p>		

	Headroom and Falling Rolls provisional funding allocations		
	DSG and Schools Revenue Monitoring update (including exceptional SEN allocations)		
16 May 2018	Provisional school outturns (including Final Headroom allocations) 2017/18 & agree Deficit meeting timetable and scrutiny arrangements		
	Annual review of the Schools Forum Constitution & Action Plan		
	Schools & EY financial regulations (if applicable)		
	Forward Plan 2018/19		
11 July 18	2017/18 Outturn – Schools and the DSG		
	Centrally retained & de-delegated items		
	2018/19 Section 251 Budget Statement		
	Scheme for Financing Schools – responsibilities for redundancy and early retirement costs: update		