



Meeting: North Tyneside Schools Forum

Date: Thursday 9 November 2023
12:30 – 14:30

Location: The meeting will be held virtually and will be live streamed at the following link:
<https://www.youtube.com/watch?v=P9qhNFgRau0>

Agenda

Ref.	Item	Lead
1	Apologies and welcome	Chair
2	Attendance Register / Membership / Roles & Responsibilities	Chair
3	Virtual Public Meeting / Observers (*)	Chair
4	Declaration of Interest	Chair
5	Minutes of the last meeting <i>Circulated - Pages 5-15</i>	Chair
6	Matters Arising (not on the agenda) <i>Verbal Update</i>	Chair
7	Finance update (to include: a) Funding Distribution and Finance Update b) National Funding Formula and Outcome of Consultation <i>Circulated - Pages 17-36</i>	
8	School Forum Constitution and Action Plan Review <i>Circulated - Pages 37-64</i>	CP
9	Consideration of Special Leave for 22/23 Financial Year <i>Verbal Update</i>	CP
10	Reports from Services (EMTAS & School Support Services) <i>Verbal Update</i>	LC
11	Any Other Business	All
	Date and Time of Next Meeting: Wednesday 17 January 2024 at 12:30 via Microsoft Teams	

North Tyneside Schools Forum Member Roles & Voting								
de-delegation Primary	de-delegation Secondary	scheme for financing schools	consultation on funding formula	General Duties	Retained Duties	all other matters	<i>last updated September 2019</i>	
1	2	3	4	5	6	7		
Voting							Phase	Role
School Members								
x		x	x	x	x	x	First	Head
x		x	x	x	x	x	Primary	Head
	x	x	x	x	x	x	High	Head
	x	x	x	x	x	x	Middle	Head
	x	x	x	x	x	x	Secondary	Head
Other School Members Non Locality Based								
x		x	x	x	x	x	Primary/ First	Governor
	x	x	x	x	x	x	Secondary/Middle	Governor
		x	x	x	x	x	Nursery	Head
		x	x	x	x	x	PRU	Head
		x	x	x	x	x	Special	Head
			x		x	x	Academy	Other
Non Schools Members Non Locality Based								
		x	x			x	16-19 Providers	Other
			x			x	EY PVI	Other
						x	C of E Diocese	Other
						x	RC Diocese	Other
						x	Trades Union	Other

Timetable & Forward Plan 2023/24

Date	Activity	Responsible
21 September 2023	<u>Schools Forum Meeting</u> 1. To include appointment of Chair and Vice Chair 2. Review of the Constitution and supporting documents 3. Schools Finance Update 4. Reports from Services for 24/25 Financial Year Proposal	Schools Forum
5 October 2023	School Census Day	DFE/ESFA
9 October 2023	Application for submitting disapplication requests	Local Authority
8 November 2023	<u>Schools Forum Meeting</u> 1. Schools Finance Update 2. National Funding Formula and Outcome of Consultation 3. School Forum Constitution and Action Plan Review 4. Consideration of Special Leave for 23/24 Financial Year	Schools Forum
17 November 2023	Deadline for submitting disapplication requests	Local Authority
17 November 2023	Deadline for submitting disapplication requests if wish to move more than 0.5% of the Schools block	Local Authority
1 November 2023	School census database closed. Checks and validation commences	DFE/ESFA
17 January 2024	<u>Schools Forum Meeting</u> 1. Schools Finance Update 2. Consideration of Special Leave for 23/24 Financial Year 3. Scheme for Financing Schools Update	Schools Forum
TBC	Submit final proposals re APT	Local Authority
20 January 2024	Deadline for submissions of final 2023 to 2024 APT to ESFA	Local Authority
5 February 2024	Cabinet Meeting for approval of 23/24 Schools Funding	Local Authority
19 February 2024	Cabinet Meeting	Local Authority
26 February 2024	Deadline for confirmation of Schools budget shares to mainstream maintained schools.	DFE/ESFA
20 March 2024	<u>Schools Forum Meeting</u> 1. Schools Finance Update 2. Schools In Financial Difficulty	Schools Forum
25 March 2024	Cabinet Meeting	Local Authority
10 July 2024	<u>Schools Forum Meeting</u> 1. Reports from Services for 25/26 Financial Year Proposal 2. Schools Finance Update 3. Responsibilities for Redundancy & Early Retirement Costs – Annual Update	Schools Forum

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Item 5 Minutes

Meeting Schools Forum **Date** Thursday 21 September 2023
Location Via Microsoft Teams
Present

✓ Present
D Deputy
A Apologies
O Absent

Name	Organisation	Representing	12.07.23	21.09.23
Anthony Gollings	St Thomas More	RC Diocese	✓	O
Angi Gibson	Hadrian Park Primary	Primary	✓	D (Wayne Myers)
Claire Garbutt	St Columba's Primary School	Academy	✓	O
Claire Withers	Fordley Primary	Primary	N/A	✓
Colleen Ward	Coquet Park First School	Primary	✓	✓
David Watson	St Thomas More	Academy	✓	✓
Diane Turner	Tyne Met	16-19 Provider	A	O
Finn Wilcock	Southridge First School	Primary	✓	✓
Gavin Storey	Cullercoats Primary	Primary	O	✓
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	✓	✓
Kelly Holbrook	Longbenton High School	Secondary	✓	✓
Kerry Lillico	Grasmere Academy	Academy	✓	O
Laura Baggett	Monkhouse Primary	Primary	✓	A
Lesley Griffin	Wellfield Middle School	Governor - Secondary	A	✓
Louise Bradford	Diocese	C of E Diocese	✓	✓
Matt Snape	Marden High School	Secondary	✓	✓
Paul Johnson	Churchill Community College	Secondary	A	✓
Peter Gannon	Silverdale School	Special	✓	A
Peter Thorp	Redesdale Primary	Governor - Primary	A	A
Philip Sanderson	Kings Priory	Academy	✓	✓
Phil Kemp	Trade Unions	Trade Unions	✓	D (Candida Mellor)
Rob Harker	Carville Primary	Primary	✓	✓
Stephen Baines	Holystone Primary	Primary	✓	✓
Steve Wilson	Whitley Bay High School	High	✓	✓
In Attendance:				
Mark Longstaff	Director of Commissioning & Asset Management	NTC	A	✓

Jon Ritchie	Director of Resources	NTC	A	✓
Claire Emmerson	Head of Finance – Deputy S151 Officer	NTC	✓	✓
Andrew Brown	Principle Accountant, Finance	NTC	✓	✓
Jane Cross	Senior Business Partner, Finance	NTC	✓	✓
Diane Thompson	Senior Accountant – Schools Finance	NTC	✓	✓
Christina Ponting	Senior Manager – Schools HR	NTC	✓	✓
Mary Nergaard	PA to Director of Commissioning & Asset Management	NTC	✓	✓
Lisa Cook	Assistant Director, Education and Inclusion	NTC	✓	✓
Mark Mirfin	Assistant Director, SEND Transformation	NTC	✓	✓
Ian Wilkinson	Strategic Lead, Education and Inclusion Review	NTC	A	✓
Julie Firth	Director of Children’s Services	NTC	A	A
Amanda Frankish		NTC	N/A	✓
Richard Keilty		NTC	N/A	✓

Minutes of Meeting

Ref	Item	Action
1.	Welcome / Apologies for Absence	
	<p>The Chair welcomed everyone to the meeting and issued a reminder that the meeting is live streamed to the public on the Authority’s YouTube Channel.</p> <p>See table above for apologies.</p>	
2.	Attendance Register / Membership / Roles and Responsibilities	
	<p>Roles & Responsibilities</p> <ul style="list-style-type: none"> Reminder of roles and responsibilities for Forum Members was provided. <p>Attendance:</p> <ul style="list-style-type: none"> See table above. <p>Membership:</p> <ul style="list-style-type: none"> Claire Withers has replaced Jill Wraith as a Primary representative. ML welcomed CW to the group. Gavin Storey has renewed his term of office Continue to carry 2 vacancies following the step down of Michael Young (Primary Governor representative) and David Bavaird (Secondary Governor representatives). CP noted nominations for a Secondary Governor representative were requested before the summer break, however, none were received. Peter Thorpe has also stepped down as a Primary Governor representative, creating a third vacancy. 	

	<ul style="list-style-type: none"> • ACTION: CP to work with each locality to recruit replacements for the three vacancies above. 	
3.	Virtual Public Meeting / Observers	
	The Chair welcomed the public/observers to the meeting.	
4.	Declaration of Interest	
	None declared.	
5.	Minutes of the last meeting	
	Minutes agreed as an accurate record of the meeting.	
6.	Matters Arising	
	<p>Page 3, Item 6 – Matters Arising – David Bavaird:</p> <ul style="list-style-type: none"> • Sadly, since stepping down from Schools Forum, David Bavaird passed away over the summer period. • On behalf of Schools Forum the Chair intends to write to David’s widow to pass on our condolences and best wishes. If any members have any memories or comments that they wish to add please forward them to CP or PG. <p>Page 3, Item 6 – Matters Arising – Schools SLAs:</p> <ul style="list-style-type: none"> • Meeting scheduled for 29 September. <p>Page 10, Item 9 – Reports from Services for 2024/25 Financial Year Proposal:</p> <ul style="list-style-type: none"> • To be picked up on the agenda. <p>Page 13, Item 10 – DfE Safety Valve Intervention Programme:</p> <ul style="list-style-type: none"> • Full set of slides were circulated 27 July. 	ALL
7.	Annual Review of the Schools Forum Constitution	Christina Ponting
	<p>a) Election of Chair</p> <ul style="list-style-type: none"> • Nominations were requested. • Peter Gannon has confirmed that he is happy to continue in the role of Chair which was supported by Forum. • Peter Gannon was therefore duly re-elected as Chair. <p>b) Election of Vice Chair</p> <ul style="list-style-type: none"> • Nominations were requested. None were received • ACTION: Nominations to be received before the next meeting. 	<p>Mark Longstaff</p> <p>Vice Chair</p>
		All

	<p>c) Declarations of Interest – All Members Vice Chair</p> <ul style="list-style-type: none"> As noted in Item 4 <p>d) Members Attendance Christina Ponting</p> <ul style="list-style-type: none"> As noted above. <p>e) Notification to all Schools / Governors Membership Christina Ponting</p> <ul style="list-style-type: none"> Annually and as changes occur notifications are sent to all Schools including vacancies. <p>f) Action Plan / Self-Assessment and Constitution – Annual Review Christina Ponting</p> <ul style="list-style-type: none"> CP noted that she has already made some amendments to the constitution and has received some comments from Members. As per previous years, the Education and Skills Funding Agency (ESFA) have not yet released updated guidance which they often do in September/October. <u>ACTION:</u> If any Members have any suggested changes to the constitution or if there is anything that they feel is unclear, please forward the details to CP CP advised that the Action Plan/Self-Assessment and the annual review of the constitution would be shared with members for their consideration and brought to the November meeting for approval. 	All
8.	Schools Finance Update Claire Emmerson	
	<p>CE talked through the presentation on screen. Main points to note as follows:</p> <ul style="list-style-type: none"> Schools Budget Balances Summary by phase was shown on screen (Tabel 1 of the report) The outturn in 2022/23 showed a deficit of £0.382m rising to £19.030m in 2025/26 Deficit positions have been forecast in the past, but it has not materialised quite so quickly, forecasts rely on data provided by Schools following submission of their 3-year budget plans in May. Previous submissions by schools have shown that year 2 and year 3 budget plans vary significantly from actual outturns achieved. This has implications for Strategic Planning with the Authority as the reliability of the forecasting 	

may not give an accurate indication of the likely outcome. A reminder of the need for accurate forecasting was provided. Impact of Academisation was also discussed.

- It was noted that the deficit balances of some schools now exceed those that are in surplus.
- **School Deficits, Schools in Financial Difficulty & Growth Funding**
- Fourteen schools in deficit. Five have recovery plans that show them coming back into balance. Overview of the detail was provided. Work continues with these schools.
- Further sessions with schools in financial difficulty are scheduled and there is potential to reduce the schools in deficit to 10 schools.
- The ESFA have announced an additional £40m funding nationally to assist schools. Details of the arrangements for how the funding will be distributed and targeted to individual schools or local authorities are yet to be released.
- The Authority are reviewing the ESFA's website for any updates on a regular basis and will update further as soon as information becomes available.
- Growth Funding allocations for 2023/24 are already over-allocated with a further three schools to be considered.
- A meeting is provisionally set with the Schools Forum finance subgroup on 16 October.
- All proposals from the subgroup for Schools in Financial Difficulty and Growth Funding will be presented for approval at the next Schools Forum meeting in November.
- **High Needs Block Update**
- The Authority's DSG management plan forecast a 2022/23 year-end pressure of £17.9m. The outturn position for 2022/23 was healthier than forecast, at £17.392m. When including the DfE's first payment of £7.8m to the Authority, the outturn position for 2022/23 was £9.592m.
- At the 2022/23 year-end close down, the Authority was in active discussion with our maintained special schools regarding pupil numbers and funding. These discussions are now concluded and reflected in the revised position.
- 2 submissions have been made to the DfE as part of the Safety Valve Programme
- Overview of the DSG Management plan was provided.
- The DSG Management Plan did include the 0.5% transfer.

- When we get to the end of the DSG management plan, if the plan is followed as stated this brings us back into a balance position.

Safety Valve Intervention Programme

- MM noted that the presentation slides will take the group through the Term 2 return to the Department for Education (DfE) that was submitted on 15 September. MM noted that the full submission has been circulated and recommended that colleague read the full document.
- An overview of what will be covered was provided.
- **Headlines and budget**
- Currently on track to reach a positive in year balance on the High Needs Block by the end of 2027/28
- The Authority forecasts a 2023/24 year end pressure of 10.473m
- The DfE announced in June 2023 that the Authority will also receive Capital funding of £4.681m.
- The Authority is required to provide progress reports to the DfE three times per year; the first was in June 2023, and this resulted in a payment of £0.650k made by the DfE to reduce the cumulative High Needs Block deficit. The second submission was made in September 2023, identifying that the Authority remains on track; the DfE will confirm with the Authority in due course if and when the second payment of 650,000 will be made. The third submission for 2023/24 is due in December 2023.
- **C&YP in North Tyneside with an EHCP, and comparative data**
- North Tyneside rate for EHCPs has risen steadily to 3.7% compared to a national average of 3%
- For Children under 5 with a maintained EHCP there has been a 266% increase between 2019 and 2022, with a 16% increase in those age 20-25.
- **Percentage of EHCPs per age group:**
- Under 5s = 1% have an EHCP compared to a national average of 0.7%
 - 5- to 10-year-olds = 4.5% have an EHCP compared to a national average of 4.2%
 - 11- to 15-year-olds = 6.9% have an EHCP compared to a national average of 5.5%

- 16- to 19-year-olds = 5.3% have an EHCP compared to a national average of 4.1%
- 20- to 25-year-olds = 0.7% have an EHCP compared to a national average of 0.9%. This is the only one age group where North Tyneside is lower, largely due to a review of EHCPs for those post 16 during 2022, resulting in EHCPs ceased where they no longer required one.

- **Children and Young People Placements (Special):**

- There are just under 800 pupils (38%) in special schools compared to a national average of 28%; and there are 87 (4%) in Independent Specialist Provision (ISP), Non-Maintained Special Schools (NMSS) and Specialist Post-16 provision compared to a national average is 7%

- **Children and Young People Placements (ARPS):**

- Forecast shows that we needed 138 ARP places in January 2024 through to 253 by January 2028. Currently have 137 which included 27 unfilled ARP places. Overview of the challenges discussed.

- **Children and Young People Placements (Not in education, employment or training (NEET)/Unknowns):**

- There are 3 young people in North Tyneside with an EHCP that have an unknown Education, Employment and Training status
- North Tyneside has the lowest percentage of children who are NEET at 11% compared to a national average of 15% and unknowns equate to 4%, compared to a national average of 32%

- **Investment in SEND**

- A reminder was provided of the strategic priorities and workstreams and that over 70 Head Teachers and SENCOs are involved in the various steering groups
- The percentages shown donate those Headteachers and SENDCOs that agree or strongly agree that we should progress each of the priorities.
- MM thanked all those that are involved in the work that has taken place so far.
- Overview of the investment already made was provided as follows:
 - General Fund:
 - Approval has been provided by the Authority for the development of the 0.5 Early Years SEND Hub.
 - Trialled a Whole School Send Audit in one school

which provided great feedback. Now have audits scheduled at a further 20 first/primary schools and 5 middle/secondary/high schools. MM encouraged schools to contact Education North Tyneside to benefit from this offer.

- Preparation for Adulthood Team launched September 2023 and now in place
- NHS England/Bernardos
 - Mental Health Support Team in Schools with over 38 schools supported via NHS England
 - Neurodiversity Team established with partners
- High Needs Block and Capital Investment:
 - Investment in Moorbridge
 - Review of Commissioned Services
 - £1.000m in Capital Investment funding agreed for Inclusion
 - Maintained Special Schools: Working with Southlands in developing an Autistic Spectrum Disorder (ASD) base and working with Beacon Hill on moving their sixth form to the Balliol site.
- MM noted that this is a collective effort and thanked all those involved for their contribution.
- Overview of the significant engagement that has been carried out was provided. MM noted that he is happy to meet with anyone who may want to receive more information.
- Significant investment from General Fund, ICB, Barnardo's and Capital Allocations.
- It was noted that the delivery of the current strategy and programme of work is predicated on a 0.5% transfer.
- ML noted the partnership working that has been carried out across the system and that the first two submissions has received positive feedback from Government.
- JC noted that the consultation documents will be getting sent out to schools but there are also some drop in sessions that are being scheduled.
- **ACTION: JC to email the details for the Drop-In Sessions**
- DW queried if Schools Forum need to also acknowledge the growing pressure on the Schools Block
- CE acknowledged the comment raised and agreed to amend the report accordingly.
- **ACTION: CE to revise the Finance Report recommendations**

JC

to include a recommendation to acknowledge the growing pressure on the Schools Block

- JR provided reassurance that the growing pressures has been acknowledged in the recent Ambition for Education report to Cabinet and as well as in other areas and in discussions with Government.

Recommendations

Schools Forum is asked to:

- acknowledge the 2023/24 to 2025/26 school budget plans and the proposed impact on the DSG balances;

Acknowledged

- agree the plan for considering financial difficulty and additional growth funding allocations;

Agreed

- acknowledge the pressure on the High Needs block and the update for the Authority's Safety Valve Intervention Plan

Acknowledged

- acknowledge the growing pressure on the Schools Block

Acknowledged

2024/25 Funding – Plans for Consultation on the Local Funding Formula

- Overview of the provisional DSG Block Allocations was provided on screen. It was noted that these are estimates as the Census has not yet been carried out.
- Total allocation of £208.266m
- Impact of changes to Teachers Pensions and possible income to support employers was discussed, Information will be shared as soon as it is available.
- A reminder that North Tyneside has already moved to following the NFF was provided. The following updates to the NFF were provided.
 - Revised approach for split sites
 - Includes 2023/24 Mainstream schools' additional grant
 - Factors increased by 0.5% to 2.4% with PFI linked to RPIX
 - New methodology for allocating and funding Falling Rolls
- Extract from the operational guide on Schools Forum powers and responsibilities was shared on screen.
- Consultation will commence on Monday 25 September and run to Friday 20 October. Results will be presented to Schools

CE

Forum in November along with the recommendations based on the results.

- This forms part of the Local Authority's budget proposals and consultation process.
- Overview of the budget process was provided.
- CE noted that Schools Forum is responsible for making the decision on the 0.5% and that this decision is not made by the Local Authority. However, if Schools Forum disagree with the recommendations of the Authority the DfE can adjudicate with the final decision resting with the DfE.
- In line with previous years, the Authority will consult with schools on the following areas:
 - Continued use of NFF factors.
 - Allowing the Authority to set the Minimum Funding Guarantee (MFG) and capping, based on affordability.
 - Setting the growth funding and falling rolls values at the amounts calculated in the NFF, plus recovery of current over-allocations.
 - Consultation on a 0.5% school block transfer to the high needs block. If the decision of Schools Forum is not in favour of the transfer, the Authority can submit a disapplication request. If the DfE reject that request work will need to be undertaken to identify how to meet the DSG Management Plan.
- Overview of the planned engagement sessions was provided as follows:
 - Survey goes live Monday 25 September
 - Consultation closed Friday 20 October
 - Results presented to School Forum Wednesday 8 November
 - Deadline for disapplication request 18 November
 - DSG Proposed at North Tyneside Cabinet meeting 27th November; Cabinet decision January 2024.
- DW raised a query on the relationship of the 0.5% to the MFG and requested some more understanding on this, noting that some schools will be protected by the MFG and some won't.
- CE noted that the Authority will be doing a lot of modelling on the impact to individual schools and that she will be liaising with the team on the best way to present this to schools collectively as well as to individual schools to allow schools to make an informed decision. CE noted that there are a

	<p>number of changes that can be implemented to ensure that the plans equitable.</p> <ul style="list-style-type: none"> FW queried if there is any early feedback following the earlier consultation with headteachers as to whether the 0.5% transfer from schools is likely to be approved in November. MM noted that there were 19 responses. A number have said yes, they are supportive. For those that have said no, this has been based on their own concerns about their own individual budgets. GS noted that it needs to be fair across all sectors. <p>Recommendations</p> <p>Schools Forum is asked to:</p> <ul style="list-style-type: none"> acknowledge the changes to funding for 2024/25 <p>Acknowledged</p> <ul style="list-style-type: none"> approve the plans for consulting with schools on the 2024/25 LFF plan <p>Approved</p> <ul style="list-style-type: none"> <u>ACTION:</u> Copy of slides to be circulated after the meeting. 	MN
9.	Reports from Services (EMTAS and School Support Services)	
	<ul style="list-style-type: none"> Unfortunately, LC was unable to present at the meeting. ML asked if Forum Members had a preference on how they would like to receive the requested reports. No preferences were raised. <u>ACTION:</u> Item to be added to the agenda for the next meeting to provide an update. 	MN
10.	Any Other Business	
	<p>Claire Emmerson:</p> <ul style="list-style-type: none"> ML noted the work carried out by CE in relation to Schools Forum. CE has been a credit to the Finance and Resources Team and will continue to do so in her new role. On behalf of Schools Forum, ML placed on record his thanks for CE's significant contribution to the Authority and to Schools Forum. 	
11.	Date and Time of Next Meeting	
	Thursday, 9 November 2023 at 12:30pm, via Microsoft Teams.	

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Briefing Notes

To: Schools Forum

Author: Jon Ritchie, Director of Resources

Date: 9 November 2023

Purpose of the Paper:

Information	✓
Consultation	
Decision	✓

Title of Briefing: Update all schools on the funding distribution for 2024/25 and general update on school financial positions for 2023/24

1. Purpose of Paper:

- 1.1. This paper provides an outline of the current information available relating to 2024/25 for each funding block of the Dedicated Schools Grant (DSG) including indicative allocations (based on October 2022 census data) which were announced in July 2023.
- 1.2. This report also contains a brief update on the draft 2023/24 budget monitoring position after the first set of monitoring visits to schools.

2. Update on 2024/25 Funding Allocations

- 2.1. In line with the Department for Education’s (DfE) National Funding Formula (NFF) for the schools block, in 2024/25 the Dedicated Schools Grant (DSG) will continue to be comprised of four blocks covering: Schools, High Needs, Early Years and the Central School Services. Each of the four blocks has their own funding formula.

2.2. **DSG Illustrative funding 2024/25: Schools Block**

In 2024/25, as in the last 3 financial years, the Authority will receive its DSG funding based on the revised DfE NFF. In July 2023 the DfE published indicative allocations under the NFF at a school level using October 2022 census data. This shows the funding level for each mainstream school based on the NFF using the 2024/25 Primary Unit of Funding (PUF) and Secondary Unit of Funding (SUF) with October 2022 pupil numbers. This information is for planning purposes only as local formulae used by each local authority can still vary from the NFF within the guidance issued by the DfE. It is anticipated that the initial DSG allocation to the Authority for 2024/25 will be published in December 2023 using the October 2023 census results.

- 2.3. On Friday 6th October 2023 the DfE published revised provisional funding allocations for 2024 to 2025 for the Schools NFF. In relation to those changes the following announcement was made:-

“The department published the schools NFF for 2024 to 2025 in July. However, the department uncovered an error made by DfE officials during the initial calculations of the NFF. Specifically, there was an error processing forecast pupil numbers, which means that the overall cost of the core schools budget would be 0.62% greater than allocated. The department therefore issued new NFF allocations to correct that error while continuing to deliver, in full, the £59.6 billion core schools budget that has been promised.

The department apologises for this error. The Secretary of State has asked the Permanent Secretary to conduct a formal review of the quality assurance process surrounding the calculation of the NFF, with independent scrutiny. Improvements have already been identified to ensure similar mistakes are not repeated in the future.”

- 2.4. The above DfE error reduced the indicative funding which had previously been shared with North Tyneside Schools by £1.300m.
- 2.5. The link to the school level NFF allocations using October 2022 census data information is shown below: -

<https://www.gov.uk/government/publications/national-funding-formula-tables-for-schools-and-high-needs-2024-to-2025>

- 2.6. The DfE initially proposed a two-year transition period (2018/19 and 2019/20) where local authorities could continue to set a local formula to distribute funding to individual schools. However, the Government confirmed that these transitional arrangements will continue into 2024/25, with the earliest expected move to “hard” NFF being likely in 2025/26.
- 2.7. The ESFA has made the following key changes to the schools NFF in 2024 to 2025:
- The minimum per pupil funding levels will be set at Primary £4,610, Key Stage 3 £5,771 and Key Stage 4 £6,331
 - introducing a new formulaic approach to allocating split sites funding in the NFF in 2024 to 2025, replacing the previous locally determined split sites factor
 - rolling the 2023 to 2024 mainstream schools additional grant (MSAG) into the NFF by:
 - adding an amount representing what schools receive through the grant into their baselines
 - adding the value of the lump sum, basic per pupil rates and free school meals Ever 6 (FSM6) parts of the grant onto the respective factors in the NFF
 - uplifting the minimum per pupil values by the mainstream schools additional grant’s basic per-pupil values and an additional amount which represents the average amount of funding schools receive from the FSM6 and lump sum parts of the grants
 - increasing NFF factor values (on top of the amounts we have added for the mainstream schools additional grant) by:
 - 1.4% to the following factors: basic entitlement, low prior attainment (LPA), FSM6, income deprivation affecting children index (IDACi), English as an additional language (EAL), mobility, sparsity and the lump sum
 - 1.4% to the minimum per pupil levels (MPPL)
 - 0.5% to the funding floor
 - 1.6% to the free school meals (FSM) factor value
 - 0% on the premises factors, except for: (i) Private Finance Initiative (PFI) which has increased by Retail Prices Index excluding mortgage interest payments (RPIX) which is 10.4% for the year to April 2023 and (ii) split sites funding which has been formularised
 - introducing, for the first time, a methodology for calculating and allocating funding for falling rolls.

2.8. In addition, two important restrictions will continue:

- Local authorities will continue to set a Minimum Funding Guarantee in the local formula, which in 2024/25 must be between +0.0% and +0.5%. This allows them to mirror the real terms protection in the NFF, which is the Government's expectation; and
- Local authorities can only transfer up to 0.5% of their Schools block to other blocks of the DSG, with their schools' forum approval. To transfer more than this, or any amount without their schools' forum approval, they will have to make a disapplication request to the Department for Education, even if the same amount was agreed in the past two years.

2.9. The North Tyneside illustrative allocation for the Schools block, Central Schools Services block and High Needs block in 2024/25 (using census 2022 i.e. static pupil numbers) is shown below with the 2020/21 to 2024/25 figures for comparison.

Table 1: 2024/25 Illustrative allocation compared with prior year actuals

	2020/21	2021/22	2022/23	2023/24	2024/25 Indicative	2023/24 to 2024/25
	£m	£m	£m	£m	£m	£m
Schools	126.794	137.231	140.373	147.654**	155.303**	7.649
Central School Services	2.051	1.877	1.724	1.621	1.554	(0.067)
High Needs	22.319	26.709	30.092	33.342	34.747	1.405
Early Years Block	12.771	13.946	14.673	15.597	15.597 [†]	0.000
TOTAL	163.935	179.763	186.862	198.214	207.201	8.987
Change per Year £m		15.828	7.099	11.352	8.987	
Change per Year %		9.66%	3.95%	6.07%	4.54%	
PUF	£4,083	£4,425	£4,539	£4,771	£5,039	
SUF	£5,427	£5,841	£5,988	£6,277	£6,604	
MPPF: Primary	£3,750	£4,180	£4,265	£4,405	£4,610	
MPPF: Secondary	£5,000	£5,415	£5,525	£5,715	£5,995	

** Includes Schools Supplementary Grant (SSG) 2023/24 and Mainstream Schools Additional Grant (MSAG 2024/25 previously separate to DSG)

[†] No information from DSG, so based on last year.

- 2.10. The Early Years Block value for 2024/25 is based on 2023/24 rates and uses prior year pupil numbers, as the DfE have not published this information at time of writing.
- 2.11. Key changes to Early Years Funding:
In the Governments 2023 Spring budget the Chancellor announced fundamental changes to expand the free childcare offer so that eligible working parents in England were able to access 30 hours of free childcare per week for 38 weeks per year from the term after their child turns 9 months to when they start school.
- From April 2024, working parents of 2-year-olds will be able to access 15 hours of free childcare per week (38 weeks a year),
 - From September 2024 this will be extended to parents of 9 month to 3-year-olds, and
 - From September 2025 working parents of 9 month to 3-year-olds will be able to access 30 free hours per week (38 weeks a year).
- 2.12. The DfE have not yet published the outcome of their consultation on expanding the Early Years entitlements however the Local Authority are currently modelling potential new rates for 2024/25 which will be discussed with Early Years subgroup on 24th November 2023.

3. High Needs Block Update for 2023/24

- 3.1. Schools Forum will recall as reported at the September 2023 meeting, the High Needs block outturn in 2022/23 was an overspend of £17.391m. The forecast for the High Needs Block as at 30th September 2023 is an anticipated in-year pressure of £2.832m reflecting continued demand for special school places within the Authority leading to a cumulative deficit position of £10.474m which is in-line with the DSG Management Plan. A breakdown of the in-year pressure is shown in Table 18.

Table 2: Breakdown of High Needs Pressure at 30th September 2023

Provision	2023/24 Budget £m	Sept 2023 Forecast £m	Forecast Variance £m
Special Schools and PRU	22.387	22.696	0.309
ARPS /Mainstream Top-ups	6.065	5.880	(0.185)
NMSS/ISP	4.305	4.328	0.023
Commissioned Services / Other EOTAS	3.160	3.177	0.017
Provision for unknown requests	0.000	0.092	0.092
TOTAL	35.917	36.174	0.257
DSG High Needs Funding	(33.606)	(33.342)	0.264
In-Year Planned Deficit	2.311	2.832	0.521
2022/23 Bal B/F	10.112	9.592	(0.521)
Safety Valve Funding 23/24	(1.950)	(1.950)	0.000
Deficit C/F to 24/25	10.474	10.474	0.000

4. Early Years Block Update for 2023/24

- 4.1. Schools Forum will recall, the Early Years block outturn for 2022/23 was a surplus of £0.337m. In the 2023 Spring Budget the DFE announced additional funding to increase the hourly funding rates for early years providers to deliver the existing early years entitlements. For 2023 to 2024 this funding will be known as the Early Years Supplementary Grant (EYSG). This is a new funding stream with effect from September 2023.

5. 2023/24 Budget Monitoring for Schools

- 5.1. As reported in July 2023, that the overall level of school balances at the end of March 2023 was (£0.382m) compared to £3.398m as at March 2022. This represented a decrease in balances of £3.780m.
- 5.2. In-year monitoring for 2023/24 is progressing well with the schools and schools finance support. Budget Monitoring 1 is not yet finalised, schools are at different stages of completion and support is ongoing.

- 5.3. There were 14 schools identified with planned deficits in 2023/24, deficit clinics and follow up meetings continue from those held in July and are ongoing throughout October and November.
- 5.4. The Education and Skills Funding Agency (ESFA) have offered further support to schools in the form of School Resource Management Advisors (SRMAs). Four of the deficit schools who weren't part of the 2022/23 SRMA reviews are awaiting visits. The SRMAs will work through the schools' finances and management structure to then provide a report to these schools and the Authority after the autumn term.

6. Schools in Financial Difficulty Funding

- 6.1. The opening balance for de-delegated funds for Schools in Financial Difficulty (SiFD) funding in 2023/24 was £0.578m. This balance is available to fund applications submitted by schools and considered by Schools Forum Finance Sub-Group. The sub-group met on 16th October 2023, where school representatives presented applications for funding. The subgroup recommend that School's Forum approve funding of £0.419m as outlined in table 3.

Table 3: Finance Sub-Group Recommendations for SiFD Funding

School	2023/24 SiFD Funding
Longbenton	£57,381
Wallsend St Peters	£30,000
Forest Hall	£41,137
Holystone	£65,000
Greenfields	£67,494
Balliol	£67,000
Benton Dene	£91,427
TOTAL	£419,439

- 6.2. The Authority has also been allocated £1.868m by the Department for Education (DfE) from its additional funding to support schools in financial difficulty in 2023/24. The DfE are providing £20 million to local authorities who have the most significant maintained school deficits. This funding has been allocated proportionately among local authorities who have aggregated school-level deficits which represent more than 1% of their total maintained schools' income.

- 6.3. Schools Forum are asked to note that the Local Authority propose to allocate this funding on a straight-line basis based on school deficit balances as at 31st March 2023 after funding recommendations from Schools Forum have been agreed and applied as per table 4 below.

Table 4: Proposal to allocate additional DfE Funding

School	2023/24 Additional DfE Funding
Monkseaton High	£805,649
Coquet Park	£7,409
Norham High	£578,743
Greenfields	£1,526
Whitehouse Primary	£6,392
Silverdale	£6,392
Holystone	£9,878
Balliol Primary	£4,358
Wallsend St Peters	£9,007
Ivy Road Primary	£21,645
Longbenton High	£238,182
Beacon Hill	£178,969
TOTAL	£1,868,148

7. Central Block Funding for 2024/25

- 7.1. The make-up of the Central School Services Block (CSSB) has changed from 2019/20. Funding is comprised of a historic commitments' allocation and a formula-based amount for ongoing functions. Table 4 shows the impact of the indicative funding for 2024/25, which reflects the DfE's plan to reduce funding of CSSB. The historic commitments element has been reduced by 20% per annum, in line with strategic DfE published plans.

Table 5: Indicative allocations for North Tyneside CSSB 2024/25 compared to prior years DSG funding

	20/21	21/22	22/23	23/24	*24/25	Annual Change	
	£m	£m	£m	£m	£m	£m	%
Historical Commitments	1.244	0.995	0.796	0.637	0.510	(0.127)	(20.0%)
Ongoing Functions	0.807	0.882	0.928	0.984	1.044	0.060	6.14%
Total	2.051	1.877	1.724	1.621	1.554	(0.067)	(4.13%)
Change per Year	(0.292)	(0.174)	(0.153)	(0.103)	(0.067)		
	(12.46%)	(8.48%)	(8.15%)	(6.09%)	(6.64%)		

* 2024/25 Funding is indicative

- 7.2. Forum will recall that the 2023/24 decrease in CSSB funding (£0.103m) was met by reducing funding on the following functions:
- Termination of Employment Costs (£0.100m).
 - Education Improvement Partnership (£0.020m)

The total reduction to the above services was £17,000 higher due to an increase in National Copyright Licences central charge.

- 7.3. The 2024/25 indicative reduction in CSSB (£0.067m) will need to be taken from the remaining functions funded by CSSB on behalf of schools. The relevant services will be reporting back to Forum in January 2024 to ratify these changes and to agree any services, including additional functions, to be funded by de-delegation.
- 7.4. The remaining 2023/24 CSSB funding allocations are shown in table 5 below.

Table 6: CSSB Funding Allocations by Function for 2023/24

Budgets which now form part of the CSSB	CSSB 2023/24 £m
Budget to fund the Schools Support Service	0.415
Budget to support vulnerable schools.	0.052
Budget for the Education Improvement Partnership (secondary schools)	0.040
Budget to support the informational requests of the Schools Forum and improved budgetary awareness across all schools	0.030
Collective contribution to ongoing pension costs incurred when allowing teachers to leave schools prematurely	0.525
Schools admission service	0.141
Former Education Services Grant (Retained)	0.244
National Copyright Licences	0.174
Total CSSB Funding	1.621

8. Recommendations:

- 8.1. Having read this report and clearly understanding the information provided, Schools Forum is asked to:
1. Note the update on indicative allocations for each of the four Dedicated Schools Grant funding blocks;
 2. Note the reported positions on High Needs, Early Years Block funding;
 3. Note the budget monitoring progress for schools;
 4. Agree the Schools Forum Subgroup recommendation for allocation of Schools in Financial Difficulty funding.
 5. Note the Local Authority proposal for the allocation of the additional £1.868m SIFD funding.
 6. Note the impact on funding the Authority's services via CSSB from the decisions in 2023/24 and the expected additional impact in 2024/25.
- 8.2. Members are reminded of who is eligible to vote and the voting table is noted at Appendix A for Reference.

Appendix A – Voting Table

North Tyneside Schools Forum Member Roles & Voting								<i>last updated September 2019</i>	
de-delegation Primary	de-delegation Secondary	scheme for financing schools	consultation on funding formula	General Duties	Retained Duties	all other matters			
1	2	3	4	5	6	7			
Voting							Phase	Role	
School Members									
x		x	x	x	x	x	First	Head	
x		x	x	x	x	x	Primary	Head	
	x	x	x	x	x	x	High	Head	
	x	x	x	x	x	x	Middle	Head	
	x	x	x	x	x	x	Secondary	Head	
Other School Members Non Locality Based									
x		x	x	x	x	x	Primary/ First	Governor	
	x	x	x	x	x	x	Secondary/Middle	Governor	
		x	x	x	x	x	Nursery	Head	
		x	x	x	x	x	PRU	Head	
		x	x	x	x	x	Special	Head	
			x		x	x	Academy	Other	
Non Schools Members Non Locality Based									
		x	x			x	16-19 Providers	Other	
			x			x	EY PVI	Other	
						x	C of E Diocese	Other	
						x	RC Diocese	Other	
						x	Trades Union	Other	

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North Tyneside
Council

Item 7b

Briefing Notes

To:	Schools Forum	Author:	Jon Ritchie, Director of Resources						
Date:	9 November 2023	Purpose of the Paper:	<table border="1"><tr><td>Information</td><td>✓</td></tr><tr><td>Consultation</td><td>✓</td></tr><tr><td>Decision</td><td>✓</td></tr></table>	Information	✓	Consultation	✓	Decision	✓
Information	✓								
Consultation	✓								
Decision	✓								

Title of Briefing: Update on National Funding Formulae and the Outcome of Consultation with All Schools on Funding Distribution for 2024/25

1. Purpose of Paper

1.1 This paper provides a summary of the outcomes from the consultation exercise carried out with all mainstream schools during October 2023 in relation to the Schools Block and Local Funding Formula (LFF) in North Tyneside.

2. Consultation Responses for Local Funding Formula Changes

2.1 Officers from the Authority have been working to review the Authority's Local Funding Formula (LFF) for schools and what the potential impact would be for the LFF to remain aligned to the National Funding Formula (NFF).

2.2 In addition, in April 2023, the Authority officially started on the Department for Education's (DfE) 'safety valve' intervention programme, with the aim of delivering a package of reform to the Authority's high needs system that will bring our Dedicated School Grant (DSG) overspend under control. The Authority's DSG Management Plan aims to create lasting sustainability, effective for children and young people, which includes reaching an in-year balance within five years. When the Authority does this, the DfE will provide additional £19.5m funding over the life of the programme, to remove the Authority's DSG deficit.

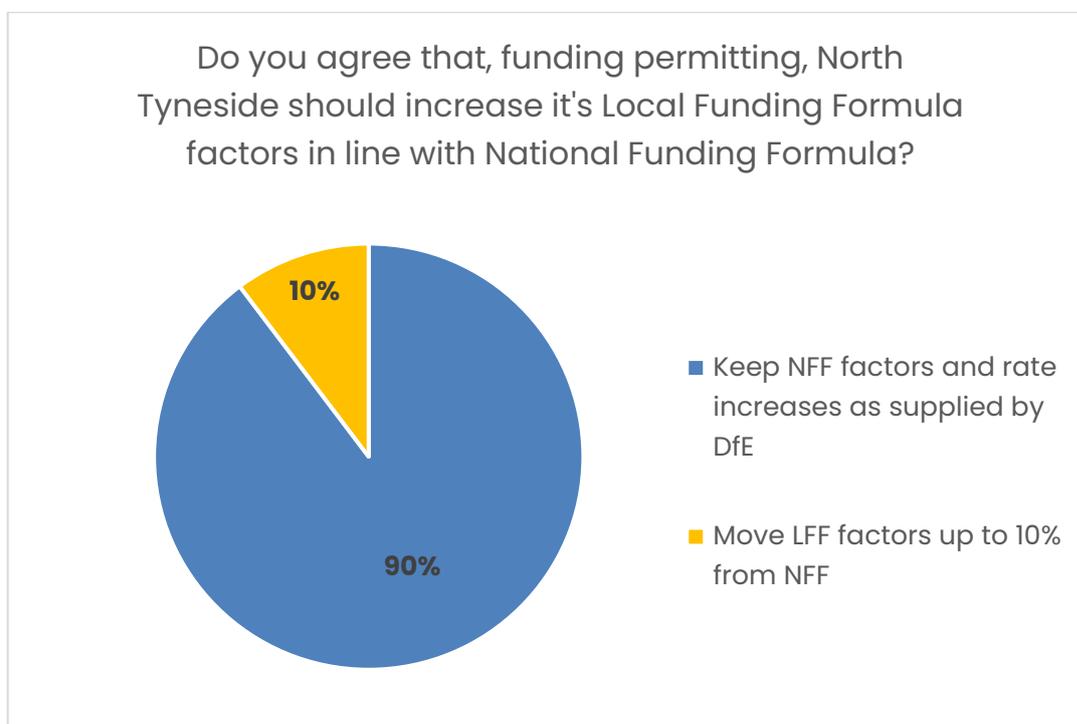
- 2.3 The Authority has worked with partners across Special Educational Needs and Disabilities (SEND) to co-create the DSG Management Plan, which includes an assumption of a block transfer of £0.751m from Schools block to High Needs block. This would equate to a 0.48% transfer.
- 2.4 Regular updates have been presented to Schools Forum and a consultation proposal was approved to cover all schools, to enable Schools Forum to reach agreement on three propositions. These were: -
- To continue to use factors in line with NFF, funding permitting;
 - To allow the Authority to set a Minimum Funding Guarantee (MFG) and capping based on affordability;
 - To support a 0.48% transfer from the Schools block to High Needs block to fund the projects outlined by SEND/SST services.
- 2.5 A finance and resources update was presented to schools at 3 separate briefings outlining the main changes across all blocks of the DSG and outlining the 0.48% Schools block transfer to the High Needs block. The consultation questions were also discussed at the briefings to allow for any questions to be asked as part of the consultation. The consultation exercise was launched for schools to complete between 2nd and 20th October 2023, with each school given the opportunity to submit a single response.
- 2.6 In total 39 surveys were completed, if more than one response was submitted for the same school, then only the first response has been included. The response rate moved from 37% in 2021, 16% in 2022 and now 55% in 2023. The responses were, split by phase as follows;

Table 1: Response Rates to the Consultation by Phase

Phase	Number Schools Responded	Number in Phase	Response Rate
Primary	23	45	51%
Secondary	12	13	92%
Academies	4	13	31%
Total	39	71	55%

2.7 Responses to the consultation questions are summarised below.

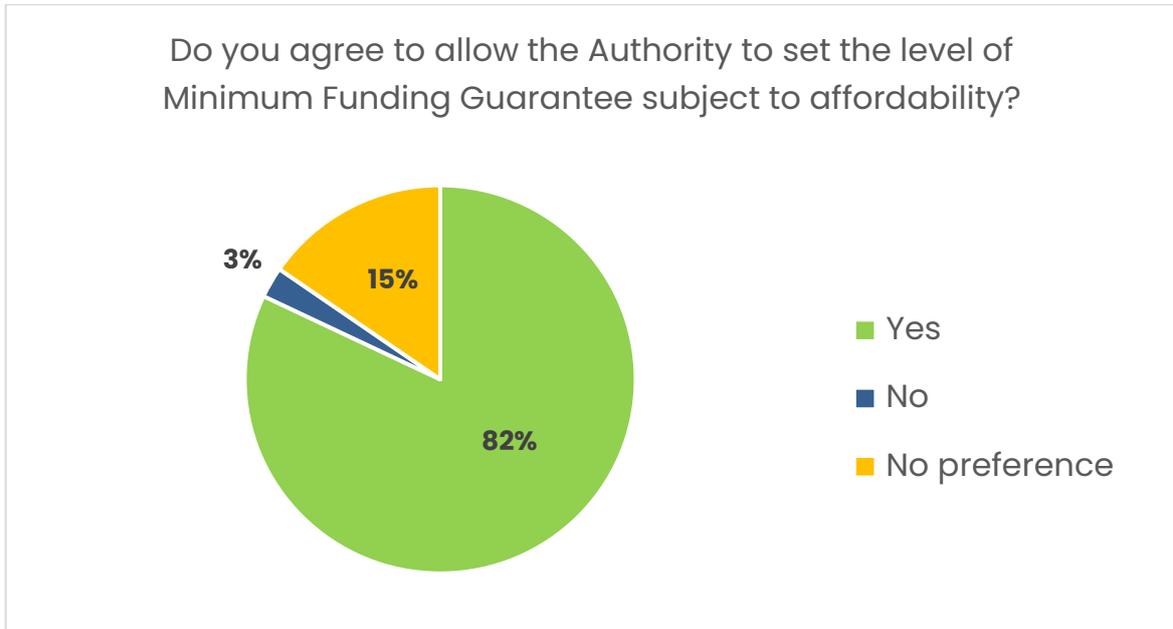
Chart 1: Response that, funding permitting, North Tyneside should increase its Local Funding Formula factors in line with the National Funding Formula



2.8 The consultation favours staying on NFF factors, final funding permitting. 90%, 35 schools voting agreed with this continuation, with only 10%, 4 school disagreeing.

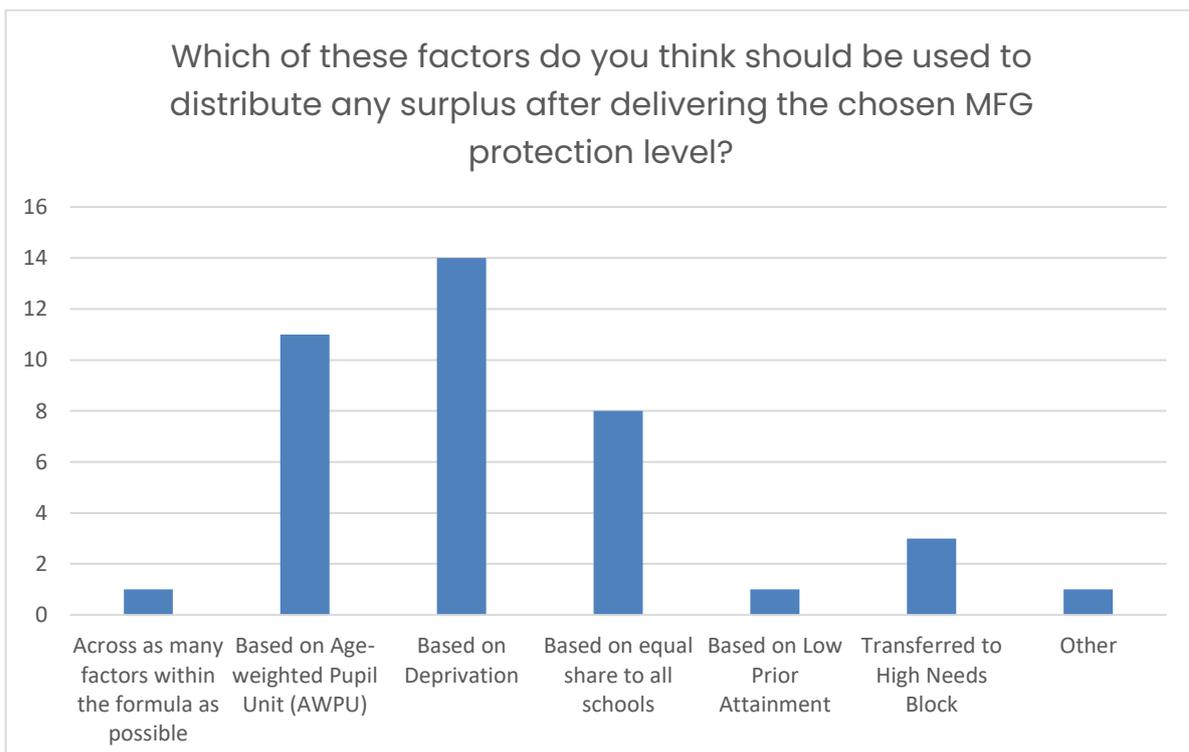
2.9 Schools were asked if they supported the Authority setting Minimum Funding Guarantee (MFG) levels based on affordability. 82%, 32 schools replied yes.

Chart 2: Response on question to allow the Authority to set the level of MFG subject to affordability, based on the final funding allocation.



2.10 In reviewing how best to allocate any surplus funding, the preferred option has changed to basing it on deprivation, for 2023/24 the preferred option was to base it on Age Weighted Pupil Unit (AWPU).

Chart 3: Which of these factors do you think should be used to distribute any surplus after delivering the chosen MFG protection level?



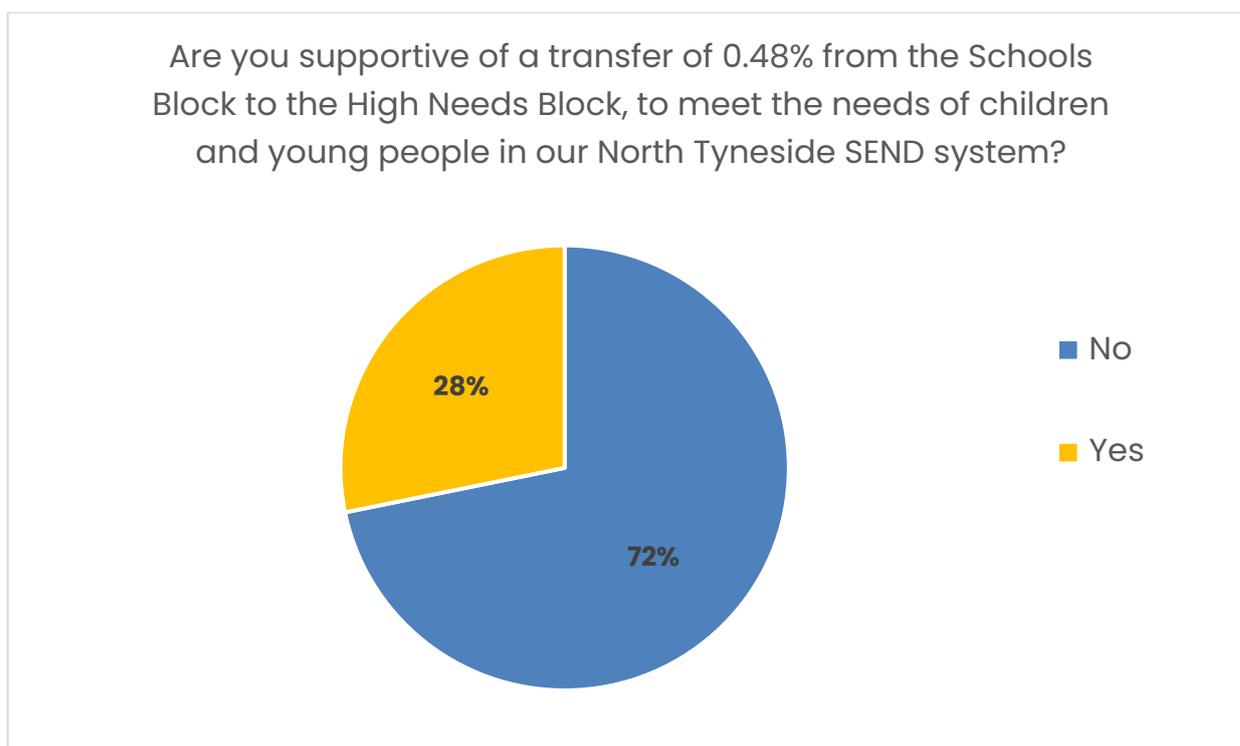
- 2.11 The ESFA calculates the expected requirements for growth funding in North Tyneside maintained schools. Based on the National Funding Formula the growth allocated to the Authority has historically been in the region of £0.750m. Historically Schools Forum have set aside £0.250m which in recent years has not been sufficient to cover all of the growth allocations made.
- 2.12 Similarly the ESFA also calculates the expected requirements for falling rolls funding in North Tyneside maintained schools. Historically again, Schools Forum have set aside £0.250m, however this was insufficient to fund all allocations. Schools were asked for their views as to whether Schools Forum should continue to allocate £0.250m to growth and falling rolls funding or set the allocation at the NFF value. Table 2 shows the responses from schools.

Table 2: School Responses to suggested allocations for Growth & Falling Rolls Funding

	Growth Funding	Falling Rolls Funding
Agree to Keep funding at £0.250m	62%	44%
Agree to Increase to ESFA Calculated Value	28%	36%
Change funding to spend level in 2023/24	n/a	15%
Other	10%	5%

- 2.13 There was no overall agreement to transfer 0.48% of the Schools block to High Needs block, with 28% of schools agreeing with the transfer (compared to 18% last year). The remaining 72% of schools cited one main reason which was the impact deducting this funding has on the unprecedented financial uncertainty they are already facing.

Chart 4: Responses to whether to transfer funds to High Needs



- 2.14 Out of the schools who didn't support the transfer, 39% stated their main concern was the impact on school finances when already facing significant other pressures. 36% have concerns over how Special Education Needs and Disabilities (SEND) is funded and thought this should be addressed by Government rather than by transferring funding from mainstream schools. There were also concerns raised about the inequality of how the transfer was calculated between schools, with 15 schools potentially contributing 0.0% while others contributed as much as 0.77%.
- 2.15 Schools Forum need to consider that any decision to move funding from the Schools block to High Needs block would also need to be ratified by the Department for Education (DfE). They expect plans to use this funding would be in line with the submitted DSG Management plan. If Schools Forum do not agree to the 0.48% transfer the Local Authority will be required to submit a disapplication request to DfE in line with the DSG Management plan and advice from the Education and Skills Funding Agency (ESFA).

3. Recommendations

3.1. Having read this report and clearly understanding the information provided, Schools Forum is asked to consider the results of the consultation with schools; and vote on the following options:

1. Agree to continue to use factors in line with NFF, funding permitting.
2. Agree to allow the Authority to set a Minimum Funding Guarantee (MFG) and capping based on affordability.
3. Agree that Deprivation factors be used to distribute any surplus after delivering MFG
4. Agree that Growth and Falling Rolls funding should each be set at the historic level of £0.250m.
5. Consider the response to the request to transfer 0.48% School block funding to High Needs and either:
 - a) Support a 0.48% transfer from Schools block to High Needs block to support the draft DSG Management plan; or
 - b) Not support any transfer of funds from Schools block to High Needs block.

3.2. Members are reminded of who is eligible to vote and the voting table is noted at Appendix A for Reference.

Appendix A – Voting Table

North Tyneside Schools Forum Member Roles & Voting								<i>last updated September 2019</i>	
de-delegation Primary	de-delegation Secondary	scheme for financing schools	consultation on funding formula	General Duties	Retained Duties	all other matters			
1	2	3	4	5	6	7			
Voting							Phase	Role	
School Members									
x		x	x	x	x	x	First	Head	
x		x	x	x	x	x	Primary	Head	
	x	x	x	x	x	x	High	Head	
	x	x	x	x	x	x	Middle	Head	
	x	x	x	x	x	x	Secondary	Head	
Other School Members Non Locality Based									
x		x	x	x	x	x	Primary/ First	Governor	
	x	x	x	x	x	x	Secondary/Middle	Governor	
		x	x	x	x	x	Nursery	Head	
		x	x	x	x	x	PRU	Head	
		x	x	x	x	x	Special	Head	
			x		x	x	Academy	Other	
Non Schools Members Non Locality Based									
		x	x			x	16-19 Providers	Other	
			x			x	EY PVI	Other	
						x	C of E Diocese	Other	
						x	RC Diocese	Other	
						x	Trades Union	Other	

North Tyneside Schools Forum

Constitution and Guidance 2023/24/23



North Tyneside Council

Date Effective: September 2024¹

The following document notes how the North Tyneside Schools Forum (NTSF) will operate from September 2021. The document will be reviewed annually or as and when guidance/updates necessitate.

Introduction

The 2002 Education Act amended the Fair Funding Legislation and the School Standards and Framework Act 1998 and therefore subsequently required each Local Authority (LA) in England to establish a Schools Forum in accordance with 'The Schools Forums (England) Regulations 2012' (2012 Regulations).

The function of a Schools Forum is to provide advice to the LA on matters relating to the schools' budget. The Forum acts as a consultative body on some issues and a decision making body on others. The Education Skills Funding Agency (ESFA) Schools Forum: a guide for Schools and Academies (March 2015²) noted the role of a Schools Forum as being:

The role of the school's forum

Representatives from schools and academies make up the school's forum. There is also some representation from non-school organisations, such as nursery and 16-19 education providers.

The forum acts as a consultative body on some issues and a decision making body on others.

The forum acts in a consultative role for:

- changes to the local funding formula (the local authority makes the final decision)
- proposed changes to the operation of the minimum funding guarantee
- changes to or new contracts affecting schools (school meals, for example)
- arrangements for pupils with special educational needs, in pupil referral units, and in early years provision

The forum decides:

- how much funding may be retained by the local authority within the dedicated schools grant (for example, providing an admissions service, or providing additional funding for growing schools)
- any proposed carry forward of deficits on central spend from one year to the next
- proposals to de-delegate funding from maintained primary and secondary schools (for example, for staff supply cover, insurance, behaviour support)
- changes to the scheme of financial management

The Schools Forum in North Tyneside operates in this way acting as a consultative body between the Local Authority (LA) and schools within the Borough. Although made up mainly of

¹ The document was originally drafted in September 2018, in accordance with NTSF good practice the document is reviewed every year in accordance with ESFA guidance.

² [This guidance was withdrawn on the 23rd August 2019.](#)

North Tyneside Schools Forum

Constitution and Guidance 2023/242/23



representatives of head teachers and governing bodies, it also has non-school members representing relevant organisations. Non-school members may number no more than one third (1/3rd) of the Schools Forum membership (excluding observers). The meeting is held four times per annum and is chaired by an elected representative from amongst the members on an annual basis whose role and responsibility is noted within the 2012 Regulations. All members of the NTSF are clear that they "have a responsibility to represent the interests of their peer group rather than the interests of their own individual school"³/ sector.

The North Tyneside Schools Forum (NTSF) was established in 2003 in accordance with the 2012 Regulations, has in place a Constitution which considers original guidance alongside updates to good practice guidance issued since 2012.

Reference Documents issued to all Members:

To support each NTSF member in their role each member is offered and induction and show the Schools Forum website where reference documents to support them in their role, including minutes of previous minutes and agendas are stored. Members actively use this information to support them to clearly understand the role they are undertaking and to support them in this.

The North Tyneside Schools Forum holds the following information, which is not only available for members, but is openly available for members of the public, etc to view information/ gain further insight into the role and operations of the Forum.

- 1) ESFA⁴ Operational Good Practice Guide (March 2021) for Schools Forums
- 2) ESFA Schools Forums: Structure (September 2018)
- 3) ESFA Schools Forums: Powers & Responsibilities (March 2020)
- 4) Statutory Instrument 2012 No2661 Education, England: The Schools Forum (England) Regulations 2012
- 5) North Tyneside Schools Forum Self-Assessment (current)
- 6) Meeting dates (including the Forward Plan) and times including when papers are to be published.
- 7) Membership and Voting
- 8) Details of Key contacts

Commented [CP1]: Slightly updated to note where members (and others) can find documents on the NTSF.

Commented [CP2]: Date updated to reflect current guidance @ GOV.UK

All members of the NTSF are welcome to attend new member induction.

Next Review Date: September 2024³

³ Schools Forum: A guide for schools and academies; ESFA March 2015 which has since been withdrawn.

⁴ Education & Skills Finding Agency

North Tyneside Schools Forum

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The ESFA Schools Forum: Operational Good Practice Guide (from 14th September 2018 guidance which was updated in March 2021) has been used to draft this document.

1. Establishment of a Schools Forum

1.0 Introduction

North Tyneside Council (NTC) has an established Schools Forum and maintains this in accordance with the requirements of the Schools Forums (England) Regulations originally published in 2012 and subsequently amended and any previous North Tyneside Schools Forum (NTSF) Constitutions are replaced and amended by this Constitution and Guidance with effect from September 2018.

Any dispute in respect of interpretation of this document shall be determined by primary legislation, the Schools Forum Regulations, and the Education & Skills Funding Agency (ESFA) Schools Forums: operational and good practice guide. These Regulations shall take precedence over any previous document and the Regulations provide that proceedings of the Forum are not invalidated by defects in:

- a) Election or appointment of any member
- b) Appointment of the Chair
- c) Any vacancy among the members

1.2 Remote Meetings

Schools Forum will continue to exercise its ability to hold meetings remotely and this will be reviewed at least annually by the NTSF when they are establishing the dates for meetings for the following academic year⁵⁶,

2. Schools Forum Powers

2.1 NTSF Decision Making

The NTSF has both a consultative and decision making role as defined within the ESFA Schools Forum Powers & Responsibilities. The overarching area on which the NTSF makes decisions on LA proposals are:

- De-delegation from mainstream maintained schools' budgets
- Create a fund for significant pupil growth to support LA duty for place planning.
- Create a fund for falling rolls for good or outstanding schools.
- Agreeing other centrally retained budgets, including LA statutory responsibilities.
- Funding for central early years expenditure
- Authorising a reduction in schools' budget in order to fund a deficit arising in central expenditure, or from de-delegated services.

⁵ Paragraph 7 of the Schools Forums Operations and Good Practice Guidance March 2021.

⁶ In accordance with The Schools and Early Years Finance (England) Regulations 2021 amended the Schools Forum (England) (Coronavirus) (Amended) Regulations 2020.

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The school's block is ring-fenced, and LA's require approval from the NTSF in order to move up to 0.5% from the school's block to other blocks.

The LA does have the ability to appeal to the Secretary of State if the NTSF rejects its proposal.

2.2 Local Authority Delegation

The Local Government Education Act 2000 restricts delegation of LA decisions and therefore the LA cannot delegate its decision making powers to the NTSF, for example decisions on the funding formula.

2.3 Consultation with NTSF

The Regulations state that an LA must consult with its school's forum annually in connection with various school's budget functions. This is in place and the LA consults annually with the NTSF on the following:

- Amendments to the school funding formula
- Arrangements for the education of pupils with special educational needs including commissioned places and arrangements for top-up funding.
- Arrangements for the use of pupil referral units and the education of children otherwise than at school including commissioned places and arrangements for top-up funding.
- Arrangements for early years provision
- Administrative arrangements for allocation of central government grants paid to schools.

Additionally, the LA will consult with the NTSF in the event that it was proposing a contract for supplied and services which are to be funded from the school's budgets and is in excess of the EU procurement thresholds as appropriate. The LA will inform Governing Bodies of all maintained schools of the results of any consultations in relation to the above.

In addition, the NTSF shall also act as an informal consultative body for the LA with respect to:

- a) Capital allocations and consultations regarding Asset Management.
- b) Key strategic plans.

2.4 Role of the Secretary of State

In the event that the LA wished to present proposals to the Secretary of State to vary a number of factors, including variance the MFG, sparsity factor, move more than 0.5% from the school's block; then discussions with the NTSF will take place before any proposals are presented.

2.5 ESFA Schools Forum Powers & Responsibility

The table below summarises the respective roles and responsibilities in accordance with the ESFA published guidance on schools' powers and responsibilities (@ 14th September 2018):

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Function	Local Authority	Forum	DfE
Formula change	Proposed & decides	Must be consulted	Check for compliance with the regulations
Contracts	Proposes	Gives a view	None
Financial issues relating to pupils with SEN, use of PRU's, EY provision and allocation of central government grants ⁷	Consults annually	Gives a view	None
Central spend and De-delegation for mainstream schools	Proposes	Decides (by phase where appropriate)	Adjudicates
Scheme of financial management	Proposes	Approves	Adjudicates
Minimum Funding Guarantee	Proposes any exclusions	Gives a view	Approval
Membership length of office	Decides	Gives a view	None
Voting Procedures	None	Determines	None
Chair	Facilitates	Elects	None
Services previously funded by the Education Services Grant general duties rate to maintained schools	Proposes	Decides (relevant maintained school group members)	Adjudicates

3. Membership

3.1 Schools Forum Structure

	<p>The Schools Forum Regulations 2012 provides a framework for the structure of school's forums noting that Schools Forum members must be elected to school's forum by the members of the relevant group or sub-group they represent, e.g.:</p> <ul style="list-style-type: none"> • representatives of nursery schools (where there are any such schools in the LA area), • representatives of primary schools other than nursery schools, • representatives of secondary schools (where there are any such schools in the LA area), • representatives of special schools (where there are any such schools in the LA area), • representatives of pupil referral units (PRU) (where there are any such schools in the LA area).
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⁷ SEN – Statement of Education Need. PRU – Pupil Referral Unit. EY – Early Years

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<p>The Regulations allow a considerable degree of discretion in order to accommodate local priorities and practices and allow for both head teacher and governor members. Academy schools must also have an elected representative of the proprietor of the academy on school's forum and it is for the proprietor bodies to select their representatives. The Regulations also provide for non-school's members, and these are in place to represent both post 16-19 providers and early year providers. The LA may also choose to appoint additional non-school's forum members to represent the interests of other bodies, but prior to making such appointments the LA must also consider whether Diocesan Board of Education and the Bishop of Roman Catholic Diocese for any part which is situated in the LA area and for any other school or Academies with the LA area having a religious character designated under appropriate Acts.</p> <p>In addition, the ESFA have also issued subsequent good practice guidance which notes that it is relevant for Schools Forums to consider the inclusion of other members on Schools Forum to again allow for local proprieties to be accommodated. The NTSF operates within the Regulations and the ESFA good practice guidance framework and therefore provides for a number of membership categories in 3 main areas⁸:</p> <ol style="list-style-type: none"> 1. Schools – maintained including – nursery, primary, first, middle, secondary, high, pupil referral units, special. 2. Academies – mainstream, special, alternative provision – inclusive of free schools, 3. Non-schools <p>The table noted in 3.3 provides further detail on the membership relating to each of the categories.</p>

3.2 Role of the Schools Forum Representatives

<p>In accordance with the ESFA good practice guidance members are aware that when they are elected and appointed on to the NTSF they do not represent their own organisation. All NTSF members are:</p> <ul style="list-style-type: none"> • Appointed to represent the interests of their peer group rather than the interest of their own individual school, • Canvass schools to ensure that views and feedback is available from those that they represent, • Ensure that they are aware of the NTSF business and make their views known about decisions affecting schools finance'. <p>Schools and Governors should also ensure that the representatives they choose to appoint are competent to act as their advocates.</p> <p>All members are expected to operate in accordance the Seven Principles of Public Life.</p>
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Commented [CP3]: Reference to Nolan principles.

3.3 Proportionate Representation

<p>There is no maximum size of a schools' forum, there is a need however to have full representation for various school types and non-schools' members and must be broadly</p>
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⁸ As noted in ESFA Schools Forum: a guide for schools and academies

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proportionate based on the total number of pupils registered to school phase or type. For maintained schools, governors, and head teachers (or their representatives) are elected by the appropriate phase.

The LA have determined in consultation with the NTSF that the following membership composition is appropriate:

Member	Headteacher	Governors	Other	Total
First/Primary	8	2	0	10
Secondary/Middle/High	5	2	0	7
Academies	0	0	4	4
Special	1	0	0	1
Nursery	1	0	0	1
Pupil Referral Unit (PRU)	1	0	0	1
Total Schools members	16	4	4	24
16-19 Providers	0	0	1	1
Early Years (EY) Private and Independent (PVI) providers	0	0	1	1
Church of England Diocese (CofE)	0	0	1	1
Roman Catholic Diocese (RC)	0	0	1	1
Trades Union (TU)	0	0	1	1
Total non-school members	0	0	5	5
Total members	16	4	9	29

This was last reviewed in November 2021 and ensures that there is sufficient representation of each type of school member to allow for debate within the forum that is both balanced and representative. Membership also effectively that there is no in-built bias towards any one phase or group.

Where there is at least one school in a particular category, there must be at least one representative for that group. Middle Schools do not form a category of schools in their own right, for the operation of the NTSF they are deemed to be Secondary.

3.4 Levels of Membership

The representation noted in 3.2 ensures that all categories are represented on the NTSF. The 2012 Regulations note 'representative means either a head teacher or a senior member of staff representing. For Primary, Secondary, Nursery, PRU, Special members it has therefore been agreed that the role will be held by the Head teacher.

For Academies, PVI, 16-19, Trade Union, EOTAS/LAC, RC Diocese, CofE Diocese it is for those organisations to determine who is most appropriate to attend.

For Governor representatives these are elected from a group of their peers to represent their sector.

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3.5 Deputising

<p>The NTSF preference is that the role is not delegated to another member of the senior leadership from within the same school, and deputising should be provided from another Head teacher from within the locality or phase.</p> <p>It is accepted should the need occur and another Head teacher from within the locality/ phase is not available the individual may be from within the same school but must be a senior member of staff, e.g., the deputy head teacher, bursar, or other person responsible for financial management in accordance with the 2012 Regulations.</p> <p>For Governors deputising this should follow a similar route and should not ideally be from within the same school. For Academy and other representatives, it is for those bodies to determine an appropriate protocol.</p>
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3.6 Review of Membership

<p>The school's forum structure within NTSF reflects good practice and membership is reviewed annually in September or as/when applicable, in addition membership is considered as part of the standard agenda items at each meeting again in accordance with good practice.</p>
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3.7 Skills & Competency of Members

<p>The LA ensures that NTSF hold the skills and competencies to manage Forum business and to take a strategic view across the whole education state whilst acting as representatives of the groups that has elected them. As a group they are supported by the LA to ensure that they are easily contactable, are pro-active in raising the profile of issues and communicating decisions and the reasons behind them effectively.</p> <p>In addition, to support them in their role the LA provides both induction and periodic training to all NTSF members to support them in their role. Additionally, all members are issued with a member's pack of guidance and reference as noted in the introduction to this document.</p>

4. Terms of Office

4.1 Duration

<p>The term of office for membership of the NTSF is applied consistently across all member types/ categories, the LA may choose to exercise its discretion as appropriate to put in place varied terms of office should continuity of experience need to be considered.</p> <p>The NTSF operates on the basis that all members shall be elected/ appointed on the same term of office which is three (3) years. Additionally, all elections will take place in a timely manner so that a vacancy does not remain unnecessarily, and the expectation is that vacancies will be filled within the following term.</p>

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	The term of office has been set at such a length that it does not hinder the requirements for the structure of school's forum. The LA will support the NTSF with appointments to ensure that where vacancies arise, they are appointed to via an established transparent election and appointment process.
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4.2 Notification to Schools, Academies & Stakeholders of membership of Schools Forum

	<p>Membership of Schools Forum will be notified annually to each Head teacher and Chair of Governors for all maintained schools within North Tyneside at the beginning of each Academic year – this will take place in September of each year (or as and when changes are made).</p> <p>Additionally, within one month of the appointment of any member nominated in accordance with the above, the LA shall inform schools maintained by them of the name of the member and of the relevant body in respect of that which they represent.</p>
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4.3 Cessation of Eligibility to be a Schools Forum Member

	Individuals cannot be members of the NTSF where they resign from the role or no longer occupy the office which made them eligible for elections/appointment. This will include school conversions/ change of status, governors ceasing to hold office (in totality of for the representative group) or changes to/ removal from role.
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4.4 Resignation

	A member may resign by giving notice to the Clerk to the Schools Forum within the LA.
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5. Election & Nomination of School Representatives

5.1 Responsibility for Appointment

	The relevant group or sub-group will lead on the appointment of their members to the NTSF. In accordance with good practice the LA has supported each group to have a process to ensure that they are able to appoint via a nomination and election process.
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5.2 Appointments

	<p>The NTSF have in place a process to ensure that the relevant school within a group or a sub-group ensures that every eligible member of the group or sub-group has the opportunity to be involved in the determination of their group's election process, is given the opportunity to stand for election if they choose to do so and is involved in the election of their representative.</p> <p>This established process ensures that where a vacancy arises amongst a represented group the respective group nominates and appoints its own elected member(s) restricted to the group in question, e.g., a Head teacher phase group can vote for its own Head teacher excluding academies as academy members form a separate group.</p> <p>Further clarity is noted below.</p>
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5.3 Schools Members – Head teachers

	<p>The appointment of Head teacher members shall be determined by the Head teachers of all the schools of each category of schools listed in section 3 and will involve an elective process.</p> <p>The selection process established for the NTSF ensures:</p> <ol style="list-style-type: none">A Head teacher from each locality is selected; in each of the First/ Primary/ Nursery and Secondary/Middle/High phases.At least 1 Head teacher is selected from a Primary school and a First school: andAt least 1 Head teacher is selected from a Middle school and a First school.
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5.4 Schools Members - Governors

	<p>The appointment of Governor members is determined by an elective process, administered on behalf of the NTSF by a representative of the LA⁹. The NTSF have determined that they will have:</p> <p>4 Governor representatives at any one time on the NTSF and that is to be split equally, resulting in there being:</p> <ul style="list-style-type: none">2 Primary (inclusive of First & Primary) and2 Secondary (inclusive of Middle, High & Secondary). <p>All Governors will be appointed via an election process open to all Governors within those school sectors. Governors, alongside all NTSF members will be able to demonstrate the skills and competencies as noted in Section 3.</p>
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5.5 Locality Areas

	<p>Each Head teacher representative appointed onto the NTSF is elected by a group of their peers to represent not only their sector but their locality. Clarification within this is noted within the membership information published on the NTSF website and included in NTSF meeting Agenda papers.</p>
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5.6 Single Role

	<p>It is not appropriate for a single person to be elected to represent more than one group or sub-group concurrently, e.g., being a governor in both a primary and a secondary school.</p>
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6. Election & Nomination of Academy Members

	<p>Academy members must be elected by the proprietor bodies of the academies, and they are best placed to determine the process. Academy members represent the proprietor</p>
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⁹ Which may or may not include one of their commercial partners?

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	<p>bodies of academies and are not restricted to principals, senior staff, or governors, however within the NTSF the academy representatives have determined that Head teachers will undertake this role and that deputising in the first instance will be by another academy Head teacher unless that is not practicable. In the event that Head teacher deputising is not possible a member of the senior leadership team in any of the academy schools may undertake this role.</p> <p>It is for each of the proprietor academies – mainstream, special or alternative to elect their representative, it is not appropriate for academy phase groups to be represented unless the academy proprietors wish to have this in place. There is no requirement for academies to be split into primary and secondary sub-groups; however, the LA does encourage the academies within the NTSF to consider the pupil proportions across all academies when electing their representatives.</p>
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7. Non-School Members

7.1 16-19 Providers

	<p>The NTSF has ensured that this category elect their representatives and determine their own election process. This includes those within the FE sector (FE and 6th form colleges) and other post-school institutions that specialise in special education needs (SPI) where 20% or more of their students reside in the LA area.</p>
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7.2 Early Years Private, Voluntary and Independent Providers (EY PVI)

	<p>The LA will appoint to the NTSF at least one person to represent this sector, this is due to the fact that early year's funding for free entitlement for three and four year olds and eligible two year olds comes from the dedicated schools grant (DSG) and all settings are funded through the early years single funding formula.</p>
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7.3 The Church of England (CofE) and Roman Catholic (RC) dioceses

	<p>The LA has ensured that those schools or academies in group are represented on the NTSF. The diocesan authorities will nominate members for appointment as non-schools' members and to determine what type of representative would be most appropriate. The NTSF support the appointment of both schools-based (e.g., a Head teacher or governor) or a non-schools based (e.g., someone linked more generally with the diocese, a member of the education board) to the role.</p>
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7.4 Other Groups

	<p>The NTSF operates with good practice to ensure that the needs and interests of all the pupils in the LA area are adequately represented by the members of school's forum. The interests of pupils in maintained schools are represented by those schools' forum members, however, some pupils are not in maintained schools but instead are educated in hospitals, independent schools, and non-maintained special schools. It is recognised that non-schools' members can play an important role in representing the interest of these groups of pupils and in representing the interests and views of services that support those groups of vulnerable and at risk pupils who are on the role of maintained schools, such as</p>
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<p>looked after children (LAC) and children with special educational needs (however this latter point is not to be confused with the role noted above for Special Schools).</p> <p>The NTSF have agreed that the following groups of pupils will therefore be represented by having a nominated representative on school's forum and the LA will on behalf of the NTSF oversee/ manage this election/ appointment process.</p> <ul style="list-style-type: none">i. Educated other than at school/ vulnerable/ at risk pupils.ii. Special Educational Needs & Disabilities <p>As noted, the purpose of non-schools' members are also to bring greater breadth of discussion to school's forum meetings and to ensure that stakeholders and partners other than schools are represented the following group will also be represented on the school's forum. Again, the LA will on behalf of the NTSF oversee/ manage this election/ appointment process.</p> <ul style="list-style-type: none">iii. Trades Union
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8. Other Membership Matters

8.1 Restrictions

<p>Elected members who are appointed to executive of the LA (e.g., a lead member/ portfolio holder), Director of Children's Services (or an LA officer who works under their direction), those with the specific role in management of and/or advise on funding for schools cannot be non-school members of the NTSF.</p> <p>This process ensures that the NTSF where it has the power to approve a limited range of proposals from the LA does not have a conflict of interest between the proposing body (the LA) and the approving body (the schools forum).</p> <p>Head teachers or teachers and those who directly manage a service who provides education to individual children and/or advice to schools are exempted from this exclusion.</p> <p>A non-executive elected member can be a school's member (by virtue of their being a school governor), an academies member or a non-school member.</p>
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9. Recording of Schools Forum Business

<p>A written record of the composition of the NTSF is maintained by the LA. This record details number of schools members and by which group of sub-groups they were elected, the number of academy members and the number of non-school members, their terms of office, how they were chosen and whom they represent. This is noted in section 3 above, provided to all members and stakeholders and published on the NTSF website.</p>
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10. Observers

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<p>All Schools Forum meetings are open to the public. Observers do not have an automatic right to speak at meetings, but the Chair may allow contributions where appropriate.</p> <p>The updated practice provides that the Secretary of State can appoint an observer to attend and speak at school's forum meetings.</p>
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11. Participation of Local Authority (LA) Officers

<p>The NTSF ensures that specific officers can speak at meetings of the NTSF. These officers are:</p> <ul style="list-style-type: none">• Director of Children's Services (or their representative)• Chief Finance Officer (or their representative)• Any person invited by the NTSF to provide financial or technical advice.• Any person presenting a paper to the NTSF but their ability to speak is limited to the paper they are representing. <p>LAs must publish all school's forum papers well in advance of each meeting, it has been agreed within the NTSF that this will be two weeks (10 days) prior to the meeting. LA officers also attend the meeting to provide specific officer support and other LA officers responsible for items to be discussed will attend as required for specific items of business. The LA has agreed to facilitate and support this.</p>
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12. Public Access

<p>All NTSF meetings have open access; any person may attend the meeting as a member of the public / observer – please see 10 above for further information.</p> <p>Where NTSF meetings are held on-line they are live streamed so that members of the public/ observers are able to observe the operational business of NTSF.</p>
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Commented [CP4]: Update added to note that meetings are live streamed to ensure that this requirement is enacted where meetings are not held in person.

13. Working/ Sub-Groups

<p>The NTSF will set up a working/ sub-groups of members on either an on-going or a project basis to discuss specific issues, to produce draft advice and recommend decision to the NTSF for consideration. The working/ sub-groups may also include wider representation.</p> <p>The NTSF cannot delegate actual decisions or the finalisation of advice to a working/ sub-group and as such all work/ recommendations of the working/ sub-groups must be referred back to the NTSF for a final decision/ ratification.</p>
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14. Urgent Business

	<p>Unscheduled urgent meetings may be called where the business of the NTSF is urgent. The Clerk shall arrange such meetings, with appropriate consultation from each of the members.</p> <p>The Chair of the NTSF cannot take a decision on behalf of the forum, no matter how urgent the business.</p>
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15. Appointment of Chair & Vice-Chair

15.1 Election of the Chair & Vice-Chair	<p>The NTSF will elect the Chair and Vice-Chair annually at the first meeting of the autumn term. Nominations shall be sought prior to the first meeting of the academic year and approved by a simple majority of votes cast by individual members during that first meeting. During this procedure nominees shall be required to leave the meeting room until a decision is reached.</p>
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15.2 Chair & Vice Chair – Term of Office	<p>The Chair and Vice-Chair will serve office for 12 months and hold the role until the first meeting of the autumn term in the following year.</p>
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15.3 Chair & Vice Chair - Eligibility	<p>To be able to hold the role of Chair and Vice-Chair the individual must be a current serving member of the Forum. Where a Chair or Vice Chair is no longer a Forum member a re-election for the role will need to take place at the immediately following school's forum meeting.</p>
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15.4 Chair & Vice-Chair - Resignation	<p>In the case of a resignation of the Chair or Vice Chair, election of a replacement will be for the remaining period up to the end of the current Academic year and may therefore be for a period of less than 12 months.</p>
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15.5 Chair & Vice-Chair - Responsibilities	<p>The Chair (or Vice Chair in his/ her absence) is responsible for chairing and managing meetings of the Forum with advice and support from the representatives present whose roles it has been agreed are to support the NTSF. In addition, the Chair of the Forum must decide upon an agenda for the meeting following consultation with members – the NTSF operates a forward plan which ensures that scheduled business is noted, this is discussed at the end of each meeting in preparation/ planning for the next meeting and members can at any time (either within or outside of the meeting) make a request via the Chair for other matters to be placed on the agenda that are relevant/ appropriate for Schools Forum to consider.</p>
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15.6 Chair & Vice-Chair - Absence	<p>If both the Chair and Vice-Chair are absent from the meeting, the members present at that particular meeting will elect an Acting Chair – this role may be undertaken by one of the representatives present who support the NTSF. Should a representative not be</p>
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	present/ be able to undertake this role or another Forum member does not step forward/ agree to Chair the meeting the meeting will be postponed until appropriate arrangements can be made for a Chair/ Vice Chair to be in place.
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16. Member Substitutions/ Absence

	<p>Any member of the NTSF may nominate an alternative/ substitute individual from their sub-group to attend meetings in their absence. This individual shall be entitled to attend and if applicable vote in place of the member.</p> <p>Any member who is unable to attend a meeting for whatever reason must notify the Clerk at the earliest available opportunity (but ideally before the meeting is due to commence) and inform the Clerk of any substitute who will attend (and carry their voting rights) in their absence.</p> <p>Member who does not regularly attend meeting or who fail to attend 2 meetings may forfeit their right to continue to be a NTSF member, a decision regarding the reasons for absence/ continuation in role will be determined by the NTSF member.</p>
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17. Meeting – Dates & Organisation

17.1 Number of Meetings Per Annum

	The NTSF will meet at least four times a year or as is otherwise necessary in order to ensure the smooth running of the school's forum business. The NTSF has agreed from September 2018 to meet up to 5 times per year, with meetings being set in September, December, April, and July. A 5 th meeting may also take place in January of each year with the specific purpose of providing for school's forum members an update on the National Funding Formula, this will be a single agenda meeting without papers.
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17.2 Dates of Forum Meetings

	Dates for the meetings of Schools Forum are published in September of each Academic Year for the following 12 months, issued to all members, notified to all Head teachers and Chair of Governors, stakeholders and published on the NTSF website.
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17.3 Forward Plan

	The NTSF operates an annual forward plan to ensure that items that need to be discussed within the remit of NTSF are regularly agenda. Members of the Forum and LA officers can also request for relevant/ appropriate items to be placed onto the agenda.
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17.4 Remote Meetings

	The NTSF has the ability to operate its meeting on either a remote or in person basis. The NTSF membership will determine on an annual basis, how it wishes to arrange its meeting, e.g., in person or remote. The NTSF also has the ability to review how it arranges meetings as need arises. Where a decision is made to change the method of how to hold a meeting, e.g., moving a remote meeting to a physical one, where this has not been
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discussed with members, members will be made aware (including the rationale for the decision), and this will also be published on the NTSF website accordingly.

18. Quorate

The Regulations stipulate that a meeting is only quorate if 40% of the total membership is present, excluding any observers. Members who are substitutes as they carry voting rights will count towards the 40% attendance criterion.

In the event of a meeting not being quorate, the meeting may still proceed, but the LA reserves the right to choose not to take account of any recommendations arising from that meeting.

19. Voting Procedures

19.1 Principles of Voting

The following applies to the principles of voting within the NTSF:

- a) a member cannot carry votes for other members who are not able to attend the meeting.
- b) all member votes hold an equal value.
- c) the chair and vice chair do not hold a casting vote.
- d) where a proposal is made by Schools Forum and a result is not carried:
 - I. a further vote(s) may be undertaken within the same meeting.
 - II. a further vote may be undertaken at a future meeting.
 - III. where a vote cannot be agreed the status quo will be maintained/remain in place.
- e) individuals who are not elected to be members of the NTSF members cannot vote, e.g., LA officers/ support do not hold/ are not eligible to vote.

Commented [CP5]: This is covered as part of member induction, however as part of ongoing support for members, periodic reminders on key sections will be highlighted to members for their reference. Voting is one area that is considered within Schools for on a regular basis, however, members are being asked to familiarise themselves of their remit and what can occur should a majority vote not be arrived at.

19.2 Majority Voting

Where the NTSF is voting on matters before them decisions will be determined by a simple majority of members present. Voting is limited to the roles that each member is there to undertake, and all members are advised on which matter they are eligible to vote. However, in general terms, voting on:

- funding formula is limited to school members, academy members and PVI representatives.
- de-delegation is limited to specific the specific phase: e.g.,
 - Primary (including First and Nursery) and
 - Secondary (including Middle and High).

Members who can vote on these elements include locality based representatives (Head teacher) and no locality based representatives (other Head teachers¹⁰, Governors and Academy representatives.)

¹⁰ Nursery, PRU, Special

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19.3 Voting Restrictions

<p>Voting is limited to the roles that each member is there to undertake, and all members are advised on which matter they are eligible to vote. However, in general terms, voting on:</p> <ul style="list-style-type: none">• funding formula is limited to school members, academy members and PVI representatives.• de-delegation is limited to specific the specific phase: e.g.<ul style="list-style-type: none">• Primary (including First and Nursery) and• Secondary (including Middle and High). <p>Members who can vote on these elements include locality based representatives (Head teacher) and no locality based representatives (other Head teachers¹¹, Governors and Academy representatives.)</p> <p>Non-school members (e.g., 16-19 Providers, EY & PVI, Church (both CoFE and RC) Trust and TU) are allowed to vote on all other matters. Please see the table later in this section for further information.</p>
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19.4 Voting Remit

<p>Only specific school member representatives can vote certain items¹²</p> <p><u>Maintained school</u> can vote on de-delegation items that relate to their sector of representation, e.g.:</p> <ul style="list-style-type: none">• Only primary can vote on primary de-delegation related matters.• Only secondary can vote on secondary de-delegation related matters; and <p>can vote on the scheme for financing schools and any other schools forum business including the consultation on the funding formula. Maintained school members can also vote on items relating to general duties and retained duties.</p> <p><u>Academy members</u> cannot vote on de-delegation or the scheme for financing schools. All academy members can vote on any other school's forum business including the consultation on the funding formula but can only vote on retained duties.</p> <p><u>Non-School Members</u> cannot vote on de-delegation or the scheme for financing schools. Only PVI members can vote on the consultation on the funding formula. All non-school members can vote on any other school's forum business but cannot vote on either general duties or retained duties.</p> <p>In accordance with the Regulations 2012 note that substitutes can attend to vote on behalf of a member, non-Schools Forum Members other than those who represent early years providers, must not vote on matters relating to the formulae to be used by the LA to determine the amounts to be allocated to schools and early years providers and with</p>
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¹¹ Nursery, PRU, Special

¹² In accordance with the ESFA Schools Forum Structure September 2018

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these exceptions. The 2012 Regulations also note that subject to the above members of the Schools Forum may determine their own voting principals.

Please see table below for further clarity.

Type of Member	De-Delegation Primary	De-Delegation Secondary	Scheme for Financing Schools	Other Schools Forum Business ¹³	Consultation on Funding Formula	General Duties ¹⁴	Retain Duties
Primary ¹⁶	√		√	√	√	√	√
Secondary ¹⁷		√	√	√	√	√	√
Academy				√	√		√
PRU			√	√	√	√	√
Special			√	√	√	√	√
Nursery			√	√	√	√	√
EY PVI				√	√		
16-19				√	√(*)		
Diocese – CofE				√			
Diocese – RC				√			
TU				√			

(*locally agreed by Schools Forum)

19.5 Tied Voting

In the event of a tied election there will be a requirement for the representative groups to undertake an additional vote. Where a vote cannot be carried, the LA will appoint to the role/ use a casting vote.

The LA may choose to appoint someone else rather than one of the candidates and may choose to consider experience or expertise of the individuals and the balance between the different types of school represented on NTSF. However, it would not undertake this without updating the relevant group regarding its intentions.

19.6 Substitutions/ Carried Voting

Where it is necessary for a vote to be undertaken members (or their deputies) must attend the meeting to vote in person. A member cannot carry a vote for another member.

20. Defects & Vacancies

¹³ Excluding consultation on the Funding Formula

¹⁴ Applies to maintained schools only.

¹⁵ Applies to maintained and academy schools.

¹⁶ Including Governors

¹⁷ Including Governors

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The Regulations provide that proceedings of the NTSF are not invalidated by defects in the election or appointment of any member or the appointment of the Chair. Nor does the existence of any vacancy on the NTSF invalidate proceedings.

21. Rules of Conduct

21.1 Code of Conduct

All Members of the NTSF are expected to act in accordance with the seven principles of public life:

- selflessness,
- integrity,
- objectivity,
- accountability,
- openness,
- honesty, and
- leadership.

These are also known as the Nolan Principles¹⁸

Commented [CP6]: The Nolan Principles are covered with members Induction, and are implicit in the constitution/ how members operate, and also noted in this section. As part of period updates on how NTSF updates this is one of the ones we are highlighting to members this year.

1. Selflessness - to act solely in terms of the public interest,
2. Integrity - avoid placing themselves in a position where they are under any obligation to people/organisations who may try to influence them. Should also not act /take decisions in order to gain financial or other material benefit for themselves/ family/friends. Must declare and resolve any interests and relationships (e.g., Declaration of Interests).
3. Objectivity - must act and make decision impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. Accountability -accountable for their decisions/ actions and should be aware of this/ what this means for their role, e.g. Forum is a public meeting - which is either open to the public when the meetings are held in person or live streamed where the meetings take place on line.
5. Openness - act and take decisions in an open and transparent manner; ensure they are not withholding information from the public unless there are clear and lawful reasons for doing so.
- 6.Honesty - being truthful.
7. Leadership - exhibit these principles in own behaviour and treat others with respect; actively promote and robustly support these principles and challenge poor behaviour whenever it occurs.

21.2 Declaration of Interest

Interests whether personal or prejudicial should be declared in the Declaration of Interest, as a reminder for all members there is a standing agenda item to remind members of their obligation to declare interests on items proposed for consideration.

22. Administration

The LA will support the administration of the smooth running of the Schools Forum. A number of LA officers will be in attendance by agreement of the NTSF to undertake this role/ role. One of these nominated roles will provide secretarial duties whilst others will provide wider/ specialist support with and oversee the smooth running of the NTSF. The advisors to and clerk to the NTSF work with school's forum to ensure that the NTSF work is well organised and provide administrative/ clerical support to meetings as follows:

- a) secretarial support will ensure that:
 - i. meetings are arranged (once dates have been agreed with the NTSF), ensure that members are notified of meetings, receive a full agenda, and ensure that supporting papers are made available to members at least 7 calendar days prior to a meeting by electronic distribution and/ or publishing on the NTSF website.

¹⁸ [The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

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	<ul style="list-style-type: none"> II. Appropriate and accurate recordings of the proceedings at meetings are maintained and will ensure they are made available to NTSF members within three weeks of a meeting. b) advisors who attend the NTSF will collectively ensure that appropriate advice and guidance is provided to the NTSF and/ or individual members and assists the Chair/ Vice-Chair with the management of meetings of the Forum. c) advisors who attend Forum and/ or the administration /secretarial support will also be responsible for ensuring that: <ul style="list-style-type: none"> I. governing bodies and Head teachers are informed of the outcome of the work of the NTSF to support these once papers are published on the Forum website, II. posting of the approved minutes on the website within 7 days of the meeting... <p>The administration/ secretarial support will be responsible for the following:</p> <ul style="list-style-type: none"> a) arranging the venue of the meeting. b) provide the route by which members can access further information and co-ordinate communication to NTSF members outside of the formal meeting cycle. c) ensure that queries about the business of the NTSF from others who are not members of the NTSF are directed to the appropriate Forum Advisor for response. d) be responsible for ensuring that contact details of all members are kept up to date. e) maintain the list of members on the Forum and work alongside a Forum Advisor who will offer advice and guidance on membership issues in general. f) support the keeping of the NTSF website up to date by posting the latest minutes and papers. g) ensure that an accurate record of the meeting has been taken, including recording the outcome of any votes, decisions, and key points. <p>The cost of the clerking/ administration services and support provided to NTSF shall be set-aside from within the NTSF budget.</p>
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23. Communication to Non-Forum Members

23.1 Publication of Papers

	The Forum will ensure that all its agenda, minutes and papers are publicly available through the North Tyneside Schools Forum website.
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23.2 Consultation

	Schools Forums have the responsibility of informing the governing bodies of all schools maintained by the LA of the results of any consultations carried out by the LA relating to a number of matters. The 2012 Regulations note that it should be carried out as soon
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	as it reasonably can. There is no specific definition of the consultation level/ requirements therefore the NTSF will be guided by the LA as to what is appropriate in each of the circumstances including determining the appropriate level of detail to needed to generate sufficiently informed response from Schools Forum.
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24. Indemnity

	The LA will indemnify members of the Forum against any reasonable legal costs and expenses reasonably incurred by them in connection with any decision or action taken by them in good faith in pursuance of their functions as members of the NTSF.
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25. Expenses

	All claims for reasonable expenses from Schools Forum members in connection with the attendance at meetings shall be considered by the Chair of the Forum and if agreed met by the Schools Forum budget.
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26. Resources of Schools Forum

	The costs of NTSF fall in the central school services block of the DSG. It is appropriate for the LA to charge the running costs of the NTSF to this budget including any agreed and reasonable expenses for members attending meetings, the costs of producing /distributing papers, costs of room hire / refreshments and the clerking of meetings.
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North Tyneside Schools Forum

Self-Assessment Tool Kit

2023~~2~~/24~~3~~



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Schools Forum Self-Assessment Toolkit

This toolkit is provided by the Education Funding Agency (EFA) and provides local authority officers and elected members with a framework for assessing the strengths and weaknesses of their school's forum. The toolkit is designed as a set of questions which can be considered by individuals or the forum as a whole.

Noted below is the North Tyneside Schools Forum Self-Assessment

As of ~~September 2022~~ September 2023 (next review date September 2024)

Question	Yes / No	Notes
1. Are meeting dates set in well advance and details (including time and venue) published in an accessible manner to enable interested parties to plan their attendance?	Yes	A meeting timetable is agreed in September each year for the following Academic Year, dates are confirmed to members and published on the dedicated website. Additionally, all dates are communicated electronically to all non-member Head teachers, Chair of Governors, and other stakeholder groups so that awareness of the dates is known in advance of the meetings.
2. Are meetings timed to coincide with key dates? (e.g., reporting of funding formula)	Yes	5 meetings take place per year and are timetabled to fit in with the annual/ forward plan and the cycle of decisions/considerations that need to be undertaken. This is also aligned with ESFA calendar.
3. Are meetings held in an accessible venue to enable observers to attend easily?	Yes	Meetings are held either remotely or in person and Members annually review their decision. The meeting type – either in person or remote will be noted to members and confirmed on the NTSF website for each meeting. Where the meetings are held in person, they will be held at a central location which is a public building and fully accessible for all, the room that the meeting is held in is able to accommodate this. Where meetings are held remotely, they will be live streamed to ensure accessibility. The dates and times of the meeting are published in advance via the website, updated to other stakeholders and the meetings are open to the public either in person or virtually via live streaming. Forum members are provided with information as part of their induction including any additional support needed regarding access to meetings including on-line, <u>location/</u> building, papers, <u>/etc.</u>
4. Is there a dedicated website link for school's forum; is it current and regularly updated?	Yes	There is a dedicated page on the North Tyneside Council website that is accessible. The website is updated before each meeting and minutes, agenda and papers are also published. In addition, the most up to date/ recent reference documents issued from the ESFA or produced by Schools Forum combined with previous papers for each meeting are also published on the website.

Question	Yes / No	Notes
5. Are the agenda and papers publicly available on the authority's website at least 6 working days in advance of the meeting?	Yes	The papers are published one week (7 calendar days) before the meeting via the website, notified to members and circulated to other Head teachers and Governors.
6. Are the papers published as a single document, so that users can download easily?	Yes	Since September 2020 papers are published both on a dedicated website as individual papers, and as a single document to ensure that papers relating to that meeting are grouped together and can be printed or easily access via a tablet or PC before/ during the meeting. Additionally, papers are also available for members as individual papers. Members are also sent directly (via email) a PDF copy of papers for ease of reference/ printing before the meeting.
7. If papers are tabled at the meeting, are they published on the website promptly after the meeting?	Yes	See 5 above, papers are published in advance of the meeting – it is therefore the exception that papers are presented at the meeting, where this occurs the website is updated as applicable following the meeting.
8. Are draft minutes published a reasonable time (e.g., within 2-3 weeks) after the meeting, rather than waiting until the following meeting?	No	Actions are noted to various colleagues/ officers and minutes will be made available as soon as reasonably practicable after the previous meeting and published on the website. Agenda's will be published one week before the meeting.
9. Are the minutes clear and unambiguous, with sufficient detail to illustrate the discussions, without reporting verbatim every point made?	Yes	A note of the discussion and action points is noted. See 8 above.
10. Is the constitution clear and appropriate? Including e.g. - a clear process for ensuring proportional representation - the process for electing members and their tenure - the timescale for review is clearly set out - the process for dealing with repetitive non attenders	Yes	The Constitution & Guidance is reviewed on an annual basis in line with the EFSA Good Practice Guide and other EFSA associated guidance to ensure that Schools Forum operates within current practice. <ul style="list-style-type: none"> • Membership is reviewed at every meeting to ensure appropriate/ proportionate representation. • An open and transparent recruitment/ appointment process is in operation when a vacancy arises, and membership tenure is noted in the Constitution & Guidance 20223 and recorded against each member on the membership list (provided to each member, all schools and published on the dedicated website) • Attendance is an agenda item within each meeting, deputising is accepted and there is a process in place for managing repetitive no attenders.
11. Is there an induction pack or training programme available for new members?	Yes	There is an induction programme and member support arranged at appointment. Member induction is updated regularly, and periodic updates are also provided for members which ensures both new and existing members are supported.

Question	Yes / No	Notes
12. Is the election process clear and transparent? i.e., representatives are elected only by the group they are representing, whether phase-specific for maintained schools, or by the proprietors of academies for academy members.	Yes	There is a clear process for the election of members which is also referenced in the Constitution & Guidance.
13. Do the papers contain clear recommendations and indicate in a consistent manner whether the item is for information, consultation, or decision?	Yes	<p>Papers presented have a summary at the end of the paper noting Recommendations to Schools Forum. Report templates have been altered to ensure that papers presented are noted for:</p> <ul style="list-style-type: none"> • information, • consultation, • decision <p>Members are all provided with a member pack (as noted in the Constitution & Guidance) which includes reference documents on the role of Schools Forum, Schools Forum Powers & Responsibilities, Schools Forum Structure, etc to support them in their role.</p> <p>Where voting is required extra clarity on which member can vote for which item is provided and the manager presenting the report takes a lead on noting this to members for their reference. Additionally, the Agenda also notes member voting, which members cover which areas/ schools and meeting dates/ actions for reference.</p>
14. Is it clear to observers who attendees at the forum are representing? (e.g., by use of name plates, indicating sector)	Yes	All members where meetings are in person, have name plates which indicate their name and role. Where meetings are online the individual presenting will introduce themselves and their paper prior to commencement. Members attending the meetings when they are online having their name noted on the user profile, they use to attend the meeting. This not only supports observers, but also provides clarity to members. All members are provided with membership details and the information is also publicly available on the North Tyneside Schools Forum website. Please see point 13 above for further clarity for member voting.
15. Does the chair manage the meeting well, ensuring that all are able to contribute to the agenda items, that no bias towards any sector is evident and that no single person or organisation is able to dominate the discussion?	Yes	<p>A Chair and Vice Chair are appointed on an annual basis, agreed by the members.</p> <p>The Chair/ Vice Chair are clear on their role and responsibilities and ensure that the meetings provide opportunity for all members to equally share views and opinions.</p>
16. Is there inclusive participation in discussions for all phases and types of members?	Yes	Point 15 above. Additionally, sub-groups are formed where the need arises and each of the groups formed have the opportunity for members to participate and actively contribute.

Question	Yes / No	Notes
17. Do members actively canvass views and objectively represent their whole peer group at the forum and provide feedback after meetings?	Yes	The Forum membership is set up to support members being able to canvass/discuss the matters in hand with the colleagues they are representing in their locality/ network meetings. Updates are provided for Head teachers, <u>Governing Body members</u> , etc as and when required.
18. Where votes are required, is it clear who is eligible to vote for different items?	Yes	Point 11 and 14 above.
19. Where votes are required, are the arrangements for recording the votes clear and unambiguous?	Yes	Members are clear on voting arrangements and all members with effect from December 2018 have been provided with a member's induction which includes voting. Published papers include a copy of membership voting level within each set of meeting papers. The current Constitution & Guidance also clearly indicates what members are able to vote on for their role on Schools Forum. Additionally, M members are also provided with further guidance on how voting operates periodically , and members continue to be given 'point-in-time' support as/ when a vote is required. Please see above for further information/ guidance provided to support member voting.
20. Is there a system in place for a decision if votes are tied?	Yes	If there is a tied vote members are asked if they wish to reconsider their vote or to receive further information to allow them to reflect on their original vote. Dependent upon the views of the member's further information may be presented within the meeting or may be deferred for receipt of additional information. If a vote remains tied the status quo is maintained, this is referenced in the current Constitution & Guidance.
21. Is the operational & good practice guide used to regularly review the forum's adherence to good practice?	Yes	This is one of a number of documents hosted on the Schools Forum website, used to inform the Constitution & Guidance and member induction. Additionally, all members are directed to access the documents noted with the Constitution & Guidance as they are appointed onto Forum from the website and annually as noted in the Constitution & Guidance.

Commented [CP1]: The last update was provided on line for Governors in January 2023 - we will liaise with the Governor Service Team to offer a further update/ awareness raising in early 2024.