

Schools Forum Agenda

Thursday, 4 June 2015

4.30 pm – 6.30pm , **Bonus Pastor Catholic College, Winlaton Road, BR1 5PZ**

For more information contact: Janita Aubun tel 020 8314 7030

Email: janita.aubun@lewisham.gov.uk

| Item | Pages |
|---|---------|
| 1. Election of the Chair to Forum | |
| The Chair of the Forum has resigned since the last meeting. An election will take place to find a successor. | |
| 2. Minutes of the Meeting - 5 Feb 2015 and 19 March 2015 | 1 - 8 |
| 3. Matters Arising | |
| 4. Schools Sickness Absence Report | 9 - 19 |
| This report provides details to members of the level of absence in schools over the past year. | |
| 5. End of Year Financial Position | 20 - 31 |
| This report looks at schools carry forwards and the end of year position on the DSG. | |
| 6. Schools Forum Constitution | 32 - 40 |
| This report looks at the membership of the Forum and the conduct of its business. | |
| 7. Scheme of Delegation | 41 - 42 |
| This report looks at changes to the Scheme of Delegation. The report was considered at the last meeting but as the Forum was not quorate, no decision could be made. The report is brought back to seek Forum's agreement to the proposals. | |
| 8. Any Other Business | |

Future Meetings

1 October 2015
10 December 2015
4 February 2016
17 March 2016

All meetings 4.30 to 6.30



LEWISHAM SCHOOLS FORUM

Minutes of the meeting held on Thursday 5th February 2015

Membership (Quorum = 40% i.e. 9) ✓ = present ✗ = absent a = apologies

| | | Attendance | | | | |
|---|---------------------------------------|------------|-------|-------|-------|-------|
| | | 20/3 | 19/06 | 25/09 | 11/12 | 05/02 |
| Primary School Headteachers | | | | | | |
| VACANT | Primary School | | | | | |
| Steve Davies | Coopers Lane | ✓ | ✗ | ✓ | ✗ | ✗ |
| Liz Booth | Dalmain | ✓ | ✓ | ✗ | ✓ | ✗ |
| Paul Moriarty | Good Shepherd | ✗ | ✗ | ✗ | ✗ | ✗ |
| Lisa Pearson | Torridon Infants | ✗ | ✗ | ✗ | ✗ | ✗ |
| Michael Roach | John Ball | a | ✓ | ✓ | ✗ | ✓ |
| Nursery School Headteacher | | | | | | |
| Nikki Oldhams | Chelwood | a | ✓ | ✓ | ✓ | a |
| Secondary School Headteachers | | | | | | |
| Anne Potter | Addey & Stanhope | ✓ | a | ✓ | ✓ | ✓ |
| Bob Ellis | Conisborough College | a | a | ✓ | ✓ | a |
| David Sheppard | Leathersellers Federation | ✓ | ✓ | ✓ | ✓ | ✓ |
| Carolyn Unsted (Chair) | Sydenham | ✓ | ✓ | ✓ | ✓ | ✓ |
| Special School Headteacher | | | | | | |
| Lynne Haines | Greenvale | ✓ | ✓ | ✓ | ✓ | ✓ |
| Pupil Referral Unit Headteacher | | | | | | |
| Liz Jones | Abbey Manor | a | a | a | ✓ | ✓ |
| Primary & Special School Governors | | | | | | |
| Keith D'Wan | Athelney | ✓ | ✓ | a | ✓ | ✓ |
| Dame Erica Pienaar (Vice-Chair) | John Ball | a | ✓ | ✓ | a | ✓ |
| Mark Simons | Coopers Lane | ✗ | ✗ | ✗ | ✗ | ✗ |
| Secondary & Secondary Special School Governors | | | | | | |
| Pat Barber | Bonus Pastor | | | | a | ✓ |
| James Pollard | Addey & Stanhope | ✓ | ✗ | ✗ | ✓ | ✗ |
| VACANT | Special School | | | | | |
| Academies | | | | | | |
| Declan Jones | Haberdashers' Aske's | a | ✓ | a | a | a |
| 14-19 Consortium Rep | | | | | | |
| Theresa Williams | LeSoCo | ✗ | ✗ | ✗ | ✗ | ✗ |
| Early Years Rep | | | | | | |
| Cathryn Kinsey | Clyde Nursery | ✗ | ✗ | ✗ | ✓ | ✓ |
| Diocesan Authorities | | | | | | |
| Rev Richard Peers | Southwark Diocesan Board of Education | ✗ | ✗ | ✗ | ✗ | ✗ |
| Stephen Bryan | Education Commission | a | ✗ | a | a | ✗ |

| Also Present | |
|---------------------|---------------------------------|
| Alan Docksey | Head of Resources & Performance |
| Dave Richards | CYP Group Finance Manager |
| Hayden Judd | Principal Accountant |
| Dipesh Gajmer | CYP Finance |
| Kim Knappett | Teachers Union (ALT) |

| | |
|--------------|-------|
| Janita Aubun | Clerk |
| Lamees Adnan | |
| Simon Nundy | |

Apologies for Absence

Apologies were received from Nikki Oldhams, Bob Ellis, Declan Jones & Frankie Sulke.

1. Minutes of Meeting held on 11th December 2014

Original minute number 3 on the contingency for falling rolls in secondary schools, agreed to be as stated on 25 September 2014.

11 December minutes agreed and signed by the Chair.

2. Matters Arising

No other matters arising.

3. Election of Chair & Vice-Chair for the Coming Year

Nominations have been received.

- Re-elected Schools Forum Chair is Carolyn Unsted.
- Re-elected Schools Forum Vice-Chair is Erica Pienaar

4. Budget Monitoring

High Needs SEN

Increased forecast expenditure this year in the High Needs block as more pupils are being placed in Special Schools and more with matrix funding.

On 18 December 2014 the DFE gave notification of an additional £700k allocation to the high needs block for 2014/15.

This is due to an adjustment on recoupable academies.

Forum agreed the funding can be used to offset the extra cost on the matrix.

School Budget Monitoring

Deadline for the return of December 2014 budget monitoring is 31 January 2015, therefore figures will be presented at March Forum.

Forum informed that Alan Docksey has written to the Headteachers for those schools who did not make a return for September.

Forum noted that for those schools who have not submitted, additional support may be required.

Mutual Funds

The Growth Fund is projected to be overspent by £126k as at end 2014/15. The Maternity Fund is projected to be underspent by £137k.; if this is the case at year end any surplus balance will be returned to schools.

Contingency

Options 1 to 5 were discussed:

Option 1 – no payment request from schools for 2015/16

Option 2 – redistribute current contingency balance

Option 3 – reduce size of the contingency

Option 4 – continue to de-delegate funds from schools

Option 5 – have no contingency

Officers informed Forum that if a LA held no contingency for schools it is likely that they would need to have insurance cover or an agreement with schools on deficit budgets.

Chair mentioned the importance of maintaining a good relationship between the LA and academies in case of any extreme circumstance e.g. fire damage at HAHC Temple Grove.

Forum agreed :

- Not to ask for a contribution from schools to the contingency for 2015/16
- To set the future contingency provisionally at £650k – but this will be reviewed in the 2016/17 budget cycle against experience.

Bid to the Falling Rolls Contingency

The Schools Forum agreed:

- a variation to the approved scheme;
- that the bid received have £99k allocated as recommended in the report.
- that a running total of the contingency be noted at each meeting of the Forum.

5. Budget Update

The DSG 2015/16 was broadly in line with what was discussed at Forum on 11 December and therefore there was no need to amend the previous recommendations agreed by the forum.

The funding per school (primaries & secondaries) was tabled at the meeting showing the variations against 2014/15 allocations. Officers were asked by Forum to produce a calculation for the next meeting which shows the forecast impact of inflation for the next year.

Forum agreed the original decision:

- To set 2015/16 ISB funding rates at the same level as last year (2014/15)

Schools are to be given their 2015/16 draft funding notifications early next week.

6. SEND Consultation

The DFE's call for evidence requests the LA to show how SEN funds can be distributed more fairly in its view. The call for evidence ends 27 February 2015.

Forum was informed that Lewisham is one of the highest spenders per pupil on high needs.

Chair requested that members let Dave Richards/Alan Docksey know if they have any comments to include in the response or to submit their own consultation response by the above deadline.

7. Any Other Business

Chair thanked Officers for their support in providing the Forum papers and minutes.

Meeting closed 6.36pm

Date of next meeting 19 March 2015

SCHOOLS FORUM ACTION SUMMARY

| ITEM | ACTION TO BE TAKEN | OFFICER(S) RESPONSIBLE FOR ACTION | OUTCOME/CURRENT POSITION |
|------------------|--|-----------------------------------|----------------------------------|
| 5. Budget Update | Forecast impact of inflation calculation 2015/16 | Dave Richards | To be presented at 19.3.15 Forum |

LEWISHAM SCHOOLS FORUM



Minutes of the meeting held on Thursday 19th March 2015

Membership (Quorum = 40% i.e. 9) ✓ = present ✗ = absent a = apologies

| | | Attendance | | | | |
|---|---------------------------------------|------------|-------|-------|-------|-------|
| | | 19/06 | 25/09 | 11/12 | 05/02 | 19/03 |
| Primary School Headteachers | | | | | | |
| Steve Davies | Coopers Lane | ✗ | ✓ | ✗ | ✗ | ✗ |
| Liz Booth | Dalmain | ✓ | ✗ | ✓ | ✗ | a |
| Paul Moriarty | Good Shepherd | ✗ | ✗ | ✗ | ✗ | ✗ |
| Lisa Pearson | Torridon Infants | ✗ | ✗ | ✗ | ✗ | ✗ |
| Michael Roach | John Ball | ✓ | ✓ | ✗ | ✓ | a |
| Nursery School Headteacher | | | | | | |
| Nikki Oldhams | Chelwood | ✓ | ✓ | ✓ | a | a |
| Secondary School Headteachers | | | | | | |
| Anne Potter | Addey & Stanhope | a | ✓ | ✓ | ✓ | ✓ |
| Bob Ellis | Conisborough College | a | ✓ | ✓ | a | a |
| David Sheppard | Leathersellers Federation | ✓ | ✓ | ✓ | ✓ | ✓ |
| Carolyn Unsted (Chair) | Sydenham | ✓ | ✓ | ✓ | ✓ | ✓ |
| Special School Headteacher | | | | | | |
| Lynne Haines | Greenvale | ✓ | ✓ | ✓ | ✓ | ✓ |
| Pupil Referral Unit Headteacher | | | | | | |
| Liz Jones | Abbey Manor | a | a | ✓ | ✓ | ✓ |
| Primary & Special School Governors | | | | | | |
| Keith D'Wan | Athelney | ✓ | a | ✓ | ✓ | a |
| Dame Erica Pienaar (Vice-Chair) | John Ball | ✓ | ✓ | a | ✓ | ✓ |
| Mark Simons | Coopers Lane | ✗ | ✗ | ✗ | ✗ | ✗ |
| Secondary & Secondary Special School Governors | | | | | | |
| Pat Barber | Bonus Pastor | | | a | ✓ | a |
| James Pollard | Addey & Stanhope | ✗ | ✗ | ✓ | ✗ | ✗ |
| VACANT | Special School | | | | | |
| Academies | | | | | | |
| Declan Jones | Haberdashers' Aske's | ✓ | a | a | a | ✓ |
| 14-19 Consortium Rep | | | | | | |
| Theresa Williams | LeSoCo | ✗ | ✗ | ✗ | ✗ | ✗ |
| Early Years Rep | | | | | | |
| Cathryn Kinsey | Clyde Nursery | ✗ | ✗ | ✓ | ✓ | a |
| Diocesan Authorities | | | | | | |
| Rev Richard Peers | Southwark Diocesan Board of Education | ✗ | ✗ | ✗ | ✗ | ✗ |
| Stephen Bryan | Education Commission | ✗ | a | a | ✗ | ✗ |

| Also Present | |
|---------------------|---|
| Alan Docksey | Head of Resources & Performance |
| Dave Richards | CYP Group Finance Manager |
| Frankie Sulke | Executive Director |
| Diane Parkhouse | Human Resources Advisory Manager |
| David Austin | Head of Corporate Services (Head of Internal Audit) |

| | |
|--------------|------------------------------|
| Janita Aubun | Clerk |
| Sharon Lynch | St William of York RC School |
| | |

Apologies for Absence

Apologies were received from Nikki Oldhams, Bob Ellis, Liz Booth, Michael Roach, Keith D'Wan, Pat Barber & Cathryn Kinsey.

The Forum was not quorate and was unable to make any decisions but agreed to continue with the agenda and to advise the Local Authority wherever possible of its view.

1. Minutes of Meeting held on 5th February 2015

Proposal made to draft a letter to those persistently absent from Schools Forum.

2. Matters Arising

The Forum were concerned at the number of members who had not attended Forum meetings over the last year and asked officers if they would consider writing to them.

The Special Schools Governor vacancy was noted and officers were asked if they could ask the Executive Management Team to make an appointment.

3. Annual Internal Audit Report

The Forum noted the report

The Forum accepted that due to the weight of business of the Forum the report related to 2013/14 and asked if the annual report could be scheduled for earlier in the annual cycle of meetings.

The Forum asked if further information could be provided to schools on the payments made to individuals and when the individual was deemed to be an employee.

The Forum wanted to reiterate to schools that while the tendering limits have been increased recently schools could, if they so wished, set lower limits.

4. Annual Health and Safety Report

The Forum noted the report.

The Forum asked officers if they could include trend data in the next annual report.

The Forum wanted reassurance that all weak opinions in the report were always followed up.

5. Occupational Health

The Forum had a verbal update from Diane Parkhouse on the tendering for new contract which is due to start 1 September August 2015.

Forum reiterated their desire to see the length of time it takes to obtain an appointment reduced.

6. Financial Update and Budget Monitoring Report

The Forum noted the report.

The Forum noted the desire of officers to provide a new standardised budget monitoring template for schools with an inbuilt validation check, for return to the LA. The Forum asked officers to consider whether this could be pre-populated with data from the schools local accounting package.

The Forum asked officers if they could look further into the back dated business rates bill for Rushey Green's School.

7. Scheme of Delegation

Chair recommended this item be brought to June Forum for agreement.

8. Academies Funding

The report was noted.

9. Any Other Business

New Chair to be elected in June Forum.

No other business raised.

Meeting closed 6.30pm

Date of next meeting 04 June 2015

SCHOOLS FORUM ACTION SUMMARY

| ITEM | ACTION TO BE TAKEN | OFFICER(S) RESPONSIBLE FOR ACTION | OUTCOME/CURRENT POSITION |
|-------------------------------------|--|--|---------------------------------|
| Minutes of Last Meeting | Seek to fill Vacant Special School Governor position for Forum. | Governors' Services | Pending |
| Annual Internal Audit Report | Clarification to Forum regarding payment to individuals and its process. | Diane Parkhouse | Pending |
| Financial Management | A report to be brought to Forum on Alternative Provision | Sue Tipler | Pending |

Summary Report on Sickness Absence In Schools Period 1/4/14 – 31/3/15

1. Purpose of the Report

- 1.1 This report sets out details of performance on sickness absences in Lewisham schools for the period 1 April 2014 to 31 March 2015. The data capture date was 26th May 2015. The data shows the reported sickness absence levels across Lewisham schools as a whole, as well as individual school performance data. The scope of the data is restricted to those schools that remain on the Lewisham Council payroll; schools supported by external payroll providers are not included.
- 1.2 The average number of days lost due to sickness absence for the financial year ending 31 March 2015 was **7.31 days per employee**. In the school year, ending 31st August 2014, the average number of days lost to sickness absence in schools was **7.15 days per employee**. This represents a marginal increase of 0.16 days.
- 1.3 Excluding all long term absences the average number of days lost per employee was **3.62 days**. In the school year 2013/14 this figure was 3.47 days.

2. Recommendations

- 2.1 Schools' Forum is asked to:
 - Note the latest monitoring data to 31 March 2015 as detailed in the appended charts and listings.
 - Suggest any further actions to be taken to manage / reduce sickness absence.

3. Context and cost

- 3.1 According to the Chartered Institute of Personnel and Development (CIPD) 2014 Annual Survey Report on Absence Management, public sector workers had an average 8.2 days off due to sickness absence in the year. This compares to an average of 7.4 days across the whole of the UK workforce. The median annual absence cost in public sector services is reported by the CIPD as £914 per employee in 2014; factors included in the calculation of average cost are occupational sick pay, statutory sick pay, temporary cover, additional overtime costs and lost service provision.

4. Main Findings – Lewisham Schools

4.1 Secondary Schools Performance

- 4.1.1 During the period 1 April 2014 to 31 March 2015, the average sickness absence per employee was **7.02 days**. This compares to a figure of 7.26 days in the school year September 2013 to August 2014 – this represents an improvement of 3.3%.
- 4.1.2 The reduction indicated above is attributable mainly to the improvements made at Conisborough College, Sydenham, Forest Hill and Deptford Green.
- 4.1.3 If all long term absences are excluded, the average figure reduces from 7.02 days to 3.69 days per employee in the secondary sector.
- 4.1.4 A chart showing the performance of each school, during the latest reported 12-month period, is attached.

4.2 Primary and Nursery Schools Performance

- 4.2.1 During the period 1 April 2014 to 31 March 2015, the average sickness absence per employee was **6.60 days**. This compares to a figure of 7.08 days in the school year September 2013 to August 2014 – this represents an improvement of 6.8%.
- 4.2.2 If all long term absences are excluded, the average figure reduces from 7.08 days to 3.30 days per employee in the primary and nursery school sector.
- 4.2.3 A chart showing the performance of each school during the latest reported 12-month period is attached.

4.3 Special Schools Performance

- 4.3.1 During the period 1 April 2014 to 31 March 2015, the average sickness absence per employee was **12.77 days**. This compares to a figure of 11.03 days in the previous year – and represents a 15.8% increase (deterioration) in the overall level of sickness absence.
- 4.3.2 If all long term absences are excluded, the average figure reduces from 12.77 days to 5.77 days per employee in the special school sector.
- 4.3.3 A chart showing the performance of each school during the latest reported 12-month period is attached.

5 UK workforce comparisons

The annual Chartered Institute of Personnel and Development (CIPD) survey carried out in 2014 reported the following:

- Public sector average days lost per employee – 8.2 days

- Non-profit sector average days lost per employee - 8.0 days
- Education sector average days lost per employee – 6.0 days
- Health organisations average days lost per employee – 9.6 days
- Private sector average days lost per employee – 6.6 days
- UK workforce overall average days lost per employee – 7.4 days
- **74% of Lewisham schools are below the 8.2 day public sector average indicated above.**
- **62% of Lewisham schools are below the 7.4 day UK average.**

6 Schools not on the Lewisham payroll

- 6.1 The following academies and Lewisham schools with external payroll providers are not included in the absence data in this report:

Prendergast (Vale, Hilly Fields and Ladywell Fields), Knights Academy, Tidemill Academy, Deptford Park, Sedgehill, Turnham, St Matthew Academy, Haberdashers Askes, St Augustine's.

No comparable information on absence is available for these schools.

7 Reasons for absence

The main reasons for absence during the 2014/15 financial year, which account for 68% of the total of all absences, are:

| | | |
|--------------------|--------|---------------------------|
| 'Stress related' | 12.67% | (last school year 10.3%) |
| 'Infection' | 10.95% | (last school year 12.2%) |
| 'Musculo-skeletal' | 10.21% | (last school year 12.58%) |

Reasons not reported / recorded 34.5% (last year 31.6%)

8 Return to work interviews

- 8.1 Good practice guidance is offered by the Schools' HR Team through the traded service (Service Level Agreement). The experience of the Schools' HR Team is that practice is varied across the borough, however, it is recommended that return to work interviews are carried out on an *'every person, every time'* basis.
- 8.2 The 2014 CIPD absence management survey report indicates that use of 'return to work interviews' is the most common management tool used to deal with short term absence; 92% of public sector CIPD survey respondents take this approach.

Other commonly used approaches include:

- Trigger mechanisms to review attendance

- Training for line managers to deal with handling absence
- Sickness absence information given to line managers
- Leave for family circumstances (e.g. emergency care leave for dependants, compassionate leave)

9 Summary

Performance across schools overall has deteriorated marginally, by 2.2%, since the end of the 2013/14 school year.

Performance overall in primary and secondary schools has improved.

Levels of sickness absence overall in special schools has risen.

The CIPD 2014 Annual Survey Report on Absence Management gives an indication that, overall, Lewisham schools' performance compares favourably with the average absence rates drawn from the public sector organisations that contributed to the survey. The Schools' Human Resources Team will continue advise on good practice in relation to the management of sickness absence. In addition, it is recommended that school leadership continues to actively monitor and take prompt action in appropriate cases within their schools to ensure attendance levels are improved and that absence rates are reduced.

Appendices

- School x school comparison between absence data for the 2013/14 school year and the 2014/15 financial year
- All schools bar chart – quartiles 2014/15
- League table 2014/15
- Percentage breakdown of reasons for absence 2014/15

Diane Parkhouse - HR Advisory Manager

Contact on 020 8314 6291 or by email at Diane.Parkhouse@lewisham.gov.uk

Brian Collymore - Schools Team HR

Contact on 020 8314 6298 or by email at Brian.Collymore@lewisham.gov.uk

**Appendix A - School x School comparison absence
data for 2013/14 and 2014/15**

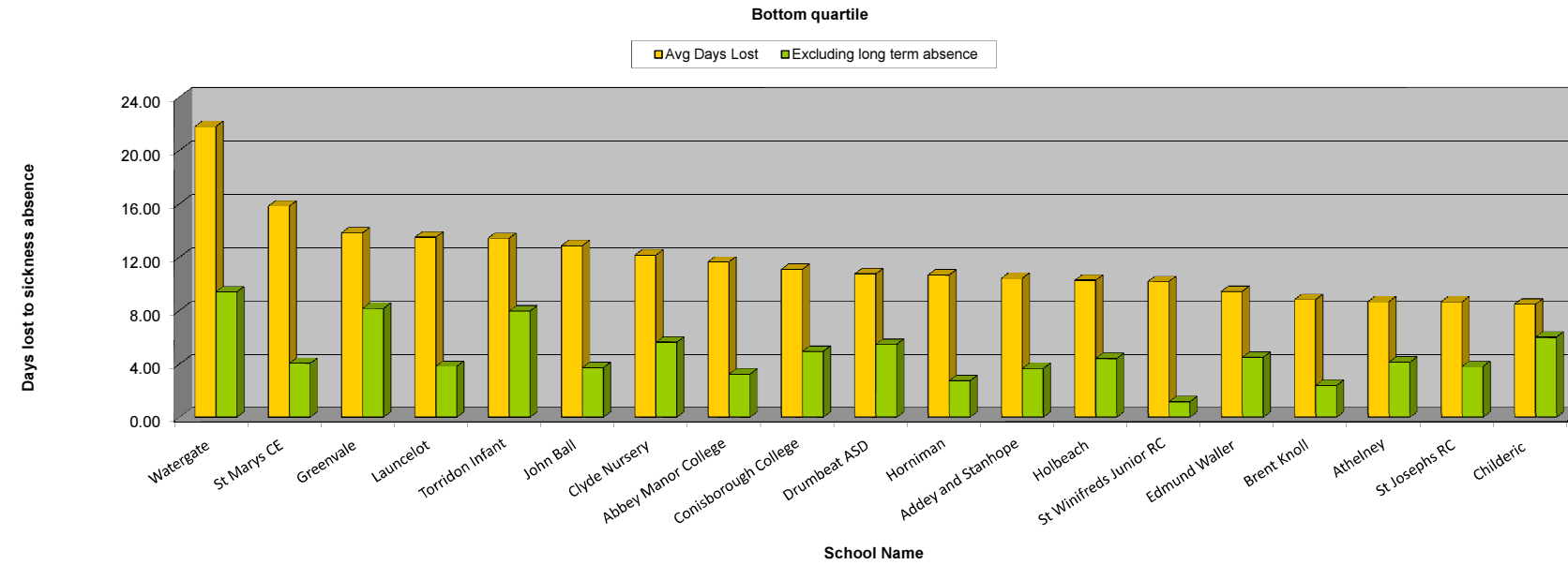
| School | Avg days lost 2013/14 school year | Avg days lost 2014/15 financial year |
|----------------------|--------------------------------------|--------------------------------------|
| Abbey Manor College | 12.00 | 11.65 |
| Adamsrill | 9.29 | 7.09 |
| Addey and Stanhope | 6.59 | 10.43 |
| All Saints CE | 6.66 | 6.18 |
| Ashmead | 11.40 | 6.92 |
| Athelney | 10.03 | 8.67 |
| Baring | 7.35 | 5.13 |
| Beecroft Garden | 3.94 | 3.80 |
| Bonus Pastor | 5.01 | 5.97 |
| Brent Knoll | 6.86 | 8.82 |
| Brindishe Green | 6.72 | 8.19 |
| Brindishe Lee | 4.90 | 7.34 |
| Brindishe Manor | 6.14 | 6.94 |
| Chelwood Nursery | 8.33 | 7.43 |
| Childeric | 7.62 | 8.47 |
| Clyde Nursery | 12.56 | 12.16 |
| Conisborough College | 12.23 | 11.08 |
| Coopers Lane | 7.97 | 8.33 |
| Dalmain | 6.08 | 5.28 |
| Deptford Green | 6.33 | 4.00 |
| Downderry | 4.21 | 4.11 |
| Drumbeat ASD | 8.53 | 10.75 |
| Edmund Waller | 13.28 | 9.43 |
| Elfrida | 3.85 | 5.75 |
| Eliot Bank | 3.82 | 4.59 |
| Fairlawn | 2.45 | 2.96 |
| Forest Hill | 5.80 | 4.88 |
| Forster Park | 3.62 | 5.01 |
| Good Shepherd RC | 9.38 | 4.08 |
| Gordonbrock | 3.33 | 3.41 |
| Greenvale | 12.60 | 13.84 |
| Grinling Gibbons | 8.30 | 8.09 |
| Haseltine | 6.97 | 7.41 |
| Holbeach | 7.33 | 10.27 |
| Holy Cross RC | 11.68 | 3.44 |
| Holy Trinity CE | 2.38 | 1.10 |
| Horniman | 6.91 | 10.67 |
| John Ball | 11.06 | 12.87 |
| John Stainer | 8.00 | 6.24 |
| Kelvin Grove | 6.42 | 5.15 |
| Kender | 8.42 | 5.86 |

**Appendix A - School x School comparison absence
data for 2013/14 and 2014/15**

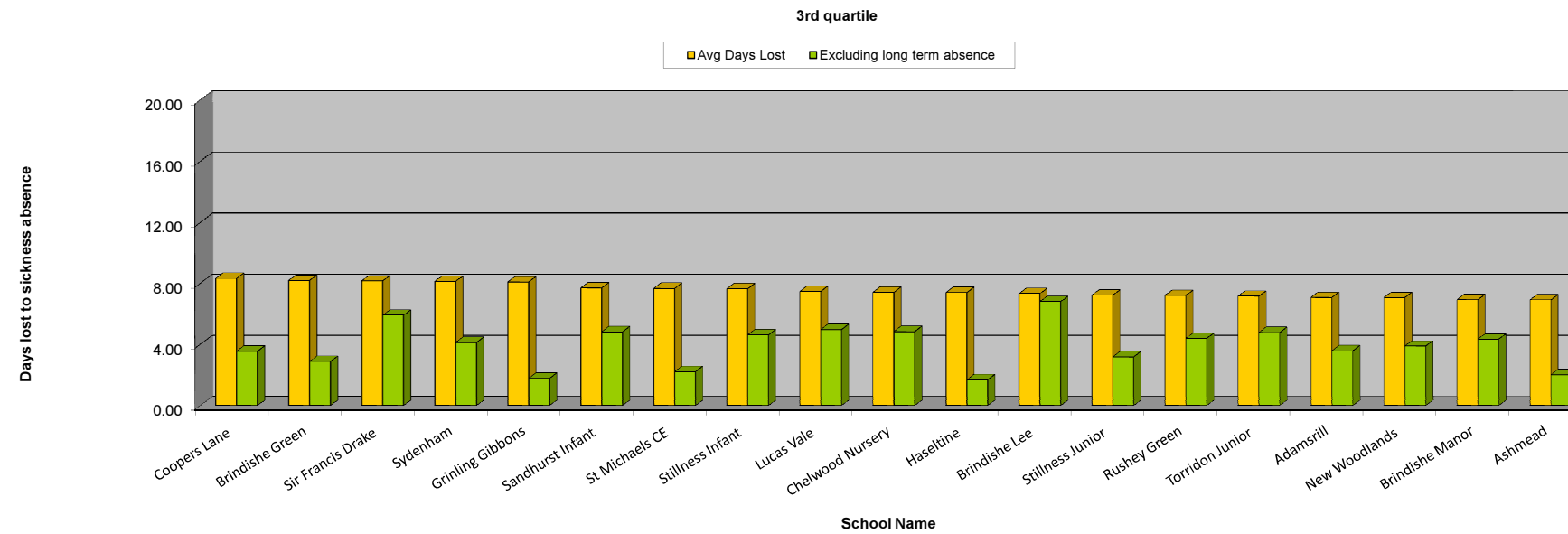
| School | Avg days lost 2013/14 school year | Avg days lost 2014/15 financial year |
|------------------------------|--------------------------------------|--------------------------------------|
| Kilmorie | 6.77 | 6.35 |
| Launcelot | 16.06 | 13.50 |
| Lucas Vale | 3.87 | 7.48 |
| Marvels Lane | 8.39 | 5.20 |
| Myatt Garden | 5.53 | 3.36 |
| New Woodlands | 7.40 | 7.08 |
| Our Lady & St Philip Neri RC | 3.93 | 3.87 |
| Perrymount | 4.38 | 3.94 |
| Rangefield | 3.31 | 4.98 |
| Rathfern | 4.61 | 4.55 |
| Rushey Green | 5.20 | 7.22 |
| Sandhurst Infant | 4.69 | 7.70 |
| Sandhurst Junior | 10.51 | 6.25 |
| Sir Francis Drake | 9.00 | 8.16 |
| St Bartholomews CE | 8.49 | 4.39 |
| St George's C of E | 4.04 | 5.13 |
| St James Hatcham CE | 6.09 | 3.72 |
| St John Baptist CE | 5.04 | 4.07 |
| St Josephs RC | 8.52 | 8.67 |
| St Margaret's Lee CE | 0.98 | 1.40 |
| St Mary Magdalen's RC | 10.17 | 6.55 |
| St Marys CE | 12.09 | 15.83 |
| St Michaels CE | 13.55 | 7.68 |
| St Saviours RC | 6.59 | 0.84 |
| St Stephens CE | 4.87 | 5.46 |
| St William Of York RC | 5.19 | 4.74 |
| St Winifreds Infant RC | 3.87 | 1.06 |
| St Winifreds Junior RC | 5.88 | 10.18 |
| Stillness Infant | 9.62 | 7.65 |
| Stillness Junior | 8.40 | 7.24 |
| Sydenham | 8.59 | 8.13 |
| Torridon Infant | 15.94 | 13.43 |
| Torridon Junior | 7.13 | 7.17 |
| Trinity Lewisham CE | 4.42 | 4.44 |
| Watergate | 18.04 | 21.80 |

Appendix B - All schools bar chart - quartiles 2014/15

| School | Avg Days Lost | Excluding long term absence |
|------------------------|---------------|-----------------------------|
| Watergate | 21.80 | 9.40 |
| St Marys CE | 15.83 | 4.06 |
| Greenvale | 13.84 | 8.16 |
| Launcelot | 13.50 | 3.82 |
| Torridon Infant | 13.43 | 7.96 |
| John Ball | 12.87 | 3.72 |
| Clyde Nursery | 12.16 | 5.63 |
| Abbey Manor College | 11.65 | 3.24 |
| Conisborough College | 11.08 | 4.95 |
| Drumbeat ASD | 10.75 | 5.47 |
| Horniman | 10.67 | 2.75 |
| Addey and Stanhope | 10.43 | 3.67 |
| Holbeach | 10.27 | 4.42 |
| St Winifreds Junior RC | 10.18 | 1.14 |
| Edmund Waller | 9.43 | 4.50 |
| Brent Knoll | 8.82 | 2.40 |
| Athelney | 8.67 | 4.14 |
| St Josephs RC | 8.67 | 3.82 |
| Childeric | 8.47 | 6.02 |

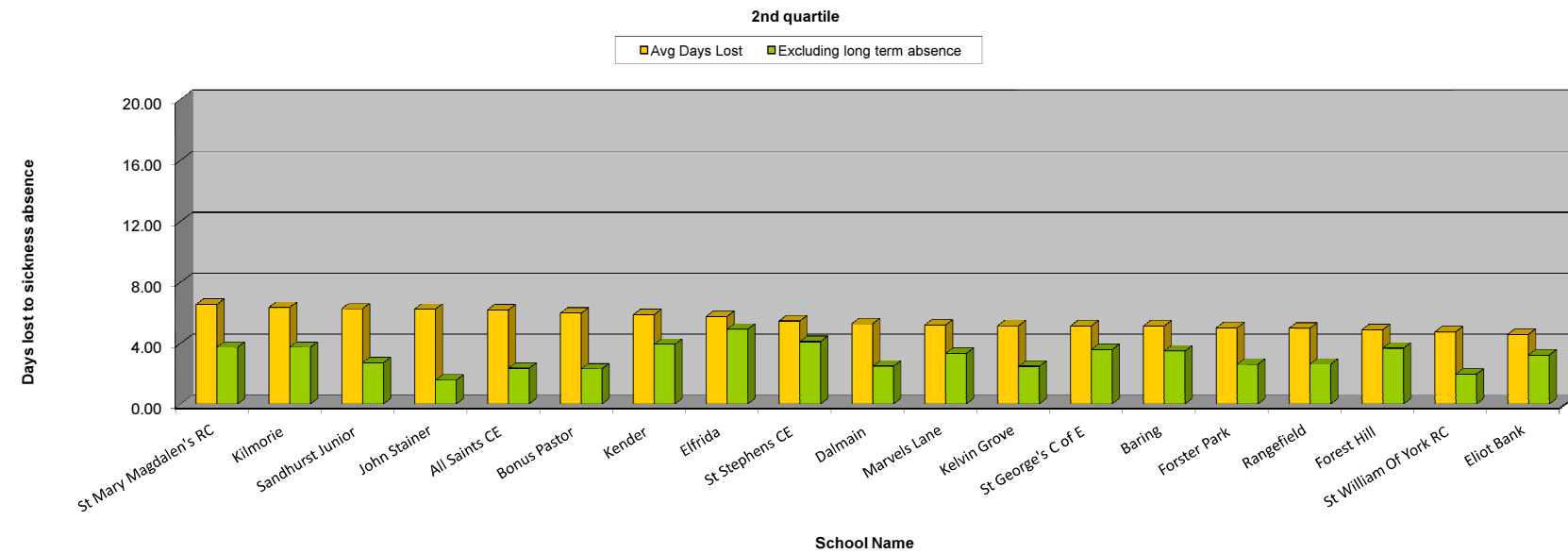


| School | Avg Days Lost | Excluding long term absence |
|-------------------|---------------|-----------------------------|
| Coopers Lane | 8.33 | 3.55 |
| Brindishe Green | 8.19 | 2.89 |
| Sir Francis Drake | 8.16 | 5.92 |
| Sydenham | 8.13 | 4.13 |
| Grinling Gibbons | 8.09 | 1.78 |
| Sandhurst Infant | 7.70 | 4.83 |
| St Michaels CE | 7.68 | 2.21 |
| Stillness Infant | 7.65 | 4.64 |
| Lucas Vale | 7.48 | 4.97 |
| Chelwood Nursery | 7.43 | 4.85 |
| Haseltine | 7.41 | 1.69 |
| Brindishe Lee | 7.34 | 6.81 |
| Stillness Junior | 7.24 | 3.20 |
| Rushey Green | 7.22 | 4.41 |
| Torridon Junior | 7.17 | 4.79 |
| Adamsrill | 7.09 | 3.58 |
| New Woodlands | 7.08 | 3.89 |
| Brindishe Manor | 6.94 | 4.35 |
| Ashmead | 6.92 | 2.01 |

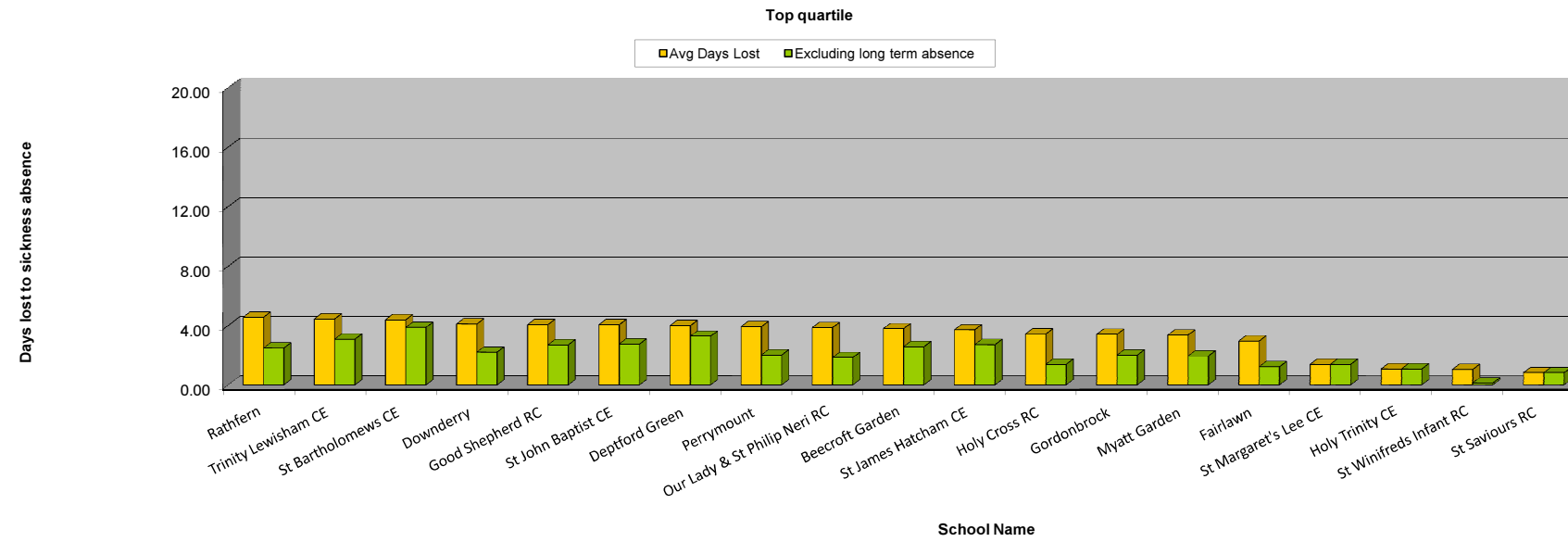


Appendix B - All schools bar chart - quartiles 2014/15

| School | Avg Days Lost | Excluding long term absence |
|-----------------------|---------------|-----------------------------|
| St Mary Magdalen's RC | 6.55 | 3.73 |
| Kilmorie | 6.35 | 3.74 |
| Sandhurst Junior | 6.25 | 2.73 |
| John Stainer | 6.24 | 1.58 |
| All Saints CE | 6.18 | 2.36 |
| Bonus Pastor | 5.97 | 2.32 |
| Kender | 5.86 | 3.95 |
| Elfrida | 5.75 | 4.92 |
| St Stephens CE | 5.46 | 4.12 |
| Dalmain | 5.28 | 2.50 |
| Marvels Lane | 5.20 | 3.34 |
| Kelvin Grove | 5.15 | 2.48 |
| St George's C of E | 5.13 | 3.58 |
| Baring | 5.13 | 3.49 |
| Forster Park | 5.01 | 2.62 |
| Rangefield | 4.98 | 2.64 |
| Forest Hill | 4.88 | 3.69 |
| St William Of York RC | 4.74 | 1.98 |
| Eliot Bank | 4.59 | 3.23 |



| School | Avg Days Lost | Excluding long term absence |
|-----------------------------|---------------|-----------------------------|
| Rathfern | 4.55 | 2.50 |
| Trinity Lewisham CE | 4.44 | 3.08 |
| St Bartholomews CE | 4.39 | 3.89 |
| Downderry | 4.11 | 2.21 |
| Good Shepherd RC | 4.08 | 2.71 |
| St John Baptist CE | 4.07 | 2.76 |
| Deptford Green | 4.00 | 3.28 |
| Perrymount | 3.94 | 2.02 |
| Our Lady & St Philip Neri R | 3.87 | 1.85 |
| Beecroft Garden | 3.80 | 2.59 |
| St James Hatcham CE | 3.72 | 2.72 |
| Holy Cross RC | 3.44 | 1.39 |
| Gordonbrock | 3.41 | 2.02 |
| Myatt Garden | 3.36 | 1.96 |
| Fairlawn | 2.96 | 1.24 |
| St Margaret's Lee CE | 1.40 | 1.40 |
| Holy Trinity CE | 1.10 | 1.10 |
| St Winifreds Infant RC | 1.06 | 0.14 |
| St Saviours RC | 0.84 | 0.84 |



Appendix C - League Table 2014/15

| School | Avg days lost | Avg days lost excluding long term absences |
|------------------------------|---------------|--|
| St Saviours RC | 0.84 | 0.84 |
| St Winifreds Infant RC | 1.06 | 0.14 |
| Holy Trinity CE | 1.10 | 1.10 |
| St Margaret's Lee CE | 1.40 | 1.40 |
| Fairlawn | 2.96 | 1.24 |
| Myatt Garden | 3.36 | 1.96 |
| Gordonbrock | 3.41 | 2.02 |
| Holy Cross RC | 3.44 | 1.39 |
| St James Hatcham CE | 3.72 | 2.72 |
| Beecroft Garden | 3.80 | 2.59 |
| Our Lady & St Philip Neri RC | 3.87 | 1.85 |
| Perrymount | 3.94 | 2.02 |
| Deptford Green | 4.00 | 3.28 |
| St John Baptist CE | 4.07 | 2.76 |
| Good Shepherd RC | 4.08 | 2.71 |
| Downderry | 4.11 | 2.21 |
| St Bartholomews CE | 4.39 | 3.89 |
| Trinity Lewisham CE | 4.44 | 3.08 |
| Rathfern | 4.55 | 2.50 |
| Eliot Bank | 4.59 | 3.23 |
| St William Of York RC | 4.74 | 1.98 |
| Forest Hill | 4.88 | 3.69 |
| Rangefield | 4.98 | 2.64 |
| Forster Park | 5.01 | 2.62 |
| Baring | 5.13 | 3.49 |
| St George's C of E | 5.13 | 3.58 |
| Kelvin Grove | 5.15 | 2.48 |
| Marvels Lane | 5.20 | 3.34 |
| Dalmain | 5.28 | 2.50 |
| St Stephens CE | 5.46 | 4.12 |
| Elfrida | 5.75 | 4.92 |
| Kender | 5.86 | 3.95 |
| Bonus Pastor | 5.97 | 2.32 |
| All Saints CE | 6.18 | 2.36 |
| John Stainer | 6.24 | 1.58 |
| Sandhurst Junior | 6.25 | 2.73 |
| Kilmorie | 6.35 | 3.74 |
| St Mary Magdalen's RC | 6.55 | 3.73 |
| Ashmead | 6.92 | 2.01 |
| Brindishe Manor | 6.94 | 4.35 |
| New Woodlands | 7.08 | 3.89 |
| Adamsrill | 7.09 | 3.58 |
| Torridon Junior | 7.17 | 4.79 |
| Rushey Green | 7.22 | 4.41 |
| Stillness Junior | 7.24 | 3.20 |
| Brindishe Lee | 7.34 | 6.81 |

Appendix C - League Table 2014/15

| School | Avg days lost | Avg days lost excluding long term absences |
|------------------------|---------------|--|
| Haseltine | 7.41 | 1.69 |
| Chelwood Nursery | 7.43 | 4.85 |
| Lucas Vale | 7.48 | 4.97 |
| Stillness Infant | 7.65 | 4.64 |
| St Michaels CE | 7.68 | 2.21 |
| Sandhurst Infant | 7.70 | 4.83 |
| Grinling Gibbons | 8.09 | 1.78 |
| Sydenham | 8.13 | 4.13 |
| Sir Francis Drake | 8.16 | 5.92 |
| Brindishe Green | 8.19 | 2.89 |
| Coopers Lane | 8.33 | 3.55 |
| Childeric | 8.47 | 6.02 |
| St Josephs RC | 8.67 | 3.82 |
| Athelney | 8.67 | 4.14 |
| Brent Knoll | 8.82 | 2.40 |
| Edmund Waller | 9.43 | 4.50 |
| St Winifreds Junior RC | 10.18 | 1.14 |
| Holbeach | 10.27 | 4.42 |
| Addey and Stanhope | 10.43 | 3.67 |
| Horniman | 10.67 | 2.75 |
| Drumbeat ASD | 10.75 | 5.47 |
| Conisborough College | 11.08 | 4.95 |
| Abbey Manor College | 11.65 | 3.24 |
| Clyde Nursery | 12.16 | 5.63 |
| John Ball | 12.87 | 3.72 |
| Torridon Infant | 13.43 | 7.96 |
| Launcelot | 13.50 | 3.82 |
| Greenvale | 13.84 | 8.16 |
| St Marys CE | 15.83 | 4.06 |
| Watergate | 21.80 | 9.40 |

Appendix D - Percentage breakdown of reasons for absence 2014/15

Days Lost Absence for Schools with reasons between 01/04/2014 - 31/03/2015

| Absence Reasons | Working Days Lost | Percentage |
|---|-------------------|----------------|
| Details not Provided | 9891.02 | 34.55% |
| Stress Depression Mental Health Fatigue | 3627.75 | 12.67% |
| Infection | 3135.91 | 10.95% |
| Other Musculo-Skeletal problems | 2924.23 | 10.21% |
| Stomach Liver Kidney Digestion | 2523.53 | 8.81% |
| Eye Ear Nose Mouth / Dental | 1409.98 | 4.92% |
| Back Problems | 1131.78 | 3.95% |
| Neurological | 1025.98 | 3.58% |
| Chest Respiratory | 992.25 | 3.47% |
| Genito-Urinary | 897.36 | 3.13% |
| Heart Blood Pressure Circulation | 430.48 | 1.50% |
| Pregnancy Related | 378.14 | 1.32% |
| Affected Area not Known | 135.07 | 0.47% |
| Not Known | 127.92 | 0.45% |
| Total | 28631.39 | 100.00% |

End of Year Financial Position and the Balance Control Mechanism

1. Purpose Of The Report

This report considers the schools' carry forward position at the end of the financial year and the final position on the Dedicated School Grant at the end of the financial year.

2. Recommendation

The Forum

- i) Note the balances held by schools.
- ii) Agree not to cap any school balances.
- iii) Agree that schools with an excess balance be asked for a return in October detailing the progress on their spending plans.
- iv) Agree to redistribute the balance of the maternity mutual fund on the basis of pupil numbers.
- v) Agree a new standardised budget monitoring template for termly returns to the Local Authority.

3. Dedicated Schools Grant Outturn

- 3.1 Excluding schools, the Dedicated Schools Grant showed a small surplus. As expected there was a large overspend on High Needs pupils this was offset by the underspend on early years payments. The balance has been transferred to the reserve that was created from the underspend in 2013/14 on the 2 year olds grants. The reserve stood at £2,050k (which includes capital grant of £360k) at the start of the year and at the end of the year this now stands at £2,507k.
- 3.2 The final overspend on the High Needs pupils was higher than expected and is currently being investigated. It is planned to take a report to the High Needs sub group at their next meeting in July. At this point in time it is recommended that the Forum continue to hold the reserve to support any overspend on high needs children in 2015/16.

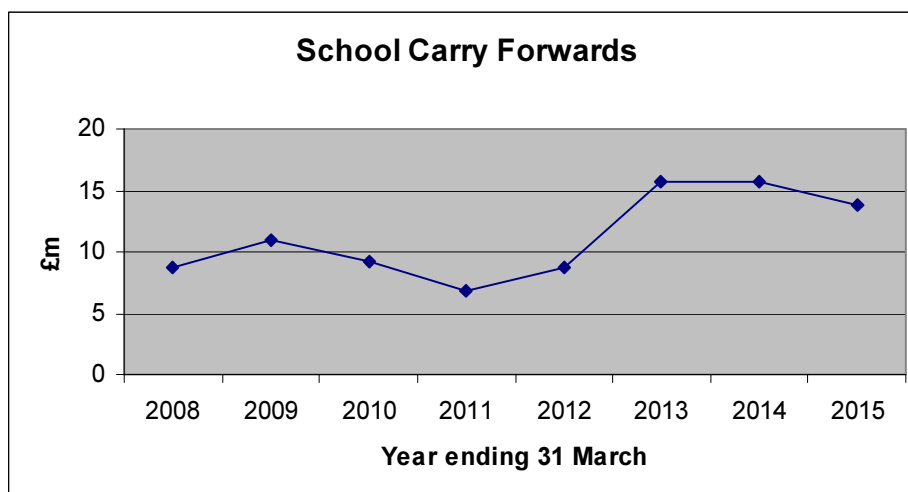
| Dedicated Schools Grant | £'000 |
|--|--------------|
| Increased number of high needs pupils | 2773 |
| CERA | -366 |
| 2,3 and 4 year old grant underspend due to fewer places provided | -2,864 |
| Transfer to reserves | 457 |
| Total | 0 |

The DSG reserve is as follows

| | £'000 |
|-------------------------|--------------|
| Balance Brought Forward | 2054 |
| Transfer at end of year | 457 |
| End of year balance | 2511 |

4. Schools Carry Forwards

- 4.1 Appendix A contains a list of school carry forwards at the end of the 2014/15 financial year (31 March 2015). The total year end balances in schools was £13.9m. The balance at the end of the previous year stood at £15.9m (31 March 2014), a fall of £2m. This is the first time since 2011 that there has been a fall in school balances.



- 4.2 The reporting of school carry forwards is subject to accounting regulations and the requirements specified under the national consistent financial report. Schools have been given the opportunity to highlight adjustments that they felt were not in the accounts but should be taken into consideration when the balances are reported. For example internal payments on PFI schemes, advance payments of future years' federation funding and balances held on behalf of other schools. These adjustments total £1.9m. Taking these into account, the balances in schools would reduce to £12.0m. Banker school balances are still contained within the balances but in the wrong school
- 4.3 The average percentage balance for Primary schools is 7% and 1% for Secondary Schools. For schools overall the percentage carry forward is 6%.
- 4.3 The balances total in the Primary Sector is at the same level as last year, the fall in balances having occurred in the Secondary sector. This has mostly been the result of two secondary schools having deficits emerge during 2014/15. The two schools are Deptford Green and Sedgehill. The Deptford Green deficit was expected and a recovery plan put in place sometime ago. The Sedgehill deficit emerged late in the financial year and the Mayor and Cabinet will consider the school's recovery plan and licensed deficit application on the 3 June 2014.
- 4.4 29 schools applied to exceed the capping limit before the end of the year. Last year 26 schools applied, although the number of schools has increased the total cumulative excess balances in schools have fallen from £4.7m to £3.6m. There are six schools where the excess balance exceeds £100k. All the excess balances relate to planned capital works being delayed or funding given to schools to help develop partnerships.
- 4.5 The excess balances were considered by the Head of School Improvement and the Group Finance Manager for Children and Young People. In their view there was good reason for the balances. It was agreed to recommend to the Forum that as the excess balances had a set purpose that no school should be capped.
- 4.6 The applications to exceed the capping limit were based mainly on capital works being delayed. A similar scenario occurred last year. It is proposed that all schools who have an excess balance are asked for a further return in October to detail the progress on the implementation of their capital works. These returns will be summarised and brought to the Forum in December.
- 4.7 A short survey of London Authorities was undertaken by the finance team to see how many schools forum operate balance control

mechanisms. Current returns indicate 50% of the boroughs operate such controls.

5 Balance Control Mechanism and financial management

- 5.1 There have been a number of issues highlighted in the press recently regarding poor financial management and probity in schools particularly in academies and free schools. It is suggested that rather than weaken the challenge made to schools, consideration needs to be given to how to help improve and strengthen their financial management further.
- 4.2 The Forum agreed the continuation of the current scheme on 17 February 2011. It is not the purpose of this report to review this decision but members can ask if they want to re-consider this at a later date. The balance control mechanism is a way to encourage better financial management and is not a means to take money away from schools.
- 4.3 The scheme of delegation describes how the balance control mechanism operates and is shown in Appendix B to this report. The scheme of delegation makes provision for capping of schools balances. Within the scheme there is provision to enable schools to agree plans for excess balances with the Authority.
- 4.4 The Balance Control Mechanism is in place to ensure funding is spent on those pupils within the school at the time the funding is allocated. It is not intended to be an interference with the running of the school, rather a means to ensure that there is adequate financial management. It approaches excessive balances from the point of view that children are missing out on the benefit of funds they are entitled to. It is designed to allow a flexible approach so as not to impose draconian measures on schools. The level of funding that should remain in reserves of schools will always be a matter of debate as will whether such a mechanism to control balances should be in place. The DFE have relied on the Schools Financial Value Standard to secure the proper financial management in schools.
- 4.5 To aid schools with their financial monitoring, the financial monitoring paper at the forum meeting on 19 March 2015 meeting suggested some improvements which the Forum advised the Local Authority they were supportive of. The meeting was not quorate to agree the proposals and these are detailed below for the Forum to confirm the decision. These proposals are detailed below
- 4.6 The budget monitoring returns received from schools vary in terms of both format and quality. Some returns do not provide an end of year

forecast but compare expenditure with a profiled budget while many have little supporting narrative. The capacity to examine all returns promptly is limited. When issues are identified there can be a delay before schools are challenged. If the template included additional data this process could be speeded up.

- 4.7 To overcome these issues it is proposed that a standard budget monitoring template is introduced. This will have validation checks built into the template to make basic checks on the data, for example a check will be made on whether the average cost per month of the salaries forecast be in line with the average monthly cost of salaries paid to date, a comment will be needed to be provided if not. There will be a level tolerance before a comment needs to be provided.
- 4.8 These inbuilt warning messages should aid discussions within the school between the school bursar, Headteacher and Governors on the progress of the budget and the financial forecasts. The template will also ask for more commentary which will not only aid the discussions internally within the school but will demonstrate the budget is being controlled adequately. Before the next monitoring statement is due consideration will be given to how the financial data in the template can be populated from the schools local accounting systems.
- 4.8 For 2016/17 the budget planner would also move to this basis.

5. Mutual Funds

5.1 The Schools Forum has a number of mutual funds that it manages on behalf of schools. At the end of the year, any balances are returned to schools or rolled forward to the next year. The end of year position is described below.

5.2

| Fund | Budget | End Of Year Spend | Balance |
|-----------------------|---------------|--------------------------|----------------|
| | £000 | £000 | £000 |
| Growth Fund | 1,739 | 1,917 | (178) |
| Contingency | 1,255 | 808 | 447 |
| Maternity Fund | 831 | 712 | 119 |
| Total | 3,825 | 3,437 | 388 |

5.3 In addition, the contingency has a brought forward balance of £1,063k from 2013/14 leading to an overall end of year position of a £1.510k. The growth fund will need to be offset against this leaving a balance surplus £1,332k.

- 5.4 The maternity fund had a brought forward balance of £89k from 2013/14 leading to an end of year position of a £208k balance.
- 5.5 It has been agreed previously that the Contingency balance will be rolled over to the 2015/16 financial year and the Forum agreed not to de-delegate any funds from schools. The balance on the Maternity Fund can now be returned to schools.
- 5.6 It is proposed that the balance should be distributed pro-rata to amount de-delegated from each school. A list is shown in Appendix C.

6 Conclusion

Schools still face challenging financial circumstances. The carry forwards would indicate that this is more acute in the Secondary sector than the primary sector. The decline in Secondary balances partly hides the fact that two secondary schools have large deficit balances which is worrying and highlights the importance of tight budget monitoring.

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| Balance Control Mechanism | | 2014/15 Budget* | Pupil No's** | 2013/14 Balance*** | 2014/15 Balance*** | 2014/15 Excess Balance | Balance As %age Of Budget | 2013/14 Excess Balance | Balance As %age Of Budget | 2014/15 Capital Balance | 2013/14 Capital Balance |
|---------------------------|--------|--------------------|-----------------|-----------------------|-----------------------|------------------------------|---------------------------------|------------------------------|---------------------------------|-------------------------------|----------------------------|
| EMBA | E72000 | 3,227,398 | 516 | 975,317 | 575,718 | 317,526 | 18% | 733,139 | 32% | 19,301 | 19,227 |
| EMJE | E73301 | 1,065,373 | 210 | -44,142 | 52,914 | - | -5% | - | -4% | - | 0 |
| EMBC | E72878 | 1,603,270 | 278 | 107,126 | 94,107 | - | 6% | - | 7% | 33,820 | 32,824 |
| EMBE | E72023 | 3,348,963 | 463 | 653,496 | 268,965 | 1,048 | 8% | 400,014 | 21% | 26,878 | 25,535 |
| EMBH | E72029 | 1,643,646 | 264 | 42,721 | 18,023 | - | 1% | - | 3% | - | 0 |
| EMGA | E72068 | 2,308,021 | 380 | 320,578 | 219,542 | 34,900 | 10% | 164,843 | 16% | 35,574 | 39,995 |
| EMCR | E72304 | 4,052,114 | 635 | 138,537 | 193,616 | - | 5% | - | 4% | 20,025 | 22,842 |
| EMBK | E72887 | 1,428,455 | 269 | 132,706 | 96,420 | - | 7% | 26,851 | 10% | 13,618 | 15,843 |
| EMGV | E72381 | 2,607,286 | 466 | 113,430 | 136,574 | - | 5% | - | 5% | 12,733 | 18,626 |
| EMBM | E72108 | 3,022,773 | 455 | 263,753 | 277,146 | 35,324 | 9% | 38,254 | 9% | 3,529 | 8,669 |
| EMBP | E72127 | 3,240,902 | 548 | 193,951 | 345,321 | 86,049 | 11% | - | 6% | 36,086 | 26,428 |
| EMBR | E72148 | 2,372,244 | 418 | 29,810 | 35,372 | - | 1% | - | 1% | 12,884 | 8,137 |
| EMBV | E72158 | 4,480,343 | 670 | 142,969 | 394,585 | 36,158 | 9% | - | 4% | 34,392 | 23,412 |
| EMCA | E72163 | 2,908,665 | 491 | 229,994 | 190,197 | - | 7% | 13,999 | 9% | 3,528 | 0 |
| EMCC | E72187 | 2,480,243 | 449 | 45,629 | 36,824 | - | 1% | - | 2% | 13,517 | 9,065 |
| EMGH | E72197 | 2,714,198 | 449 | 261,316 | 141,811 | - | 5% | 62,940 | 11% | 17,247 | 8,680 |
| EMCE | E72815 | 2,777,391 | 513 | 206,532 | 252,504 | 30,312 | 9% | - | 8% | 27,210 | 8,885 |
| EMCH | E72811 | 2,608,160 | 489 | -3,229 | 119,314 | - | 5% | - | 0% | 1,983 | 6,735 |
| EMCK | E72225 | 3,262,133 | 484 | 501,082 | 570,745 | 309,774 | 17% | 255,848 | 16% | 27,721 | 35,309 |
| EMJK | E73344 | 1,512,973 | 252 | 149,450 | 145,948 | 24,910 | 10% | 31,337 | 10% | - | 0 |
| EMCR | E72259 | 3,284,085 | 589 | 368,733 | 462,114 | 199,388 | 14% | 132,361 | 12% | 30,265 | 30,101 |
| EMCM | E72267 | 1,878,249 | 276 | 213,283 | 159,358 | 9,098 | 8% | 64,984 | 12% | 49,656 | 82,990 |
| EMCP | E72289 | 3,171,673 | 533 | 89,712 | 252,941 | - | 8% | - | 4% | - | 17,377 |
| EMCV | E72307 | 2,987,599 | 491 | 349,442 | 243,960 | 4,952 | 8% | 122,588 | 12% | 23,205 | 26,738 |
| EMJM | E73661 | 1,369,258 | 236 | 94,269 | 99,599 | - | 7% | - | 7% | - | 0 |
| EMND | E73360 | 1,227,293 | 191 | 112,334 | 141,446 | 43,262 | 12% | 17,479 | 9% | - | 0 |
| EMNA | E72870 | 1,244,437 | 233 | 31,036 | 40,026 | - | 3% | - | 3% | 10,896 | 8,133 |
| EMDC | E72782 | 2,579,010 | 495 | 62,915 | 62,545 | - | 2% | - | 3% | 12,266 | 5,786 |
| EMDE | E72342 | 1,805,771 | 342 | 292,220 | 360,138 | 215,677 | 20% | 165,038 | 18% | 4,106 | 56,774 |
| EMDH | E72347 | 3,832,489 | 629 | 158,303 | 73,475 | - | 2% | - | 5% | 10,080 | 21,421 |
| EMDK | E72349 | 2,397,834 | 409 | 144,351 | 156,457 | - | 7% | - | 7% | 56,510 | 71,312 |
| EMDM | E72911 | 2,723,614 | 527 | 193,418 | 133,316 | - | 5% | 731 | 8% | 56,883 | 86,638 |
| EMDP | E72374 | 2,792,082 | 471 | 51,358 | 124,428 | - | 4% | - | 2% | - | 8,561 |
| EMDV | E72390 | 2,398,489 | 444 | 224,831 | 84,981 | - | 4% | 47,603 | 10% | 1,679 | 15,504 |
| EMHC | E72403 | 2,713,324 | 415 | 136,723 | 204,534 | - | 8% | - | 5% | - | 0 |
| EMEE | E72869 | 2,658,547 | 475 | 174,003 | 204,608 | - | 8% | - | 7% | 9,338 | 26,413 |
| EMJV | E73588 | 1,741,292 | 315 | 178,584 | 127,570 | - | 7% | 40,995 | 10% | - | 0 |
| EMEH | E72871 | 1,826,890 | 235 | 113,969 | 151,969 | 5,818 | 8% | - | 7% | - | 8,623 |
| EMEK | E72491 | 2,906,260 | 471 | 363,088 | 384,539 | 152,038 | 13% | 142,506 | 13% | 8,938 | 0 |
| EMEM | E72493 | 2,864,282 | 489 | 196,530 | 242,234 | 13,092 | 8% | - | 7% | 17,607 | 8,444 |
| EMEP | E72529 | 3,570,367 | 624 | 59,276 | 74,134 | - | -2% | - | 2% | 60,416 | 0 |
| EMHK | E72536 | 1,843,511 | 318 | 124,496 | 90,309 | - | 5% | - | 7% | 7,515 | 0 |
| EMHH | E72535 | 1,889,238 | 338 | 123,560 | 146,216 | - | 8% | - | 7% | 6,619 | 7,200 |
| EMER | E72818 | 1,490,103 | 206 | 162,829 | 167,315 | 48,106 | 11% | 51,501 | 12% | 10,597 | 12,546 |
| EMKC | E73416 | 1,325,829 | 219 | 58,422 | 93,594 | - | 7% | - | 5% | 10,500 | 0 |
| EMKE | E73420 | 1,930,934 | 347 | -45,811 | 104,375 | - | 5% | - | -3% | - | 34,721 |
| EMJH | E73325 | 1,498,107 | 219 | 52,399 | 147,177 | 27,329 | 10% | - | 4% | - | 0 |
| EMKH | E73454 | 1,354,801 | 211 | 82,807 | 61,396 | - | 5% | - | 6% | - | 0 |
| EMKK | E73472 | 1,209,038 | 207 | 38,126 | 19,890 | - | 2% | - | 3% | - | 0 |
| EMKM | E73478 | 1,699,278 | 274 | 90,084 | 49,522 | - | 3% | - | 6% | - | 0 |
| EMJR | E73374 | 1,274,979 | 230 | 74,120 | 80,546 | - | 6% | - | 6% | - | 0 |
| EMKP | E73315 | 1,165,846 | 195 | 26,695 | 9,129 | - | 1% | - | 2% | - | 0 |
| EMKR | E73518 | 1,437,759 | 222 | 100,840 | 126,547 | 11,526 | 9% | - | 7% | - | 0 |
| EMKV | E73548 | 1,309,770 | 221 | 109,504 | 20,761 | - | 2% | 6,016 | 8% | - | 11,288 |
| EMLA | E73594 | 1,374,137 | 222 | 49,885 | 66,679 | - | 5% | - | 4% | - | 0 |
| EMLC | E73597 | 1,510,404 | 263 | 76,821 | 106,169 | - | 7% | - | 5% | - | 0 |
| EMLE | E73650 | 1,409,531 | 258 | 101,851 | 101,909 | - | 7% | - | 8% | - | 0 |

Schools carry forwards at the end of 2014/15

| Balance Control Mechanism | | | 2014/15 Budget* | Pupil No's** | 2013/14 Balance*** | 2014/15 Balance*** | 2014/15 Excess Balance | Balance As %age Of Budget | 2013/14 Excess Balance | Balance As %age Of Budget | 2014/15 Capital Balance | 2013/14 Capital Balance |
|---------------------------|--|--|--------------------|-----------------|-----------------------|-----------------------|------------------------------|---------------------------------|------------------------------|---------------------------------|-------------------------------|----------------------------|
| Code | School | | | | | | | | | | | |
| EMLH E73654 | St Winifred's RC Junior School | | 937,435 | 172 | 36,496 | 19,739 | - | 2% | - | 4% | - | 0 |
| EMLK E73612 | St Winifred's RC Nursery and Infant School | | 995,470 | 184 | 34,385 | 43,838 | - | 4% | - | 4% | - | 16,566 |
| EMHP E72571 | Stillness Infant School | | 1,617,734 | 292 | 63,642 | 113,661 | - | 7% | - | 4% | 5,674 | 27,848 |
| EMHM E72570 | Stillness Junior School | | 1,798,754 | 339 | 126,231 | 275,371 | 131,471 | 15% | - | 7% | 13,516 | 5,939 |
| EMHV E72606 | Torricon Infant School | | 1,876,844 | 330 | 233,005 | 121,645 | - | 6% | 84,700 | 13% | 14,583 | 31,564 |
| EMHR E72605 | Torricon Junior School | | 2,266,037 | 378 | 66,924 | 359 | - | 0% | - | 3% | 354 | 17,912 |
| EMJC E75200 | Turnham Primary School | | 2,986,271 | 479 | 383,295 | 514,457 | 275,555 | 17% | 147,863 | 13% | - | 0 |
| | | | 140,839,205 | 23,702 | 10,240,010 | 10,176,525 | 2,013,312 | 7% | 2,751,594 | 8% | 761,249 | 950,611 |
| EMMP E74323 | Prendergast Ladywell School | | 7,127,205 | 892 | 458,288 | 376,492 | 20,132 | 5% | 118,454 | 7% | 193,363 | 511,588 |
| EMSA E75201 | Prendergast Vale School | | 5,029,616 | 714 | 411,215 | 534,978 | 132,608 | 11% | 83,454 | 10% | 308,073 | 125,000 |
| EMRH E74636 | Trinity Lewisham School | | 5,405,905 | 676 | -102,470 | 28,993 | - | 1% | - | -2% | 184,821 | 13,615 |
| | | | 17,562,725 | 2,282 | 767,034 | 940,463 | 152,740 | 5% | 201,908 | 5% | 686,257 | 650,203 |
| EMQA E74600 | Addey and Stanhope School | | 5,406,728 | 690 | 230,157 | 195,336 | - | 4% | - | 4% | - | 0 |
| EMQH E74802 | Bonus Pastor Catholic College | | 5,644,142 | 764 | 54,705 | 77,250 | - | 1% | - | 1% | - | 0 |
| EMQA E74249 | Conisborough College | | 7,508,905 | 860 | 368,557 | 375,781 | 336 | 5% | - | 5% | 56,736 | 155,693 |
| EMQA E74047 | Deptford Green School | | 7,541,898 | 820 | 69,461 | 395,173 | - | -5% | - | 1% | - | 0 |
| EMQH E74289 | Forest Hill School | | 9,897,363 | 1,387 | 433,484 | 333,425 | - | 3% | - | 4% | 154,977 | 136,167 |
| EMRP E74646 | Prendergast School | | 5,788,572 | 890 | 347,784 | 198,824 | - | 3% | 62,302 | 6% | - | 1,132 |
| EMSD E74267 | Sedgehill School | | 10,309,076 | 1,464 | 69,641 | 914,362 | - | -9% | - | 1% | - | 25,268 |
| EMSD E74204 | Sydenham School | | 8,956,619 | 1,329 | 377,503 | 19,695 | - | 0% | - | 4% | 28,274 | 1,122 |
| | | | 61,053,303 | 8,204 | 1,951,292 | 109,224 | 336 | 0% | 62,302 | 3% | 239,987 | 319,382 |
| EMVA E77038 | Brent Knoll School | | 3,358,230 | 143 | 566,914 | 791,939 | 523,280 | 24% | 317,958 | 18% | 17,873 | 17,979 |
| EMVG E77183 | Drumbeat | | 5,060,913 | 166 | 1,484,966 | 999,697 | 594,824 | 20% | 1,042,762 | 27% | - | 21,076 |
| EMVC E77180 | Greenvale School | | 3,013,140 | 110 | 499,008 | 486,253 | 245,202 | 16% | 256,617 | 16% | 22,563 | 17,796 |
| EMVK E77141 | New Woodlands School | | 2,225,147 | 8 | -11,042 | 11,172 | - | -1% | - | -1% | - | 0 |
| EMVP E77182 | Watergate School | | 3,354,298 | 107 | 335,315 | 377,988 | 109,644 | 11% | 112,660 | 12% | 16,684 | 9,715 |
| | | | 17,011,728 | 534 | 2,875,161 | 2,644,705 | 1,472,950 | 16% | 1,729,997 | 17% | 57,120 | 66,566 |
| EMAA E71011 | Chelwood Nursery School | | 791,777 | 93 | -43,932 | 3,626 | - | 0% | - | -6% | 1,311 | 5,207 |
| EMAC E71002 | Clyde Nursery School | | 888,749 | 87 | 60,759 | 22,401 | - | 3% | - | 7% | - | 4,984 |
| | | | 1,680,526 | 180 | 16,827 | 26,027 | - | 2% | - | 1% | 1,311 | 10,191 |
| DDPA E71103 | Abbey Manor College | | 3,339,223 | 134 | 25,042 | 177,650 | - | 5% | - | 1% | 303 | 7,780 |
| | | | 3,339,223 | 134 | 25,042 | 177,650 | - | 5% | - | 1% | 303 | 7,780 |
| | | | 241,486,711 | 35,036 | 15,875,366 | 13,856,145 | 3,639,338 | 2% | 4,747,112 | 2% | 1,746,227 | 2,004,733 |

* Budget = XEFI = ISB plus Pupil Premium and other funding

** Pupil No's - October Census N to 6th FTE

*** Excludes External Funds

Balance Control Mechanism (Extract From Scheme Of Delegation)

4.2 Reporting on and control of the use of balances (Balance control mechanism)

The balance control mechanism will be used to enable schools to agree plans for surplus balances with the Authority or re-distribute funds to achieve this aim.

Surplus balances held by schools as permitted under this scheme are subject to the following restrictions with effect from 1 April 2007:

- a. the authority shall calculate by 31 May each year the surplus balance, if any, held by each school as at the preceding 31 March. For this purpose the balance will be the revenue balance (excluding any ring fenced grants) as reported to each school in writing by the authority.
- b. the authority shall deduct from the calculated balance any amounts for which the school has an accrual which could not be included in the schools accounts.
- c. the authority shall then deduct from the resulting sum any amounts which the governing body of the school has declared to be assigned for specific purposes **agreed with the authority**. Amounts must not be retained beyond the agreed period without the consent of the authority. The authority must agree any changes to the assigned purpose. In doing so the authority will look at previous assignments and consider the needs of the school.

The Local Authority will only agree amounts for the following purposes unless exceptional circumstances occur

- Capital works.
- Savings made to make enhancements to new builds from the Building Schools for the Future programmes and Private Finance Initiatives.
- To cover funding shortfalls for future temporary drops in pupil numbers.
- Building up funds to dampen the effects of step increases in pupil numbers that occur in September but not funded until the next financial year.
- Single status.
- Holding the funds for joint schools collaboration project which run over more than one year.
- Accruals that should have taken place but it was not possible to action them in time for closing the accounts.
- Any administrative error in the accounts.

- d. if the result of steps a to c is a sum greater than 5% of the current year's budget share for secondary schools, 8% for primary and special schools, then the authority shall deduct from the current year's budget share an amount equal to the excess. This deduction will take place in a budget update in October of each year.

The total of any amounts deducted from schools' budget shares by the authority under this provision are to be applied to the Schools Budget of the authority.

If a school has excessive balance at the start of the year, provides plans to spend the sum, but still has an excess at the end of the year, this will be automatically capped. This is to be effective from 31st March 2010.

4.2.1 The right to appeal

There will be the right of appeal. An appeals panel of two School Forum members and the Executive Director for Children and Young People, or their representative will sit to consider appeals against the decision of School Forum. The decision of the appeals panel will be final.

In determining the deductions in 4.2 above the LA will expect to draw upon information in the School Improvement Plan, the asset management plan and any other planning documents that the School Forum might agree over time. The process will be undertaken jointly between Finance and School Improvement Officers.

4.2.2 Monitoring of approved plans

Schools will be required to provide progress reports on the planned use of the excess balance. Schools may not vary the plan in terms of the use of funds or the agreed timetable without good and proper reason and the approval of the LA. If such approval is not given, the balance may be clawed back, subject to ratification by Schools Forum.

Schools Forum June 4th, 2015

Item 5 Appendix C

Non-Sickness Supply Scheme Distribution Example

| | |
|---|----------------|
| Adamsrill Primary School | 3,605 |
| All Saints' Church of England Primary School | 1,422 |
| Ashmead Primary School | 1,718 |
| Athelney Primary School | 2,971 |
| Baring Primary School | 1,583 |
| Brindishe Green Primary School | 4,117 |
| Brindishe Lee Primary School | 1,819 |
| Beecroft Garden Primary School | 2,028 |
| Childeric Primary School | 2,688 |
| St George Church of England Primary School | 1,435 |
| Cooper's Lane Primary School | 3,275 |
| Dalmain Primary School | 2,554 |
| Deptford Park Primary School | 4,312 |
| Downderry Primary School | 3,005 |
| Edmund Waller Primary School | 2,857 |
| Elfrida Primary School | 2,810 |
| Eliot Bank Primary School | 3,194 |
| Fairlawn Primary School | 3,126 |
| Forster Park Primary School | 3,099 |
| Good Shepherd RC School | 1,604 |
| Gordonbrock Primary School | 3,740 |
| Grinling Gibbons Primary School | 1,725 |
| Haseltine Primary School | 2,998 |
| Holbeach Primary School | 3,106 |
| Holy Cross Roman Catholic Primary School | 1,435 |
| Holy Trinity Church of England Primary School | 1,300 |
| Horniman Primary School | 1,563 |
| John Ball Primary School | 3,221 |
| John Stainer Primary School | 1,988 |
| Kelvin Grove Primary School | 3,448 |
| Kender Primary School | 2,203 |
| Kilmorie Primary School | 3,073 |
| Launcelot Primary School | 2,803 |
| Brindishe Manor Primary School | 3,005 |
| Lucas Vale Primary School | 2,405 |
| Marvels Lane Primary School | 2,729 |
| Myatt Garden Primary School | 2,884 |
| Our Lady and St Philip Neri Roman Catholic Primary School | 1,994 |
| Perrymount Primary School | 1,489 |
| Rangefield Primary School | 2,891 |
| Rathfern Primary School | 3,032 |
| Rushey Green Primary School | 3,362 |
| Sandhurst Infant School | 1,786 |
| Sandhurst Junior School | 2,183 |
| Sir Francis Drake Primary School | 1,348 |
| St Augustine's Roman Catholic Primary School and Nursery | 1,401 |
| St Bartholomews's Church of England Primary School | 2,210 |
| St James's Hatcham Church of England Primary School | 1,334 |
| St John Baptist Southend Church of England Primary | 1,428 |
| St Joseph's Catholic Primary School | 1,920 |
| St Margaret's Lee CofE Primary School | 1,388 |
| St Mary Magdalen's Catholic Primary School | 1,368 |
| St Mary's Church of England Primary School | 1,361 |
| St Michael's Church of England Primary School | 1,516 |
| St Saviour's Catholic Primary School | 1,381 |
| St Stephen's Church of England Primary School | 1,604 |
| St William of York Roman Catholic Primary School | 1,597 |
| St Winifred's Catholic Infant and Nursery School | 1,017 |
| St Winifred's Catholic Junior School | 1,145 |
| Stillness Infant School | 1,786 |
| Stillness Junior School | 2,264 |
| Torridon Infant School | 1,790 |
| Torridon Junior School | 2,572 |
| Turnham Primary School | 3,201 |
| | |
| TOTAL PRIMARY | 147,216 |
| | |
| Addey and Stanhope School | 3,847 |
| Bonus Pastor Roman Catholic School | 5,134 |
| Conisborough College | 5,599 |
| Deptford Green School | 5,493 |
| Forest Hill School | 7,782 |
| Prendergast Hilly Fields College | 3,814 |
| Sedgehill School | 7,050 |
| Sydenham School | 7,122 |
| | |
| TOTAL SECONDARY | 45,841 |
| | |
| Prendergast Ladywell Fields College | 6,105 |
| Prendergast Vale College | 4,475 |
| Trinity Lewisham | 4,359 |
| | |
| ALL THROUGH SCHOOLS | 14,939 |
| | |
| TOTAL ALL | 207,996 |

Agenda Item 6

**Schools Forum
4 June 2015
Item 6**

Schools Forum Constitution

1. Purpose of the Report

The last review of the Schools Forum constitution took place in 2010. It seems appropriate to review the current membership and the conduct of business.

2. Recommendation

- 2.1 The forum agree to the revised constitution shown in Appendix A.

3. Background

- 3.1. The regulations governing Schools Forum were published by Department for Education (DfE) back in 2014. It provides details of the membership, meeting protocols and conduct of business.

.4. Schools Representation on the Forum

- 4.1 Under the regulations primary schools, secondary schools and Academies must be broadly proportionately represented on the forum, having regard to the total number of pupils registered at them. Although a Local authority may determine the number of members representing schools in a particular school category they must be broadly proportionate to the total number of pupil numbers in that category when compared with the total number of schools maintained by the authority.
- 4.2 Currently the Forum have agreed that the Schools Forum should consist of 23 members as follows:

Schools Members (18)

6 primary school heads, incl. nursery head
4 secondary heads
1 special school head
1 academy head

3 primary school governors
2 secondary school governors
1 special school governor

Non-schools Members (5)

- 1 Diocesan Board of Education
- 1 Archdiocese of Southwark Schools Commission
- 1 PVI Early Years Provider
- 1 14-19 Partnership representative
- 1 Pupil Referral Unit

4.3 If we take the current pupil numbers (Schools census 2015), the split of pupils by school category would be as follows

Allocation by pupil numbers(January 2015 Census Data)

| Sector | Pupil numbers | % | Rep |
|-----------|---------------|------|-------|
| Primary* | 24,307 | 61% | 7.29 |
| Secondary | 10,195 | 25% | 3.06 |
| Special | 534 | 1% | 0.16 |
| Academies | 4,975 | 12% | 1.49 |
| <hr/> | | | |
| | 40,011 | 100% | 12.00 |
| <hr/> | | | |

If we take the numbers of schools the allocation of membership would become

Allocation by number of schools

| Sector | Schools | % | Reps |
|-----------|---------|------|-------|
| Primary | 66 | 75% | 9.00 |
| Secondary | 12 | 14% | 1.64 |
| Special | 5 | 6% | 0.68 |
| Academies | 5 | 6% | 0.68 |
| <hr/> | | | |
| | 88 | 100% | 12.00 |
| <hr/> | | | |

An allocation of representation by schools numbers would appear to under-represent Secondary Schools. If the Secondary sector had two members, that would only allow one representative from a post 16 school and one from a non post 16 school and would not have regard to small or large schools or vice versa.

It would appear that the balance of membership broadly reflects the number of pupils in each sector and it is proposed no change should be made.

5 Terms of Office

5.1 Election of Chair and Vice Chair

The current constitution allows for an annual election of the chair and the vice chair, but does not specify when this should occur. In practice these elections have been held at the meeting after the September meeting. New members are usually appointed to the Schools Forum in September to tie in with the academic year. This meant that voting of the chair / vice chair took place in November which allows new members time to “settle in” before being faced with an election. The recent changes to the budget setting process has meant that the November meeting now takes place in December where all the budget decisions are made. It would seem unfair for a chair to be appointed at that meeting with the complexities of the budget. It is proposed that a statement be inserted in the constitution to confirm that elections for the chair and vice chair will take place at the September meeting.

- 5.2 Members terms of office is currently three years. A register should be kept of each members appointment date and end of office, so that they can be re-elected or an a new member can be appointed. This will now be maintained and it is proposed that each members three year period will start now. If a members term office is ending the electing body will be notified.

6 Declaration of interest

- 6.1 The current constitution does not address this issue formally and members have in the past declared interests where relevant. In order to show transparency, maintain confidence in and accountability of its members, School Forum members are expected to declare relevant personal, financial or business interest, which they or any person closely associated with them, has in any matter to be considered by the Forum. Each agenda will remind members of their obligations to declare interests on items proposed on it.
- 6.2 In considering the declaration of interest a member of the Forum should apply the following test: would a member of the public, knowing the facts of the situation, reasonably think that the member might be influenced by the interest.
- 6.3 There is not deemed to be a declarable interest where the Forum considers the allocation of resources between schools but there is, if their institute is the only one to benefit. A member should voluntarily declare their interest in an item and will be asked to retire from the room.

7. Substitutes

- 7.1 If a member is unable to attend a meeting it is permissible to send a substitute. The substitute for a Headteacher or Governor needs to be a fellow Headteacher or Governor.

There has been occasions when a request has been made to send a School Business Manager(SBM) as a substitute. It is felt that a SBM would not have the wider strategic view of the whole school estate and the proposal is to re-word the constitution to say that only fellow Headteachers or Governors of schools can act as substitutes.

8 Attendance

- 8.1 The minutes of the meeting now show members attendance records over the last year. There are a small number of members who have not attended any Forum meeting over the last 12 months. It is proposed that if a member has not attended a meeting in the last 6 months then a reminder will be sent to the member, if the member does not attend for 9 months the nominating body will be notified, in order for them to consider whether they want to appoint an alternative member.

9 Conclusion

The revised draft constitution is shown in Appendix A. These changes will help tighten up the working practice of the Forum.

Dave Richards

Group Finance Manager – Children and Young People

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Schools Forum

Constitution

1. Schools Forum Members

The Forum have agreed that the Schools Forums should consist of 23 members as follows:

Schools Members (18)

- 6 primary school heads, incl. nursery head
- 4 secondary heads
- 1 special school head
- 3 primary school governors
- 2 secondary school governors
- 1 special governor
- 1 academy head teacher

Non-schools Members (5)

- 1 Diocesan Board of Education
- 1 Archdiocese of Southwark Schools Commission
- 1 PVI Early Years Provider
- 1 14-19 Partnership representative
- 1 Pupil referral unit

- if a nursery school is not represented, a school with a nursery class may be included instead
- An Academies representative will shortly be appointed

1.1 Substitutes

The regulations provide for the election of substitutes to maintain continuity of expertise on the Forum. The representatives has observer status at all meetings and must be either a Headteacher or Governor.

2. Procedural Issues

- 2.1 It is up to each constituency to formulate its own procedures for the election of its representative(s) onto the Schools Forum. The constituency group or chair may not make a nomination for a person to be a representative of a constituency; this should be by election. Therefore representatives may only become members after the due process has been observed. Each member may represent one constituency only. Therefore school governors may be a schools member or a schools governor member, but not both.
- 2.2 The issue of elections and the process thereof arises when there is a vacancy within any of the constituencies.

- 2.3 Primary school members will be elected by agreement at the Leadership Forum meeting. The group must ensure that all primary school Headteachers are involved in the nomination process. The Headteachers may put themselves forward for nomination or nominate a headteacher from another primary school.
- 2.4 Secondary school members will be elected by agreement at a secondary consultative group meeting. The secondary consultative group must ensure that all secondary school Headteachers are involved in the nomination process. The Headteachers may put themselves forward for nomination or nominate a Headteacher from another secondary school.
- 2.5 School governor members will be elected by agreement at a governors executive meeting. School governors may put themselves forward for nomination or nominate another school governor.
- 2.6 There are currently two maintained nursery schools. The election process for nursery representation will follow that as for the primary schools nomination process.
- 2.7 The Diocesan Boards and 14-19 Partnership will nominate representatives onto the Schools Forum.
- 2.8 The PVI early years providers have no single representative organisation in the borough. It has been agreed by the Executive Director of Children and Young People that a process of nomination and election will be organised by the Heads of Resources and Head of School Achievement jointly to secure the required representative by ballot.

3. Election of Chair/Vice Chair

- 3.1.1 The Chair and Vice-Chair must be a Schools Member of the Schools Forum and must be elected by the Forum.
- 3.1.2 The election will be annually and take place at the September.
- 3.2 Only Schools Forum members present at the meeting when a ballot takes place will be eligible to vote.
- 3.3 It is proposed that members express an interest by putting their names forward for the positions of Chair or Vice Chair. Members may self-nominate or nominate a Schools Member of their choice.
- 3.4 Where a election is necessary the ballot papers will be dated and consecutively numbered to take account of the total number of Schools Members. A ballot will take place at a Schools Forum meeting on the day that the ballot papers are handed to members.
- 3.5 The vote count will take place in the presence of forum members. The count may be double checked by a second person to ensure transparency of

process. Reconciliation will also take place to reconcile the ballot papers used, with those members present who were eligible to vote.

4. Term of Office

- 4.1 The term of office for each schools member must be stipulated by the authority at the time of appointment.
- 4.2 Officers propose that the term of office for members should be a period of three years, to enable continuity of experience.
- 4.3 When the position of Chair/Vice-Chair becomes vacant, the Forum must decide how long the term of office of the next Chair/Vice-Chair will be. However, this will be dependent on period of office that they have left to serve.
- 4.4 It is proposed that the term of office for the Chair/Vice Chair should be for a period of one year (or in the case of a previous chair resigning for the period up until the end of the next academic year). Elections should take place for these positions on an annual basis.
- 4.5 The Chair/Vice-Chair will be unable to stay on in their positions, once they cease to be Forum members.
- 4.6 A Schools Member will cease to be member of the Schools Forum once:
 - i) their term of office comes to an end;
 - ii) he/she resigns from the Forum;
 - iii) he/she no longer occupies the office which they were nominated to represent.

5. Quorum

- 5.1 40% of the membership (excludes vacant posts) must be present for the meeting to be quorate. This does not include vacant positions.
 - 5.1.2 The Forum cannot legally make decisions if a meeting is inquorate. However, it can respond to local authority consultations and pass on its views.

6 Declaration of Interests

- 6.1 Members of the Forum are required to declare an interest in and withdraw from the meeting for any relevant matter under consideration in which they have a direct pecuniary interest. Each agenda will remind members of their obligations to declare interests on items proposed on it.

- 6.2 Matters are only deemed to be relevant where a decision would result in a member of the Forum or a member of their immediate family, benefiting other than indirectly through the role in which they are nominated to the Forum.
- 6.3 Such matters would therefore apply to consideration of contracts where a member or their immediate family had interests in any of the contractors being considered.
- 6.4 There is not deemed to be a declarable interest where the Forum considers the allocation of resources between schools but there is if their institute is the only one to benefit. A member should voluntarily declare their interest in an item and will be asked to retire from the room.
- 6.5 If a member has any doubt about whether an interest needs to be declared they should, as soon as any potential conflict becomes apparent, seek advice from the Clerk.

7. Private Matters

- 7.1 The agenda may include provision for items to be held in private. The head of Resources, Children and Young People will decide, in consultation with the Chair, which items are to be held in private. Matters considered in private should be restricted to those of a sensitive nature relating to individuals or where commercially sensitive information is being or likely to be heard.
- 7.2 When considering items in private, all individuals who are not Forum members or elected members or relevant officers of the authority will be excluded. The minutes of privately held matters will be restricted to those having rights of attendance regardless of whether they were actually in attendance.

Proposals for changes to the Scheme of Delegation and Finance Manual

1. Purpose of the Report

This report was presented to the Forum on 19 March 2015. As the Forum was not quorate it could not make the decisions required. The report is for Schools Forum agreement to changes to the Scheme of Delegation.

2. Recommendation

The Forum agree to the proposed changes to the scheme of delegation on

- i. Annual review by Governors of a Register of interests.
- ii. That schools are recommended to provide Governors with a report showing combined payments of over £10k within any financial year.
- iii. The current advised tender limit is confirmed.
- iv. Schools be notified that they can set lower tender limits if they wish.

3. Background

3.1 The Forum undertakes an annual review of the Scheme of Delegation and Finance Manual before the start of the financial year. The review incorporates any changes that are needed through changes to legislation and to consider any updates thought appropriate by the Internal Auditors.

4. Scheme of Delegation

4.1 Register of Interests

As requested in the annual internal audit report (see Item 3 of this meeting) it is proposed that a requirement is included in the Scheme of Delegation that all governors and staff with financial responsibility complete the annual Register of Interests forms. It is proposed there is a requirement that a Register of Interests is provided to the Governing Body to review the register once a year and to sign to say they've reviewed them each year.

4.1.1 The agenda and reports for the governing body meeting where the register is being reviewed will be required to include sufficient details so that governors have time to check if there are any interests that may be of concern to anyone at the school, not just Governors.

4.2 Procurement

There have been incidents where a lot of small payments have been made to the same supplier in a school which in total have amounted to large sums. It is recommended that Governors see annually a report that reviews total spend by supplier. This would include all the items during the year that is made to one supplier where the total paid exceed £10k.

4.3 Tender Limits

4.3.1 The internal auditors have asked the Forum to consider the tender limits, these were significantly increased from 1 April 2014 such that tenders are only now required for works over £50k (up from £10k).

4.3.2 Other Local Authorities within London have been contacted to understand their procurement levels. Of those that have replied two have levels the same as ours of £50k all the rest have higher limits.

4.3.3 It is suggested Schools can be reminded that they can set lower limits than those stated by the council. They then have to adhere to them.

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