

# LEWISHAM SCHOOLS FORUM



## Minutes of the meeting held on Monday 17th June 2013

Membership (Quorum = 40% i.e. 8)

✓ = present

✗ = absent

|   |   | Attendance     |
|---|---|----------------|
| <b>Primary School Headteachers</b>                        |   |                |
| Irene Cleaver   | Athelney                                    | ✗              |
| Steve Davies  | Coopers Lane                                | ✓              |
| Liz Booth   | Dalmain                                     | ✓              |
| Paul Moriarty   | Good Shepherd                               | ✗              |
| Helen Johnston  | Launcelot                                   | Apologies      |
| Michael Roach   | John Ball                                   | ✓              |
| <b>Nursery School Headteacher</b>                         |   |                |
| Nikki Oldhams   | Chelwood                                    | Apologies<br>✗ |
| <b>Secondary School Headteachers</b>                      |   |                |
| Anne Potter   | Addey & Stanhope                            | ✓              |
| Bob Ellis   | Conisborough College                        | ✗              |
| Erica Pienaar (Chair)                                     | Prendergast                                 | ✓              |
| Carolyn Unsted  | Sydenham                                    | ✓              |
| <b>Special School Headteacher</b>                         |   |                |
| Lynne Haines  | Greenvale                                   | ✓              |
| <b>Pupil Referral Unit Headteacher</b>                    |   |                |
| Liz Jones   | Abbey Manor                                 | ✗              |
| <b>Primary &amp; Special School Governors</b>             |   |                |
| Keith D'Wan   | Athelney                                    | Apologies      |
| Brian Lymbery (Vice-Chair)                                | Lucas Vale                                  | Apologies      |
| Mark Simons   | Coopers Lane                                | ✗              |
| <b>Secondary &amp; Secondary Special School Governors</b> |   |                |
| Simon Nundy   | Trinity                                     | ✗              |
| <b>Academies</b>  |   |                |
| Declan Jones  | Haberdashers' Aske's                        | ✓              |
| <b>14-19 Consortium Rep</b>                               |   |                |
| Dympna Lennon   | Addey & Stanhope                            | ✗              |
| <b>Early Years Rep</b>                                    |   |                |
| Vacant  |   |                |
| <b>Diocesan Authorities</b>                               |   |                |
| Rev Richard Peers   | Southwark of Diocesan Board of Education    | Apologies      |
| Michael Cullinane   | Archdiocese of Southwark Schools Commission | ✗              |

| <b>Observers</b>    |                                   |  |
|---------------------|-----------------------------------|--|
|                     |                                   |  |
| <b>Also Present</b> |                                   |  |
| Alan Docksey        | Head of Resources                 |  |
| Sue Tipler          | Head of Standards and Achievement |  |
| Dave Richards       | CYP Group Finance Manager         |  |
| Hayden Judd         | CYP Finance                       |  |
| Kim Knappett        | Teacher Union (ATL)               |  |
| Janita Aubun        | Clerk                             |  |
|                     |                                   |  |
|                     |                                   |  |

## **Apologies for Absence**

Apologies were received from Helen Johnston, Keith D'Wan, Brian Lymbery and Reverend Richard Peers.

### **1. Minutes of Meeting held on 28th February 2013**

The minutes were agreed and signed by the Chair.

### **2. Matters Arising**

#### **Item 8. Debtors Policy**

For further discussion at September Forum.

#### **Schools Forum Action Summary**

Absence data production – for review at September Forum.

#### **High Needs Block Spending Review sub-group**

The first meeting is due to be held on 26<sup>th</sup> June.

#### **Value for Money Case Studies**

Work has been undertaken by Sue Tipler.

### **3. School Capital – Targeted Capital Bid**

Alan Docksey gave a verbal update. The outcome of our bid to the DFE for £32M is not expected before the end of June. FS felt that the number of bids will exceed the available funding.

### **4. End of Year Financial Position and Balance Control Mechanism**

Dave Richards presented the report to review the schools carry forward balances as @ 31<sup>st</sup> March 2013 with options for capping schools. This report also considered the DSG position.

Schools balances have risen by a further £2.3M for the third year running.

Forum agreed the following recommendations:-

- Schools that have an excess balance as @ 31.3.12 and the balance has increased during 2012/13, will have a visit from Finance and a School Improvement Officer in conjunction with a Finance Governor to ensure there are appropriate plans to ensure the funding is spent. If it remains unspent at the year end (31 March 2014) it will be capped.
- Schools that have an excess balance but had not applied to exceed the cap, will receive a visit from Finance and a School Improvement Officer in conjunction with a Finance Governor, to ensure a suitable plan for the excess balance. If it remains unspent at the year end (31 March 2014) it will be capped.

- Schools to be sent a general letter informing them that where they may not have been capped previously, due to the economic climate presently, this may not be the case going forward.

The DSG showed £264k underspend at 31.3.13.

This will be carried forward and included in the High Needs Block.

## **5. Growth Funds/Schools Contingency Bid**

Dave Richards presented the report to consider a bid against the growth fund. Bid is for funding for Trinity all through school which opens September 2013.

- Forum agreed the bid.

## **6. Budget Update**

Dave Richards presented the report updating Forum on the DFE changes to funding for 2014/15, considered the latest budget position in relation to DSG levels and informed members on the schools budget monitoring returns.

Forum noted the following:-

- New funding requirements issued by the DFE.
- New level of the DSG is £249.7M
- School budget plans position.
- Schools that are likely to apply for a licensed deficit – Trinity, Sedgehill & Edmund Waller.

Forum agreed the following recommendations:-

- Postpone 11 July forum to September – date tbc
- Change 14 November forum to 12 December 2013.
- February meeting to be moved to 20 March 2014.
- £840K DSG extra funding to High Needs Block.
- £151K DSG extra funding to Early Years Block.

FS said that there is a review being undertaken on the central support funding and that any changes proposed, will be brought back to the Forum.

## 7. Schools Financial Value Standard (SFVS)

Report presented by Dave Richards to consider the tighter financial controls required by the DFE for the management of schools budgets and consider the steps to be taken in respect of non-compliance.

Forum agreed the following recommendations:-

- That the Director of Resources and Regeneration and the Director of Children and Young People send a joint letter to those schools who have not made a return.  
This letter will require the SFVS is considered at the next governors meeting. If this does not happen, an internal audit may take place earlier than scheduled.
- The schools not achieving the SFVS will be required to undertake training in the performance of the standard and this will be at the expense of the Governing Body.

## 8. Future Chair/Vice Chair Appointments and Timing of Forum Meetings

Discussion for Forum to consider these appointments, following their retirement. Also discussed was the timing of future Forums.

Forum agreed:-

- Carolyn Unsted – Sydenham School Head nominated as future Chair. Vice Chair position is currently unfilled.
- Timing of future Forum meetings to revert to 4.30pm start time.

FS thanked Erica Pienaar on behalf of schools forum, schools and Lewisham for her work as chair of Forum; this was endorsed enthusiastically.

## 9. Any Other Business

Meeting closed 4.05pm

Date of next meeting 26 September 2013

### SCHOOL FORUM ACTION SUMMARY – from School Forum held on 17<sup>th</sup> June 2013

| ITEM | ACTION TO BE TAKEN   | OFFICER(S) RESPONSIBLE FOR ACTION | OUTCOME / CURRENT POSITION      |
|------|--|-----------------------------------|---------------------------------|
|      | Absence Data to be produced for non Lewisham payroll schools | Diane Parkhouse                   | to be reviewed at Forum 26/9/13 |