

LEWISHAM SCHOOLS FORUM



Minutes of the meeting held on Thursday 12th December 2013

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

✓ = present

✗ = absent

		Attendance
Primary School Headteachers		
Irene Cleaver	Athelney	✓
Steve Davies	Coopers Lane	✓
Liz Booth	Dalmain	✗
Paul Moriarty	Good Shepherd	✗
Lisa Pearson	Torridon Infants	✗
Michael Roach	John Ball	✓
Nursery School Headteacher		
Nikki Oldhams	Chelwood	✓
Secondary School Headteachers		
Anne Potter	Addey & Stanhope	✓
Bob Ellis	Conisborough College	✗
David Sheppard	Prendergast Federation	✓
Carolyn Unsted (Chair)	Sydenham	✓
Special School Headteacher		
Lynne Haines	Greenvale	✓
Pupil Referral Unit Headteacher		
Liz Jones	Abbey Manor	✓
Primary & Special School Governors		
Keith D'Wan	Athelney	✗
Erica Pienaar	John Ball	✓
Mark Simons	Coopers Lane	✗
Secondary & Secondary Special School Governors		
Simon Nundy	Trinity	✗
VACANT	Secondary School	
VACANT	Special School	
Academies		
Declan Jones	Haberdashers' Aske's	✓
14-19 Consortium Rep		
Theresa Williams	LeSoCo	Apologies
Early Years Rep		
Cathryn Kinsey	Clyde Nursery	✗
Diocesan Authorities		
Rev Richard Peers	Southwark Diocesan Board of Education	✗
Stephen Bryan	Education Commission	✗

Also Present	
Frankie Sulke	Executive Director
Alan Docksey	Head of Resources
Sue Tipler	Head of Standards and Achievement
Keith Martin	Service Manager – Children With Complex Needs
Dave Richards	CYP Group Finance Manager
Janita Aubun	Clerk
Kim Knappett	Teacher Unions (ALT)
Chris Threlfall	Head of Education Infrastructure
Beverley Pennekett	Education Funding Agency
Faustina Ofori	Education Funding Agency

Apologies for Absence

An apology was received from Theresa Williams.

1. Minutes of Meeting held on 26th September 2013

Budget monitoring Sedgehill has a balanced budget for 2013/14 .
Edmund Waller - Officers are working with the school regarding their deficit.

Efficiency review - 4 School Business Manager names were been put forward by members for the benchmarking club.

Trade Union Facilities Consultation – S251 form now includes a section for time off for trade union activities.

The minutes were agreed and signed by the Chair.

2. Matters Arising

Frankie Sulke raised the funding of level of schools Capital and agreed a paper would be brought to the next meeting.

3. High Needs Sub Group

Alan Docksey presented the initial report of the sub group and position of the High Needs budget for 2014/15.

Recommendations were agreed by Forum which included:

- agree to reduce the top-up level of matrix funding by £6,000 and then provide transitional protection in the form of an amount per statement.
- Agree to protect schools from the full loss by adding back £4,800
- Agree that the protection level is provisional and will change when the level of DSG is confirmed.

The following actions were agreed

Details to be provided of the SEN funding contained within the nursery schools budget.

That a review would take place of the 'smaller' schools and the impact of the top-up funding changes

Officers would could consider whether any school might be detrimentally effected by the top-up changes and how support could be given through the in year statement fund.

Officers would consider whether with the change from statements to Education, Health and Care plans the admission arrangements for pupils stayed the same

The forum endorsed the action plan in the sub group report

Chair asked if any further members wish to join the sub-group and checked that all the current members of the group wanted to continue. The chair on behalf the Forum thanked all sub-group members.

4. Budget Monitoring

Report presented by Dave Richards to provide Forum with information on the budget monitoring position of the central budgets within the DSG at end October, and the schools' budget monitoring returns at end September 2013.

Budget pressures – whilst this can be met this year from the contingency, this is only a short term solution to the problem.

School balances - 9 schools with excess balances of particular concern have been visited by finance. Their balances will be reviewed again at the end of the financial year and this will be brought back to Forum for discussion before a final decision was made on capping any schools. The position on Adamsrill was noted.

The graphs presented mapping performance and school carry forward balances was discussed and it was noted there was no correlation.

Recommendation that Forum note the report and this was upheld.

5. Budget Setting 2014/15

Report presented by Alan Docksey and Dave Richards for Forum members to agree the Dedicated Schools Grant budget for 2014/15

Settlement figures are to be received from the DFE by 18th December. Lewisham have to submit the return on the final school budgets to the DFE by 21 January 2014.

If the budget settlement was different from the forecasts the Forum decided to have a vote on any revised proposals before the 21 January

Forum approved the continuation of the headroom projects including the continuation of the funding for the pupil ambassador programme and LEN group

Forum voted within their phases and agreed the following budgets for 2014/15 will be de-delegated.

Ref	Heading	Primary £'000	Secondary £'000
A	De-delegation for mainstream schools for Contingencies	874	425
B	Extended schools contingency	1,078	411

	allocation		
B	Administration of free school meals	18	8
C	Staff costs – Supply Cover	468	206
D	Staff Costs – Trade Unions	109	47
E	Support for minority ethnic pupils/underachieving groups	112	48

- The Forum also agreed the following budgets for central spend.

A	Growth fund (to meet requirements for basic need and infant class size regulations)	1,800
B	Falling rolls fund for surplus places in good or outstanding schools where a population bulge is expected in 2-3 years	0
C	Admissions	604
D	Serving of Schools Forum	78
E	Capital Expenditure from Revenue	4,086
F	Contribution from combined budgets	903
G	Termination of employment costs	176

6. Any Other Business

Frankie Sulke discussed changing the way we are working with colleges to take on 14-16 year old students. For students going to college from year 10, the money will transfer with them but if they go from year 11, we may have to top slice from the DSG.

EFA funding – foreign students will qualify. Direct enrolment to college will attract EFA but we do not know amounts as yet.

Officers have been asked to come back to Forum with the figures.

Meeting closed 6.50pm

Date of next meeting 20 March 2014

SCHOOL FORUM ACTION SUMMARY – from School Forum held on 26th September 2013

ITEM	ACTION TO BE TAKEN	OFFICER(S) RESPONSIBLE FOR ACTION	OUTCOME / CURRENT POSITION
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4. Absence Report	School absences reported with no reasons disclosed – guidance to be produced. Clarification amongst school staff regarding entitlements – guidance and advice	Diane Parkhouse Diane Parkhouse	to be reviewed at Forum 20/03/14 pending
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