

LEWISHAM SCHOOLS FORUM

Minutes of the meeting held on Thursday 1st October 2015

Membership (Quorum = 40% i.e. 7) ✓ = present ✗ = absent a = apologies

		Attendance				
		11/12	05/02	19/03	04/06	01/10
Primary School Headteachers						
Liz Booth	Dalmain	✓	✗	a	✓	✓
Paul Moriarty	Good Shepherd	✗	✗	✗	✗	a
Michael Roach	John Ball	✗	✓	a	✓	a
Sharon Lynch	St William of York					✓
Keith Barr	Kender					✓
Nursery School Headteacher						
Nikki Oldhams	Chelwood	✓	a	a	a	✓
Secondary School Headteachers						
Anne Potter	Addey & Stanhope	✓	✓	✓	✓	
Bob Ellis	Conisborough College	✓	a	a	✓	✓
David Sheppard	Leathersellers Federation	✓	✓	✓	✓	✓
SECONDARY	VACANT					
Special School Headteacher						
Lynne Haines (Chair)	Greenvale	✓	✓	✓	✓	✓
Pupil Referral Unit Headteacher						
Liz Jones	Abbey Manor	✓	✓	✓	✓	✓
Primary School Governors						
Keith D'Wan	Athelney	✓	✓	a	✓	
Dame Erica Pienaar (Vice-Chair)	John Ball	a	✓	✓	✓	✓
Mark Simons	Coopers Lane	✗	✗	✗	✗	
Secondary & Special School Governors						
Pat Barber	Bonus Pastor	a	✓	a	a	✓
Jim Pollard	Addey & Stanhope	✓	✗	✗	✗	✓
VACANT	Special School					
Academies						
Declan Jones	Haberdashers' Aske's	a	a	✓	✓	✓
14-19 Consortium Rep						
VACANT	14-19 Consortium	✗	✗	✗	✗	
Early Years Rep						
Cathryn Kinsey	Clyde Nursery	✓	✓	a	a	✓

Diocesan Authorities						
Rev Richard Peers	Southwark Diocesan Board of Education	*	*	*	✓	a
Stephen Bryan	Education Commission	a	*	*	✓	a

Also Present	
Alan Docksey	Head of Resources & Performance
Dave Richards	CYP Group Finance Manager
Hayden Judd	Principal Accountant
David Austin	Head of Corporate Resources
Kate Bond	Head of Standards & Achievement
Maxine Osbaldeston	Sandhurst Infants
Janita Aubun	Clerk

1. Apologies and Acceptance of Apologies

Apologies received from Paul Moriarty, Michael Roach, Stephen Bryan and Father Richard Peers. All apologies accepted. Forum agreed attendance monitoring to recommence with a fresh start effective, from next meeting.

2. Minutes of the Meeting held 4 June 2015

Schools Forum Action Summary:-

- Follow-up action for Rushey Green backdated NNDR bill to be carried forward to next Schools Forum.
- Clarification on payment to individuals from Schools HR - outstanding.
- Alternative Provision report from Schools Improvement Team – pending Director's briefing.

3. Matters Arising

No other matters arising.

4. Annual Internal Audit Report

Forum was presented with a summary of the 2014/15 internal audit work carried out in schools. Audits were conducted by the Royal Borough of Greenwich under an SLA agreement. A number of common areas of improvement were identified including procurement, budget monitoring, asset security and payroll.

31 schools audited: result 20 substantial, 9 satisfactory and 2 limited assurance opinions.

School internal audit plan 2015/16 has been agreed and Greenwich have been contracted again. Forum members felt their recent audit was a more 'forensic' and better experience.

- Recommendation that Forum note this report, and this was agreed.

5. Annual Health & Safety Report

Report summary of the 2014/15 Health & Safety (H&S) work in schools.

Full H&S Audits

In 2014/15, 17 audits planned with 5 having been completed before the Council change in arrangements in January 2015, namely Abbey Manor, Baring, Dalmain, Greenvale and Haseltine. There was 1 weak assessment.

H&S Self-Assessments

Up to 2014/15 these audits were conducted by the Council's corporate H&S Team under an SLA agreement. New arrangements in place for 2015/16. Forum were informed 45 H&S self-assessment returns were completed from all schools.

Common areas for improvement identified:-

- Risk assessment,
- H&S training,
- Stress assessments/audits,
- Trained assessors,
- Maintenance inspection records and incident reporting,
- Business Continuity Plan (BCP)

Forum felt there is a need for a lock-down procedure which is not in the BCP. David Austin to forward the latest H&S policies manual to Finance for circulation to schools. Estates, to issue a BCP contacts update.

- Recommendation that Forum note this report and this was agreed.

6. Deferred Admissions

The Forum considered the financial implications for schools where parents defer admission until their child reaches compulsory school age and whether support should be provided. For the current academic year there are 10 children in Lewisham who have deferred entry till January, so therefore have missed the October census and consequently no funding.

Forum raised concern that the number of deferred admissions may rise in the future and that any agreement made should therefore be a once-off for this year.

Forum agreed:-

- Funding to be provided as set out in the paper and taken from contingency for 2015/16 only.

7. National Funding Formula

Report for Forum to note the possible new national funding formula for schools.

The F40 group (which represents 37 English local authorities with historically low education funding), have provided a model of their proposed formula. For Lewisham the reduction is approximately 10% over 3 years which equates to roughly £17m.

Schools Forum feel that this is a cause for concern.

Forum agrees that we need to look at staffing and pay structures in Inner London and the Shire counties (including London weighting).

Officers mentioned that the DFE workforce data which is a national database, could be shared in order to make comparisons.

- Recommendation that Forum note this report was agreed and that the LA distribute schools workforce data report. .

8. ISOS High Needs Funding Report

Forum was presented with the report which looked at the ISOS high needs findings and assessed the impact on Lewisham.

ISOS recommend a new National Funding Formula for the allocation of the high needs block to LAs. Formula to include deprivation, prior attainment, disability, and children's health for example.

However this would probably mean Lewisham receiving reduced funding which is a concern.

- Recommendation that Forum note this report was agreed.

9. Financial Update and Budget Monitoring

The Forum looked at the budget monitoring position of the DSG and the financial position of the mutual funds held.

DSG - two year old entitlement grant has been confirmed at £3.3M and an extra £0.6M has been received for early years. This brings the DSG total to £252,012k after academy recoupment.

New budget monitoring template - available to schools and went live in September.

Financial update – overspend position at end 2014/15 was higher than expected, resulting in a shortfall of funding this year at £1.6M.

Forum discussed taking a more holistic approach and linking standards and achievement with finance and service outcomes. Also that we may want to share the tabled 'Financial Management Performance Analysis' report with all schools.

Forum also raised the issue of the impact of refugees in Lewisham.

Forum agreed recommendations:-

- Contingency fund bid for the EAL high needs students at Lewisham college of £120K
- To note the report
- That the financial management indicators for schools be shared separately.

10. Any other Business

No other business raised.

Meeting closed 6:25pm

Date of next meeting 10 December 2015

SCHOOLS FORUM ACTION SUMMARY

ITEM	ACTION TO BE TAKEN	OFFICER(S) RESPONSIBLE FOR ACTION	OUTCOME/CURRENT POSITION
Minutes of 19 March 2015	Seek to fill Vacant Special School Governor position for Forum.	Governors' Services	Pending
	Follow up action re. Rushey Green backdated NNDR bill.	Finance	On-going
Schools Forum 19 March 2015 - Annual Internal Audit Report	Clarification to Forum regarding payment to individuals and its process.	Diane Parkhouse	Pending

Schools Forum 19 March 2015 - Financial Management	A report to be brought to Forum on Alternative Provision.	Kate Bond	Pending
Schools Forum 1 Oct 2015 – Health & Safety Report	Health & Safety policy manual for circulation to schools. Lock down procedure for Business Continuity Plan and contacts	David Austin Officers	Pending To follow