

# LEWISHAM SCHOOLS FORUM



## Minutes of the meeting held on Thursday 10<sup>th</sup> December 2015

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

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

<b>Diocesan Authorities</b>							
Rev Richard Peers	Southwark Diocesan Board of Education	x	x	✓	a	x	
Stephen Bryan	Education Commission	x	x	✓	a	x	

<b>Also Present</b>	
Alan Docksey	Head of Resources & Performance
Dave Richards	CYP Group Finance Manager
Hayden Judd	Principal Accountant
Sara Williams	Executive Director for CYP
Kate Bond	Head of Standards & Achievement
Warwick Tomsett	Head of Commissioning Strategy & Performance
Ann Wallace	Kaleidoscope
Eyvonne Browne	Operation Black Vote/Lewisham Civic Leadership Programme
Councillor Paul Maslin	Lead Member Children and Young People
Kim Knappett	ATL
St Bartholomews	Sara Sanbrook-Davies
Debbie Tompkins	All Saints
Janita Aubun	Clerk to Schools Forum

### **1. Apologies and Acceptance of Apologies**

Apologies received from Dame Erica Pienaar and Cathryn Kinsey. Apologies accepted.

### **2. Minutes of the Meeting held 1 October 2015**

Schools Forum Action Summary:-

- Outstanding clarification on payments to individuals – paper to be issued to schools at beginning of next term.

### **3. Matters Arising**

No other matters arising.

### **4. Budget Overview**

Forum were shown a presentation on the overall Council Budget and the Dedicated Schools Grant.

### **5. Changes to Services to Schools**

Forum was presented with a report detailing proposed changes to traded services and charges for the music and attendance & welfare services.

A final report on Traded Services is to be brought to Schools Forum in March 2016 or the nearest forum to that date.

Mayor and Cabinet made a decision last night to agree Youth Services savings to a total of £300k by end 2017/18 as part of agreeing to establish a youth staff mutual.

Regarding music charges, Forum was advised of the late announcement from the Arts Council England, that the DFE is 'protecting funding that goes directly to music hubs to spend on music education' and that 'further details will follow in due course'.

- Recommendation to increase the charges to schools for all existing SLAs by 2.5% above the rate of inflation, and this was agreed.
- Recommendation to increase the proportion of Attendance and Welfare activity that is traded with schools and reduce the cost of core services, and this was agreed.
- Forum noted the position on music charges.

## **6. Medium Term Financial Strategy**

Forum were presented with a report to consider the medium term strategy for the next 3 years.

The position of next year's funding will become clearer after the DSG settlement announcement later in December.

In the spring there will be a consultation on the Schools Block, High Needs Block, Early Years block and the statutory responsibilities of the services funded from the Education Service Grant. The latter will cover services such as the School Improvement Service and Attendance & Welfare.

### Recommendations:

- To set up a Schools' Funding task group.
- To agree the terms of reference for the task group.

Both recommendations were agreed by Forum.

Forum discussed the possible membership of the task group and the majority felt that the group should include both headteachers, governors and experienced school business managers.

## **7. High Needs Sub Group - Annual Report**

Forum considered the recommendations of the High Needs sub group and the high needs funding block for next year.

It was noted that Lewisham have 42 places commissioned in special schools and resource bases that were unfilled in 2015.

- Recommendations 1a to 1g – all agreed apart from 1d where Forum did not agree the contribution of £0.1m to CAMHS be ceased from September 2016.
- Recommendation 2 to note the work and that reports 2a to 2cii be brought to Forum in March – this was agreed.
- Recommendation 3 to seek schools views on no longer providing low level high incidence funding to collaboratives of £2m from September 2016 – agreed.

The further papers are to be brought to Forum in March 2016.

## **8. Budget Monitoring Report**

Forum looked at the DSG budget monitoring position and the proposals on how the projected overspend can be met.

Forum was informed that the number of secondary school budget monitoring returns outstanding has since reduced to 3.

The following recommendations were all agreed by Forum:-

- School balances as at 31 March 2015 of £13.9m was noted.
- £2.9m overspend high needs block, noted.
- Noted the availability of £2.2m provision to partly offset the projected overspend.
- Noted the use of the £169k attendance & welfare allocation toward the overspend.
- Unspent schools contingency in 2015/16 to be used towards any remaining overspend.
- To suspend the Balance Control Mechanism and review this suspension in a year's time.

## **9. Dedicated Schools Grant Budget Report 2016/17**

Forum were informed that if all the proposals in the High Needs sub group report are agreed, there will be a gap of £1.6m to address in order to balance the DSG in 2016/17.

The DSG budget setting process has to be complete by 21 January 2016 which is the date that the return has to be submitted to the DFE, detailing all schools budgets.

The Forum agreed :-

- That the Growth fund be reduced from £1.8m to £1.1m.

- The Funding of the Management Support for capital projects in schools continue through a top-slice from the DSG at a reduced level of £310k realising a saving of £100k.
- The partnership funding should be renamed to the “red and Amber” school fund and be reduced from £115k to £100k.
- Schools contingency for 2016/17 be set at the average per pupil for inner London Local Authorities, a total of £650k.
- Discussions be held with schools and reported back to Forum in January 2016 on:
  - the provision of low level high incidence funding to collaboratives.
  - reducing the basic entitlement of all schools by £0.8m (the balance of the projected overspending to fund) or reducing the basic entitlement of primary schools only by £0.8m
- by voting phase that the 2015/16 budgets that will be de-delegated, be set, as follows:

Heading	Primary £'000	Secondary £'000
De-delegation for mainstream schools for Contingencies	300	350
Administration of free school meals	46	20
Staff costs – Supply Cover	594	206

- the following budgets be set for 2016/17



Heading	Budget 2016/17 £'000
Admissions	604
Serving of Schools Forum	78
Capital Expenditure from Revenue	4,086
Contribution from combined budgets	903
Termination of employment costs for centrally budgeted staff	176

- An extraordinary meeting of the Schools Forum be held to confirm the DSG budget on either 19 January @ 4.30pm or 20 January 2016 @ 10am, with officers to confirm the exact date.
- The agenda to be of one item to consider the 2016/17 budget.

## 10. Sustainable Technologies

Forum were presented with a report seeking approval relating to the allocation of the financial benefits arising from the installation of solar panels by the Authority.

Forum were informed that the Authority and schools are trying to get some solar installations completed by 31 December 2015.

Recommendations:-

That the consequential benefits be shared as follows:

- The school benefit from the reduced unit cost of electricity
- The Council receive the Government backed feed in tariff (FiT)

The recommendations were agreed.

## 11. Any other Business

No other business raised.

Meeting closed 6:55pm

Date of next meeting:-

Extraordinary meeting of the Forum 19/1/16 at 4.30pm in the Civic Suite, Room 1, Catford.

Future Meetings:

4 February 2016 4.30 to 6.30pm  
17 March 2016 4.30 to 6.30pm

## SCHOOLS FORUM ACTION SUMMARY

ITEM	ACTION TO BE TAKEN	OFFICER (S) RESPONSIBLE	OUTCOME/CURRENT POSITION
<b>Minutes of 19 March 2015</b>	Seek to fill vacant Special School Governor position for	Governors' Services	Pending

	Forum. Follow up action re. Rushey Green backdated NNDR bill	Finance	On-going
<b>Schools Forum 19 March 2015 – Annual Internal Audit Report</b>	Clarification to Forum regarding payment to individuals and its process.	Diane Parkhouse (HR)	Paper to be issued to schools beginning January 2016
<b>Schools Forum 19 March 2015 – Financial Management</b>	Report to be brought to Forum on Alternative Provision.	Kate Bond	Pending
<b>Schools Forum 1 Oct 2015 – Health &amp; Safety Report</b>	Health & Safety policy manual for circulation to schools.  Lock down procedure for Business Continuity Plan and contacts	David Austin  Officers	Pending  This is set out in the current “Template” BCP for schools along with current LA contacts.
<b>Schools Forum 10 Dec 2015 – Medium Term Financial Strategy</b>	Consultation papers to be produced.	Finance	January 2016