

LEWISHAM SCHOOLS FORUM

Minutes of the meeting held on Thursday 4th February 2016

Membership (Quorum = 40% i.e. 8) ✓ = present ✗ = absent a = apologies

		Attendance				
		04/06	01/10	10/12	19/01	04/02
Primary School Headteachers						
Liz Booth	Dalmain	✓	✓	✓	✓	✓
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
Secondary School Headteachers						
Jan Shapiro	Addey & Stanhope			✗	✓	✓
Bob Ellis	Conisborough College	✓	✓	✓	✓	a
David Sheppard	Leathersellers Federation	✓	✓	✓	✓	✗
VACANT	SECONDARY					
Special School Headteacher						
Lynne Haines (Chair)	Greenvale	✓	✓	✓	✓	✓
Pupil Referral Unit Headteacher						
Liz Jones	Abbey Manor	✓	✓	✓	✓	a
Primary School Governors						
Rosamund Clarke	Perrymount			✓	a	✓
Dame Erica Pienaar (Vice-Chair)	John Ball	✓	✓	a	a	✓
VACANT	PRIMARY					
Secondary & Special School Governors						
Pat Barber	Bonus Pastor	a	✓	✓	✓	✓
Jim Pollard	Addey & Stanhope	✗	✓	✓	✓	✗
Ruth Elliot	Watergate				✓	✓
Academies						
Declan Jones	Haberdashers' Aske's	✓	✓	✓	✓	✓
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	x	a	a
Stephen Bryan	Education Commission	✓	a	x	x	x

Also Present	
Dave Richards	CYP Group Finance Manager
Hayden Judd	Principal Accountant
Selwyn Thompson	Head of Financial Services
Sara Williams	Executive Director for CYP
Matthew Eady	Service Manager – Estates Management & Catering Client
Heather Leatt	Strategic Lead - Secondaries
Kim Knappett	ATL
Janita Aubun	Clerk to Schools Forum

1. Apologies and Acceptance of Apologies

Apologies received from Liz Jones, Bob Ellis, Nikki Oldhams and Father Richard Peers. Apologies accepted.

There were no substitutes.

2. Minutes of the Meeting held 19 January 2016

Schools Forum Action Summary -

Clarification to Forum regarding payment to individuals and its process – guidance on this is to be circulated in next week's Schools Mailing.

To circulate the High Needs Task Group member names and the dates of set meetings – Forum were informed that this has now been carried out.

3. Matters Arising

No other matters arising.

4. School Meal Charges

Matthew Eady, Service Manager- Estates & Catering Client, presented a report looking at the charges made to schools for the new catering contract and how the surplus from the previous catering contract, be distributed.

The contract with ARGENT was discussed and value for money issue raised by Forum.

Decision:

- Noted that revising the charging method would cause wide variations for Primary, Special and Nursery school.
- Agreed to continue to charge the above schools on the current basis of pupil numbers and FSM Ever 6 numbers for 2016/17.
- To ask officers to bring a report to Forum on the different charging methods.
- To Note charges to secondary schools being based on the new contract.
- Agree a £250k once-off charge be built into the catering contract costs to cover kitchen capital maintenance.
- Agree in principal the cost of paid meal increases to £2.30 over a number of years; the increase to be annually agreed.
- Price of a paid meal to increase to £2.00 from 2nd May 2016
- Agree the return to schools of the surplus of £224k on the former contract catering account.
- Agree the current balance on catering trading account be returned to schools on the basis of the proportion of payments into the contract over the last 2 years.

5. Schools Forum Constitution

This paper looked at Schools Forum memberships, the use of substitutes and their status at Forum.

Member attendance was raised and it was noted that consistency and attendance in the primary sector, has improved. Forum suggested Lewisham Southwark College (LeSoCo) be approached in relation to the 14-19 consortium representative vacancy.

Forum also agreed that the 6 and 9 month reminder policy regarding non attendance be maintained.

Forum request an explanation of the Nursery School Head and Early Years Representative categories.

Decision:

- The Forum agreed to allow substitutes to speak at the Forum meeting
- The Forum decided not to allow substitutes to vote on Schools Forum matters

- The Forum agreed the names of substitutes must be confirmed to the Clerk of the Forum prior to the meeting
- The Forum agreed that each voting member be provided with a nameplate to clarify who has voting rights
- The Forum confirmed observers can be invited to the table by the Chair to speak at Forum
- The Forum agreed to update the constitution as set out in Appendix B to the report apart from to allow substitutes to have voting rights

6. Financial Update

Forum were presented with a report that looked at the DSG budget monitoring position, considered the mutual funds held by the Forum and the proposals on the forecast overspend.

It was noted the revaluation of Beecroft Primary School backdated to March 2012 amounts to £275k.

It was noted that officers informed Forum that the maternity fund is likely to go into deficit but Forum to be updated in March 2016.

7. S251 Benchmarking Data

Forum were presented with a report showing how the spend on education services in the Borough compares with its statistical neighbours.

Decision

The Forum noted the report

No other business was raised.

Meeting closed 5:25pm

Date of next meeting:-

17 March 2016 4.30 to 6.30pm

SCHOOLS FORUM ACTION SUMMARY

ITEM	ACTION TO BE TAKEN	OFFICER (S) RESPONSIBLE	OUTCOME/CURRENT POSITION
Minutes of 19 March 2015	Follow up action re. Rushey Green backdated NNDR bill	Finance	On-going
Schools Forum 19 March 2015 – Financial Management	Report to be brought to Forum on Alternative Provision.	Kate Bond	To be brought to Forum 17/3/16
Schools Forum 4 February 2016 – S251 Benchmarking Data	SEN Banding review - report	Officers	For Forum 17/3/16
Schools Forum 19 March 2015 – Annual Internal Audit Report	Clarification to Forum regarding payment to individuals and its process.	Diane Parkhouse (HR)	Pending
Schools Forum Constitution	LeSoCo to be approached re. 14-19 Consortium	Finance	Pending
Forum Membership	Nursery School Head and Early Years Representative clarification sought.	Finance	Pending