

LEWISHAM SCHOOLS FORUM

Minutes of the meeting held on Thursday 6th October 2016

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

		Attendance				
		19/01	04/02	17/03	30/06	06/10
Primary School Headteachers						
Liz Booth	Dalmain	✓	✓	✓	✕	a
Paul Moriarty	Good Shepherd	✓	✓	✓	a	✓
Michael Roach	John Ball	a	✓	✓	✓	✓
Sharon Lynch	St William of York	✓	✓	✓	a	✓
Keith Barr	Kender	✓	✓	✓	✓	✓
Nursery School Headteacher						
Nikki Oldhams	Chelwood	✓	a	a	a	✓
Secondary School Headteachers						
Jan Shapiro	Addey & Stanhope	✓	✓	a	✓	✓
David Sheppard	Leathersellers Federation	✓	✕	✓	a	✓
Mark Phillips	Deptford Green					✓
Ruth Holden	Bonus Pastor					✓
Special School Headteacher						
Lynne Haines	Greenvale	✓	✓	✓	✓	✓
Pupil Referral Unit Headteacher						
Dr Liz Jones	Abbey Manor	✓	a	✓	a	✓
Primary School Governors						
Rosamund Clarke	Perrymount	a	✓	✓	✓	✓
Dame Erica Pienaar	John Ball	a	✓	✓	✓	✓
Keith Dwan	King Alfred Federation			✓	✓	✓
Secondary & Special School Governors						
Pat Barber	Bonus Pastor	✓	✓	✓	a	✓
James Pollard	Addey & Stanhope	✓	✕	✓	a	✓
Ruth Elliot	Watergate	✓	✓	✓	✓	a
Academies						
Declan Jones	Haberdashers' Aske's	✓	✓	✓	a	✓
14-19 Consortium Rep						
Gordon Gillespie	14-19 Consortium				✕	s
Early Years Rep						

Cathryn Kinsey	Clyde Nursery	✓	✓	✓	✓	✓
Diocesan Authorities						
VACANT	Southwark Diocesan Board of Education	a	a	a	x	
Stephen Bryan	Education Commission	x	x	x	✓	✓

Also Present	
Dave Richards	CYP Group Finance Manager
Diane Parkhouse	HR Advisory Manager
David Austin	Head of Corporate & Resources
Kate Bond	Head of Standards & Achievement
Hayden Judd	Principal Accountant - Schools
Janita Aubun	Clerk
Jackie Jones	School Improvement Team
Ruth Griffiths	14-19 Strategy Leader – LB Lewisham

1. Apologies and Acceptance of Apologies

Apologies received from Ruth Elliott and Liz Booth.
Apologies accepted.

Substitute for 14-19 Consortium, Pete Phillips.

2. Election of Chair and Vice-Chair

Lynne Haines nominated and re-elected as Chair.
Keith Barr nominated and elected as the new Vice-Chair.

Schools Forum thanked Dame Erica Pienaar for her hard work and valuable contributions as former Vice-Chair.

3. Declaration of Interests

There were no declaration of interests.

4. Minutes of the Meeting held 30th June 2016

Minutes were agreed.

Schools Forum action summary – Early Years Task Group has been set up.
Forum agreed to carry forward the remaining items.

5. Matters Arising

No matters arising.

6. Annual Internal Audit Report

Forum presented with a summary of the 2015/16 fiscal year internal audit work in schools.

Officers informed Forum that Margaret Anderson, Manager, Executive Directors' office, regularly chases schools regarding outstanding audit recommendations but with little success. Suggestions made to raise the issue at the SAO meetings and to be taken back to their collaboratives. Also schools with 'substantial' recommendations to share their good practice; particularly in Assets Management.

Finance to send a letter to all schools with a report that shows audit recommendations which are currently outstanding.

Decision:

- Report noted and the proposed change to include an assurance opinion on the key risks of governance, procurement and assets for 2017/18.
- Officers requested to write to schools highlighting the main recommendations in the report.

7. Annual Health & Safety Report

Forum were presented with a summary of the 2015/16 Health & Safety work in schools which gave details of the services which the department aims to carry out annually.

Forum were informed of the varying levels of incidence e.g. 30% of schools report no incidents at all, and were asked how schools can be assisted to help them in reporting. Suggestions were made as to a 'traffic light system' – officers will look at the guidance around this.

Noted that Greenvale School have completed their Self-Assessment Health & Safety Audit Questionnaire 2015/16.

Decision:

- Contents of the report noted.

8. Catering Contract Annual Report

Forum discussed and reviewed the year one performance of the contract and the charging mechanism for schools. Some schools raised issues regarding re-charges with Chartwells, and were advised to take this to the Catering Team. Schools forum agreed the following recommendations:-

- Noted that revising the charging method could cause wide variations for Primary, Special & Nursery Schools.

- Continue to charge Primary, Special & Nursery schools on the current charging basis of pupil numbers and FSM Ever 6 numbers for 2017/18.
- Increase the price of a paid meal from £2 to £2.10 from 1 May 2017.
- Note the performance of the contract since it commenced 1 May 2015.
- To distribute the £200K balance relating to the old catering contract to schools, on the basis of the proportion of payments into the contract over the last two years of the contract.

9. Admissions Budget Review

As it will not be possible to review all the budgets in the DSG at December budget setting Forum, this paper was presented today as part of a rolling programme of reviews.

Forum were informed that the Admissions and Appeals Team are working at capacity and with a capped budget. Officers advised there is more work to be done as we won't know the amount needed in order to increase the budget cap until budget setting.

Decision:

- Contents of the report noted and forum asked Officers to provide extra capacity by appointing a further post in the team.

10. Time Off for Trade Union Activities (TOFTUA)

Forum looked at the current arrangements in place for facilities time for trade union representative and the impact that future changes in government funding requirements will have.

Forum were informed of the following budget spend, discussed issues around value for money and on whether TOFTUA should be reduced:-

2016/17 budget	£123,700
Spend on National Executive days for 2 representatives	£19,928
Spend on time allocated for union side secretary duties	£9,964
CYP Health & Safety Committee meeting attendance spend	£1,532
CYP Joint Consultative Committee meetings attendance spend	£1,532
Budget balance for employee case work allocation	£90,744

Forum were also advised that that the former Union Side Secretary, Martin Powell-Davis left in January 2016.

Decision:

- Continue de-delegation for 2017/18 subject to the outcome of the consultation.
- Agreed adjustments to the scheme in relation to paid time off for members to sit on their union National Executive Committee and in relation to paid time off to undertake the role of Union Side Secretary for the teacher unions.
- Agreed the request from the Council's Head of HR to make a financial contribution to the corporate centre on behalf of schools for support staff union facilities time in schools.

11. Financial Update & Budget Monitoring

Forum were presented with a report which looked at the budget monitoring position of the DSG and considered the financial position of the mutual funds held by Forum.

Schools

9 schools in deficit this year; 2 of these schools are in deficit in excess of £0.5M. Finance are looking at a further 8 schools who are reporting deficits in 2016/17 and conversations with HR team are required to happen before Christmas.

Officers to write to schools next week with a training programme targeted at deficit schools.

Mutual Funds

Growth fund - £280k surplus forecast.

Contingency - £66k surplus forecast.

Non-Sickness Supply – the amount paid to schools has doubled this year, and consequently the deficit forecast stands at £874k.

Decision:

- Noted the report.
- Noted the position on the budget plan escalation process as detailed in section 3.4 of this report.
- Noted the position on discretionary relief on business rate relief.
- £23,450 support for red/amber primary schools to be allocated by the primary schools through the Leadership Forum
and
£50,000 support for red/amber secondary schools to be allocated by the secondary schools through the Secondary Challenge Collaborative.

12. Early Years Funding Consultation & Sufficiency Review

Forum was updated on the consultation document issued by the DfE on 11 August 2016 on the reforms to early years funding and on the sufficiency review.

Lewisham central spend is at 12%. Impact on Lewisham will be a loss in early years funding of £1.5M which equates to 8% after 2 years.

Forum agreed the following recommendations:

- Note the report.
- To ask the Early Years Sub Group to report back to Schools Forum on 8 December 2016 on the impact of the national funding formula and how this is managed.

13. Council Savings Potential Impacting on Schools

Forum were presented with a report that looked at the future financial position of the Council and the savings proposed to the Mayor that impact on schools, parents and children.

The total savings being presented to the Mayor for the whole Council, identifies saving proposals of £21M.

Decision:

- Contents of the report noted.

14. Any Other Business

No other business was raised.

Meeting closed.

Date of next meeting:-

8 December 4.30 to 6.30pm

SCHOOLS FORUM ACTION SUMMARY

ITEM	ACTION TO BE TAKEN	OFFICER (S) RESPONSIBLE	OUTCOME/ CURRENT POSITION
Sub Group Membership March 2016	Add Secondary Head to Formula Consultation Task Group	Dave Richards	On hold