

LEWISHAM SCHOOLS FORUM

Minutes of the meeting held on Thursday 16th March 2017

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

		Attendance				
		30/06	06/10	08/12	17/01	16/3
Primary School Headteachers						
Liz Booth	Dalmain	✗	a	✓	✓	✓
Paul Moriarty	Good Shepherd	a	✓	✗	✓	a
Michael Roach	John Ball	✓	✓	✓	✓	✗
Sharon Lynch	St William of York	a	✓	✓	✓	✓
Keith Barr	Kender	✓	✓	✓	✓	✓
Nursery School Headteacher						
Nikki Oldhams	Chelwood	a	✓	✓	a	✓
Cathryn Kinsey	(Substitute)				s	
Secondary School Headteachers						
Jan Shapiro	Addey & Stanhope	✓	✓	a	✓	✓
David Sheppard	Leathersellers Federation	a	✓	✓	✓	✓
Mark Phillips	Deptford Green		✓	✓	a	✓
Ruth Holden	Bonus Pastor		✓	a	a	a
Special School Headteacher						
Lynne Haines	Greenvale	✓	✓	✓	✓	✓
Pupil Referral Unit Headteacher						
Dr Liz Jones	Abbey Manor	a	✓	✓	a	✓
Primary School Governors						
Rosamund Clarke	Perrymount	✓	✓	✓	✓	✓
Dame Erica Pienaar	John Ball	✓	✓	✓	✓	a
Keith Dwan	King Alfred Federation	✓	✓	✗	✓	a
Secondary & Special School Governors						
Pat Barber	Bonus Pastor	a	✓	✓	✓	✓
James Pollard	Addey & Stanhope	a	✓	a	a	a
Ruth Elliot	Watergate	✓	a	✓	✓	✓
Academies						
Declan Jones	Haberdashers' Aske's	a	✓	✓	✓	✓
14-19 Consortium Rep						
Gordon Gillespie	14-19 Consortium	✗	s	✗	a	✗

Early Years - PVI						
Dawn Nasser	Rose House Montessori				✓	✓
Diocesan Authorities						
Sara Sanbrook-Davies	Southwark Diocesan Board of Education			✓	✓	✓
Stephen Bryan	Education Commission – Catholic Diocese Southwark	✓	✓	x	a	a
Yvonne Epale	Education Commission – Catholic Diocese Southwark (Substitute)					s

Also Present	
Sara Williams	Executive Director CYP
Dave Richards	CYP Group Finance Manager
Hayden Judd	Principal Accountant - Schools
Kate Bond	Head of Standards & Inclusion
Diane Parkhouse	HR Manager – LB Lewisham
Claudia Smith	LB Lewisham
Ruth Griffiths	14-19 Strategic
Janita Aubun	Clerk

1. Apologies and Acceptance of Apologies

Apologies received from Paul Moriarty, Ruth Holden, Dame Erica Pienaar, Keith D'wan, James Pollard and Stephen Bryan.
Apologies accepted.

Substitute for Education Commission – Catholic Diocese of Southwark, Yvonne Epale.

2. Declaration of Interests

There were no declaration of interests.

3. Minutes of the Meeting held 17 January 2017

Minutes were agreed.

4. Matters Arising

No matters arising.

5. Apprentice Levy

Forum were presented with a report on the new government Apprenticeship Levy and Public Sector Targets for Apprenticeships, and the ensuing implications for Schools and the Council.

The report included a search engine link which schools can use to look for suitable apprenticeship courses.

<https://findapprenticeshiptraining.sfa.bis.gov.uk/Apprenticeship/Search>

Decision:

- Report noted and HR will bring a report to the June Forum which will highlight the pros and cons in order to make a decision.

6. IR 35

Forum were briefed on the reform of the legislation which takes effect from 6th April 2017 relating to contractors working via intermediaries and providing their services to public authorities.

Employers will now be required to determine whether the IR35 rules apply to agency workers, interims and contractors i.e. determine the employee status. For individuals coming into schools to do one-off jobs, there is an employment status test website which schools can use to help ensure the worker is paying the correct amount of tax.

<https://www.tax.service.gov.uk/check-employment-status-for-tax/setup>

Or alternatively schools can contact Lewisham payroll who can determine it for you.

Note, HMRC may fine schools if they make an incorrect determination and the school is likely to be liable for the contributions.

Recommendation

- Forum agreed that schools familiarise themselves with the employment status test tool but confirm their findings with Schools' HR for clarity and to avoid any errors.

7. New Woodlands – Funding Places 2017-2018

Report to consider the recommendations of the High Needs Sub Group (HNSG) on the future funding of places at New Woodlands School, in light of the Transition Plan to move its legal status to a special school. An amended tabled paper was also presented in consideration of the above.

Forum were informed of the financial pressure on the High Needs Block and on schools budgets. A discussion was held around the new funding rates for a New Woodlands School place being based on pupil premium money following the child, and that schools contribute to the placement cost, pro-rata. i.e. school to be charged for the time the pupil is at New Woodlands.

Recommendation

- Forum agreed the proposals in paragraph 6 of the report as to the new funding arrangements for a place at New Woodlands School.
- Forum noted that the SEN children on roll at New Woodlands will be banded with the new universal banding system which is in line with the other Special Schools. This is to be implemented wef 1 April 2017.
- Forum agreed that the new funding rates for a New Woodlands place would be based as detailed below, and that schools will contribute to the placement cost on a pro-rata basis.

Basic Entitlement

Primary £3,726

Secondary £5,125

(figures based on 2016/17 entitlement, may be subject to change for 2017/18)

Plus Pupil Premium

Primary £935

Secondary £1,320

- Forum agreed that the HNSG continue to monitor the progress of the Transition Plan for New Woodlands and that an annual report be presented to Forum by Autumn 2017.

8. Financial Update & Budget Monitoring

Forum were updated on a number of key financial developments:-

National Funding Formula

Funding task group met 7th March and have drawn up a draft consultation response – this was presented to Forum.

The outcome of the National Funding Formula consultation is pending and the funding task group will be meeting late in the summer term or in autumn to discuss this.

Budget Monitoring

Indications are that the schools carry forward will be £6.1M, compared with a forecast of £7.2M at December 2016.

9 schools have outstanding budget monitoring and Forum were informed of the timetable for reminders to schools.

Schools Financial Value Standards (SFVS)

14 schools who have not yet returned their SFVS. Deadline is 31 March 2017. Finance will be writing to schools next week to chase and Forum are asked to remind their representative groups.

Special Schools Budget

Forum advised that The DfE have given the LA approval to disapply the Minimum Funding Guarantee.

Note that a transitional funding protection of approximately £200k for Drumbeat had been set up against their re-organisational process and this is to come from the start of post 19 provision reserve.

Mutual Funds

Catering contract:-

Contract is approximately £50M, managed by Chartwells. There is a forecast surplus and in accordance with former Schools Forum decisions, the residual balance will be returned to schools. Finance will be writing to schools next week with the new reduced charges.

Recommendation

Forum agreed the following:-

- To endorse the funding task groups response to the fair funding consultation.
- Note the lobbying undertaken by CASE and London Councils.
- Note the budget monitoring position.
- Agree the special school funding allocation that
 - I. Adds back the £0.5M reduction.
 - II. Provides transitional protection to the schools that are losing funding.
- Agree £40K allocation to support an additional resource for the Fair Access, Elective Home Education and Alternative Provision Service.
- To note the now £0.25M overspend forecast on the High Needs Block.
- Note the Schools Financial Value Standard position.
- Note the Oracle Enterprise Resource Planning position.
- Note the position on the early Closing of the Accounts.
- Agree that the catering trading account surplus, be distributed to schools on the same basis as the charges.

9. Scheme of Delegation, Finance Manual & Schools Forum Terms of Reference

This report looked at the budget and budget monitoring escalation process. Forum were also presented with details of the support to be given to schools when a budget deficit is likely. Also included was a proposal to review a new Terms of Reference for Schools Forum.

Budget Monitoring Escalation Process

New timetable agreed that is half the length of that proposed. I.e.

1 day after deadline - email from Schools Finance to Head

1 week after deadline - letter from Kate Bond to Head

2 weeks after deadline - letter from Sara Williams requesting a meeting with Head and Chair

Budget Plans

Suggestions were made as to a draft budget plan being submitted to Finance by November 2017. Largely endorsed but the Chair noted this could be problematic for Special Schools due to their highly variable pupil numbers.

Deficit Schools – Challenge and Support Process

Finance have drawn up a process and timetable for the above and a diagram illustrating this was presented to Forum. It is proposed that is included in the Finance Manual.

Schools Forum Terms of Reference

An updated version has been included in the report.

Scheme of Delegation

No changes were proposed.

Recommendation

Forum agreed the following:-

- The budget and budget monitoring support and challenge should form part of the Finance Manual.
- Forum agree the revised terms of reference, with the addition of the PRU.

10. Work Programme 2017/18

Schools Forum were provided with the dates and work plan for future meetings of the Forum over the coming year.

The meetings include Schools Forum, Funding Task Group, High Needs Sub Group and the Early Years Sub Group.

11. Any Other Business

Letter from Baring Primary School dated 15 March - not tabled.
No other business was raised.

Meeting closed.

Date of next meeting:-

22 June 2017 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	Ruth Holden	TBC
Forum 16 March 2017, Item 5 – Apprenticeship Levy	Report to Schools Forum	Diane Parkhouse	June 2017 schools forum
AOB	Officers to draw up a central calender to include SFVS, SAO meetings etc.	Kate Bond	Pending