

## LEWISHAM SCHOOLS FORUM

### Minutes of the meeting held on Thursday 15th March 2018

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

		Attendance				
		22/6	05/10	07/12	17/01	15/03
<b>Primary School Headteachers</b>						
Liz Booth	Dalmain	✓	✓	✓	a	✓
Paul Moriarty	Good Shepherd	✓	✓	✓	✓	✓
Michael Roach	John Ball	✓	✓	✓	✓	a
Sharon Lynch	St William of York	a	✓	✓	a	✓
Keith Barr	Kender	✓	✓	✓	✓	✓
<b>Nursery School Headteacher</b>						
Nikki Oldhams	Chelwood	✓	✓	a	✓	✓
Cathryn Kinsey	(Substitute)			s		
<b>Secondary School Headteachers</b>						
Jan Shapiro	Addey & Stanhope	a	a	a	✓	a
David Sheppard	Leathersellers Federation	a	✓	✓	✓	✓
Mark Phillips	Deptford Green	✗	✓	✗	✗	✓
Clare Cassidy	Sedgehill			a	✓	✓
<b>Special School Headteacher</b>						
Lynne Haines	Greenvale	✓	✓	✓	✓	✓
<b>Pupil Referral Unit Headteacher</b>						
Heather Johnston	Abbey Manor			✓	✓	✓
<b>Primary School Governors</b>						
Rosamund Clarke	Perrymount	✓	✓	✓	✓	✓
Dame Erica Pienaar	John Ball	✓	a	✓	a	✓
Keith D'wan	King Alfred Federation	a	✓	x	a	a
<b>Secondary &amp; Special School Governors</b>						
Pat Barber	Bonus Pastor	✓	✓	✓	✓	✓
James Pollard	Addey & Stanhope	✓	✓	✓	✓	✓
Ruth Elliot	Watergate	✓	✓	✓	✓	✓
<b>Academies</b>						
Declan Jones	Haberdashers' Aske's	✓	a	✓	✓	✗
<b>14-19 Consortium Rep</b>						
Gordon Gillespie	14-19 Consortium	✗	✗	✗	✗	✗

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

Also Present	
Selwyn Thompson	Head of Financial Services
Yusuf Shaibu	CYP Interim Group Finance Manager
Hayden Judd	Principal Accountant - Schools
Sara Williams	Executive Director for CYP
Claudia Smith	Senior Education Advisor - CYP
Ruth Griffiths	Service Manager – Access, Inclusion & Participation
Kay Goodacre	Education & Funding Skills Agency, DfE
Tushar Singh	National Education Union
Lea Bonnell	NUT
Janita Aubun	Clerk

### 1. Apologies and Acceptance of Apologies

Apologies received from Jan Shapiro, Keith D'Wan and Michael Roach.  
Apologies accepted.

Interim Group Finance Manager for CYP, Yusuf Shaibu, introduced to Forum.

### 2. Declaration of Interests

Clare Cassidy, agenda item 5 – Financial Report.  
Heather Johnston regarding agenda item 8 – High Needs Sub Group – Abbey Manor College.

### 3. Minutes of the Meeting held 17 January 2018

Minutes were agreed.

### 4. Matters Arising

No matters arising.

### 5. Financial Report

#### Schools Budget Monitoring Returns

Report presented to Forum regarding Budget Monitoring returns which were due end January 2018. Forum were informed that 2 returns remain

outstanding to date, and these are schools with no school business managers. This is nonetheless a significant improvement on the overall rate of return.

As at end February 2018, 13 schools were forecasting deficits with a total projection of £4.4m.

### School Contingency Bids Update

The contingency fund has provision which requires schools to manage the first 5% reduction in ISB allocation and for Schools Forum to replace the amount lost which is in excess of that 5%.

Forum were made aware of the following 3 schools which faced a 5% fall between 2016/17 and 2017/18:-

	<b>Fall in funding above 5%</b>	<b>School's Budget Position</b>
Primary A	£126,267	Viable budget plan
Primary B	£7,500	Only just balanced budget plan
Secondary C	£337,566	Large Deficit

With Secondary School C deficit position, Officers are satisfied that the school is on course to address this.

### 3 and 4 Year Old Hourly Funding Rate

Discussions were held with members about the current calculations and how it is possible to set an indicative hourly rate of £5.00 - which is slightly more than the £4.94 rate that providers were previously advised of, prior to the start of 2017/18 financial year.

The DfE current allocation is based on January 2017 pupil data and this is to be further updated January 2018 and 2020.

### High Needs Block

Forum were informed that the high needs block is forecasting a balanced budget position for 2017/18. This is unusual if you compare this to other boroughs and Forum suggested that transparency in discussions, benchmarking locally and nationally, has contributed to this.

It was noted however, that due to increases in demand, there is likely to be budget pressures 2018/19 – 2021/22.

### Accounts Closure 2017/18

Our timetable for closing the financial accounts 2017/18, has been brought forward to May 2018 and this is driven by Central Government. Owing to the fall of the Easter Holidays, Forum were advised, and schools have already been informed, that this means that schools will need to submit their closing returns by 27 March 2018.

Forum required assurance that their week 53 transactions be promptly produced, bearing in mind the earlier closing timetable and also because some schools have peri-bursars who are only in for 0.5 days at a time.

### Decision:

Forum agreed the following:-

- Noted the latest position on budget monitoring returns.
- The revised minimum funding guarantee final estimate at 0.28%
- School contingency bids A, B and C, as set out in the body of the report.
- 3 and 4 year old hourly funding rate.
- Noted the capital reserve update and are expected to be presented with a proposed plan for usage at the next schools forum June 2018.
- Noted the position of the Schools Financial Value Standard.
- Noted the early closing of accounts process for 2017/18.

## **6. High Needs Sub Group – New Woodlands – Primary PRU**

Forum were presented with a report detailing the Lewisham Primary Phase Alternative Provision as a result of the New Woodlands School transition plan which was put in place September 2016.

High Needs Sub Group and Schools Forum are proposing to commission Lambeth Primary PRU to provide Primary Alternative places for Lewisham children as well as transport to the provision, until September 2019. From September 2019 there on, it is proposed that a permanent solution to our Primary Phase Alternative Provision be implemented.

Discussions were held regarding schools voluntarily paying towards the placement cost from the AWPU, based on the length of the placement and Forum looked at the issue of contingency funding. It was suggested that the contingency fund may be inadequate however and the terms of reference may not cover.

Forum also felt that it would be unfair to penalise a school because of the distance the parents live.

Officers informed Forum that if schools did not agree to pay 50% of the transport costs, these costs will need to be met from the Alternative Provision budget within the High Needs Block.

### **Decision:**

- **Recommendation NOT agreed** that schools pay 50% of the transport cost for the child referred to in section 3 of 15th March 2018 Schools Forum report, to attend the Lambeth Primary PRU and that this be capped at £4,875.

## **7. New Woodlands Outreach Service**

Forum were provided with a report which outlines the reviews undertaken by the local authority new Woodlands Outreach Service.

1<sup>st</sup> stage review was undertaken in 2016 with a 2<sup>nd</sup> stage review in April 2017. 2<sup>nd</sup> stage review looked at the development, testing and implementation of a new model for Lewisham's behaviour outreach support. Members of the Advisory strongly supported a combination of an enhanced and two-team model that offers schools a range of support services.

### Next Steps

Forum were informed that the Local Authority will be exploring the longer term plans for the Outreach Service in the summer term and this will include considering whether this Service should be aligned with the primary PRU, aligned with an existing service or with those already under review.

A progress report is to be provided to Schools Forum in the summer 2018.

Also during the summer term, further preparatory work is to be undertaken and the progress of this will continue to be monitored by the Advisory Board, with regular updates to Schools Forum.

### Decision:

Forum agreed the following:-

- That the New Woodlands Outreach Service remain under the management of New Woodlands School for 2018-2019, with the proviso that the New Woodlands Advisory Board led by the Chair and the Consultant Senior Education Advisor provide additional support the Outreach Manager to provide clear strategic objectives for the Outreach Service and provide oversight of its work for the interim period of 2018-2019.
- That the New Woodlands Advisory Board continue through to July 2019 to provide strategic direction and oversight to the Outreach Service.
- To note that a decision about the longer term plans for the Outreach Service (September 2019 and beyond) will be made by October 2018. This will be considered in line with decisions about the primary PRU and other services currently under review.
- Ask that the Advisory Board provide the Forum with termly updates on the progress of the Outreach Service during 2018-2019.
- To note the work undertaken by the New Woodlands Advisory Board and thank members of the Advisory Board for their contribution to date.

## **8. High Needs Sub Group – Abbey Manor College**

Report presented to Forum which sets out the proposed pupil places funding allocation for Abbey Manor College, (Lewisham's Secondary Pupil Referral Unit), for the 2018/19 financial year.

### Pupil Place Funding 2018/19

The local authority was provided with benchmarking data for PRU Top Up funding, following the comparison of the pupil place (non-SEN and group tuition) funding for all LA PRUs in London, including statistical neighbours. This exercise showed one third of LA PRUs had similar costs to Lewisham, another third had costs exceeding £14K and the remaining third had costs lower than Lewisham with Lewisham falling within this bracket.

It was deduced that Abbey Manor College is significantly behind other local authorities and our neighbouring borough PRUs.

Forum also discussed how our PRU is one of the most challenging in London to run, so we would expect that they would receive the highest level funding.

It is proposed that the increase for Abbey Manor College for 2018/19 will bring the PRU in line with all London local authority PRUs and our statistical neighbours:

- Core: £10,000 per pupil for 160 places
- Top Up increase: £14,000 per pupil for 160 places
- To fund the college on the fully funded basis during 2018/19

### **Decision:**

Forum agreed the following:-

- To increase the Top Up allocation to £14,000 per pupil for 160 places and fund the PRU on the fully funded basis during 2018/19, and this is to be reviewed this time next year.

## **9. Banding – Resource Base Provision & Mainstream Funding**

Forum were given an update on the banding for mainstream schools and resource base provisions, following Schools Forum agreement to the revised funding arrangements from banding review.

Forum were advised that all schools have since been contacted regarding their revised banding either by letter or visit from officers. There are no longer 3 bands.

Schools that were 'gain to lose' funding, have been protected until July 2018. Changes in funding will be implemented as of April 2018 except for schools that were due to lose funding and these schools will be protected until July 2018.

From September 2018, this will be fully implemented to all schools.

Forum are to be advised whether the level of protection for special schools has ended.

### **Next Steps**

The final phase of the banding descriptors will be a review of funding for children with an EHCP in nursery or early years settings. This financial modelling will be undertaken during March with a report to Forum in the summer term 2018.

### **Decision:**

Forum agreed the following:-

- To note the developments on the review of a universal banding system.
- To note the continued pressures on the High Needs Block as outlined in the High Needs Block forecast report.

## **10. Section 251 Benchmarking**

Forum looked at a report which illustrated how local authority spend on education services compared with spend by its statistical neighbours.

Forum were informed that Local Authorities are required to submit an annual Section 251 statement to the DfE in April of each year which shows our expenditure plans for the next financial year.

### **Benchmarking Results 2017/18**

Rank 1 reflects the highest spending local authority.

Forum were advised to exercise a degree of caution when reviewing comparisons however, as not all authorities categorise their expenditure in exactly the same way and may organise services differently.

### **High Needs**

Lewisham is ranked number 2 for high needs (approximately 39% higher than the average spend). This is mainly due to the high level top-up funding for maintained schools in England, which in the high needs block of £51m is circa £19.8m.

### **Next Steps**

Lewisham is a member of two CIPFA benchmarking clubs; the Children Social Care benchmarking club and the Special Education Needs club. The latest SEN benchmarking report is to be discussed at the High Needs Sub group.

### **Decision:**

Forum agreed the following:-

- To note the position for Lewisham Schools as reported in the benchmarking analysis.

## **11. Scheme of Delegation to Schools**

Agenda item deferred.

## **12. Schools Forum Terms of Office**

Forum were presented with a report to update members on the terms of office that are coming to an end and the need to rebalance the membership to reflect changes in pupil numbers.

### Expiring Tenures

Forum were informed that 8 members have their terms expiring June 2018; 3 primary heads, 1 secondary head, 1 academies, the nursery school head and 2 secondary school governor heads.

### Rebalancing School Forum Membership

It was recognised that Forum membership needs to be reviewed and rebalanced for fairness of representation from the various school categories and the current and proposed representation was detailed to members.

It was highlighted that members are to be voted for by their constituent groups and Forum identified that an additional Academy representative needs to be appointed and there needs to be a reduction of 1 Primary member with effect from June 2018 (end of term of office).

Forum also raised concern that all through schools appeared to have no representation.

### Decision:

Forum agreed the following:-

- Recommended membership rebalancing to reflect pupil numbers.
- That affected schools re-elect representatives or elect new members for expiring terms, through their consultatives.

## **13. Schools Forum Work Programme 2018/19 and Dates of Meetings**

Forum were asked to review the proposed dates and future work plan of the meetings for Schools Forum over the coming year.

It was made clear to members that the list of agenda items is not exhaustive and is fluid. The proposed work plan is broadly in line with the preceding year and additional tasks are likely to be added.

## **14. Any Other Business**

Item 11 – Scheme of Delegation to Schools, has been deferred and is to be brought back to next Forum.

No other business was raised.

Meeting closed 6:25pm.



## SCHOOLS FORUM ACTION SUMMARY

ITEM	ACTION TO BE TAKEN	OFFICER (S) RESPONSIBLE	OUTCOME/ CURRENT POSITION
<b>Forum 17 January 2018, Item 6 - Catering</b>	Contracts Review.		Forum in Summer 2018.
<b>Forum 15 March 2018, Item 5 – Financial Report</b>	Item to published in Schools Mailing regarding Catering		Pending
<b>Forum 15 March 2018, Item 9 – Banding – Resource Base Provision &amp; Mainstream Funding</b>	Clarification sought regarding level of protection for special schools.	Claudia Smith	Pending
<b>Forum 15 March 2018, Item 11 – Scheme of Delegation</b>	For update and review	Yusuf Shaibu/Selwyn Thompson	Pending
<b>Forum 15 March 2018, Item 13 – Schools Forum Work Programme 2018/19 &amp; Meeting Dates</b>	Continue updating the work programme	Yusuf Shaibu	Ongoing