

LEWISHAM SCHOOLS FORUM

Minutes of the meeting held on Thursday 5th October 2017

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

		Attendance				
		08/12	17/01	16/3	22/6	05/10
Primary School Headteachers						
Liz Booth	Dalmain	✓	✓	✓	✓	✓
Paul Moriarty	Good Shepherd	✗	✓	a	✓	✓
Michael Roach	John Ball	✓	✓	✗	✓	✓
Sharon Lynch	St William of York	✓	✓	✓	a	✓
Keith Barr	Kender	✓	✓	✓	✓	✓
Nursery School Headteacher						
Nikki Oldhams	Chelwood	✓	a	✓	✓	✓
Cathryn Kinsey	(Substitute)		s			
Secondary School Headteachers						
Jan Shapiro	Addey & Stanhope	a	✓	✓	a	a
David Sheppard	Leathersellers Federation	✓	✓	✓	a	✓
Mark Phillips	Deptford Green	✓	a	✓	✗	✓
VACANT	VACANT	a	a	a	a	
Special School Headteacher						
Lynne Haines	Greenvale	✓	✓	✓	✓	✓
Pupil Referral Unit Headteacher						
VACANT	VACANT	✓	a	✓	✓	
Primary School Governors						
Rosamund Clarke	Perrymount	✓	✓	✓	✓	✓
Dame Erica Pienaar	John Ball	✓	✓	a	✓	a
Keith D'wan	King Alfred Federation	✗	✓	a	a	✓
Secondary & Special School Governors						
Pat Barber	Bonus Pastor	✓	✓	✓	✓	✓
James Pollard	Addey & Stanhope	a	a	a	✓	✓
Ruth Elliot	Watergate	✓	✓	✓	✓	✓
Academies						
Declan Jones	Haberdashers' Aske's	✓	✓	✓	✓	a
14-19 Consortium Rep						
Gordon Gillespie	14-19 Consortium	✗	a	✗	✗	✗

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

Also Present	
Dave Richards	CYP Group Finance Manager
Hayden Judd	Principal Accountant - Schools
Kate Bond	Head of Standards & Inclusion
Jackie Jones	School Improvement & Intervention
Matthew Eady	Regeneration & Place – LB Lewisham
Diane Parkhouse	LB Lewisham Schools HR
Ruth Griffiths	14-19 Strategic
Fiona Gavin	Estates Management & Contracts
David Austin	Head of Corporate Resources
Martin Cunningham	Leathersellers' Federation
Lea Bonnell	NUT
Janita Aubun	Clerk

1. Apologies and Acceptance of Apologies

Apologies received from Stephen Bryan, Jan Shapiro, Dame Erica Pienaar, Declan Jones and Dawn Nasser.
Apologies accepted.

Forum were informed that Ruth Holden has resigned.

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

2. Election of Chair and Vice Chair

Lynne Haines and Keith Barr re-elected as Chair and Vice-Chair, respectively. There were no other nominations for either position.

Forum and officers congratulated Lynne Haines and Keith Barr for the excellent service they have provided in their roles thus far.

3. Declaration of Interests

There were no declaration of interests.

4. Minutes of the Meeting held 22 June 2017

Schools Forum Action Summary – Item 10, Early Years Sub Group Report – insufficient replies received from the Early Years Standard Charging Rate

Consultation. Consequently a further consultation will be taking place and the results are to be brought to December Forum.

Minutes were agreed.

5. Matters Arising

No matters arising.

6. Apprenticeship Levy and Public Sector Targets

Lewisham Schools

In the first 6 months of the year Schools who use the Council's payroll (community and voluntary aided), have contributed £275,742.99p to the levy digital account. The full year projected contribution is £563,219.28p. Nevertheless zero funds have been drawn by schools.

Kender School has recruited 1 apprentice against a target of 111.

Challenges for Schools

Availability of suitable Apprentice options are limited and development is a slow process. Also the Levy and the Enterprise Act come at a time when schools are considering reducing staff rather than recruiting.

Forum discussed the possibility of upskilling existing staff as a way of cutting costs. For example the upskill of admin staff to school business manager.

Below is a link to a search engine that will allow schools to search for suitable courses:-

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

Officers suggested that HR may want to organise an event or recruitment fair to look at application time plans.

Forum also requested HR produce a step by step guide to the process of recruiting an apprentice Teaching Assistant, which could be used as a working example.

Forum were made aware of the Apprenticeship Training Agencies who offer to assist schools with the apprenticeship process. As these agencies are not recognised providers, schools will not be able to access Levy funds if they use them. Forum informed that if in any doubt, to contact Charlotte Gibson, Lewisham Apprenticeship Co-ordinator on 020 8314 6452 or by email at charlotte.gibson@lewisham.gov.uk

Decision:

- Forum were updated on the use of the Apprenticeship Levy funds and presented with a progress report of schools meeting the Public Sector Targets for Apprenticeships.

7. Annual Health and Safety Report – Academic Year 2016/17

Forum were presented with a report which included the following:-

Onsite H&S Audits

During the academic year 2016/17, 21 schools had onsite H&S audits.. In 2015/16 only 5 schools were audited.

Of the 21 onsite audits schools obtained the following ratings: 2 excellent, 3 required improvement and the remaining achieved good.

Forum were informed of the schools audited in 2015/16, 2016/17 and those scheduled for 2017/18.

Annual Self-Assessments

The annual health and safety self-assessment is mandatory for community schools but for VA, Foundation schools and Academies, this is a voluntary requirement but strongly encouraged.

The 2016/17 return rate for community schools was 100%; the highest since the self-assessment exercise commenced. All these schools rated themselves excellent.

The format and content of the self-assessment audit is reviewed annually, consequently the 2017-18 audit will have clearer categories and more explanatory notes. The questionnaire will be online and in excel form and will provide scoring automatically. After piloting, the questionnaire will be sent to all schools November, with a return deadline of end February 2018. [Post meeting note – the questionnaire will be circulated in December with a return date of the end of March 2018].

Radiation Source Management Inspections

10 secondary schools were inspected in 2016/17; two of the schools did not have trained Radiation Protection Supervisors at the time, but have since appointed staff to be trained. The remaining schools were satisfactory and compliant with Ionising Radiation Regulations.

H&S Training & Support

A number of training courses are available to schools throughout the year including Health & Safety Lead Governors termly training and Lone Working. E-Learning is also being encouraged and training and information is currently being delivered through Chair of Governors meetings, Head Teacher Leadership Forums, Senior Administration Officers meetings with further promotion facilitated via Schools Mailing and Schools Forum.

Incident Reporting

The number of accidents/incidents in schools reduced by 16% in 2016/17. Forum were informed of the top 5 causes of accidents. It was reported that

Primary schools continue to report the most accidents – mostly trips, falls and bumps from collisions.

A number of schools have not been reporting RIDDOR incidents to the HSE or appear not to be reporting incidents to the Council within the 10 days. These schools have been approached and further advice and reinforcement will be provided.

Statutory Maintenance

All Community Schools are now to have statutory compliance review undertaken by the Estates Management Service. Non Community Schools will be able to purchase a review through an SLA.

Recommendation

- Forum noted the contents of the report.

8. Catering Contract Annual Report

Forum were presented with a report to review the performance and charging mechanism of the above contract for schools.

Charging

Since the contract commenced, the minimum hourly rate for staff has risen to £9.75.

Paid Meal Charges

Benchmarking data shows that Lewisham's paid meal charges is comparably low in London and the price of each meal (currently £2.10), is subsidised by the school.

It was considered that an increase in the charge of the paid meal by 10 pence in May 2018, with a possible further uplift the following year, will reduce the cost of the contract to the school.

Overview of the Contract Performance (2016/17)

Forum were informed that All Saints School joined the centrally managed contract in the summer term. There has been an overall rise in the take up of meals to a circa 5.5%. 1.9 million meals served were Free School Meals – an increase of 15,000 from the first year of the contract.

70% of the school meals contract employees are Lewisham residents. Chartwells also employed two Lewisham resident apprentices this year, from the Mayor's scheme, and they've also taken on a graduate as well as resident volunteers.

Kitchen Management

The opportunity to tender for the Facilities Maintenance and Equipment contract is currently available with the new contract to commence January 2018. The contract will be for 2 years, 4 months, with a possible 2 year extension.

Forum raised the question of the level of safeguarding training that kitchen staff receive and it was mentioned that schools have to do their own training. Officers will therefore liaise with Chartwells and any other relevant persons concerned, and feedback clarity to schools.

Recommendation

Forum agreed the following:-

- To continue charging Primary, Special and Nursery schools on the current charging basis of pupil numbers and FSM Ever 6 numbers for 2018/19.
- To increase the price of a paid meal from £2.10 to £2.20 from 1 May 2018.
- To note the performance of the contract in year 2 (April - March 2016/17)
- To note the retendering of the Kitchen Facilities Maintenance contract.

9. Financial Update and Budget Monitoring

Forum reviewed a report detailing the funding announcements of the National Funding Formula, the budget monitoring position of the Dedicated Schools Grant and consideration of the financial position of the mutual funds held by School Forum.

National Funding Formula

14 September 2017, the government made further announcement and also provided indicative figures for schools. Forum were informed that the final settlement is likely to be received late December.

Lewisham schools are being protected under the national funding formula. A paper is to be brought to the December Forum considering whether it is advisable to adopt the national funding formula in Lewisham from April 2018.

Dedicated Schools Grant

The DSG for 2017/18 is currently £289.6m (a reduction of £0.9m).

Schools

There are 19 schools forecasting to be in deficit or at risk of going into deficit at the end of the financial year. The Schools Finance Team are encouraging schools to undertake earlier budget planning and have invited schools to two

budget planning training sessions. Take up for these sessions has been very good.

Schools Financial Support

There is a limited availability of people with the appropriate skills in the area of schools finance. Consequently discussions have taken place with three of our Lewisham bursars to provide additional capacity during the critical points of the financial year.

The Chair of Schools Forum also raised the point of the particular specialism required with budget setting for special schools.

Mutual Funds

Growth Fund - £533k surplus balance, but this projection does not include bulge class allocations for September 2017.

Contingency – presently forecasting £577k surplus balance. There has not been any allocated charges drawn down from this fund for 2017/18, but this could change should a school with a deficit, become an academy.

Non-Sickness Supply Fund – assuming 10% reductions in the next two terms, this leads to a forecast surplus of £157k. It was stressed however that there is a large margin of error in projecting for this expenditure, but hopefully the autumn term figures will aid in reducing this.

Recommendation

- Forum noted the contents of the report.

10. Spending Review of Selected DSG Budgets

Education Services Grant (ESG)

Lewisham's ESG total allocation for 2016/17 was £3.5m. (ESG Central Fund £2.9m and a retained duties amount of £0.6m). Forum were informed that the retained duties funding rate for local authorities is a flat rate of £15 per pupil in all state funded schools, which includes academies.

Education Support Grant Retained Duties

Services funded from the ESG retained duties include education welfare, asset management, safety and regulatory duties. The combined total fund is £730k. The current costs are in excess of the budget set aside. Schools Forum are not being asked to increase the budget but the LA will monitor the situation.

Looked after Education Budget

Made up of two amounts i.e. £741k funded via the Pupil Premium grant and £479k from the DSG High Needs Block - which funds the core business of the Lewisham Virtual School.

Forum were informed that the Lewisham Virtual School is achieving outstanding outcomes for children in our care. Attendance is almost on a par with the overall school population and fixed term exclusions are at their lowest level with attainment likely to be above the national average when figures are released in March.

Minimum Funding Guarantee (MFG) for All Through Schools

This is a DfE mandated funding element that protects schools' funding per pupil level. For secondary schools that are still expanding into the primary phase, normal operation of the MFG would lead to new primary pupils being funded inappropriately at secondary funding levels. With this, the DfE has introduced an adjustment to the operation of the MFG for such cases, in order to protect the two age groups. Local Authorities would need to apply to the DfE to use their adjustment.

Recommendation

- Position on the Education Services Grant budget noted.
- Agreed to keep the budget for retained services previously funded from the former Education Services Grant at £600k in 2018/19.
- Agreed to keep the budget at the same level of £479k for LAC Education in 2018/19 to meet the statutory functions of the Virtual School.
- Agreed that the minimum funding guarantee be applied to All Through Schools in such a way that primary and secondary pupils are protected at their appropriate rates.

11. Review of the Scheme of Delegation

Forum were informed that it has become necessary to review the provisions relating to financial support for redundancy, premature retirement costs and severance payments in schools. This is in response to a potential challenge of the above and an enquiry by the DfE following a complaint to the Secretary of State. Lewisham have sought legal advice on this.

The Lewisham Scheme of Delegation was last considered by Forum on 16 March 2017 and with this currently redundancy costs fall on the school unless it identified good reason to do otherwise. The DfE says this cannot be, and each individual case should be looked at. Consequently we have agreed to change our processes and make our decisions more robust. Officers have proposed that a form will now need to be completed (all Lewisham Schools excluding Academies), and this form is to be sent to the Local Authority and the Executive Director of Children and Young People and the Executive Director of Resources and Regeneration, for review. Discussion was held over the decision making criteria and whether there would be any exception to the rule. Concern was raised as to the effectiveness of completing the form.

Forum also raised the question as to whether schools will be able to appeal any decisions made. Officers agreed that that schools will be able to appeal.

It was also brought to the Forum's attention that other Local Authorities were funding school redundancies from the Education Support Grant.

Consensus was that this agenda item requires extra thought, a clear structure and further support. It was proposed that this item be taken back to be worked on, and for further negotiation. This item is to be brought back to the next Schools Forum.

Decision

- Forum asked officers for more information on how it would be decided whether schools would meet the costs of redundancy

12. Any Other Business

The position with holding the joint Lewisham Learning Partnership role and School Headship was raised and the question of any technicality with a member holding a schools Forum position – any potential conflict of interest?

No other business was raised.

Meeting closed 18.30pm.

Date of next meeting:-

07 December 2017 4.30 to 6.30pm

SCHOOLS FORUM ACTION SUMMARY

ITEM	ACTION TO BE TAKEN	OFFICER (S) RESPONSIBLE	OUTCOME/ CURRENT POSITION
Forum 22 June 2017 – Item 10 – Early Years Sub Group Report	Early Years Standard Charging Rate Consultation result to be brought back to Forum.	Warwick Tomsett/Nikki Sealy	Outstanding
Forum 05 October 2017, Item 7 – Annual Health & Safety Report	Production of a guide to the process of recruiting an	Diane Parkhouse	Pending

	apprentice Teaching Assistant.		
Forum 05 October 2017, Item 8 – Catering Contract Annual Report	Officers to liaise with Chartwells and Natasha Orumbie and feedback clarification on safeguarding training to schools.	Matt Eady	Pending
Forum 05 October 2017, Item 9 – Financial Update & Budget Monitoring	Paper to be brought to Forum regarding the adoption of the National Funding Formula wef April 2018.	Dave Richards	December Forum
Forum 05 October 2017, Item 11 – Review of the Scheme of Delegation	Paper to be revisited.	Dave Richards	Pending