

LEWISHAM SCHOOLS FORUM

Minutes of the meeting held on Thursday 7th December 2017

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

		Attendance				
		17/01	16/3	22/6	05/10	07/12
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	✓	✓	✓	a
Cathryn Kinsey	(Substitute)	s				s
Secondary School Headteachers						
Jan Shapiro	Addey & Stanhope	✓	✓	a	a	a
David Sheppard	Leathersellers Federation	✓	✓	a	✓	✓
Mark Phillips	Deptford Green	a	✓	✕	✓	
Clare Cassidy	Sedgehill					a
Special School Headteacher						
Lynne Haines	Greenvale	✓	✓	✓	✓	✓
Pupil Referral Unit Headteacher						
Heather Johnston	Abbey Manor					✓
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	✓	✓	✓
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	a
Diocesan Authorities						
Sara Sanbrook-Davies	Southwark Diocesan Board of Education	✓	✓	✓	✓	a
Stephen Bryan	Education Commission – Catholic Diocese Southwark	a	a	a	a	a

Also Present	
Dave Richards	CYP Group Finance Manager
Hayden Judd	Principal Accountant - Schools
Sara Williams	Executive Director for CYP
Claudia Smith	LB Lewisham
Martin Cunningham	Leathersellers' Federation
Lea Bonnell	NUT
Janita Aubun	Clerk

1. Apologies and Acceptance of Apologies

Apologies received from Stephen Bryan, Jan Shapiro, Nikki Oldhams, Sara Sanbrook-Davies and Dawn Nasser.
Apologies accepted.

Substitute for Nursery School Head – Cathryn Kinsey.

2. Declaration of Interests

There were no declaration of interests.

3. Minutes of the Meeting held 5 October 2017

Schools Forum 22 June 2017, Action Summary – It was agreed the Early Years Standard Charging Rate can continue with the current charge but schools can also vary the rate if they so wish.

Schools Forum 5 October 2017, Action Summary – Item 7, Annual Health & Safety Report. Production of a guide to the process of recruiting an apprentice Teaching Assistant is still pending.

Minutes were agreed.

4. Matters Arising

No matters arising.

5. Annual Report of High Needs Group

Forum were presented with a report which considered the recommendations of the High Needs sub group on funding, health and care (EHC) plans and resource bases.

Concern was also raised at the level of mainstream school attendance/participation at High Needs Sub Group meetings, overall.

Current Financial Position

Current forecasts indicate a marginal overspend at year-end (2017/18). A medium term financial strategy has been drawn up using the likely scenario and best and worst case. There is an assumed growth in the number of SEND children and those requiring support via EHCPs. In 2018/19 the High Needs block is projected to balance but it is then forecasted to go into deficit in the future years. The HNSG will over the course of the year, need to consider how the budget can be brought back into balance.

Resource Base Funding & Mainstream Funding

A banding review has taken place which looked at introducing a universal banding system for all Lewisham schools. This review has been completed for all 5 Lewisham special schools and implementation took effect from April 2017.

Forum were informed of the proposal to bring the mainstream schools in line with the revised banding. Individual discussions will take place with schools who are losing funding to see the Local Authority can mitigate.

The maximum loss in primary schools is currently £7K and in secondaries it is £9K. The gain in primaries is £12K and in secondaries it is £13K.

New Woodlands

New Woodlands continues with their transition plan for the second year. The school operates as a special school for KS1-3 and as a PRU for KS1 & 2.

July 2017 Ofsted inspection gave a judgement of “requires improvement” and the Governors and LA are working with the school with an action plan. Forum were informed that the PRU is full and that approximately 10 – 12 children have had to be placed externally. The Head of New Woodlands has given assurance that where they are unable to accommodate, they will work to ensure that the child is appropriately placed elsewhere.

New Woodlands Advisory Board - this was set up in autumn 2016 and is looking at the re-integration of some of the children placed, back into schools. The work of the board will continue throughout 2017-18 and will continue to focus on the transition plan and the Outreach review.

The Advisory Board are in the process of drafting a report with a range of options for the future of the Outreach Service. This report is to be presented to Schools Forum in the spring term.

Abbey Manor College

Pupil place funding is currently being considered for AMC and benchmarking the funding against other PRUs in other Local Authorities is underway. AMC is also looking at the development of primary PRU provision and its financial implications.

It is anticipated that this work will be completed for report back to Schools Forum in March 2018 with implementation the following month.

Decision:

- Forum noted the medium term financial strategy.
- Forum tasked the High Needs Sub Group with recommending a strategy for reducing the high needs expenditure over the coming year in order to reduce the costs in April 2019.
- Forum tasked the High Needs Sub Group with recommending the funding levels of Abbey Manor College, the new Primary Pupil Referral Unit and New Woodlands, and report back to the Forum in March 2018.
- Forum agreed to support the High Needs Sub Group recommendations:-
 - (a) To implement the new banding systems in resource bases at a cost of £251K.
 - (b) To implement the new banding system for ECHPs in mainstream schools at a cost of £47K.
 - (c) Support the funding changes to SEN staffing at a net cost of £165K.
- Forum thanked the members of the task group for their work during the year.
- Forum confirmed the membership of the task group and asked the secondary representatives to appoint a new rep.

6. Spending Review of Selected DSG Budgets

As part of a rolling review programme, Forum considered a report on the Inclusion Fund.

Background

In January 2017, the Early Years Sub Group agreed that the 2017-18 Inclusion Fund would be £200K. Funding from the early years block was used for this.

Providers can apply for this Funding for a child in their setting if they meet some, or all, of the following criteria:-

- They are accessing the early entitlement for 3 & 4 year olds i.e. 15 hrs universal childcare.
- The setting provides additional SEN support above what would be provided for all children.
- A referral has been made to a professional for advice and guidance in supporting the child.

Decision:

- Forum agreed to keep the budget for the Inclusion Fund, from the Early Years Block, in 2018/19 as in 2017/18, of £200K.

7. Dedicated Schools Grant Budget Report 2018/19

Forum discussed a report which seeks agreement to the principles on which the DSG will be allocated in 2018/19.

Forum members were informed that the DSG budget setting process needs to be completed by 19 January 2018 as the DfE Local Authority return deadline is this date. At the time of Forum, ministers had not yet finalised the settlement; this is expected shortly before Christmas.

Decision:

Forum agreed the following:-

- That schools be consulted on the principal to use the national funding formula to calculate schools budgets from April 2018.
- To change the PFI factor so it is allowed to be based on forecast data.
- The following year the PFI forecasts be adjusted to actual data.
- That the Minimum Funding Guarantee be set as close as possible to 0.5% once the final settlement is known.
- There will be no transfer of funds from the schools block to the high needs block.
- That's school members by voting phase, agree the following de-delegated amounts – Primary, Secondary.

Ref	Heading	Primary £'000	Secondary £'000
A	De-delegation for mainstream schools for Contingencies	470	180
B	Administration of free school meals	44	22
C	Staff costs – Supply Cover	800	300
D	School Improvement Fund	220	80

- Forum were happy with the loan approval to a school for ICT equipment.

8. Review of the Scheme of Delegation

Sara Williams (Executive Director for CYP) spoke to the report. She requested the Forum to note that she would like that if the word “default” in paragraph 4.6 could be withdrawn and noted in the minutes. This was agreed

The DfE has requested that each redundancy case be considered individually on a case by case to ensure it was in alignment to the legislation. It is therefore impossible to have a definitive set of criteria to refer to, but there are provisions in the Education Act 2002 and 2011 which can be considered and reference to this was made in the report.

Decision:

- Forum agreed to incorporate Appendix A into the Scheme of Delegation to replace the current Annex E and noted the word ‘default’ has been removed from the report.

9. Any Other Business

Forum raised the issue of All-through Schools and how they should vote at Forum. Officers agreed to check on their representation.

No other business was raised.

Meeting closed 17.55pm.

Date of next meeting:-

17 January 2018 4.30 to 6.30pm

SCHOOLS FORUM ACTION SUMMARY

ITEM	ACTION TO BE TAKEN	OFFICER (S) RESPONSIBLE	OUTCOME/ CURRENT POSITION
Forum 05 October 2017, Item 7 – Annual Health & Safety Report	Production of a guide to the process of recruiting an apprentice Teaching Assistant.	Diane Parkhouse	Pending
Forum 05 October 2017, Item 8 – Catering Contract	Officers to liaise with Chartwells and Natasha		Pending

Annual Report	Orumbie and feedback clarification on safeguarding training to schools.		
Forum 07 Dec 2017, Item 5, High Needs Sub Group – Annual Report	Abbey Manor College looking at the development of primary PRU provision and its financial implications.	Claudia Smith	Anticipated that this work will be completed for report back to Schools Forum in March 2018.
Forum 07 Dec 2017, Item 5, Appendix B - New Woodlands Primary PRU Capacity	Advisory Board to complete the drafting of a report on the future of the Outreach Service.	Claudia Smith	For Schools Forum in the March 2018.
Forum 07 Dec 2017 - AOB	All-through Schools, representation and how they should vote at Forum	Dave Richards	Pending