

LEWISHAM SCHOOLS FORUM

Minutes of the meeting held on Wednesday 17th January 2018

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

		Attendance				
		16/3	22/6	05/10	07/12	17/01
Primary School Headteachers						
Liz Booth	Dalmain	✓	✓	✓	✓	a
Paul Moriarty	Good Shepherd	a	✓	✓	✓	✓
Michael Roach	John Ball	✗	✓	✓	✓	✓
Sharon Lynch	St William of York	✓	a	✓	✓	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	✓	✗	✓	✗	✗
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	✓	a
Keith D'wan	King Alfred Federation	a	a	✓	x	a
Secondary & Special School Governors						
Pat Barber	Bonus Pastor	✓	✓	✓	✓	✓
James Pollard	Addey & Stanhope	a	✓	✓	✓	✓
Ruth Elliot	Watergate	✓	✓	✓	✓	✓
Academies						
Declan Jones	Haberdashers' Aske's	✓	✓	a	✓	✓
14-19 Consortium Rep						
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	✓
Stephen Bryan	Education Commission – Catholic Diocese Southwark	a	a	a	a	a
Yvonne Epale	Substitute – Education Commission – Catholic Diocese	✓	✓	✓		✓

Also Present	
Dave Richards	CYP Group Finance Manager
Hayden Judd	Principal Accountant - Schools
Sara Williams	Executive Director for CYP
Kate Bond	Head of Standards & Inclusion
Ruth Griffiths	Access, Inclusion & Participation
Fiona Gavin	LB Lewisham
Jackie Jones	Standards, Inclusion & Intervention
Selwyn Thompson	Head of Financial Services
Martin Cunningham	Leathersellers' Federation
Kim Knappett	ATL
Janita Aubun	Clerk

1. Apologies and Acceptance of Apologies

Apologies received from Liz Booth, Sharon Lynch, Keith D'Wan, Dame Erica Pienaar 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 7 December 2017

Schools Forum 5 October 2017, Action Summary – Item 7, Annual Health & Safety Report. Step by Step Guidance Notes to Appoint a School-based Apprentice, was circulated to Forum members. The same is to go out in Schools Mailing next week. Schools advised to contact Charlotte Gibson in the Mayor's office if any queries on the guidance.

Schools Forum 7 December 2017, Action Summary – AOB. Clarification on the voting procedure for all-through schools. Executive Head for Leathersellers is to vote in the capacity of Secondary Headteacher as the appointment was made by the Secondary sector.

Minutes were agreed.

4. Matters Arising

No matters arising.

5. Dedicated Schools Grant Budget Report 2018/19

Settlement - Funding Announcement

Forum were informed that the 2018/19 DSG is £292.3M, but will change during the year as pupil numbers change. This is a £2.7M increase on 2017/18.

National Funding Formula

The DfE has introduced a national funding formula (NFF) for schools and for pupils with high needs, from 2018 to 2019. Under the NFF, all Lewisham schools will lose funding but be protected to their current funding level. Lewisham has £1M available for both 2018/19 and 2019/20, a 0.5% increase in their schools budgets on pupil related factors.

National Funding Formula versus Lewisham Funding Formula

Schools have been consulted on whether Lewisham should use the new funding formula to allocate funding in the future. The consultation closed 4 January 2018 and only one response had been received. This was not deemed significant enough to warrant delaying the move to the national formula. It was explained to Forum that the total amount to be allocated will be the same with both options.

Minimum Funding Guarantee (MFG)

The MFG has in the past been set by the Department of Education. As a new power this year, Local Authorities are now allowed to set a pre-16 minimum funding guarantee in their local formulae. It was raised at Forum that as agreed at the meeting on 7 December 2017, the MFG should be set at a maximum rate possible within the funding envelope.

Contingency Bids

There is provision for schools from the contingency fund, for allocations of amounts where schools have suffered large reductions in funding. For example where a fall in funding would result in significant staff redundancies impacting on curriculum delivery. Where the school's funding falls by more than 5% plus early years funding, a school can bid for funding to replace the amount lost over and above 5%.

Forum were presented with 3 schools which fall within this criteria:-

	Fall in funding above %	School's budget position
Primary A	£126,267	Viable budget plan
Primary B	£7,500	Only just balanced

		budget plan
Secondary C	£337,566	Large Deficit

It was recommended that the fall in funding at Primary B and Secondary C be funded from the contingency. The details from Primary A have only been received today but not in time for Forum, so this paper will be brought to Forum in March.

In light of this, Forum raised concern about voting without having informed data on this. Issues were raised about assurances of due diligence and control of the budget. A risk analysis is to be undertaken.

New Woodlands – (although this was described as Primary PRU provision update for the purpose of the meeting).

For the remainder of this academic year, 10 revolving door intervention placements will be available at the Lambeth Primary PRU, via referral. In September 2019 the permanent Primary phase Alternative Provision will be formed in Lewisham.

Primary Fair Access Panel 12 December 2017 – view was taken that:-

- i. Schools pay towards the placement cost from the AWPU for the child referred to the Primary PRU, based on the length of the placement.
- ii. Schools pay 50% of the transport cost for the child to attend the Lambeth Primary PRU which would be capped at £4,875.

Decision:

Forum agreed the following:-

- The introduction of the national funding formula to replace Lewisham's own funding formula from April 2018.
- The minimum funding guarantee be set at 0.25% for 2018/17 financial year.
- **To defer** the decision to allocate £336,566 from the Contingency Fund to Secondary C as a consequence of a year on year fall of greater than 5% in funding.
- **To defer** the decision to allocate £7,500 from the Contingency Fund to Primary B as a consequence of a year on year fall of greater than 5% in funding.
- **To defer** the decision to consider the bid from Primary A to allocate £126,267 from the Contingency Fund as a consequence of a year on year fall of greater than 5% in funding.
- A voluntary code of practice of AWPU funding following a child for an intervention placement at out of borough primary PRU provision.

- **To defer** the agreement of a voluntary code of practice of funding 50% of the transport costs to an out of borough primary PRU provision which would be capped at £4,875 (pro rata of the annual cost per child).

6. Catering

Forum were presented with a report on the catering charge for schools.

Charging

Discussions were held about the surplus in the trading account which has been subsidising school meals for the remaining years of the catering contract. School meals have been charged at a lower than cost rate during the second and third years of the contract and there has still remained a surplus on the trading account. However this surplus is reducing and the contract cost is increasing - this difference will need to be passed onto schools.

Under the contract there is an obligation to increase the London Living Wage (LLW) to £10.20 in May 2018; a rise of 4.6%.

Forum are being asked to agree an uplift to the schools charge in April 2018 to reflect the increase in LLW. Forum were also given an early warning of a potential additional 5% increase in September 2018. The 2018/19 budget notification is due to be sent to schools shortly and this will give more detail.

The London Living Wage is to be phased over the first two years of the contract and with this it is expected that staffing costs will increase by approximately 20%. Lewisham propose allowing the increase in school meals costs to be evened out over the remaining life of the contract (2 years plus 2 year extension). This is to avoid non-secondary schools experiencing a steep rise in costs.

Chartwells have requested a contract review be undertaken and Lewisham have an experienced Contracts Officer who will be leading on this. The outcome of this strategic review will be reported back to Forum in the summer.

Forum were also informed that should Headteachers require more details, they can email Kate Bond, kate.bond@lewisham.gov.uk

Decision:

- Forum agreed a 5% increase in the Catering Charge for Non-Secondary Schools from April 2018.
- Forum noted that the current contract review taking place intended for completion before the end of the summer term 2018.
- Forum noted that arising from the review, it may be necessary to increase the charge from September 2018.

7. DfE Consultation Responses

Forum looked through a report on the consultations received from the Department for Education on Loans to Schools and Eligibility for Free School Meals and the Early Year's Pupil Premium under Universal Credit.

Loans to School Consultation

The consultation commenced 15 November 2017 and ended 13 December 2017. In this consultation, the DfE proposed that if a loan is given to a school to cover a deficit balance, and the school converts to an academy, that loan will remain with the Local Authority. If the proposal goes ahead, there is a potential risk to the contingency fund and council funds in general.

Eligibility for Free School Meals and the Early Year's Pupil Premium under Universal Credit

This consultation commenced 16 November and closed 11 January 2018. It looked at the proposed approach to free school meals eligibility for pupils under Universal Credit.

The DfE proposed amending the eligibility criteria for FSM by introducing a £7,500 per annum earnings threshold for free school meals; to take effect from April 2018. The Department for Education are proposing keeping the threshold constant until the end of the Universal Credit rollout period and after that point, the threshold will be kept under review.

The plan is to ensure that existing pupils of free school meals do not lose their entitlement following the introduction of the new eligibility criteria and that these pupils be given protection against losing their meals during the rollout of the Credit. Any protected pupil still in receipt of free school meals once the transition is complete, would continue to receive protection until the end of their current education phase.

Concerns

Forum were informed of the following points raised, in response to the consultation:-

- a. The eligibility threshold of £7,500 does not take into account the higher levels of earnings in London. The threshold should be adjusted.
- b. There is inconsistency in the arrangements of the protection system.
- c. There is a concern that with an earning threshold set nationally, London could see a decrease in entitlement.

Decision:

Forum agreed the following:-

- To note the report.

8. Any Other Business

Chair reminded Forum members of the importance of prioritising Schools Forum Meetings and for officers to take steps to avoid future meeting clashes where possible.

This will be the last Forum meeting for Dave Richards, Group Finance Manager. Forum thanked him for all his hard work and patience over the past years, and wished him the very best for the future.

No other business was raised.

Forum noted the date of next meeting:-

15 March 2018 4.30 to 6.30pm

Meeting closed 17.40pm.

SCHOOLS FORUM ACTION SUMMARY

ITEM	ACTION TO BE TAKEN	OFFICER (S) RESPONSIBLE	OUTCOME/ CURRENT POSITION
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 March 2018.
Forum 17 January 2018, Item 5 - DSG Budget Report 2018/19	Primary A paper to be drafted. Risk analysis to be undertaken. Deferred recommendations 3, 4, 5 & 7 to be voted on.	Officers Officers Forum Members	March 2018 Forum.
Forum 17 January 2018, Item 6 - Catering	Contracts Review.		Forum in Summer 2018.