

# **NOTTINGHAM CITY COUNCIL**

## **SCHOOLS FORUM**

### **MINUTES**

of meeting held on **22 NOVEMBER 2012** at

Loxley House from 1.35 pm to 2.15 pm

	<b>Primary Governors</b>	<b>School</b>	<b>EIP</b>
✓	John Hawes	Claremont Primary	Central
✓	Peter Linford	Springfield Primary	K2S
✓	Janet Molyneux	Rise Park Primary	Big Top
✓	Tony Simpson	St Patrick's Primary	Beckett
✓	James Strawbridge	Glapton Primary	Clifton
✓	Ed Williams	Dovecote Primary	Clifton
	<b>Primary Head Teachers</b>		
	Carol Barker	Woodlands School	West 8
✓	Jo Bradley	Blue Bell Hill Primary	St Anns and Sneinton
	Shaun Farrington	Burford Primary	Sherwood
	Rebecca Meredith	Sneinton C of E	St Anns and Sneinton
✓	Cari Richardson	Melbury Primary	K2S
✓	Terry Smith	Greenfields Community School	Central
✓	Alison Tones	Rufford Primary	Bulwell
	<b>Secondary Head Teachers or Governors</b>		
✓	Les Michalak (Governor)	Farnborough School	Clifton
✓	Sally Colton (Head)	Ellis Guilford	Ellis Guilford
	Carol Fearria (Head)	Emmanuel	Emmanuel Cluster
	<b>Nursery Head Teacher or Governor</b>		
	Bev Angell (Governor)	Nottingham Nursery	Central
	<b>Special School Head Teacher or Governor</b>		
✓	Margaret Roberts	Oak Field School	West 8
	<b>Pupil Referral Unit</b>		
✓	Mirth Parker	Lead Officer for PRUs	
	<b>Primary Academy Head Teacher or Governor</b>		
✓	Dean Pomeroy (Head)	Warren Primary	Big Top
	Mark Precious (Head)	Old Basford	Ellis Guilford

Steve Parry (Head)  
Moira Dales (Head)

St Anns Well Academy  
Our Lady and St Edward's

St Anns and Sneinton  
Beckett

**Secondary Academy Head  
Teacher or Governor**

- |   |                         |                 |         |
|---|-------------------------|-----------------|---------|
| ✓ | Linda Abbott (Governor) | Bulwell Academy | Bulwell |
| ✓ | David Harris (Head)     | NUSA            | K2S     |
| ✓ | Mike McKeever (Head)    | Trinity         | Trinity |

**Early Years**

- |   |                     |  |
|---|---------------------|--|
| ✓ | Kathryn Bouchlaghem | Early Years Development and<br>Childcare |
|   | Gary Holmes         | Stepping Stones Day Nursery              |
|   | Sue Swift-Jackson   | Early Years Sector                       |

**14-19**

Chris Bradford

**Union**

- |   |                 |        |
|---|-----------------|--------|
|   | Chris Bligh     | GMB    |
|   | Sheena Wheatley | NUT    |
| ✓ | Maggie Proctor  | NASUWT |
| ✓ | David Wand      | Unison |

- ✓ indicates present at meeting

**Substitutes in attendance**

Susi Artis - Substitute for Sheena Wheatley

Charlotte Malik - Substitute for Carol Barker

Andy Smith - Substitute for Carol Fearria

**Others in attendance**

Dee Fretwell	-	Finance Analyst	)	
Andrew Paulson	-	Head of Pupil and School	)	
		Services	)	Children and Families
Kathryn Stevenson	-	Finance Analyst	)	
Ceri Walters	-	Finance Business Partner	)	
Laura Wilson	-	Clerk to the Forum	-	Resources

**Action**

**1 APPOINTMENT OF CHAIR**

**RESOLVED that Mike McKeever be appointed Chair for the 2012/13 academic year.**

2 **APPOINTMENT OF VICE-CHAIR**

**RESOLVED** that Ed Williams be appointed Vice-Chair for the 2012/13 academic year.

3 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Bev Angell, Carol Barker, Moira Dales, Gill Ellis, Shaun Farrington, Carol Fearria, John Hawes, Gary Holmes and Sheena Wheatley.

4 **DECLARATIONS OF INTERESTS**

No declarations of interests were made.

5 **MINUTES**

**RESOLVED** that the minutes of the last meeting held on 20 September 2012, copies of which had been circulated, be confirmed and signed by the Chair.

6 **MEMBERSHIP**

Laura Wilson, Clerk to the Forum, informed members that there were three vacancies for Primary Academy Head Teachers/Governors on the Forum and that some members still needed to appoint substitutes.

**RESOLVED** that the update be noted.

7 **FUTURE WORK PROGRAMME**

Consideration was given to the work programme for the December 2012 and January 2013 meetings, copies of which had been circulated.

It was requested that summaries of the bids approved by Forum in July 2012 be submitted to the next meeting.

**RESOLVED** that, subject to the addition of the bid summaries for the December 2012 meeting, the work programme be approved.

8 **SETTING THE 2013/14 SCHOOLS BUDGET – PRINCIPLES AND APPROACH**

Kathryn Stevenson, Finance Analyst, presented Forum with the following information:

- budget setting roles and responsibilities were:

## Action

	<u>Local Authority</u>	<u>Forum</u>
Formula changes	Proposed and decided	Must be consulted
De-delegation budgets	Proposed	Primary and Secondary representatives for maintained schools decided for their phase
Central spend on: <ul style="list-style-type: none"><li>o pupil growth contingency;</li><li>o early years expenditure</li></ul>	Proposed	Decided
Central spend on: <ul style="list-style-type: none"><li>o admissions;</li><li>o servicing Schools Forum;</li><li>o carbon reduction commitment;</li><li>o CERA;</li><li>o contribution to combined budgets;</li><li>o termination employment costs;</li><li>o prudential borrowing</li></ul>	Proposed up to the value in 2012/13 and where expenditure had already been committed	Decided for each line
Financial issues relating to: <ul style="list-style-type: none"><li>o arrangements for pupils with special educational needs;</li><li>o arrangements for use of pupil referral units;</li><li>o arrangements for early years provision</li></ul>	Consulted	Gave a view
<ul style="list-style-type: none"><li>• key dates and timescales:</li></ul>		
10 December	Education Finance Authority (EFA) to confirm pupil numbers and provide budget datasets	
December	Department for Education (DfE) to confirm Dedicated Schools Grant allocations for 2013/14	
20 December	Schools Forum	
18 January	Local Authorities to submit final funding formula proforma and calculations	
24 January	Schools Forum	
14 February	Schools Forum	
31 March	Deadline for confirmation of individual school budgets	
31 March	Deadline for submitting 2013/14 spending plans	

(S251) to the DfE

- the suggested approach was:

20 December Forum	Verbal update on 2013/14 budget outlook and consultation on the approach to updating the formula for any potential additional delegation
Early January	Local Authority to decide the final formula unit rates in consultation with the Portfolio Holder for Children's Services
18 January	EFA submission of final formula
24 January Forum	Verbal update on the final formula and budget outlook and a presentation on the planned arrangements for high needs pupils and early years provision
14 February Forum	Schools Budget Paper 2013/14 seeking approval in relation to central spend
Late February	Issue budget shares to maintained schools
19 March	Schools Budget Paper 2013/14 to Executive Board
31 March	Submit the 2013/14 S251 budget to the DfE

**RESOLVED that the information be noted.**

**9 DATES OF FUTURE MEETINGS**

**RESOLVED that the Forum meet at 1.45 pm on the following Thursdays:**

**2012**

**20 December**

**2013**

**24 January  
14 February  
21 March  
18 April  
23 May  
20 June  
18 July**