

# NOTTINGHAM CITY COUNCIL

## SCHOOLS FORUM

**MINUTES of the meeting held at Loxley House on 17 July 2014 from 1.49 pm - 4.05 pm**

	<b>School</b>	<b>EIP</b>
<b>Primary Governors (3)</b>		
✓ Janet Molyneux	Rise Park Primary	Aspire
✓ Ed Williams	Dovecote Primary	Clifton
<b>Primary Head Teachers (5)</b>		
Carol Barker	Woodlands	West 8
Shaun Farrington	Burford Primary	Sherwood
✓ Judith Kemplay	Melbury Primary	K2S
Terry Smith	Greenfields Community	Central
Alison Tones	Rufford Primary	Bulwell
<b>Secondary Head Teachers or Governors (3)</b>		
✓ Sally Coulton (Head)	Ellis Guilford	Ellis Guilford
<b>Nursery Head Teacher or Governor (1)</b>		
✓ Bev Angell (Governor)	Nottingham Nursery	Central
<b>Pupil Referral Unit (PRU) (1)</b>		
✓ Angie Mindel	Lead Officer for PRUs	
<b>Primary Academy Head Teacher or Governor (10)</b>		
Jo Bradley (Head)	Blue Bell Hill Primary	EPIC
Dean Pomeroy (Head)	Warren Primary	Aspire/EPIC
✓ Mark Precious (Head)	Old Basford	Ellis Guilford
Moira Dales (Head)	Our Lady and St Edward's	Beckett
Tony Simpson (Governor)	St Patrick's Primary	Beckett
✓ James Strawbridge (Governor)	Glapton Primary	Clifton
<b>Secondary Academy Head Teacher or Governor (4)</b>		
✓ Linda Abbott (Governor)	Bulwell	Bulwell
✓ Carol Fearria (Head)	Emmanuel	Emmanuel Cluster
✓ Mike McKeever (Head)	Trinity	Trinity
Ann Witheford (Head)	Fernwood	
<b>Early Years (3)</b>		
Kathryn Bouchlaghem	Early Years Manager	
✓ Gary Holmes	Stepping Stones Day Nursery	
<b>Special School Head Teacher or Governor (1)</b>		
No representative currently		
<b>14-19 (1)</b>		
No representative currently		
<b>Unions (1 collective vote)</b>		
✓ Susi Artis	NUT	
✓ Maggie Proctor	NASUWT	
David Wand	Unison	
✓ indicates present at meeting		

**Substitutes in attendance**

Charlotte Malik (for Carol Barker)  
Catherine Smith (for Kathryn Bouchlaghem)

**Colleagues, partners and others in attendance:**

Alistair Conquer - Education Partnerships ) Children and Adults  
Tim O'Neill - Vulnerable Children and Families )  
  
Julia Homes - Finance Support )  
Kathryn Stevenson - Finance Support ) Resources  
Ceri Walters - Finance Support )  
Laura Wilson - Constitutional Services )

**52 APOLOGIES FOR ABSENCE**

Carol Barker  
Kathryn Bouchlaghem  
Jo Bradley  
Shaun Farrington  
Dean Pomeroy  
Chris Skeets  
Alison Tones  
Ann Witheford

**53 DECLARATIONS OF INTEREST**

None

**54 MINUTES**

The Forum confirmed the minutes of the meeting held on 24 April 2014 as a correct record and they were signed by the Chair.

**55 COMPOSITION OF THE NEW SCHOOLS FORUM**

Alistair Conquer, Head of Education Partnerships, informed the Forum that the following appointments have been made and will come into effect from the September meeting:

School Members

Representing	Number of places	Elected representatives
Maintained Primary Headteachers	3	Terry Smith Judith Kemplay Andy Jenkins
Maintained Primary Governors	2	Janet Molyneux Richard Matthews

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Representing	Number of places	Elected representatives
Maintained Secondary (Headteacher with a Governor substitute)	1	Sally Coulton
Primary Academies (Headteachers or Governors)	3	Caroline Caille Mark Precious James Strawbridge
Secondary Academies (Headteachers or Governors)	3	Carol Fearria Sian Hampton Mike McKeever
Special Schools (Headteacher or Governor)	1	Carol Baker
The Nottingham Nursery (Headteacher or Governor)	1	Bev Angell
Pupil Referral Units (Headteacher or Governor)	1	Wendy Vincent

Non-School Members

Representing	Number of places	Elected representatives
Early Years Private, Voluntary, Independent	1	Gary Holmes, Stepping Stones Nursery
Trade Unions	1	Susi Artis, NUT
16 -19	1	Vacant

The Chair thanked all current members for their hard work on the Forum.

**56 WORK PROGRAMME**

The work programme for the September and October meetings of the Forum was circulated in advance of the meeting and, although it wasn't included on the agenda, the Chair decided that it was appropriate to consider it so that the Forum was aware of the items being submitted to future meetings.

**57 OUTTURN REPORT 2013/14**

Ceri Walters, Finance Business Partner, Children and Adults, introduced her report detailing the Statutory Schools Reserve (SSR) and Schools Reserve balances for 2014/15 and the commitments aligned to the SSR which will enable future funding decisions presented to the Forum.

Some members of the Forum met in advance of the meeting and produced the following list of queries which the Chair suggested should be responded to in writing:

- the report only details available balances in the reserve but the Forum requires a full breakdown of how all centrally held funds were spent during 2013/14 and where underspends/overspends occurred to build up the reserve figure during April 2013 to March 2014;

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- details of what the reserve figure was at 31 March 2013 and what spend occurred from the reserve during the year to leave an amount of £12.781 million at 31 March 2014;
- the risks identified highlight a need to commit up to £1.128 million for de-delegated services but in agenda item 7 funds of £2.463 million have been allocated for de-delegation. Does the local authority believe over 46% of schools will convert during the current financial year? The figure seems excessive;
- what risk assessment was undertaken to calculate the deficit balance figures for academy conversion? Again the figure seems excessive so details need to be provided on the total figure of school deficits at 31 March 2014 and a projected deficit figure for the current financial year;
- has Dedicated Schools Grant (DSG) been extended to include vulnerable adults up to the age of 25? If not, why is the local authority committing additional funding from DSG? Previous DSG was calculated for up to 16 year olds and Special Education Needs for up to 19 years old so no historic DSG should be used to fund additional local authority costs due to the change in the Children and Families Act for up to 25 year olds;
- in table 3 £0.825 million is attributed to Nottingham City Secondary Education Partnership (NCSEP). If it has been allocated to NCSEP why hasn't it been received? A full breakdown needs to be provided as previously £0.595 million was committed so it's not clear what the remaining £0.230 million is for;
- also in table 3 it appears that the Behaviour Support Team has been underwritten for a further period so it needs to be confirmed whether academies also benefit from the underwrite;
- confirmation that the money detailed in table 3 for School Improvement was agreed for 2014/15;
- confirmation when NCSEP will receive the secondary unspent recouped funds detailed in table 3 as NCSEP hasn't received the funds due from March 2013.

The following comments were made during the discussion:

- (a) the funding for late admissions to schools (after the October pupil census) has been allocated directly to academies and added to the budgets for maintained school;
- (b) the figures in table 2 relating to risks are just estimates of what may be needed. They are to ensure that the reserve is adequate to meet the risks;
- (c) risks are reviewed every year using a risk matrix;
- (d) more information needs to be given in future reports to ensure that members can make informed decisions;
- (e) the SSR commitments being rolled forward from 2013/14 to 2014/15 are already included in the budget so have no impact on the balance and the money allocated to each commitment can be moved to another commitment at a later date if it is no longer needed;
- (f) there continues to be a high number of children moving into the City throughout the year which results in late admissions putting financial pressure on schools until further budget is allocated in the 2015/16 budget. Planned

expansions are in progress but the effect of migration means adhoc expansions are also required.

**RESOLVED to**

- (1) **note the value of the School Reserves at 1 April 2014 as follows:**

	<b>SSR £m</b>	<b>Schools Reserves £m</b>
Opening balance at 1 April 2014	12.781	8.985
Approved commitments	(4.462)	
<b>Balance (1)</b>	<b>8.319</b>	
Risk Register	(3.916)	
<b>Balance (2)</b>	<b>4.403</b>	<b>8.985</b>

- (2) **approve the use of the reserve, if required, to mitigate the following risks:**

<b>Potential Risk</b>	<b>Worst Case £m</b>	<b>Assessment of risk</b>	<b>Estimated exposure £m</b>
Academy DSG recoupment – impact of in-year academisation on de-delegated services arrangements	1.128	Medium	0.564
Deficit balances for sponsored academy conversions – the Local Authority has to pick up deficits for academies converting with a sponsor. Worst case is based on the total projected year-end deficits	0.376	Medium	0.188
Children and Families Act – a forecast impact to the High needs Block of the outcome of the Children and Families Bill	1.465	High	1.319
High Needs Inter-Authority Recoupment – the Fair Funding reform impacted on how Local Authorities charge each other for children in out of boundary educational settings. Time delays in historical charges being invoiced by other authorities is currently not provided for in the DSG allocation	1.050	High	0.945
Extension of Free Schools Meals (FSM) – the expansion of FSM to Years 1 and 2 is a central government initiative and pilot authorities have raised concerns that the allocation of £2.30 per meal is insufficient	1.000	Medium	0.900
<b>TOTAL</b>	<b>5.016</b>		<b>3.916</b>

- (3) approve the balance of £4.462 million SSR commitments being brought forward from 2013/14 to 2014/15, with the specific allocations detailed in Table 3 of the report being reviewed at the September 2014 meeting;**
- (4) approve the use of the SSR to support late admissions in 2014/15 totalling £0.290 million.**

## **58 EFFECTIVE EARLY ASSESSMENT FOR CHILDREN IN SCHOOL**

Tim O'Neill, Director of Vulnerable Children and Families, introduced his report outlining the proposal for the Forum to match fund the Local Authority's investment of £160,000 to enable a joint strategic approach and model of working to support greater focus in early help that ensures children are safe and well and are able to achieve their full potential by further strengthening and embedding the usage of Common Assessment Framework (CAF) as the main recording tool for early assessment. A revised version of the report was circulated prior to the meeting.

The following comments were made during the discussion:

- (a) the proposal is for the investment to fund 3 support workers in the 3 localities of the City. They will work within education settings to provide support on assessments and quality assurance;
- (b) there is an opportunity for schools to shape the type of support they need to ensure it is responsive and adds value;
- (c) more resources to help with vulnerable families are required rather than a role to support access to them;
- (d) the roles will help to ensure that the resources are accessed at the relevant points and at the right level;
- (e) more detail is required before the funding can be agreed.

### **RESOLVED**

- (1) to note that it is the Local Authority's intention to establish locality based CAF partnership resource via Early Help Development Specialist roles to support schools with CAF activity with a focus on increasing both the quantity and quality of CAF assessments and plans to enable the delivery of effective and timely interventions;**
- (2) to defer the following to the September meeting to enable more detail to be provided:**
  - (a) the decision on whether the Forum will match fund the Local Authority's investment of £0.160 million for the partnership resource identified above;**
  - (b) the establishing of a joint task and finish group to identify and deliver a strategic approach to further develop and strengthen early help in schools.**

**59 HIGH NEEDS BLOCK FUNDING**

Ceri Walters, Finance Business Partner, Children and Adults, introduced her report presenting the Dedicated Schools Grant High Needs budget allocation of £24.727 million for 2014/15, which has been prepared in line with parameters set out in the financial regulations issued by the Department for Education (DfE) and the Children and Families Act 2014.

Some members of the Forum met in advance of the meeting and produced the following list of queries which the Chair suggested should be responded to in writing:

- the report states that a £0.500 million year on year increase has been allocated to School Action Plus so a break down of this is needed;
- information needs to be provided on the new Alternative Provision model;
- the Children and Families Act may increase the workload for Special Educational Needs (SEN) but unless additional DSG allocation is made available for up to 25 year olds, the Local Authority need to clarify that they will be funding this from their own budgets as DSG is for pupils up to the age of 19;
- a breakdown of what £0.030 million for Schools Forum is used for needs to be provided;
- whether a full review of the benefits to schools of the £2.905 million contribution per annum for Combined Services should be carried out to determine whether the funding should continue in future years;
- why the figure for licenses has increased.

The Forum commented that there were some concerns that not all Pupil Referral Units (PRUs) have been involved in the consultation as it was focussed on behavioural issues which not all PRUs cover and, as Local Authority alternative provision is available, it should be utilised.

**RESOLVED to note the value of 2014/15 High Needs block allocation of £24.727 million.**