

Schools Forum Meeting

Room 10

Thursday 12th March 2015 at 4.30 pm

Agenda

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5.	<u>Secondary Schools Delegation / De-delegation - Report</u>	Decision	13 - 14
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ST. HELENS COUNCIL
SCHOOLS FORUM

Draft Minutes of the Meeting of the Schools Forum
Held on Thursday 15th January 2015 at 4.30 p.m. at the Town Hall

Members:

Primary School Head Teachers

- *Mrs C Cropper, Birchley St Mary's Catholic Primary
- *Mrs C Morris, St Julie's Catholic Primary
- *Mr I. Williams, Sutton Oak CE Primary
- Mrs C. Gowan, Eccleston Lane Ends Primary
- Mrs J Cottrell, Corpus Christi Catholic Primary

Secondary School Head Teachers and Representatives

- *Miss C Warburton, De La Salle
- Mr C. Sheeran, Cowley International College
- *Mrs D. Wilde, St. Augustine of Canterbury Catholic High School

Special School Head Teacher

Mr C. Myers, Mill Green

Primary School Governors

- *Mr T. A. Narayanan, Rectory Church of England Primary School
- *Mrs J. Dearden, Wargrave CE Primary
- *Mr W. Leatherbarrow, Birchley St Mary's Catholic Primary
- *Mr K. Aspinall, Rainford Church of England Primary School
- Mr R. Ferry, Carr Mill Primary

Secondary School Governors

- *Mr D. Callan, De La Salle
- Vacant
- Vacant

Special School Governor

- *Mr. W. Bradbury, Mill Green School

Nursery School Head Teacher/Governor

Mrs. M. Smith, Rainhill Community Nursery School

14-19 Partnership

- *Ms. M. Williams

Union Representative

- *Mr. P. Nightingale

PVI Early Years Provider Representative

Ms L. Ashton, Brooklands Childcare

Diocesan and Archdiocesan Representative

- *Mr. T. Warren

Academy Representative

Mr N. Gribben, The Sutton Academy
Vacant

PRU Representative

- *Ms. J. Johnson

Elected Member Observer

Councillor S. Murphy

*Denotes Members Present

Also Present: Mr G. Tyrer, Business Support Manager
 Mr A. Dempsey, Director of Children and Young People's Services
 Mrs D. Gilchrist, Principal Accountant for Schools

1. Apologies for Absence

Apologies for absence were received from Mr R Ferry, Mrs J Cottrell, Mr C Sheeran, Mrs C Gowan, Cllr S Murphy, Mr C Myers and Mr N Gribben.

2. Minutes of the Meeting held on 25th September 2014

The minutes were agreed as an accurate record.

3. Matters Arising from the Minutes

Mr Narayanan expressed concern regarding schools that were facing financial difficulties in the future. Mr Tyrer explained that discussions would take place with Head Teachers regarding the possibility of reviewing the school funding formula, though this would not be possible for 2015/16.

4. School Funding Formula 2015/16

Mr Tyrer explained that at the previous meeting of the Schools Forum the provisional school funding formula had been approved and subsequently submitted to the Education Funding Agency (EFA). He stated that the previous model was based on data from the previous year which has now been updated by the EFA based on the October 2014 census, and the funding formula has now been revised to include the updated data. The EFA require the new funding formula to be submitted by 20th January 2015.

He explained that the £600k 2013/14 Dedicated Schools Grant (DSG) underspend had been included in the school funding formula following previous approval by the Forum. As the Minimum Funding Guarantee (MFG) meant that not all schools would benefit from this additional funding, approval had been obtained from the EFA to exclude the additional funding from the MFG calculations.

Mr Tyrer informed the Forum that in previous years some DSG underspend had been set aside to fund capital expenditure, in particular for primary schools requiring additional capacity and for secondary schools relating to asbestos works. Although internal approval for this expenditure had been obtained the EFA have said that approval should also have been obtained from them. This approval has now been received.

Mr Tyrer stated that the funding settlement had been received in December, though it was still indicative. The 2015/16 settlement of £127m has increased by 1% from 2014/15. This increase is in relation to the overall increase in pupil numbers and an increase in the high needs element of the DSG. The Early Years Pupil Premium grant previously announced is also included in the 2015/16 DSG. There has been no increase in the amount of per pupil funding.

Mr Tyrer referred to Appendix 1a of the School Funding Formula report which gives a summary of the funding formula for 2015/16, and Appendix 1b which shows detailed individual school allocations. He explained that these allocations relate only to the

schools block element of funding, and exclude the high needs and early years allocations.

He stated that the class sizes of 30 allocations are based on the same unit values as 2014/15.

Mr Tyrer referred to the falling rolls criteria provided to the Forum and explained that Local Authorities are allowed to set aside funding for schools with short / medium term pressures relating to falling rolls. The funding regulations allow additional support to be allocated to schools in these circumstances. In previous years funds have been set aside to deal with this. Mr Tyrer stated that the Local Authority expect to have to allocate some funds to schools in 2015/16 from previous funds which have been set aside. The funding regulations require that the criteria for allocating these funds is approved by the Schools Forum.

Mr Tyrer confirmed that there had been little change to the Pupil Premium allocations for 2015/16; the primary allocations had increased slightly.

He explained that annually an element of DSG funding is set aside for central services, and that this amount cannot be increased from the 2012/13 allocations. There is a requirement to report the allocations for central service to the Schools Forum.

Mr Tyrer stated the requirement for the Schools Forum to decide annually which services they wish to be de-delegated. He explained that the individual school budget allocations provided include the delegated amounts. Appendix 4 sets out the decisions made for 2014/15 regarding de-delegation. Mr Tyrer confirmed that this arrangement does not apply to academies, special schools or nursery schools.

Mr Tyrer clarified the recommendations set out in the School Funding Formula report.

Mr Callan asked if schools would receive more or less funding in 2015/16. Mr Tyrer explained that if a school's pupil numbers have decreased then the school would lose funding. He explained that the majority of the school's formula funding is based on pupil numbers, and although the per pupil funding has been frozen school costs have increased due to pay awards and increases in superannuation contributions.

Mr Callan queried why the falling rolls criteria only applies to good or outstanding schools. Mr Tyrer stated that this is a mandatory condition decided by the DfE, it is not a local decision.

Mr Dempsey entered the meeting.

Mrs Dearden asked if the falling rolls fund is a reward for a school that has achieved good / outstanding status.

Mr Tyrer explained that the falling rolls fund would allow support to be given to a good school for an interim period until their numbers have increased.

Mr Leatherbarrow thanked Mr Tyrer and the finance team for the information provided to the Schools Forum. He stated that there is still a significant challenge to some schools in providing the best education possible, and that the funding formula appears to disadvantage some schools who do not also receive high levels of Pupil Premium funding. He requested that this be considered moving forward.

Mr Tyrer explained that there is a timescale to the process of remodelling the school funding formula. He stated that a short term solution would be looked at for the schools facing financial difficulties in 2015/16. He also clarified that schools are not allowed to set a deficit budget.

The Schools Forum:

- Noted the contents of the report
- Approved the proposed school funding formula as per Appendix 1a
- Approved the criteria for the allocation of additional funding to schools with falling rolls as per Appendix 2
- Confirmed that the centrally retained services at Appendix 3 are at the same cash levels as 2012-13

Mr Tyrer referred to the requirement to decide on which services should be delegated / de-delegated. He stated that if representatives required further time to discuss this with colleagues then this could be provided and the representatives could confirm the position by email over the coming weeks and report back to the Forum at the next meeting.

Mrs Wilde requested that the decision for secondary representatives be delayed as this had not been discussed at ASH.

Mrs Cropper stated that this had been discussed at length at PASH last year and she did not feel that the view of her primary colleagues had changed; therefore she was happy to de-delegate services on the same basis as last year.

Mr Nightingale expressed concern that the decision to delegate / de-delegate services should be made by representatives and not by colleagues who are not members of the Forum.

Mr Tyrer stated that if the decision is delayed until the next meeting of the Forum in March then this would impact on the calculation of school budgets.

He explained that if secondary representatives gave an indication over the next few weeks of how they wished to proceed then this could be built into school budgets on a provisional basis in time for the school budget setting meetings, and then a formal decision be made at the next meeting of the Schools Forum.

Primary phase representatives voted to de-delegate services on the same basis as 2014/15.

Secondary phase representatives decided to postpone the decision until the next meeting of the Schools Forum.

5. Any Other Business

There was no other business.

7. Date and Time of Next Meeting

12th March 2015

ST HELENS COUNCIL

SCHOOLS FORUM

CONSTITUTION AND TERMS OF REFERENCE

Aims and Objectives

The Schools Forum is established in accordance with the requirements of Section 47A and 138(7) of the School Standards and Framework Act 1998 and the Schools Forums (England) Regulations 2012.

The purpose of the Schools Forum is to act as either a consultative or decision-making body in respect of particular aspects of school funding.

The establishment, constitution, arrangement of meetings, proceedings and functions of the Schools Forum shall be subject to and in accordance with regulations made from time to time.

1 Terms Of Reference

The role of the Forum is:

- a) to consider and approve any increases in central expenditure on prudential borrowing, termination of employment costs, combined services, schools specific contingency and SEN transport;
- b) to be consulted on changes and redistributions to the school funding formula and the financial effect of any such change;
- c) to be consulted on any proposed contract which is funded from the Schools Budget and is in excess of EU procurement thresholds;
- d) to approve changes proposed by the Local Authority to the Scheme for Financing Schools following consultation between the Local Authority, schools and governing bodies;
- e) to be consulted on any proposals to the Department for Education in respect of exclusions from the Minimum Funding Guarantee;
- f) to approve the carry forward of a deficit on central Dedicated Schools Grant expenditure in order for it to be funded from the following year's Schools Budget;
- g) to approve the de-delegation of mainstream school funding in respect of contingencies, administration of free school meals, insurance, licences and subscriptions, supply cover, support for minority ethnic pupils / underachieving groups, behavior support services, and library and museum services;
- h) to approve the level of central expenditure and the associated criteria in respect of funding for growth in pupil numbers, and support for schools with falling rolls;
- i) to approve the level of central expenditure in respect of pre-16 pupil growth, equal pay back-pay, independent schools for non-SEN pupils, early years expenditure, capital expenditure funded from revenue, contribution to

combined budgets, termination of employment costs, prudential borrowing costs, and special educational needs transport costs;

- j) to be consulted on:
 - the commissioning of educational places for pupils with special educational needs;
 - the commissioning of places in Pupil Referral Units and Alternative Provision settings;
 - arrangements for early years provision;
 - administrative arrangements for the allocation of central government grants.
- k) to determine voting procedures in respect of the Forum;
- l) to elect a Chair of the Forum.

2 Membership

The Schools Forum shall comprise the following members.

2.1 School Governor Representatives

- a) Five Primary School Governor Representatives elected by governors who are themselves members of a governing body of a primary school maintained by the Authority at the time of the election.
- b) Three Secondary School Governors Representatives elected by governors who are themselves members of a governing body of a secondary school maintained by the Authority at the time of the election.
- c) One Special School Governor Representative elected by governors who are themselves members of a governing body of a special school maintained by the Authority at the time of the election.
- d) A governor who is employed as a head teacher at a school maintained by the Authority shall not be eligible for appointment as a school governor representative.
- e) The Local Authority shall conduct elections, in accordance with procedures proscribed by the Local Authority and approved by the Schools Forum, having received nominations for the position of governor representative and shall appoint governors elected.

2.2 Head Teacher Representatives

- a) Five Primary School Head Teachers recommended for appointment by individuals who are themselves head teachers of primary schools maintained by the Authority at the time of appointment.
- b) Three Secondary School Head Teachers or senior members of staff representing the head teachers recommended for appointment by individuals who are themselves head teachers of secondary schools maintained by the Authority at the time of appointment.

- c) One Special School Head Teacher recommended for appointment by individuals who are themselves head teachers of special schools maintained by the Authority at the time of appointment.
- d) One Nursery School Head Teacher or Governor Representative elected by Governors who is a member of a governing body of a Nursery School maintained by the Authority at the time of the election.

2.3 Other Representatives

- a) One union representative nominated for appointment by the teacher associations that are members of the Joint Union Forum not including those associations that represent head teachers.
- b) One representative nominated for appointment by the private, voluntary and independent providers of the free entitlement to early years education.
- c) One representative nominated by providers of 16 – 19 education.
- d) One representative nominated jointly by the Archdiocesan Authority, Diocesan Authority, Methodist and United Reformed Church Authorities.
- e) Two representatives nominated by the Governing Bodies of the Academies in the Local Authority's area.
- f) One representative nominated by the Local Authority Pupil Referral Units

2.4 Observer Status

- a) One elected member representative being the Executive Member of Council who is the Portfolio Holder for Children and Young People's Services.
- b) The Education Funding Agency may be represented at meetings with the right to participate in discussions.

2.5 Substitute Representation

Excepting in the case of Head Teacher representatives, substitute representatives shall not be eligible to attend meetings unless permitted under 9.2.

2.6 Disqualification from membership for failure to attend meetings

The Schools Forum may determine to disqualify from its membership any member who has failed to attend three or more consecutive meetings thereof.

3 Term of Office

- 3.1 All members of the Schools Forum shall be appointed for a period of two financial years from 1st April to 31st March of the following year.

- 3.2 Where a member of the Schools Forum ceases to be a member of the Governing Body or ceases to be a head teacher within the Authority, s/he will thereupon cease to be a member of the Schools Forum and, upon the election of a successor, that individual shall be invited to hold office for the remainder of the term of office in question.
- 3.3 Where a member of the Schools Forum ceases to be the Executive Member of the Council who is the Portfolio Holder for Children and Young People's Services or the Union, PVI or Church Authority, the nominated successor shall be invited to hold office for the remainder of the term of office in question.

4 Chairperson and Vice Chairperson

- 4.1 Each meeting of the Forum will have a Chairperson.
- 4.2 The Chairperson and Vice Chairperson of the Schools Forum shall be elected at the first meeting held during each financial year and on ceasing to hold office they will be eligible for re-election. The members of the Forum may not elect as Chair any member of the Forum who is an elected member or officer of the Authority.
- 4.3 In the event of the Chairperson and Vice Chairperson being absent from a meeting, one of the other representatives shall be elected to chair the proceedings.
- 4.4 In the event of a vacancy occurring in the office of either Chairperson or Vice Chairperson the Forum will elect one of the members to fill that vacancy. A member so elected will hold office until the date of the meeting at which the Chairperson or Vice Chairperson would have held office had the vacancy not occurred.
- 4.5 A Chairperson or Vice Chairperson will cease to hold office if they resign their office by giving written notice to the Clerk to the Schools Forum.

5 Meetings

- 5.1 The Schools Forum shall meet at least four times during the year.
- 5.2 All members shall be given, at least seven days before the date of a meeting:
 - a) written notice thereof signed by the Clerk; and
 - b) a copy of the agenda for the meeting.
- 5.3 Any member of the Schools Forum shall be empowered to notify the Chairperson at the commencement of a meeting of the Schools Forum any additional item of business demanding urgent attention, which has not appeared on the written notice thereof.
- 5.4 The convening of a meeting and the proceedings conducted thereat shall not be invalidated by reason of an individual not having received written notice of the meeting or a copy of the agenda.

6 Proceedings and Minutes

- 6.1 Any recommendation coming or arising before the Schools Forum shall be decided by a majority of the members present and where there is an equality of votes the Chair of the meeting shall have a second or casting vote.
- 6.2 Only school members (which includes mainstream schools, Academies, special schools and PRU's) and representatives of the Private, Voluntary and Independent (PVI) sector will be able to vote on the funding formula.
- 6.3 Minutes of proceedings of meetings of the School Forum shall be drawn up and signed at the next meeting by the person who is the Chairperson.
- 6.4 The Clerk to the Schools Forum shall ensure that-
 - a) the draft minutes of every meeting, if they have been approved by the person acting as chairperson for each meeting, shall be distributed to members of the schools Forum and the Director of Children and Young People's Services.
 - b) the signed minutes of every meeting be distributed to all head teachers and governing body chairpersons.
- 6.5 The minutes of any part of a meeting that are confidential shall be kept separately and will not be available for inspection.
- 6.6 Members of the Schools Forum shall respect the confidentiality of items of business which members consider are confidential.

7 Clerk

- 7.1 The Clerk to the Schools Forum shall be an officer of the Authority.

8 Restriction on Local Authority members and officers

- 8.1 Participation is limited to the lead member for Children and Young People's Services, Director of Children and Young People's Services (or their representative), Chief Finance Officer (or their representative) or officers who are providing specific financial or technical advice to Schools Forum. Other officers will be able to participate where they are presenting a report, but their participation will be limited to their specific agenda item.

9 Access to Meetings

- 9.1 Meetings will be open to the public and Schools Forum papers, minutes and decisions will be published in public areas of the Local Authority website.
- 9.2 Any question as to whether any person who is not a member of the Schools Forum, or otherwise entitled to be present, should be allowed to attend a meeting of the Schools Forum shall be determined by resolution.

10 Quorum

- 10.1 The Forum shall be quorate if at least 40% of the membership (excluding vacancies) is present at the meeting.

- 10.2 Should the meeting be inquorate, it may still go ahead but the Forum cannot legally take decisions. An inquorate Forum may respond to local authority consultations and submit views to the local authority, however the Local Authority is not legally obliged to take account of these views.

11 Establishment of Committees

- 11.1 The members of the Schools Forum may, in such circumstances as they think fit, delegate to a committee or panel established by them, any of the functions set out in the terms of reference.

12 Declaration of Interest

- 12.1 If a member of the Schools Forum has any pecuniary interest, direct or indirect, in any contract, proposed contract or other matter and is present at a meeting of the Schools Forum at which the contract or other matter is the subject of consideration, s/he shall at the meeting, and as soon as practicable after its commencement, disclose that fact and withdraw from the meeting during the consideration or discussion of the contract or matter and s/he shall not vote on any question with respect to the contract or matter.

Proposed Delegated / De-delegated Services 2015-16

Description	Details	Secondary	2014-15
Contingencies (including support for schools in financial difficulties)	General contingency funding to meet exceptional unforeseen costs which it would be unreasonable to expect governing bodies to meet eg employment tribunal costs; or additional costs relating to re-organised or closing schools. In addition, the contingency currently funds in-year allocations to schools in respect of Newly Qualified Teachers and Managed Transfers in primary schools. Historically, a contingency for schools in financial difficulties has been held centrally which has enabled support to be provided to schools without the school having to meet additional costs from its own budget. Should schools opt to retain this element of funding in their delegated budgets, the Authority would hold no central funding to assist schools with any of the costs referred to above.	105,691	Delegated
Free school meals eligibility	This funding relates to the cost of assessing the eligibility of pupils to free school meals. This function is currently undertaken by the Council's Benefits Section who process applications for all pupils who attend St Helens schools. Should schools choose to retain this element of funding as part of their delegated budget share, individual schools would be responsible for implementing their own systems to assess their pupils' entitlement to free school meals.	7,735	De-delegated
Licences/subscriptions	This funding covers the cost of annual support and entitlement in relation to SIMS within schools. In addition the costs of licences in respect of the Performing Rights Society, Phonographic Performance Ltd and the Educational Recording Agency are met from this budget. Costs in respect of centrally managed school IT maintenance are also funded from this budget eg firewall and anti-virus management, server hardware and software maintenance. Should schools choose to retain this element of funding, individual schools would be individually responsible for these costs and arrangements.	13,283	De-delegated
Staff costs - supply cover	This funding relates to the administrative costs associated with the appointment of supply staff in schools. It is recommended that this funding is retained by schools within their delegated budgets as these costs will be reflected in SLA charges in relation to HR and Payroll services.	2,352	Delegated
Support for minority ethnic pupils and underachieving groups	The Tuition Service, which is operated by the Authority, currently provides this support to relevant pupils at all schools. Should schools choose to retain this element of funding as part of their delegated budget share, individual schools would be responsible for ensuring that appropriate support is in place for this group of pupils.	42,524	Delegated
Behaviour support services	This funding supports the provision of Behaviour Improvement Services to schools. The funding represents a share of the total cost of behaviour support services rather than a specifically identifiable element. Should schools choose to retain this element of funding as part of their delegated budget share, the Authority will review its current behaviour support provision with a view to achieving a corresponding level of reduction in cost. This is likely to result in a reduction in the overall level of service provision available to schools.	8,078	Delegated
Total		179,663	

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