

**THE SOUTHWARK SCHOOLS FORUM
MINUTES OF THE MEETING
Thursday 3rd October 2013**

- 1. Attendance and Apologies**
See Annex A. Richard Bannister attended as a representative for the Academy constituency and the Chair welcomed Terri Williams as the representative for Further Education SEN.
- 2. Declaration of Interests**
Members were asked to declare any pecuniary or other interests they might have that were greater than the interests of other members of the Forum in any matter on the agenda for discussion. Lynn Charlton declared that she was the Chair of the Headteachers Executive, there were no others.
- 3. Election of Chair**
The Clerk called for nominations, Sister Anne-Marie Niblock was proposed. There being no other nominations, Sister Anne-Marie was elected as Chair for the 2013/14 academic year.
- 4. Election of Vice Chair**
The Chair called for nominations. Keith Fox was proposed. There being no other nominations, Keith Fox was elected as Vice Chair for the 2013/14 academic year.
- 5. Minutes of the Meeting of 11th July 2013**
These were agreed as a true record.
- 4. Matters Arising from the Minutes of 11th July 2013**

 - 4.1 Fay Hammond reported that the proposed Schools Forum Sub Group for High Needs was yet to meet.
 - 5. Outcome of Consultation on the 2014-15 Mainstream Schools Funding Formula Changes**

 - 5.1 This report, previously circulated, provided the outcome of the consultation with schools on the small number of changes being considered by Southwark as a consequence of the government's own changes to the Schools Funding Formula.
 - 5.2 The key question Southwark asked schools was whether to still have a factor for pupil mobility in the Funding Formula or distribute the available funding via the AWP? The national change was to apply a 10% threshold to the mobility factor, i.e. schools would only receive any funding if they had more than 10% of instances of pupil mobility. The 9 responses received from schools were fairly evenly split, 5 for maintaining a single rate and 4 to cease the factor completely.

5.3 Lynn Charlton felt that schools, like her own, with high mobility, would lose out significantly. Craig Voller felt that it was really intended to compensate the smaller school. It was noted that The Globe Academy had the highest number of incidences. The Local Authority (LA) confirmed that the Mobility Factor was part of the Minimum Funding Guarantee and so the MFG could mitigate against losses for those schools that had a significant change in funding. All data used was provided by the DfE.

5.3 The Chair reminded the Schools Forum that the previous funding formula had accepted that all schools had pupil mobility and only allocated funds to those that exceeded the then 10% threshold.

On a show of hands the Schools Forum felt that the mobility factor should cease and the funding distributed through the AWPU (8 in favour) with 1 member believing it should be maintained.

5.4 A further question consulted upon related to Prior Attainment. The Early Years Foundation Stage Profile (EYFSP) was still to be used for primary schools. The criterion for secondary pupils has changed to be based on the number of pupils not achieving level 4 in English OR Maths at Key Stage 2 – previously it had to be both English AND Maths. It was noted that the impact of the change could not be modelled as the DfE data was not available.

5.5 Finally, the factor for Private Financial Initiative (PFI) was being reviewed with the intention of extending it to cover Facilities Management (FM) costs. The LA will come back with additional details on the factor for further consideration.

6. Dedicated Schools Grant 2014-15 – De-delegated and Retained Budgets

6.1 A report had been previously circulated that set out the Local Authority's (LA) proposals for those budgets that were classified as to be "de-delegated" or "retained". These were summarised in Tables 1 and 2 of Appendix A of the report. In addition the detail of each budget was given in Appendix B.

6.2 Fay Hammond explained that due to a change in definition by the DfE the "Contingency Budget" now included the previous separate budgets for the Audit Programme and the Intervention Fund. These combined de-delegated budgets released a further £200k to be distributed to schools by the formula.

6.3 The Chair asked why the Critical Incident Support funding was included under Behaviour Support Services – Fay Hammond reported that in fact this was the only place in the DfE categories that it can be included. Also Summerhouse was no longer classified as a Pupil Referral Unit (PRU) and so now has to be reported under the Behaviour Support Services, this again makes it appear as more is being retained when in fact it is a technical change by the DfE.

6.4 Free Schools Meals (FSM) eligibility checking had different rates for primary schools and secondary schools. The LA confirmed that this was due to the fact that only 3 secondary schools were within the scheme whereas the vast majority of the primary schools were still maintained schools.

- 6.5 Craig Voller, supported by Mickey Kelly, expressed concerns that it was difficult to get parents to register as being eligible for FSM especially with Southwark’s Free Healthy School Meals Initiative. He also requested details of the number of staff Southwark had engaged on eligibility checking. Roger Bannister of City of London Academy confirmed that at his academy the eligibility work was only a quarter of one person’s workload.
- 6.7 Some Licences and Subscriptions were now organised by the DfE who then charged the LA so funding had to be retained to meet these invoices. The budget for maternity supply cover had been increased to reflect the higher level of expenditure. The budget for Trade Union facility Time was still under review. Betty Joseph said that having a central service assists with having good quality information, advice and support for schools.
- 6.8 The Schools Forum then proceeded to vote on whether to approve the Local Authority proposals for 2014-15. It was noted that only those Schools Forum members that represented the maintained primary and secondary phase constituencies, i.e. those whose budgets would be decreased by de-delegation could vote. This was 3 maintained primary (Pmy) school members and 1 maintained secondary (Sec) school member.
- 6.9 The summary of voting was as follows.

	De-delegate	Delegate	Abstention
a) Contingencies	3 x Pmy 1 x Sec	- -	- -
b) Behaviour Support Services	2 x Pmy 1 x Sec	- -	1x Pmy -
c) BSS – Summerhouse	3 x Pmy	-	-
d) Free School Meal Eligibility	1 x Pmy -	1 x Pmy 1 x Sec	1 x Pmy -
e) Licences	3 x Pmy 1 x Sec	- -	- -
f) Staff Costs – Maternity	3 x Pmy 1 x Sec	- -	- -
g) Staff Costs – Trade Union	2 x Pmy 1 x Sec	1 x Pmy -	- -

- 6.10 The Schools Forum then scrutinised the proposals for centrally retained budgets. These were:
- Funding for significant pre-16 pupil growth
 - Non-SEN places in independent schools (e.g. secure units)
 - Copyright Licensing Agency and Music Publishers Association licences
 - Statutory Admissions Function
 - Schools Forum Servicing

- 6.11 Lynn Charlton was concerned about the impact that expanding some schools has on their neighbouring schools that still have vacant places and the LA should consult more widely when evaluating the options. Fay Hammond confirmed that any unspent monies in these retained budgets are returned to the DSG for use in the forthcoming year.
- 6.12 There was also concern from the Schools Forum on large scale re-developments such as the Heygate Estate that impacts upon the demographics around the nearby schools.
- 6.13 The Schools Forum then voted on the Local Authority proposals to retain these budgets in 2014-15:

Significant Pupil Growth:

In Favour 7, Against 0, Abstention 1

Independent school places for non-SEN:

In Favour 8, Against 0, Abstention 0

CLA Licenses:

In Favour 8, Against 0, Abstention 0

Admissions:

In Favour 8, Against 0, Abstention 0

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In Favour 8, Against 0, Abstention 0

- 6.14 The Schools Forum then reviewed the budgets classified by the DfE as “historic commitments” because they were decisions previously made by the Schools Forum. The DfE proposal is that as an interim arrangement the Schools Forum can continue to support them but at no higher level of funding and no new ones can be entered into.
- 6.15 These budgets are:
- a) Capital expenditure from Revenue
 - b) Heads Executive funding
 - c) Standing Advisory Council on Religious Education (SACRE)
 - d) Southwark Cathedral Education
 - e) Critical Incidents Support
 - f) Schools Audit
 - g) Health & Safety
 - h) School Intervention Fund
 - i) Education Business Alliance

Details of each were shown in Appendix C of the report and Table C gave details of the proposals.

- 6.16 It was noted that: Critical Incident Support, Schools Audit, Intervention Fund, Licences, Supply costs and Summerhouse were now moved to the budgets classified as “de-delegated” and were considered earlier in the meeting. The funding for the Education Business Alliance was proposed to cease at the end of the current financial year.

- 6.17 For the others the LA was only proposing to continue the funding until the end of the academic year 2013/14, that is August 2014.
- 6.18 Lynn Charlton, as chair of the Heads Executive, restated the work done by that organisation in supporting Southwark schools and why was the proposal only to provide financial support for part of the financial year. Craig Voller welcomed more delegation but was still concerned at the level of funding the LA was still planning to retain. Kerry Crichlow clarified the work that the Health & Safety section was doing with schools and a working group was looking at how it could still operate in the future.
- 6.19 The Schools Forum then considered and voted on the following historical commitment:
 Capital Expenditure No Change
 In Favour 7, Against 0, Abstention 1
- 6.20 The Schools Forum then expressed its views on each proposal and then suggested to the Local Authority that the voting on the various budgets specified should be whether they should a) receive no funding in 2014-15 or b) receive funding for the period April to August only in 2014 or c) receive funding for the full financial year 2014-15. This the LA agreed to.
- 6.21 As a consequence the Schools Forum then voted on the LA proposals as set out in Table C of the report.

	No Funding at all	April to August	Full Year
Heads Executive	2	4	2
Southwark Cathedral Ed	4	4	0
SACRE	3	4	0
Health & Safety	1	6	1

Note there was one abstention for the vote on SACRE.

7. Provisional Schools Funding Formula 2014-15

- 7.1 This previously circulated report updated the Schools Forum with the Local Authority's proposed school funding formula and the associated financial values for 2014-15. This included the recent consultation report on the proposals on retained and de-delegated budgets.
- 7.2 Once again the overriding principle, previously endorsed by the Schools Forum, was, where it had the power, to minimise turbulence in funding. The final school funding formula will be considered by the Schools Forum at its January 2014 meeting.

The Schools Forum noted and agreed the principles and provisional factor values for 2014-15.

8. Dedicated Schools Grant – 2014-15 High Needs Block

- 8.1 This information report updated members on the Local Authority discussions with Headteachers of Special schools and schools with SEN Units. This was Noted.

9. Summary of Pupil Premium Spend 2012-13

9.1 This information report provided a summary of how schools allocated their Pupil Premium funding in 2012-13.

In addition the LA circulated the pro forma that it asked schools to complete that was used to provide the summary information.

These were Noted.

10. Licenses Required by Schools

10.1 This information report provided an overview of the licenses required by schools since the DfE had arranged for a national licence scheme for all state maintained schools.

10.2 Lynn Charlton asked that it be circulated to all schools.

This was Noted.

There being no further business the meeting closed at 6pm.

**Annex A
SCHOOLS FORUM ATTENDANCE SHEET
3rd October 2013
VOTING MEMBERS**

NAME	CONSTITUENCY	PRESENT
Lynn Charlton	Primary School Headteacher	Yes
Craig Voller	Primary School Headteacher	Yes
Keith Fox	Primary School Headteacher	Apologies
Jacqui Louis	Primary School Headteacher	Yes
Elaine Garlick	Primary School Governor	Apologies
Vacancy	Primary School Governor	
	Nursery School Headteacher	Apologies
Simon Eccles	Special School Headteacher	Yes
Gillian Reeve	Early Years – Private/Voluntary and Independent Settings	Apologies
Richard Bannister	Academy	Substitute
Mickey Kelly	Academy	Yes
Mike Antoniou	Academy	
Yomi Adewoye	Pupil Referral Units	Yes
Sister Anne-Marie Niblock	Secondary School Headteacher	Yes
Terri Williams	FE SEN	Yes
Vacancy	Diocese Board	
Betty Joseph substitute Michael Davern	Trade Unions	Both in Attendance

Senior Officers in Attendance

Kerry Crichlow	Yes
Fay Hammond	Head of Children's Services Finance - Yes
Merril Haeusler	Apologies
Jim Eshelby	Apologies
Pauline Armour	Yes
David Cross	Clerk

Also in attendance: Councillor Dixon Fyle