

Hillingdon Schools Forum

Minutes of the Meeting held on Thursday 14 January 2016

Commencing at 17:00

Civic Centre, Committee Room 5

Maintained Primary Representative Members:	Mr Jim Edgecombe (JE) (Chair) Ms Kris O'Sullivan (KOS) Mr Duncan Greig (DG) Ms Chris Weaving (CW) Ms Chris Shasha (CS)	Whiteheath Junior School Deanesfield Primary School Breakspear Primary School Whiteheath Infant School Oak Farm Infant School
Maintained Secondary School Representative:	Mr Mark Bland (MB)	Abbotsfield School
Maintained Special Representative	Mr Ross Macdonald (RM)	Meadow School
Academy Representative Members:	Mr Bob Charlton (BC) Ms Wendy Bhad (WB) Ms Tracey Hemming (TH) Mr Robert Jones (RJ) Mrs Ann Bowen- Breslin (ABB) Mr Peter Ryerson (PRy) Ms Rhona Johnston (RJ) Ms Jacqueline Lack (JL)	Charville Primary School Bishop Ramsey CofE School Barnhill Partnership Trust Haydon School Hillingdon Primary School Guru Nanak Sikh Academy Queensmead Frays Academy Trust
Special Academy Representative	Mr Sudhi Pathak (SP)	The Eden Academy
Maintained Primary Governor Members:	Ms Jo Palmer (JP) Mr Phil Haigh (PH) Mr Tony Eginton (TE)	Hillside Infant School Cherry Lane Primary School and The Eden Academy Minet Nursery & Infant School and Hillside Junior School
Other Members:	Ms Ludmila Morris (LM) Ms Elaine Caffary (EC) Ms Lesley Knee (LK) Ms Laurie Cornwell (LC) Ms Alison Moore (AM)	McMillan Early Childhood Centre Nursery Manger - 4 Street Nursery Ruislip Methodist Pre-School The Skills Hub The De Salis Studio College
<u>In attendance from:</u> London Borough of Hillingdon	Mr Dan Kennedy (DK) Mr Peter Malewicz (PM) Ms Ruth Munro (RM) Mr Philip Ryan (PRy) Mr Graham Young (GY) Ms Sarah Hydrie (SH) Ms Muir Laurie (ML)	Head of Business Performance, Policy & Standards Group Finance Manager - Education Senior Accountant School Funding Families Information Service Lead Business Partner for Schools Assistant Internal Audit Manager Head of Internal Audit
Observers:	Ms Lisa Corrigan (LCo) Ms Joanne Nightingale (JN) Ms Debbie Gilder (DG)	Highfield Primary School (Shadow Representative) Whitehall Junior School (Shadow Representative) Pield Heath School
Clerk:	Ms Anne Thomas (AT)	Independent Clerk
Apologies:	Mr Bob Charlton (BC) Mr Mark Bland (MB)	Charville Primary School Abbotsfield School

The meeting was quorate

Minutes:

Item 1 Welcome & Apologies

JE welcomed everyone and apologies were received from BC, MB, TH and EC for lateness. PM advised this would be the last meeting ABB would be attending as she had resigned. JE thanked ABB for all her work and contributions. JE announced there should be an item on the agenda for AOB. PH stated he had one item of AOB, grant funding for two year old provision following receipt of a written report received from Philip Ryan.

Item 2 Minutes of the meeting held on 9 December 2016

Peter Ryerson advised an amendment that he should be listed on the agendas and minutes for the Schools Forum as (PRy). JL advised her name was missing from the minutes. The minutes were approved and signed by the chair subject to the above amendments.

Item 3 Matters Arising from the meeting held on 9 December 2016

- 3.1 JE advised that at the last meeting he had been elected Chair which was for a period of two years. It was noted his term of office would conclude on 31 March 2017.
- 3.2 In Year Admissions Funding Proposal
JE advised this item was referred back to the next meeting of the Formula Funding Sub Group to be held on Tuesday 26.01.16 however, it was noted this meeting would now be a training session. JE was concerned that this item should not be overlooked. PM advised the meeting that a review of this funding would be carried out in 2016/17.
- 3.3 Update on HGFL/SIMS
DK gave a verbal update and stated he had communicated with all schools. There was concern that schools should continue to have all the support they required until the 1.4.16. If any school had further concerns they could raise them with DK directly. DK further reiterated that SIMS would continue until the 31.3.16. Further discussion took place on whether it was possible to retain the service team of SIMS support.
- 3.4 Non-Teaching Staff Pensions Update
JE advised the meeting that DK had sent an email to JP that afternoon however, he was aware she had not had the opportunity to read it. DK responded by stating he had looked at the draft letter and had concerns in relation to the purpose. TE advised that the draft minutes of the last Pensions Committee stated that approval was given to remove Capita from 31.10.16. Surrey County Council would take over from 1.11.16. Capita would endeavour to get the data up to date and officers of the local authority would be providing assistance. DK agreed to discuss this matter with JP after the meeting.
- 3.5 Membership Update
PM stated there was now one vacancy from the Academies sector due to the resignation of ABB.
- 3.6 Early Years Educational Psychologist Service
PH advised he had attempted to progress this and had a meeting with the procurement team. Due to the size of the contract, it would require an OJEU procurement. The contract would need to be approved by the Cabinet and therefore the process would not be completed until the end of April 2016.

Item 4 Information Items

4.1 School Audits - Final Summary

PM advised the meeting this would be the last report and there would be no further routine school audits. Further discussion took place and it was noted that audits were generally planned on those organisations with high risk. Schools were considered to be low risk therefore no further audits would be carried out unless concerns were raised with the local authority who would undertake further investigations.

4.2 Month 7 DSG Monitoring Report

PM presented the report and explained that the DSG was projecting a planned in year overspend of £2.7m. PM explained the table in the report indicated that two of the maintained schools were predicting an in year deficit for 2015/16. The meeting was asked to note the report and that PM would continue to provide monthly updates.

Schools Revenue Funding Settlement

4.3 The report provided the Schools Forum with some of the relevant changes from the funding settlement. GY highlighted the main headlines. The minimum funding guarantee remains the same. The high needs block funding nationally had been increased by £92.5m above the 2015/16 baseline. Hillingdon would receive £5m based on the current SEN pupil population. The Education Services Grant rate had been reduced by £10 per pupil for 2016/17. Infant Free School Meals would continue at the same rate per meal. There would also be an increase for three and four year olds provision for September 2016/17. The Forum was asked to note the report.

Item 5 Distribution of Dedicated Schools Grant

5.1 Growth Contingency Allocation 2016/17

PM explained that every year decisions were made on funding for schools expanding and basic needs academy funding. The spreadsheet attached to the report detailed the pupil data. It was proposed that there be a further review in the case of one school before any funds are released. The other two schools were now full and as school expansions was drawing to a close the figures would drop down considerably. In respect of recommendation 2 (iii) PM advised the meeting it was a funding requirement of the EFA to review school costs and a requirement for the local authority to fund dis-economies of scale funding to schools. PH enquired whether the authority was underwriting any potential deficits and in response this was confirmed. JE requested a report detailing the deficits be brought back to the Schools Forum at the end of the year and for the previous year. The meeting was requested to agree the recommendations as detailed in the report:

- i) To release the expanding schools funding to schools as set out in the spreadsheet included with this report. **Agreed**
- ii) To hold back the allocation for Pinkwell Primary subject to review. **Agreed**
- iii) To release dis-economies of scale funding to schools subject to a further review. **Agreed**

De-Delegation

5.2 PM presented the report and advised Schools Forum was required to review the de-delegated items each year and undertake a vote on whether to delegate or retain the budget centrally. The meeting was requested to vote on the recommendation in the report. **Agreed**

5.3 Early Years Single Funding Formula

PM provided a summary of the report and asked the meeting to sign off the proposed EYSFF for 2016/17. **Agreed**

5.4 Planned Place Numbers and Top-Up Funding

PM presented the report and advised the spreadsheet attached to the report indicated the pupil place numbers based on a mixed economy of banded and weighted top up rates. There were two exceptions; the final rates for Glebe needed to be recalculated and would be presented for agreement at the next meeting of the Schools Forum, the Skills Hub would now have a simpler resource funding. It was noted that Pentland Field School was not listed on the spreadsheet and PM agreed they should be included. PH advised that Cherry Lane School pupil number would be 10 and not 12 based on space available and agreed to return the funding. The meeting was asked to agree the recommendations:

2. i) The proposed planned places funding. One no vote recorded. **Agreed**
- ii) The proposed top-up rate of funding. One no vote recorded. **Agreed**

5.5 Draft DSG Budget 2016/17

GY highlighted the differences between the figures for 2015/16 baseline budget data and the 2016/17 budget as released on 17 December 2015 in each of the funding blocks. There is a significant increase in the schools block, high needs showed a reduction and other adjustments related to NQT funding. Two year old funding was expected to increase for 2016/17. There was no change in the numbers for the early years block. In the schools block there was a growth of 965 pupils mainly in the primary sector. Under the high needs block Hillingdon DSG had actually increased by £559k. The table on page 4 of the report detailed the total DSG funds available for 2016/17.

GY further outlined the proposals for use of DSG in 2016/17:

- a) The early years block had a built in projected growth of £700k based on historic data.
- c) The two year old provision will have some growth in numbers but no increase in the budget.
- d) Two year old capacity funding of £660k allocated to projects agreed and started, but not completed.
- e) Early Years Centres require £322k DSG to help fund the three childrens centres. It was noted that the DSG Sub Group monitored and would continue to monitor this area of funding. The meeting discussed this funding in more detail in relation to whether the money was actually being spent to support vulnerable children. A proposal was made to the DSG sub group with the idea of producing a plan to remove this subsidy in 2 years. **Agreed**
- f) The meeting considered whether £47k was required every year for the on-going running, maintenance and staffing backfil costs for the play van. It was proposed to remit back to the Early Years Sub Group to decide how much money to allocate to the plan van. **Agreed**
- h) In relation to the Retained Balance it was proposed to retain £750k an increase of £250k from previous years. It was considered that this figure was reasonable based on historical spend. **Agreed**
- j) The meeting noted the funding for the procurement officer was initially agreed in 2015/16 for two years and the proposal was that funding continue for the second year. **Agreed**
- k) The meeting noted that a report had previously been presented to the DSG Sub Group who had accepted the £137k additional funding to cover the provision of the school admissions service.
- l) It was noted that a £150k increase was required to cover the support service costs. PM stated these support service costs were subject to review every year by the DSG Sub Group.
- u) The Forum noted the current year underspend on SEN support services due to restructure.

In summary GY advised the meeting that the total of the proposed increase in delegated DSG funds in 2016/17 amounted to £3.8m. **Agreed**

5.6 Schools Funding Formula Anomalies 2016/17

The report made recommendations to resolve anomalies in respect of Rosedale Primary and De Salis Studio School. **Agreed**

The meeting discussed a protocol on how future discussion on individual schools would be managed at the Schools Forum. It was suggested that a declaration of interest be made and representing parties leave the meeting. A further proposal suggested that the school should be informed in advance if a discussion was going to be had about that individual school. JE proposed this topic be discussed at the meeting of the Funding Formula Working Group on Tuesday 26 January 2016 which would now be a training session.

In relation to item 5g (ii) PRy provided a brief outline of the difficulties faced by Nanaksar School in meeting the demand for more pupil places. Following further discussion ABB requested that her thanks be noted that the school do not intend to backfill the vacant places. The meeting was asked to agree the recommendation detailed in item 5g i) and item 5g ii). **Agreed**

Item 6 AOB

6.1 Grant Funding for Two Year Old Provision

PH proposed that the two year old funding granted to Laurel Lane be suspended so that it could be reviewed and reconsidered at the next meeting of the Early Years Sub Group. **Agreed**
It was further agreed that the Chair of the Schools Forum write to the school and advise them of the decision.

JE

Future Meeting Dates

Meeting:	Date & time:	Venue:
Formula Funding Working Group	Tuesday 26 January 2016 at 10:00	Cherry Lane School - TRAINING
Early Years Sub-Group	Tuesday 26 January 2016 at 13:00	Cherry Lane School
Formula Funding Group	Tuesday 23 February 2016 at 10:00	CANCELLED
Early Years Sub-Group	Tuesday 1 March 2016 at 10:00	Cherry Lane School
High Needs Group	Tuesday 1 March 2016 at 11:30	Cherry Lane School
DSG Monitoring Group	Tuesday 1 March 2016 at 13:30	Cherry Lane School
Schools' Forum	Wednesday 9 March 2016 at 17:00	Civic Centre, C/Rm 4/4a
Formula Funding Working Group	Tuesday 26 April 2016 at 10:00	Cherry Lane School
Early Years Sub-Group	Tuesday 3 May 2016 at 10:00	Cherry Lane School
High Needs Group	Tuesday 3 May 2016 at 11:30	Cherry Lane School
DSG Monitoring Group	Tuesday 3 May 2016 at 13:30	Cherry Lane School
Schools' Forum	Wednesday 11 May 2016 at 17:00	Civic Centre, C/Rm 6
Early Years Sub-Group	Tuesday 21 June 2016 at 10:00	Cherry Lane School
High Needs Group	Tuesday 21 June 2016 at 11:30	Cherry Lane School
DSG Monitoring Group	Tuesday 21 June 2016 at 13:30	Cherry Lane School
Schools' Forum	Wednesday 29 June 2016 at 17:00	Civic Centre, C/Rm 5
Schools' Forum	Wednesday 21 September 2016 at 17:00	TBA
Schools' Forum	Wednesday 19 October 2016 at 17:00	TBA
Schools' Forum	Wednesday 7 December 2016 at 17:00	TBA
Schools' Forum	Wednesday 18 January 2017 at 17:00	TBA
Schools' Forum	Wednesday 8 March 2017 at 17:00	TBA

The meeting concluded at 19:55

Signed:

Date:

If you have any issues to refer to the Schools Forum you should contact one of the representatives.