

Schools Forum

Wednesday, 28th June, 2017
at 4.00 pm

PLEASE NOTE TIME OF MEETING

Swaythling Primary School

This meeting is open to the public

LEAD OFFICER

Alan Denford, Finance Manager

Tel : 023 8083 3159

Email : alan.denford@southampton.gov.uk

FORUM ADMINISTRATOR

Meeting Support

Tel: 023 8083 2557

Email:

SchoolsForumAdmin@southampton.gov.uk

AGENDA

- 1 **AGENDA 28/06/2017** (Pages 1 - 2)
- 2 **MINUTES OF PREVIOUS MEETING** (Pages 3 - 14)

Minutes of the meeting held on 22nd March 2017, attached.

Date Not Specified

Service Lead, Education and Early Help,

Schools Forum Agenda

4:00pm – 6:00pm on Wednesday 28 June 2017

School Hall, Swaythling Primary School, Mayfield Road, Southampton, SO17 3SZ

Entrance to the school: via the lower car park (marked 'Kitchen Staff')

Parking: Mayfield Road

Item	Who	Time
1. Welcome, apologies, changes in membership & declarations of interest (if any)	Richard Harris	4:00
2. Minutes of previous meeting 22 March 2017	Richard Harris	4:05
3. High Needs Block paper – decision required	Jo Cassey/ Rob Winfield	4:15
4. Local Authority verbal updates:		5:05
4i SFFD Fund	Jo Cassey	
4ii Schools Forum evaluation	Jo Cassey/ John Draper	
4iii Deficit/surplus policy	Jo Knight	
4iv LA consultations	Rob Winfield	
4v Phase 3	Hilary Brooks	
5 Concluding remarks & date of next meeting	Richard Harris	5:45

For information, dates of future meetings:

Schools Forum

Time	Date	Venue
3:30pm - 4:30pm	Wednesday 30 August - tbc Pre-meet for September meeting	Committee Room 2, Civic Centre
3.30pm -5.30pm	Wednesday 13 Sept	Startpoint Sholing
3:30pm - 4:30pm	Wednesday 4 October - tbc Pre-meet for October meeting	Room 199b, Civic Centre
3.30pm - 5.30pm	Wednesday 11 Oct	Venue TBC
3.30pm - 4.30pm	Wednesday 29 November - tbc Pre-meet for December meeting	Room 199b, Civic Centre
3.30pm - 5.30pm	Wednesday 6 Dec	Venue TBC



**SCHOOLS FORUM
NOTES OF THE MEETING HELD ON
WEDNESDAY 22 MARCH 2017
Conference Room 4, Civic Centre, Southampton SO14 7LY**

Present:

<u>Chair and Vice Chair</u>		
Richard Harris (Chair)	Governor	Moorlands Primary School
David Turner (Vice Chair)	LA Governor	Townhill Infant School
<u>Primary School Representatives</u>		
Susan Brakewell	Governor	Bitterne Manor Primary School
Julie Swanston	Head Teacher	Woolston Infant School
Amanda Talbot-Jones	Head Teacher	St Denys Primary School
John Draper	Head Teacher	Swaythling Primary School
Mark Sheehan	Head Teacher	Mansbridge Primary School
Peter Howard	Head Teacher	Fairisle Junior School
<u>Secondary School Representatives</u>		
Toni Sambrook	Head Teacher	Woodlands Community College
Martin Brown	Head Teacher	The Sholing Technology College
Jonty Archibald	Head Teacher	Regents Park Community College
Una Rogers	Governor Rep	Regents Park Community College
<u>Special Schools Representatives</u>		
Andy Evans	Head Teacher	Great Oaks School
Colin Grant	Governor	Cedar School
<u>Academy Representatives</u>		
Sean Preston	Head of Finance	Hamwic Trust
<u>Pupil Referral Unit Representative</u>		
Alison Parsons	Head Teacher	Compass School
<u>Nursery Schools Representative</u>		
David Wright		Paint Pots Nursery
<u>Non Schools Representative</u>		

<u>Observers</u>		
Chris Ode	NASUWT	Teachers' Liaison Panel
Andy Peterson	Head Teacher	Bitterne CE Primary School
Maureen Turner		
Harry Kutty	Head Teacher	Cantell School
Alex Parry		
<u>Also in attendance:</u>		
<u>Council Officers</u>		
Councillor Darren Paffey	Cabinet Member	Education and Skills
Councillor Mark Chaloner	Cabinet Member	Finance
Jo Cassey	Service Lead	Education and Early Help
David Townsend (for part)	Interim Service Manager - School Effectiveness	
Rob Winfield	Service Manager	SEND (Special Educational Needs and Disabilities)
Tammy Marks	SEND Engagement and Development Manager	
Samantha Cobb (for part)		Apprenticeships Manager
Alan Denford	Service Lead	Finance Business Partnering
Irfan Khan		Principal Accountant
Kaye Cantor		Meeting Support (minutes)

1.	<u>APOLOGIES, CHANGES IN MEMBERSHIP AND DECLARATIONS OF INTEREST (IF ANY)</u>
	<p>Apologies were received from:</p> <p>Anne Downie Team Manager, Early Years and Childcare (council) Susanne Ottens Head Teacher, Fairisle Infant and Nursery School Donna Chapman Associate Director, Integrated Commissioning Group Sue Thompson Sure Start Hilary Brooks Interim Director of Children's Services</p>
2.	<u>NOTES OF PREVIOUS MEETINGS AND MATTERS ARISING</u>
	<p>The Minutes of the Meetings held on Wednesday 11 and 18 January 2017 were reviewed and the following noted:</p> <p>2i 11 January 2017 Alex Parry to be added as an observer at the meeting. The minutes were approved subject to amendment as above.</p>

2ii	<p>18 January 2017</p> <p>Mark Sheehan made representation on behalf of Primary Heads for additions to accuracy and comments taken into account. The Chair confirmed comments received on previously issued minutes were reflected in a subsequently updated version. This was circulated prior to the meeting.</p> <p>Mark Sheehan/The Chair reviewed amendments made to the School Block section, confirming Mark's comments were taken into account.</p> <p>There was a brief discussion regarding LA's statutory duties.</p> <p><u>Add to attendance list</u></p> <ul style="list-style-type: none"> • Una Rogers • Andy Evans • Change Toni Sandbrook to Toni Sambrook <p><u>Add to Apologies:</u></p> <ul style="list-style-type: none"> • Susan Brakewell <p><u>Amendments</u></p> <ul style="list-style-type: none"> • <u>Schools Block:</u> change Jonty to John Draper. • Total budget should be £49.9M <p>The minutes were approved subject to amendments as above.</p> <p>The Chair gave the national context for today's meeting.</p>
3A	<p>APPRENTICESHIP LEVY: (NON AGENDA ITEM)</p> <p>Sam Cobb, Apprenticeships Manager, attended and gave a verbal update on papers which will be circulated with the minutes. Sam attends a working group within the Local Authority (LA) and the briefing was made ahead of communications to schools.</p> <p>The following was noted:</p> <ul style="list-style-type: none"> • Southampton City Council will be paying the Apprenticeship Levy from April 2017 as part of the Government's scheme to raise additional funds. • Contact for queries regarding the calculation of the levy payment: Nick Persson, Accounting Technician Tel: 023 8083 3873 Email: nick.persson@southampton.gov.uk • Frameworks have changed and prices are negotiable with training providers. <p>The Chair recognised that the levy would affect all LA maintained schools but only some academy trusts, stating that unions will take this up with the relevant bodies.</p>

	<p><u>Questions/Discussion</u></p> <p>David Turner queried the employer for Academy Trust and this was clarified.</p> <p>Cllr Paffey commented the LGA is making representations to the Minister for Apprenticeship and Skills, Robert Halfon MP. Smaller academy trusts will not pay the levy but the larger ones and LA maintained schools will. Cllr Paffey confirmed his support for Apprenticeships and will write to the LGA.</p> <p>Peter Howard asked about informing payroll advisors. The Chair stated monies should be shared equitably. Alan Denford stated he is member of a sub-group looking at a process for this; information will be shared when available. It will not be possible for payroll to apportion the £15K allowance across the whole pay bill of the council. It may be possible to make a retrospective adjustment to school accounts but sums involved will be relatively small.</p> <p style="text-align: right;">(Action: AD)</p> <p>Sean Preston asked about the strategy for degree holders and apprenticeships, continuing professional development.</p> <p>Sam Cobb confirmed HR are working on a process for this. Sam also has a paper giving the funding bands, which will be shared with all Head Teachers after the meeting. Sam confirmed a process is being put in place by the universities. Sean noted Government apprenticeships for Teacher Training will not be in place until September 2018.</p> <p style="text-align: right;">(Action completed: JC/SC)</p> <p>Mark Sheehan asked what happens if there are increases throughout the year. He also commented about administration costs. Jo Cassey stated that these are some of the issues the working group will be considering. Alan Denford to raise through this group.</p> <p style="text-align: right;">(Action: AD)</p> <p>The Chair welcomed and noted the ongoing work to maximise schemes at all levels. Regular updates to be brought to this Forum.</p> <p style="text-align: right;">(Action: JC/AD)</p>
<p>3B</p>	<p><u>CLEAPSS COST AND INCLUSION AT SCHOOLS FORUM</u></p> <p>Jo Cassey presented a briefing in answer to a query by primary colleagues about charges that have been made to schools for CLEAPSS.</p> <p>Like other LAs, SCC subscribes to CLEAPSS in order to fulfil its duty on Health and Safety within schools. There is a charge for subscription with costs passed to schools at 11.5 pence per pupil per annum.</p> <p>Secondary Schools pay an extra subscription because some SCC schools hold radiation at source; this means Southampton is a radiation employer and must appoint a Radiation Protection Advisor. 10 secondary schools, including</p>

	<p>academies, each pay an extra subscription for the RPA service which is £40.</p> <p>Andy Peterson asked about a point of procedure. He queried why this went to School Business Managers with no information and not to Head Teachers. Jo Cassey to look at School Forum regulations to check if this is covered with regard to the power of the LA to decide.</p> <p>The Chair confirmed he was happy for further discussions to take place outside the meeting.</p> <p style="text-align: right;">(Action: JC/AP)</p>
4.	<p><u>CAPITAL PROGRAMME – verbal update</u></p> <p>The Chair explained that a paper will be presented to Capital Board prior to being presented at Schools Forum. Cllr Paffey confirmed there is no further update at this stage and this item will be carried forward.</p> <p style="text-align: right;">(Action: JC)</p>
5.	<p><u>NATIONAL FUNDING FORMULA CONSULTATION STAGE 2 – verbal update</u></p> <p>Irfan Khan presented a verbal update. The consultation deadline for Stage 2 is today and a council response has been sent. SCC’s response to this will be shared with the minutes of this meeting.</p> <p style="text-align: right;">(Action: KC)</p> <p>Irfan gave details of the background to the Consultation on the Schools National Funding Formula and the following was noted:</p> <p><u>Stage 1:</u> <i>December 2016: Government response to Stage 1</i> Schools and High Needs Block: This proposed a national school funding formula to include a basic per-pupil amount and factors reflecting pupil characteristics, school and areas costs. The precise composition of the formula and weighting given to the different factors is the subject of a second consultation.</p> <p><u>Stage 2:</u> 22 March 2017 consultation deadline <u>Schools Block</u> This stage looks at the weighting around formula factors proposed in Stage 1. Within this second stage of the consultation, the government is outlining the:</p> <ul style="list-style-type: none"> • Overall approach to constructing the national funding formula for schools and high needs, together with detailed formula design proposals • Impact of the proposed national funding formula for schools • Details for the implementation of the national funding formula for schools • Proposals for the central school services block. <p>The new national formula will be used to calculate the Schools Block DSG in 2018/19 but LA’s will still be responsible for distributing the funding to schools through a local formula (termed a ‘soft national formula). From 2019/20 the</p>

funding will be allocated directly to schools using the 'hard' national funding formula. The role of the Schools Forum beyond 2019/20 is still being considered.

The Arrangements for schools remain largely unchanged for 2017/18 with funding via a local formula and schools funding will move to a 'soft' national funding formula in 2018/19. This means that although the national funding formula will be used to calculate local authorities funding allocations, local authorities will still determine individual schools funding allocations through their local formula.

LA's will continue to be responsible for both assessing individuals SEN needs and commissioning provision to meet those needs and therefore the funding for high needs will continue to be distributed to LA's rather than direct to schools. The new formula funding would be protected to ensure no LA would face a reduction in high needs compared to their current spending. The DfE are consulting on the weightings of the factors to be used. There are no changes to way schools are funded for their pupils with SEN.

De-delegation will cease from 2019/20 and these services will be offered under SLA's and schools will have the option of buying back. The Education Services Grant (ESG) will cease from September 2017. Schools will be able to de-delegate funding back to the LA to provide these services up until 2019/20. The loss of this funding will have significant implications for both schools and the LA.

High Needs Block

This will also be allocated on a formula basis. There are a number of factors including detail of weighting and basic pupil entitlement. Irfan stated that specific issues around growth factor have been highlighted in the council response.

In summing up, Irfan stated that Government arrangements for schools are largely unchanged for 2017/18. 2018/19 will be the first year for the soft formula. Schools Forum involvement is needed, along with more wide Schools consultation. An extra School Forum meeting has been arranged in December to discuss proposals.

Irfan reviewed the questions in the consultation:

NFF Question No. 14; Are there further considerations we should be taking into account about the proposed schools national funding formula?

SCC response includes a number of areas for further consideration under response to question 14 e.g. Restricting flexibility of moving monies between blocks.

Schools Forum role and local expertise. SCC has suggested to keep the soft formula on an ongoing basis i.e. keeping LA role in deciding local formula in line with NFF 2018/19 and beyond.

	<p>PFI: 2018/19 will continue to fund based on 2017/18 but need to see clear rationale behind PFIs. The PFI affordability gap is a national issue.</p> <p>Irfan has asked for more information on role and the review mechanism in context of Education Funding Agency capacity when hard formula is implemented.</p> <p><u>Discussion</u></p> <p>The Chair asked if it was appropriate to share the full response. Jo Cassey confirmed explaining this is a cross party political response.</p> <p>Other Schools Forum members have sent in their responses. Irfan highlighted that the generic deprivation issue around DfE proposals has been highlighted in the council response. Cllr Paffey is happy to add additional comments to his response before 5pm today.</p> <p>Sean Preston commented that the figures on the spreadsheet are indicative / illustrative, not final and are subject to change when final allocations are announced.</p> <p>Jo Cassey recommended an independent research paper for further contextual reading and can share the web link.</p> <p style="text-align: right;">(Action: JC)</p> <p>The Chair commented that School Funding problems had hit the front page of a national newspaper reporting on head teachers in London Boroughs writing to parents about their concerns. He noted the importance of parents in the campaign to improve funding and commended schools to inform parents of the issues.</p> <p>Discussed the importance of parents and their lobby in the national campaign. Cllr Paffey stated it is important to keep highlighting this issue. Proper fair funding formula is required to make sure no school loses out.</p> <p>The Chair stated it is important that information is accurate and correct; it is crucial that any comments should be backed up with hard evidence.</p>
6.	<p><u>UPDATE FROM THE HIGH NEEDS BLOCK WORKING GROUP</u></p>
	<p>Jo Cassey reported the High Needs Block Working Group has met twice to date. The group has agreed the Terms of Reference and representatives are working with the LA to address the existing financial pressure.</p> <p>The Working Group met yesterday and proposals were received from Irfan for wider consideration by the group. Alison Parsons highlighted independent providers as a particular issue the group wished to explore.</p> <p>The Group has talked at length about how the High Needs Block budget is broken down and reviewed the composition of the overall pressure and how this might be addressed.</p>

Andy Evans raised concerns about the implications of the proposed £2.9M cut. He thinks this equates to a 12% cut of all High Needs budgets and stated this is not feasible. Andy raised the ability to deliver services under these conditions and feels that only basic care needs and Health and Safety could be catered for, rather than Education. He stated the service cannot go lower than the minimum funding guarantee.

At the meeting yesterday officers put forward options and suggestions for discussion. Jo stressed that any options to address the £2.9M are not final and subject to impact/needs assessments to make sure they are safe.

Irfan Khan highlighted significant funding transferred into High Needs Block in the past. A re-basing exercise made permanent changes between schools and High Needs Blocks. This was clearly laid out in budget papers presented to the Schools Forum budget meeting in January 2017 to enable them in making informed decisions about 2017/18 budgets.

Irfan's briefing to the High Needs Working Group yesterday stated there was a £600K contingency earmarked for 2016/17 over-spend and any unexpected further growth. High Needs Block is forecasting a pressure of £0.5M in 2016/17. If this overspend is not reduced to a balanced position after closedown, it will need to be carried forward and it will be the first call on 2017/18 budgets. If, however, a balanced position is achieved in 2016/17 against overall DSG position, £600k will be available to offset 2017/18 forecast pressures.

Rob Winfield is the new Service Manager for SEND. He introduced Tammy Marks, who gave the historical context for top-up funding which equated to £10,000 per place for all special schools. However this can vary and is at LA discretion in co-production with stakeholders. SCC are currently reviewing the methodology to make the banding system more equitable across settings. Looking to tie in DfE strategic funding and use this for recruiting a joint post with Portsmouth. This may mean a saving but it is not known at the moment what this could be.

Further options were described. One is to place a cap on top up funding to all special schools, keeping it as it is now and then review. This would reduce pressure.

Could re-align place band funding as per the occupancy, allocating funding against how many pupils are in place at any one time. Would then have the flexibility to move from one setting to another.

Rob stated initial ideas need to be worked up; further work to be done on specialist placements for children, potentially as a separate group or alongside the Task and Finish Group for Heads.

Irfan described another option of zero budgeting, starting from scratch and looking at needs with complete review of management and staffing structures in special schools. Irfan highlighted this is in line with the revised deficit policy

approved by Schools Forum in September 2016.

Tammy stated there is £100K head room in the Post 16 budget as this element has not been as costly this year as expected. However, this could potentially be used if there is someone who requires specialist equipment.

Rob Winfield noted he has started looking at cross border work with Hampshire to consider efficiencies.

Home to School Transport needs to be reviewed, identifying statutory requirements. The intention is to work with the Task and Finish Group and produce clear figures.

The Chair raised the appeals process and cost to the Authority, an area where funding is tied up by an outside process.

Cllr Paffey encouraged the Forum to make suggestions and explore options.

Ideas received by Cllr Paffey from Heads at a recent meeting were discussed:

Use of SCC Reserves/Borrowing

Councillor Mark Chaloner, Cabinet Member for Finance, explained there are no reserves. There are also borrowing limits, with Capital Projects coming forward and Secondary School expansion may require borrowing.

Cllr Chaloner gave assurance to assist but is unable to fund the £2.9M gap. Cllr Chaloner agreed that further work on short term funding gaps was needed and echoed Cllr Paffey in that ideas are welcome.

Art Collection

The Art Collection is subject to Financial rules and the Chipperfield Trust. Cllr Chaloner stated this would also result in the loss of accreditation with Arts Council and other bodies, which would have a financial effect.

Alison Parsons asked about revenue with regard to the old Compass Centre, Warren Avenue/Laundry Road and Melbourne Centre, a big warehouse near St. Mary's Stadium. Cllr Chaloner stated this would be Capital rather than revenue. He thanked Alison and will look into this.

(Action: Cllr Chaloner)

Post meeting note: these sites have been explored by colleagues in Capital Assets, who confirmed that these sites were already committed to other use.

The Chair stressed every Authority has different pressures and a specific Southampton answer is required.

Andy Evans raised his concerns about the zero based option, which would see no growth from 2016/17 budget. He commented that pupils could not be taken on without funding. Mark Sheehan also sought clarification about what this could mean.

Tammy Marks stated that the High Needs Working Group were looking at the top up funding but it would be likely to be capped; discussions were not yet at

	<p>the final stage.</p> <p>Andy was concerned about what message should be given to Governors. Rob Winfield explained the zero based budgeting option is a very recent idea. Andy, as part of the co-produced working group, can submit ideas for discussion.</p> <p>Jo stressed there is ongoing discussion with Great Oaks to look at solutions but discussions within Schools Forum should focus on phases and not individual settings.</p> <p>Mark Sheehan commented that the funding gap has possible consequences for mainstream schools. Jo Cassey agreed this is important and the city's strategy for inclusion is fundamental.</p> <p>The Chair concluded the discussion, stating this is about the whole system and will need to come back to this meeting until there is a resolution. A paper was requested for the next meeting.</p> <p style="text-align: right;">(Action: JC)</p>												
7.	<p><u>CONCLUDING REMARKS AND DATE OF NEXT MEETING</u></p> <p><u>Any Other Business</u></p> <p>7i Jo Cassey confirmed that the Schools Facing Financial Difficulty Fund stood at £246K. Jo proposed Chairs of Conference and herself to look at expressions of interest and report back at next meeting.</p> <p style="text-align: right;">(Action: JC)</p> <p>7ii Jo has met with Chairs of Conference, who have agreed that a meeting will be arranged for self-evaluation of the Schools Forum. A mutually convenient date will be identified and communicated.</p> <p style="text-align: right;">(Action: JC)</p> <p>7iii Noted that work is in progress on Approved Schools finance.</p> <p>7iv Cllr Paffey's letter to the Secretary of State: Some delegates' names are missing and the letter will be re-issued.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Peter Howard</td> <td style="width: 50%;">Fairisle Junior</td> </tr> <tr> <td>Andy Peterson</td> <td>Bitterne C of E Primary</td> </tr> <tr> <td>Susanne Ottens</td> <td>Fairisle Infant and Nursery</td> </tr> <tr> <td>Amanda Talbot-Jones</td> <td>St Denys Primary</td> </tr> <tr> <td>Toni Sambrook</td> <td>Woodlands Community College</td> </tr> <tr> <td>Alison Parsons</td> <td>Compass School</td> </tr> </table> <p><i>The above names were subsequently forwarded to Cllr Paffey's office.</i></p> <p>Next meeting:</p> <p>7v The Chair confirmed the next meeting will be on 28 June. Peter Howard kindly offered Fairisle Junior School as the venue.</p>	Peter Howard	Fairisle Junior	Andy Peterson	Bitterne C of E Primary	Susanne Ottens	Fairisle Infant and Nursery	Amanda Talbot-Jones	St Denys Primary	Toni Sambrook	Woodlands Community College	Alison Parsons	Compass School
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