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# Schools Forum

Wednesday, 13<sup>th</sup> September, 2017  
at 4.00 pm

**PLEASE NOTE TIME OF MEETING**

Fairisle Junior School,  
Fairisle Road, Lordshill, Southampton, SO16 8BY

This meeting is open to the public

LEAD OFFICER

Alan Voyzey, Finance Business Partner  
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FORUM ADMINISTRATOR

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## AGENDA

### **1 ELECTION OF CHAIR AND VICE CHAIR**

To elect a Chair and Vice-Chair to the Schools Forum for the 2017/18 Academic Year.

Departing comments from Schools Forum Chair, Mr. Richard Harris.

### **2 APOLOGIES AND CHANGES IN MEMBERSHIP (IF ANY)**

### **3 MINUTES OF PREVIOUS MEETING** (Pages 1 - 6)

To approve the Minutes of the meeting held on 28<sup>th</sup> June 2017.

### **4 DECLARATIONS OF INTEREST**

In accordance with the Localism Act 2011, and the Council's Code of Conduct, Members to disclose any personal or pecuniary interests in any matter included on the agenda for this meeting.

### **5 REGISTER OF INTERESTS**

Members to complete a Register of Interests form as per paragraph 47 of the Terms of Reference.

### **6 REVIEW OF TERMS OF REFERENCE, INCLUDING MEMBERSHIP OF THE FORUM**

To review the Constitution/Terms of Reference including the composition and membership of the Forum as per paragraph 16 of the Terms of Reference.

### **7 LOCAL AUTHORITY UPDATES**

#### **i) UPDATE FROM THE HIGH NEEDS BLOCK WORKING GROUP**

To receive a verbal update from Jo Cassey, Service Lead – Education and Early Help.

#### **ii) SCHOOL TO ACADEMY CONVERSION CHARGES**

To review the levy paper for School to Academy Conversion Charges – Jo Cassey, Service Lead – Education and Early Help.

#### **iii) UPDATES ON SCHOOL NATIONAL FUNDING FORMULA (NFF) 2018/19**

To receive a verbal update from Alan Voyzey, Finance Business Partner for Education.

#### **iv) UPDATE ON SCHOOLS SURPLUSES AND SCHOOLS DEFICITS**

To receive a verbal update from Alan Voyzey, Finance Business Partner for Education.

v) **UPDATE ON THE PROGRESS WITH CHILDREN'S SERVICES SAVINGS AND TRANSFORMATION PROGRAMME**

To receive a verbal update from Hilary Brooks, Service Director, Children and Families Services.

vi) **SECONDARY SCHOOLS EXPANSION**

To receive a verbal update from Paul Atkins, Capital Programme Manager.

**8 CLOSING REMARKS AND DATE OF NEXT MEETING**

04/09/17

Service Lead, Education and Early Help,

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**SCHOOLS FORUM  
NOTES OF THE MEETING HELD ON  
WEDNESDAY 28 June 2017**

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

Present:

<b><u>Chair and Vice Chair</u></b>		
Richard Harris (Chair)	Governor	Moorlands Primary School
David Turner (Vice Chair)	LA Governor	Townhill Infant School
<b><u>Primary School Representatives</u></b>		
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
<b><u>Secondary School Representatives</u></b>		
Toni Sambrook	Head Teacher	Woodlands Community College
Martin Brown	Head Teacher	The Sholing Technology College
Jonty Archibald	Head Teacher	Regents Park Community College
<b><u>Special Schools Representatives</u></b>		
Andy Evans	Head Teacher	Great Oaks School
Colin Grant	Governor	Cedar School
<b><u>Academy Representatives</u></b>		
Sean Preston	Head of Finance	Hamwic Trust
<b><u>Pupil Referral Unit Representative</u></b>		
Alison Parsons	Head Teacher	Compass School
<b><u>Nursery Schools Representative</u></b>		
Anna Wright		Paint Pots Nursery
<b><u>Non Schools Representative</u></b>		
<b><u>Observers</u></b>		
<b><u>Also in attendance:</u></b>		
Councillor Darren Paffey	Cabinet Member, Education and Skills	

Hilary Brooks	Service Director, Children and Families
Jo Cassey	Service Lead, Education and Early Help
Jo Knight	Service Lead, Finance
Rob Winfield	Service Manager, SEND
Alyce McCourt	Service Manager Vulnerable Pupils
Kalvinder Garewal	SEND Team Manager
Claire Hobbs	Meeting Support (minutes)
Scott Myers	Meeting Support (minutes)

<b>1.</b>	<p><b><u>WELCOME, APOLOGIES, CHANGES IN MEMBERSHIP AND DECLARATIONS OF INTEREST (IF ANY)</u></b></p> <p>Introduced and welcomed Jo Knight, Principal Accountant, who is providing cover while recruitment takes place for permanent post.</p> <p>Apologies were received from:</p> <p>Susan Brakewell – Governor, Bitterne Manor Primary School  Susanne Ottens – Head Teacher, Fairisle Infant/Nursery School  Chris Ode – NASUWT  Kevin Verdon – Interim School Places Planning Manager  Una Rogers – Governor Rep, Regents Park Community College</p>
<b>2.</b>	<p><b><u>NOTES OF PREVIOUS MEETING AND MATTERS ARISING</u></b></p> <p>The Minutes of the Meetings held on Wednesday 22 March 2017 were reviewed and the following noted:</p> <ul style="list-style-type: none"> <li>• Attendance sheet amendment – The Sholing Technology College not Technical College.</li> <li>• 2ii) Amendment – Susan Brakewell instead of Bakewell.</li> </ul> <p>It was queried when and where the previous minutes were circulated and where documents could be found online. Jo Cassey explained the minutes are shared on the Young Southampton website.</p> <p>It was discussed that a hyperlink had been sent to all School Forum members as well as School Governors previously and could be re-shared for ease to members.</p> <p><b>ACTION: Meeting Support to re-circulate the hyperlink.</b></p>

<p><b>3.</b></p>	<p><b><u>High Needs Block paper – decision required</u></b></p> <p>Jo Cassey gave a background summary to the HNB Working Group.</p> <ul style="list-style-type: none"> <li>• Jo Cassey chaired the HNB meetings which were held on four separate occasions.</li> <li>• The working group comprised representatives nominated by each of the three phases, including governors, business managers and Headteachers.</li> <li>• They were invited to work on proposals to address the £2.9M pressure.</li> </ul> <p>Rob Winfield reviewed and explained options in Appendix A on Page 9 of the confidential paper. The options were then discussed.</p> <p>The Chair stated that a decision on the immediate situation in Southampton was being sought. Cllr Paffey explained that the situation was by no means unique across the country and he would continue to lobby.</p> <p>Members voted on all options with the exception of Page 9 <b>option a.</b></p> <p><b>Result of vote on HNB paper:</b> Majority vote for points 1, 3 and 4 with 1 abstention</p> <p><b>ACTION (completed):</b> email vote to be sent out by Meeting Support on 29 June 2017 for option 2</p> <p>Post meeting note – option 2 email vote result:</p> <p>Majority vote for with 1 abstention</p> <p>Jo Cassey confirmed that the HNB Working Group would continue. Cllr Paffey reiterated thanks to officers and members for their time and effort.</p>
<p><b>4.</b></p>	<p><b><u>LOCAL AUTHORITY VERBAL UPDATES:</u></b></p>
<p><b>4i</b></p>	<p><b><u>SFFD Fund</u></b></p> <p>Jo Cassey reported that the criteria for de-delegated funds has been reviewed. All schools that opted into this, were all able to apply. A total of 11 bids were submitted: 1 special, 4 secondary and 6 primary. All met the eligibility criteria signed off by Schools Forum previously and were approved at a meeting between SL and the Chairs of Conference for primary and special schools (secondary sent their apologies). Papers were anonymised and discussed/moderated where necessary for the sake of comparison.</p> <p>In total £220K was allocated, meaning that £28,762 is remaining from the 2016/2017 pot. This will be added to the 2017/2018 de-delegated amount of £104K. Therefore, the total available for the next tranche currently stands at £132K.</p>

	<p>Jo Cassey understands there is a need to establish if all special schools wish to buy into this pot and suggested an action for special reps to confirm the position with Jo and the Chair.</p> <p><b>ACTION: Special Reps to confirm who is eligible and opts in to apply via email to Jo Cassey and the Chair by the end of term.</b></p>
<p><b>4ii</b></p>	<p><b><u>Schools Forum evaluation</u></b></p> <p>School Forum members were invited to attend an evaluation meeting with the LA to discuss and assess the forum in relation to DfE self-evaluation guidance.</p> <p>John Draper reported on the meeting and confirmed that themes had emerged. John emphasised that members are representatives and not delegates and it was important to note that all Headteachers have a duty to keep themselves informed. In addition, discussion had arisen around the fact that legislation around school finances is changing rapidly and that better communication is needed between Schools Forum members.</p> <p>Jo Cassey stated the Forum offers an opportunity for having healthy debates in the working groups and that communication across phases is crucial.</p> <p>The Chair, Richard Harris, announced he is not intending to stand as Chair in September. Jo Cassey will seek nominations for a new Chair, who has to be independent of the LA. Jo will Chair the first few minutes of the next Schools Forum meeting, until the new Chair is agreed.</p> <p><b>ACTION: Jo Cassey to share relevant guidance on voting for a Chair with members.</b></p> <p>The Chair has received an email from Nicky Cooke who has started a National Schools Forum Association.</p> <p><b>ACTION: The Chair offered to link in with the national association and find out more.</b> The Forum was happy for this to be taken forward and stated it would be useful to understand other Schools' Forum issues.</p>
<p><b>4iii</b></p>	<p><b><u>Deficit/surplus policy</u></b></p> <p>Jo Knight reminded the group that the deficit/surplus policy had been agreed at a previous School Forum meeting. Finance officers have commenced the activity around approaching those schools who meet the criteria whereby they will be asked to provide information against their surplus.</p>



	<p>As a result, 13 schools who have balances in line with the criteria identified for primary and secondary have been informed that funds are likely to be pulled back. Money that is removed will be paid into the Schools Facing Financial Difficulties.</p> <p><b>ACTION: Jo Knight to report on the outcome at the next meeting.</b></p>
<p>4iv</p>	<p><b><u>LA Consultations</u></b></p> <p>Rob Winfield gave an overview of forthcoming consultations.</p> <p><b><u>SEND Home to School Transport</u></b> It is a statutory responsibility for the LA to provide home to school transport between the ages of 5 – 16. Currently this is also provided for 0 – 25 years.</p> <p>A proposal is being taken to Cabinet in September with a view to starting a 14 week consultation to look at how transport can be delivered differently. Affected parents and children will be consulted and more creative alternatives are being sought to deliver the service.</p> <p>Some of the challenges are making sure that support does not cease into adulthood and tribunals where payments are made for children out of area in special schools. Workshops will be held in September around tribunals and dates will be released shortly.</p> <p><b><u>Short Break Programme</u></b> A report will be presented to Cabinet in August with regard to the Short Breaks programme. Preliminary work is taking place with parents on how this service can be delivered differently.</p> <p>There are currently 1,000 children with disabilities and their parents who access the programme. A social care service review will look at how this can become a 0 - 25 service, to make sure there is provision for 18+ years. There will be a new eligibility criteria process at the start of the new term.</p> <p><b><u>ACTION: Members were encouraged to feed into the consultations.</u></b></p> <p><b><u>Post Meeting Note: Both are being taken to Cabinet in November at the request of Councillors.</u></b></p>

4v	<p><b><u>Phase 3</u></b></p> <p>Hilary Brooks stated that the LA has to find savings of £14 million in the next 3 to 4 years from Children’s Social Care. To help address this, there will be a restructure and improvements to the service. A 45 day staff consultation on the organisational restructure begins on Monday 3 July 2017.</p> <p>Other measures under consideration:</p> <ul style="list-style-type: none"> <li>• Managing demand via the Multi-Agency Strategic Hub (MASH); more children are coming through the front door with complex issues. There is a need to work differently to meet the needs of the children in the city.</li> <li>• Looking to focus on Early Years/Early Intervention and Therapeutic Services. Putting these under a much larger umbrella, with more support on the ground.</li> <li>• Clearer oversight of Child Protection Teams.</li> <li>• The number of ‘Looked After’ children in the system has reduced from 600 in January to currently 527, with the service looking to reduce this even further.</li> <li>• Look at how the Police and Community Together (PACT) teams work. Trying to get children back into communities and working on de-escalation.</li> </ul> <p><b>ACTION: Hilary Brooks to give further feedback at the September meeting.</b></p>
5.	<p><b><u>CONCLUDING REMARKS AND DATE OF NEXT MEETING</u></b></p>
	<p>Next meeting –  <b>Wednesday 13<sup>th</sup> September</b>  <b>3:30pm – 5:30pm</b>  <b>Startpoint Sholing – tbc</b>  <i>(Post meeting note: 4pm Fairisle Junior School)</i></p>