

Public Document Pack

Schools Forum

Wednesday, 6th December, 2017
at 3.30 pm – 5.30 pm

PLEASE NOTE TIME OF MEETING

Cantell School, Violet Road, Southampton, SO16 3GJ

This meeting is open to the public

LEAD OFFICER

Hilary Brooks, Service Director,
Children and Families Services

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Email :

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FORUM ADMINISTRATOR

Meeting Support

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AGENDA

1 WELCOME AND INTRODUCTIONS

Welcome by Chair of Schools Forum, Jonty Archibald and Hilary Brooks, Service Director, Children and Families.

2 APOLOGIES AND CHANGES OF MEMBERSHIP (IF ANY)

To note apologies and changes to membership.

3 MINUTES OF PREVIOUS MEETING - 13 SEPTEMBER 2017 (Pages 1 - 14)

To approve the Minutes of the meeting held on 13 September, 2017.

4 REVIEW OF TERMS OF REFERENCE, INCLUDING MEMBERSHIP OF THE FORUM

a) Southampton Schools Forum Constitution

To agree production of a revised format for the Southampton Schools Forum Constitution.

b) Code of Conduct and Registered Interests

Members to sign the Code of Conduct, and make any outstanding declaration of interests and register of interests.

5 LOCAL AUTHORITY UPDATES

a) Update on the Schools Capital Programme

To receive a presentation from Paul Atkins, Schools Capital Programme Manager.

b) Update from the High Needs Block Working Group

To receive a verbal update from the High Needs Block Working Group Vice Chair, David Scott-Batey, Lead for Business Operations, Springwell Primary.

c) Updates on Proposed Timetable for Budget 2018/19 Schools National Funding Formula (NFF)

To receive a verbal update from Alan Voyzey, Finance Business Partner for Education, on the consultation with all schools and SCC draft proposals before January 2018 budget meeting.

d) Schools Forum - Future Budget Decisions

To receive a verbal update from Alan Voyzey, Finance Business Partner for Education, in preparation for the January 2018 meeting.

e) Update on Schools in Financial Difficulty Fund

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

f) Trading with Schools

To receive a verbal update from Kevin Allan, Commercialisation Manager.

6 ANY OTHER BUSINESS

Alan Voyzey, Finance Business Partner for Education, to respond to a Schools Improvement Fund query.

7 CLOSING REMARKS AND DATE OF NEXT MEETING

Wednesday 10 January 2018

4:00pm – 6:00pm

Venue: Regents Park Community College

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SCHOOLS FORUM

PLEASE NOTE TIME OF MEETING

Wednesday, 13th September, 2017
at 4.00pm

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

This meeting is open to the public

LEAD OFFICER

Alan Voyzey, Finance Business Partner
for Education

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CONTACT

Meeting Support

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Present

Chair and Vice Chair		
Richard Harris (Chair)	Governor	Moorlands Primary School
David Turner (Vice Chair)	Academy Governor	Townhill Infant School
Primary School Representatives		
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
Early Years Representative		
Susanne Ottens	Head Teacher School	Fairisle Infant and Nursery
Secondary School Representatives		
Jonty Archibald	Head Teacher College	Regents Park Community
Harry Kutty	Head Teacher	Cantell School
Special Schools Representatives		
Colin Grant	Governor	Cedar School
Academy Representatives		
Sean Preston	Chief Financial Officer	Hamwic Trust
Lyn Bourne	Head Teacher	St Anne's Catholic School and Sixth Form College
Andy Evans	Head Teacher	Great Oaks School
Pupil Referral Unit Representative		
Alison Parsons	Head Teacher	Compass School

Private, Voluntary and Independent (PVI) Nurseries	
Anna Wright	Paint Pots Nursery
Non Schools Representative	
None	
Observers	
Chris Ode	NASUWT Teachers' Liaison Panel
Council Officers:	
Councillor Darren Paffey	Cabinet Member Education and Skills
Hilary Brooks	Interim Service Director Children and Families Service
Jo Cassey	Service Lead Education and Early Help
Alan Voyzey	Finance Business Partner for Education
Paul Atkins	Capital Programme Manager
Rob Winfield	SEND Service Manager
Kaye Cantor	Meeting Support Officer
Stephanie Wickenkamp	Meeting Support Officer

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

RH has held office as Chair for 7 years and stated he is committed to local democratic accountability and holding the LA to account in a neutral way. RH hopes Schools Forum will continue, keeping the best interests of the children of Southampton at heart, whatever school they attend.

ClIr DP warmly thanked RH on behalf of the LA for many years of service. ClIr DP stated the Schools Forum had benefitted from RH's fair and rigorous Chairing.

RH, as outgoing Chair invited nominations for the post. AP nominated JA as Chair. JA confirmed his willingness to stand and was elected as Chair

unopposed.

JC invited nominations for Vice Chair. LB nominated HK to become Vice Chair. This was agreed. HK volunteered as Vice Chair for the coming year and was elected unopposed.

JC warmly thanked RH and DT for their service to the Schools Forum.

2 APOLOGIES AND CHANGES IN MEMBERSHIP (IF ANY)

JA expressed thanks to RH and members for being nominated as Chair.

Apologies were noted from Martin Brown, The Sholing Technology College.

Una Rogers has submitted her resignation and JC noted another Governor representative is required.

Action: JC to c/f and raise with the Governors Forum, checking the date of their next meeting.

Anna Wright requested designation is changed to Private, Voluntary and Independent Nurseries.

HK stated Toni Sambrook has resigned as secondary representative. There was discussion about HK as both Secondary representative and Vice Chair. Noted two further Secondary representatives are required.

Voting and Chairing rules were reviewed, referring to page 9 of the draft Schools Forum Constitution; more clarity is required.

Actions:

- JC to check voting requirements and include this in the minutes.
- JC/JA to meet and review membership for Secondary Heads.
- Meeting Support to amend membership details.

3 MINUTES OF PREVIOUS MEETING

To approve the Minutes of the meeting held on 28th June 2017.

JA reviewed the minutes for accuracy and actions. PH asked for his apologies to be noted.

Item 3 – page 3 High Needs Block paper: AP referred to the confidential decision paper. AP asked for her comments on the paper at 28th June meeting to be recorded as follows:

d) end of page 5: – Realignment of Place Funding – PAN vs Capacity

“...many children attend for part of the week ...”;

AP stated that the word ‘many’ has been used however in the 16/17 Academic year it was 11.5% of pupils who spent some of their school week at Compass and some at their home school. AP stated that there are other pupils who are dual role but they complete all their education at Compass School. The impact of this is that the City exclusion figures are reduced as, in consultation with the LA officer for inclusion services, a dual roll place at Compass can be used as an alternative to exclusion.

d) top of page 6: AP commented on the 40 identified places and thought this implied there were 200 places. RW confirmed the 40 places are within the 160.

Alternative Provision for Year 11 pupils ...” AP stated the AP programme was developed at a time when over 70 Y11 young people were identified as not having a school place. In addition there were many Y11 pupils who were not engaging with their mainstream school. A side effect of the AP programme is that GCSE results for the mainstream schools improved as the pupils on an AP place are not included in the mainstream school’s figures.

AP stated funding reflects the complexity of the pupils who require a wraparound package; the panel of LA officers and mainstream schools agree whether the pupils meet the criteria to transfer to an AP place.

AP talked about impact and how we compare with the national figures. NEET Nationally is 44% but for Compass School this is 10%.

Item 4ii – Schools Forum Evaluation - Linking in with National Association of Schools Forums

RH’s action to contact the National Association of Schools Forums. RH did get in touch but no response has been received to date.

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.

JC explained this is an annual requirement and any previously completed declarations can be counter-signed and dated before being returned.

5 REGISTER OF INTERESTS

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

For those who do not have completed forms, JC requested members to register new interests:

Action: Completed forms to be scanned and emailed back to:
SchoolsForum.Admin@southampton.gov.uk

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.

The draft Schools Forum Constitution 2017/18, which includes the Terms of Reference, was circulated to members prior to the meeting. JC confirmed legal and finance officers have reviewed the draft. JC asked for comments.

Paragraph 16 – termination of membership: MS queried whether the LA has the right to annul membership since the Schools Forums Regulations, state this is not up to the discretion of the LA and that a forum member remains in office until they resign, their term expires or they are no longer a member of the group which elected them.

RH felt the statement reflected members' responsibilities with regards to good practice and behaviour. JC confirmed the LA would not do anything without consulting the Chair. JA was content with this amendment.

Action: JC to amend paragraph to read 'Chair in consultation with the LA'.

Paragraph 38 - 39 – Agenda Planning: MS asked who decides the Schools Forum agenda since the Schools Forums (England) Regulations 2012, School & Early Years Finance (England) Regulations 2014 8.7 states that the Chair of the forum decides upon the agenda following consultation with forum members.

JC explained that a draft programme of items is drawn up. RH stated the agenda is agreed at a pre-meeting held with the Chair, Vice Chair and LA Officers. JC stated this practice will not change.

JA encouraged members of the Forum to put items forward.

Action: JC to send draft Forward Plan to the Chair for circulation.

Post meeting note:

Requested items can be sent to SchoolsForum.Admin@southampton.gov.uk cc

Jo Cassey, no less than 10 working days ahead of the meeting.

Paragraph 67 – Expenses: Referring to the Schools Forum Regulations 2012, MS stated it was not clear the LA must pay Schools Forum expenses. After discussion JA confirmed he was happy that paragraph 67 does set out terms for paying expenses from the schools budget.

MS suggested that sub-groups could meet independently of the LA.

MS felt the draft Constitution was unlawful and “contrary to the spirit of independent Schools Forum”. He encouraged delegates to look at Hampshire’s Schools Forum Constitution. JC explained that the 2015/16 document was refreshed in line with good practice.

DT asked for the agreed representation proportions of one third governors, two third heads to be included. SP asked if the group wanted to set this and JC stated this is for the Schools Forum to determine.

JA asked representatives to review the Constitution and make tracked changes before resubmission to JC for approval. The document will then be ratified at the next meeting. HK supported JA stating this was an opportunity to review and reflect the spirit of the Schools Forum.

JD highlighted the difficulty in making nominations for the AGM in early September, just after the school holidays. JD stated submissions have to be made then or the LA can decline substitutes.

Appendix 1 – membership of the Schools Forum – RH stated there is no maximum or minimum number of representatives; it is what the LA considers to be a good reflection of the schools in the city.

Appendix 3 – Declaration of Acceptance of Code of Conduct – PH queried the declaration form, as it is not referred to in the text of the main document. Cllr DP explained this reflects the standards for the public life set out in the [Nolan Principles](#).

Actions:

- JC to circulate the [Hampshire Schools Forum Constitution](#) with the minutes.
- All to read the draft Constitution and make comments back with track changes for the next meeting.
- Code of Conduct forms c/f to the next meeting.

7 LOCAL AUTHORITY UPDATES

i) UPDATE FROM THE HIGH NEEDS BLOCK WORKING GROUP

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

JC reported the HNB WG met last week for first time this academic year. JC chairs the group and David Scott-Batey has been confirmed as Vice Chair.

The reconvened group reviewed their Terms of Reference and actions for the forthcoming year to address 17/18 pressures. Early indications for 18/19 pressures look similar.

The delegates are a good representational mix of phases and roles; the aim is to bring forward proposals in a spirit of co-production. HNB WG monitoring updates and proposals will feed into the Schools Forum meetings. AE commented that High Needs numbers will be reviewed because that is where the deficit has come from. JC agreed there are many influences and highlighted Home to School Transport and out of city placements. JA commented secondary schools need encouragement to be more creative with places to assist.

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.

JC invited comments on the paper which was previously circulated to members.

SP asked if the LA are aware of DfE funding and whether any money had been applied for. JC replied no, extensive work is carried out by the LA in addition to BAU. Cllr DP assured every funding opportunity is investigated.

SP asked if other LAs are charging. JC replied the paper is based on intelligence from the network of LA Finance Officers that meet regularly.

SP agreed in principle to the charge but felt the £10K levy is expensive. JC replied schools do have money for conversion. Academisation is lengthy with a huge amount of work and no dedicated LA resource. SP agreed.

Discussed delays; SP asked if, after charging, there will be dedicated LA support. JC stated this will be included in future job descriptions.

SP asked about implementation date and JC stated this is from 1st July 17. The charge is a ceiling estimated figure and a breakdown will be provided according to different types of school.

PH felt the estimate could influence a decision on whether a school becomes an academy. JC stated it is important for the LA to have notification in advance if a

school decides to go ahead. JD clarified page 4, first bullet, figure should read £9,470

HK agreed in principle but would like an upper limit set and to understand how the LA arrived at the costs. Appendix with benchmarking against other LAs requested.

LB asked for clarification on when charging comes into force in relation to a particular school. JC replied it is the point at which the LA is contacted and work starts. JC had not been made aware of the school LB referred to. LB to meet separately with JC.

PH asked if LA staff are being paid overtime for their work. JC responded, no. PH asked about salaries and extra staff, querying if the money will go back into the schools budget. JC is unable to determine supply / demand and staffing will relate to Phase 3 of the LA redesign.

Actions:

- JC to provide top level estimate and benchmarking against other LAs.
- HB to investigate grant funding and eligibility

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

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

AV gave an update on the NFF.

The government issued operational guidance in mid-August. An announcement on phase 2 consultation was delayed by the general election. This is now expected by the end of September. AV expects indicative allocations will be confirmed at the same time.

AV noted that the “soft” funding formula has been extended to two years and will be used for 2018/19 and 2019/20 budget allocations. The indicative allocations will be based upon existing pupil numbers but the October 2017 pupil data will be used to determine the final allocations for 2018/19 which are expected to be issued in December. The schools budget proforma tool used to determine final school allocations must be completed and returned to the funding agency by 19th January 2018.

Justine Greening announced additional funding of £1.3b over two years; however the Teacher’s Pay review body is looking to increase pay by 2%. AV stated the guidance confirms that all schools will have a minimum pupil increase of 0.5%; this also applies to the High Needs Block. JC also noted the introduction of the Apprenticeship Levy.

On the MFG, this is set at 1.5% with a proposal for 18/19 that it will continue but with more flexibility for LAs; 0% and -1.5%. However, AV stated this comes with

the caveat: "If it is affordable". The consultation proposals suggested that funding through the deprivation factors would increase, which should provide marginal benefit but objective figures cannot be given until the September announcement. JC stated the SF meeting in January will address.

JA clarified with AV that the local funding formula will be used to determine individual school allocations for 2018/19 and 2019/20.

SP confirmed with AV that a local funding formula can be created. AV stated it is for the forum to determine how the formula is applied and there may be options to review the elements.

Cllr DP reported on the fair funding petition submitted in July which will be debated at Full Council on 20th September. The motion asks for the council to use its powers and licensed deficits, so no services will have to cut their provision. Cllr DP stated this is asking for the LA to create money and more debt. The Council's position is to stand with schools, parents and Heads to lobby the Government. Additional government funding will be wiped out. The council has a licences deficit scheme, so if a deficit schools budget is set, a budget recovery plan is in place. Cllr DP said there is also recognition that surpluses ought to be made available for supporting schools in need through a delegated fund of up to £20K. Cllr DP is keen to engage with Heads and meet with MPs to continue raising awareness of this issue.

Report to full council:

<http://www.southampton.gov.uk/modernGov/documents/s33568/4iii%20Support%20Southampton%20Schools%20against%20Making%20Cue%20due%20to%20ofunding%20shortfall.pdf>

iv) UPDATE ON SCHOOLS SURPLUSES AND SCHOOLS DEFICITS
To receive a verbal update from Alan Voyzey, Finance Business Partner for Education.

Deficits:

There are currently 13 schools with deficits. AV explained these schools are not allowed to budget for or operate normally with a deficit status. Discussions are in place with a number of schools to look at proposals relating to their deficit.

Surpluses:

The DfE recognised that all schools should have reasonable balances. A number of years ago there was inactivity from the DfE undertaking the monitoring of the funding that they were handling. Part of their response to this has been to make schools and authorities more responsible for their spending.

There are benchmarks set for different schools:

Primary Schools: 8%

Secondary Schools: 5%

It is recognised that there are some justifiable reasons for retaining higher

balances such as to fund a building project or to maintain funds in the short/medium term due to a dip in the number of pupils. AV explained that School Forum had agreed a policy to review all balances in excess of the above thresholds with the intention of withdrawing excess balances. This LA has requested further information from schools in scope and this is currently being progressed. It was agreed that schools will be informed of the outcome by next half term.

JC confirmed with AV that any schools in scope of these figures have already been made aware.

HK asked whether this refers to a one or three year budget. AV is unable to respond due to schools review work in progress and explained that it depends upon the circumstance of the deficit.

DT requested that a list of schools and their surpluses/balances is made available for next meeting. JC agreed but noted this is sensitive for some schools. RH and MS agreed the figures would be useful. AW added it would be useful to have narrative around why certain schools have deficits. MS asked about information on academies and SP agreed for this to be shared. JA asked for further information regarding the MFG, however, JC is unable to supply at this time.

Action:

- AV to create a list of schools balances including academies and narrative for next SF meeting.

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

HB stated that the council is still in the process of Phase 3 Transformation. Work is in progress and feedback will be reviewed during SF meetings.

Much work has gone into the redesign and restructure of Children's Services. 600 staff members have been involved with the programme. The expectation is for this restructure and transformation to be completed by December 2017.

Currently five people have been granted for voluntary redundancies. HB reported as there are vacancies within Children's Social Care, it makes sense to dispense with agency staff and for council staff to change roles rather than make them redundant.

The current pressures relating to HNB are well understood and there are attempts to try and reduce these. HB stated that there is a document relating to this circulating around neighbouring authorities.

Home to School transport costs the council an additional £100,000 a month and measures are being taken to reduce this. HB acknowledged complaints have been received regarding the reductions in the service and commented the situation is a difficult balancing act. RW has received correspondence from schools and encouraged members to get in direct contact if there are concerns regarding the impact of the situation.

HB stated within the span of the 3 year Transformation Programme, other pressures have come along. The cost of external placements is constantly going up. The LA is working really hard with neighbouring authorities to address this.

Residential and High Needs placements are being reviewed, looking at other alternatives in-house to bring children back from their placements. Blue sky thinking is required and the HNB WG is working to reduce this.

vi) SECONDARY SCHOOLS EXPANSION

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

PA was recently engaged by the LA as a dedicated resource to manage a formal Capital Programme of Works for secondary schools expansion across city.

PA described five main areas of focus:

1. Addressing immediate improvement works

Much needed work around Secondary Schools accommodation.

2. Review of capacity

This will help to address the shortfall in secondary places. City wide plans for temporary accommodation to be put in place to address the 2021/22 gap of 14,350. This is an increase of 350 places across Southampton.

Beyond this, permanent capacity for consideration during academic years 2021/22 – 2025/26. PA advised considering existing school capacity with a vision towards further expansion. There is a possible requirement for a free school in the city with an intention to bring capital works into a single framework.

3. Strengthening internal relationships

PA is keen to ensure strengthening of communications between LAs and schools.

4. Network of relationships

Continued improvements to existing relationships with the Regional Schools Commissioner, SFA, ACADS, strengthening governance.

5. Longer-term aspiration

Plans not to limit expansion purely to secondary schools; consider expansion / rationalisation in junior, primary, infant and special schools where required.

RH raised concerns regarding the possibility of a free school, stating earlier papers suggested growth in secondary school numbers could be dealt with by expansions within existing schools. PA responded that analysis is required, however, capacity will not be fulfilled solely by expanding into existing schools. Unless there is a change in government schools capital strategy a free school will be required. PA is flagging the shortfall at an early stage to consider and address.

LB asked who had made a decision about a free school. PA emphasised no decision has been made by the LA and he is looking at strategic direction. LB asked PA for discussions on any proposals with secondary school Heads before pursuing. LB believes there are many schools that would be willing to expand. LB referred to a previous study by David Cooper in 2015 which did not go ahead as schools had not yet reached their full capacity. JC stated the previous study was a starting point and more work had now been undertaken. Any proposals would be taken forward to Capital Board and Cabinet.

Cllr DP stated only schools at a good or outstanding level would be allowed to expand. Data has been sourced and this will be brought back to secondary school Heads. The shortage of school spaces is a national issue. Cllr DP advised if any secondary schools are looking to expand, further meetings are required to discuss the details.

Cllr DP commented that LGA (Local Government Association) figures currently project a shortfall of just over 100,000 secondary school places across the UK in five years. If school expansion alone does not meet the requirement of the data that has been sourced, the only option open to LAs is to invite a free school to be established within Southampton. There is currently (and needs to continue to be) a collaborative relationship between LAs and academies.

Cllr DP reminded the group that LAs cannot force academies to expand in order to meet demand, it can only request and work collaboratively. JA asked if an existing school could set up a free school and Cllr DP replied it was a possibility. A city wide solution needs to be scoped and brought forward through Cabinet and full Council.

HK asked about the intention of a trust to set up a free school in Southampton and whether this was taken into account when looking at the figures; also what the current state of play is.

Cllr DP stated no agreement has been offered to this expression of interest. Any interest in setting up new school would need to be subject to LA data on school places, and reflect needs of primary/secondary in specific areas of the city. Ultimately the decision on new schools rests with the Regional Schools Commissioner.

MS asked if new statutory guidance had come into force with regard to primary schools expansion since in the recent past schools that were judged as less than good were expanded by the LA.

Action: Cllr DP to check recent law with regard to expansion of schools according to Ofsted rating.

Post meeting note:

It is a clear preference however not mandatory; extract from the Statutory Guidance on 'Making Prescribed Alterations to Maintained Schools':

The purpose of this guidance is to ensure that additional good quality school places can be provided quickly where they are needed; that local authorities and governing bodies do not take decisions that will have a negative impact on other schools in the area, and that changes can be implemented quickly and effectively where there is a strong case for doing so. In line with these aims it is expected that, where possible, additional new places will only be provided at schools that have an overall Ofsted rating of 'good' or 'outstanding'.

The guidance for expansion of Academies is similar in as much as there is an expectation that Academies should be rated as either 'Good' or 'Outstanding'. Academies rated as 'Good' or 'Outstanding' can expand by the 'fast track' route otherwise a full business case is required which is reviewed by the RSC and Secretary of State.

8 CLOSING REMARKS AND DATE OF NEXT MEETING

JA thanked PH for hosting the SF meeting.

JC reminded attendees that the 11th October meeting has been cancelled.

JC asked for volunteers to host the next meeting on 6th December.
HK kindly offered Cantell School as the venue.