

# Minutes of a Meeting of the Schools Forum

Monday 15th July 2013

Shaw House

<b>Present:</b>	Fiona Bridger-Wilkinson	Headteacher	Victoria Park Nursery School
	Paul Dick	Headmaster	Kennet School
	Reverend Mary Harwood	Church of England Representative	Oxford Diocese
	Jane Headland	Headteacher	Brookfields Special School
	Peter Hudson	Governor	Mortimer St Johns Infant School
	Brian Jenkins	Early Years PVI Representative	Jubilee Day Nursery
	John Micklewhite	(Vice Chair) Headteacher	Birch Copse Primary School
	David Ramsden	Headteacher	Little Heath School
	Clive Rothwell	Governor	John O'Gaunt School
	Pam Slingsby	School Business Manager	Basildon Primary School
	Maria Tillett	School Business Manager	Theale Green School
	John Tyzack	(Chair) Governor	Falkland Primary School
	Stacey Williams	Headteacher	Reintegration Service
	Councillor David Allen	Shadow Portfolio Holder for C&YP	
	Shannon Coleman-Slaughter	Finance Manager Communities	
	Melanie Ellis	Chief Accountant	
	Carolynn Loosen	Schools' Funding Officer	
	Ian Pearson	Head of Education	
	Clare Warren	Schools' Finance Advisor	
	Claire White	Schools' Finance Manager	

## Action

### 1. APOLOGIES RECEIVED

Peter Fry	Headteacher	The Willink School
Councillor Irene Neill	Executive Portfolio for C&YP	
Graham Spellman	Roman Catholic Representative	Portsmouth Diocese
Glyn Whiteford	Headteacher	Denefield School
Charlotte Wilson	Headteacher	Trinity School

### ABSENT

Nick Breach	Governor	Shaw cum Donnington Primary School
Fadia Clarke	Deputy Principal	Newbury College
Jeanette Clifford	Governor	St Bartholomews School
Kathryn Cockar	Headteacher	Kennet Valley Primary School
Catherine Morley	Headteacher	Theale Primary School
Chris Prickett	Headteacher	Streatley Primary School
Keith Watts	Union Representative	

### 2. MINUTES OF PREVIOUS MEETING DATED 10<sup>TH</sup> JUNE 2013

Correction made to item 9 which should have read "DSG Outturn 2012/13" not 2013/14.

The minutes of the meeting on 10<sup>th</sup> June were approved.

### 3. ACTIONS ARISING FROM PREVIOUS MEETINGS

Shannon Coleman-Slaughter has written a response to Stacey Williams regarding Support Services Recharge for PRU's but this has not been circulated to the other members of the Schools' Forum.

**Action: Response to be circulated to the Schools' Forum members and to be discussed at the next schools' Forum meeting.**

S Coleman-Slaughter

### 4. DECLARATIONS OF INTEREST

None

### 5. MEMBERSHIP

Carolynn Loosen provided an update on the membership changes in preparation for the Autumn Term.

#### Primary Heads Forum to elect 3 representatives (including a SBM)

Waiting for confirmation of new members from the Primary Heads Forum. Melissa Fry the headteacher at Pangbourne School is co-ordinating the election.

#### Secondary Heads Forum to elect 2 representatives

Waiting for confirmation of new members from the Secondary Heads Forum. Val Houldey the headteacher at The Downs is co-ordinating the election.

#### Governors to elect 3 representatives (2 primary and 1 secondary)

The primary and secondary governor representative elections are in progress and the nominations are due to close on Friday 19<sup>th</sup> July.

#### Academies to elect 1 governor representative

Waiting for confirmation from the academies.

#### Nursery Schools representative

Fiona Bridger-Wilkinson will continue to represent the nursery schools on the Schools' Forum from September. Suzanne Taylor will be the substitute should Fiona not be able to attend.

#### Special Schools representative

Jon Hewitt of The Castle School will represent the Special Schools on the Schools' Forum from September. Jane Headland will be the substitute should Jon not be able to attend.

#### Early Years PVI representative

Waiting for confirmation from the Early Years Steering Group.

**Action: Follow up with Early Years Steering Group.**

B Jenkins

Thanks were expressed to the following Schools' Forum members for the work they have done for the Forum and who will not be restanding in the next academic year:

Nick Breach

Kathy Cockar

Maria Tillett

John Micklewhite

## 6. SCHOOL FORMULA PROPOSAL 2014/15

Claire White presented the analysis and recommendations from the Heads Funding Group on the various options for the school funding formula for 2014/15.

### Sparsity Factor

The Sparsity factor is not targeting small schools just distance from the next school. Only a few schools would qualify for the funding (by just being over the 2 mile criteria) which would be at the expense of all other schools including the other small schools. It was agreed that this is not fair or equitable to the small primary schools.

**DECISION: Propose that the sparsity factor is to be used in 2014/15 for both primary and secondary schools but based on a criterion of 3 miles and a lump sum of £100k. Just the smallest secondary school qualifies for funding.**

### Lump Sum Options

The other option for protecting small schools is through the lump sum, but the same lump sum has to be applied to each phase and cannot be varied by school size. Different lump sums were modelled but rather than moving funding away from larger school it was considered that a more radical solution outside the funding formula would be required for the few schools with less than 60 pupils that are most vulnerable with the current lump sum of £125k. Small schools working group is to be set up.

**DECISION: Propose that the lump sum should remain unchanged at £125k in 2014/15.**

### Deprivation Models

Comprehensive modelling has been completed using various combinations of IDACI, FSM and Ever6 FSM to establish the most effective combination for targeting funding. It was agreed that the funding should not be reduced.

**DECISION: Propose that the method used to allocate deprivation funding in 2014/15 be 25% IDACI 75% Ever6 FSM. Ever6 will also apply to 1/3 of the primary notional SEN budget.**

### Change to Prior Attainment Data

As the change to the KS2 data being used for secondary school prior attainment from English and Maths to English or Maths more than doubles the numbers of pupils included the unit funding, this will need to be decreased accordingly in order to maintain existing funding for the notional SEN budget.

### Exceptional Premises Factor

It is not thought that any school qualifies for the exceptional premises factor.

**DECISION: The Schools' Forum agreed the recommendations from the Heads Funding Group. A Funding Formula 2014/15 consultation document is to be sent to schools this week. The deadline for reply will be 20<sup>th</sup> September so that comments can be taken into account before the Schools' Forum determines their final proposal.**

C White

## **7. DE-DELEGATIONS / BUY BACKS 2014/15**

Ian Pearson presented a report on the proposed arrangements for 2014-15.

For 2014-15 funding for the support element for schools in financial difficulty continues to be delegated to schools but there is no option to pool; the service will be included as part of the Schools Accountancy buy-back.

The Primary and Secondary school representatives on the Schools' Forum are required to make the pooling decision for their own school phase, and their current proposals (subject to further consultation with the groups that they represent) are as follows:

### Behavioural Support

Includes support for class teachers for individual pupils or groups, and training.

Primary: pool funding

Secondary: pool funding

### Ethnic Minority Support

Includes assessment, advice, and support for pupils who speak English as an additional language and those from Gypsy, Roma and Traveller heritage.

Primary: pool funding

Secondary: pool funding

### Trade Union local representation

This pays for release of staff as TU representatives, including provision of advice to individual members. Discussion took place on whether the unions should pay for this, or whether schools should just rely on regional or national representatives.

Primary: pool funding

Secondary: pool funding

Contingency for schools in financial difficulty

The provision of financial support to schools over and above their formula funding.

Primary: pool funding

Secondary: not to be pooled

**Action: Details of the Behaviour Support and Ethnic Minority Support Service to be put on the website and not included with the consultation documentation.**

C Loosen

**8. INDIVIDUAL SCHOOL BUDGETS 2013/14**

Clare Warren reported on the individual school budgets submitted. 71 schools have submitted surplus or balanced budgets and 3 schools have submitted a deficit budget.

JOG has submitted a deficit budget of £182k. The Head of Finance and Corporate Director for Communities have now met the school and a number of actions have been identified.

The Willows has submitted a deficit budget of £43k after taking account of the additional funding allocated by the Schools' Forum in March 2013. It has been difficult to budget with the ongoing uncertainty of pupil numbers but the LA continues to monitor and support the school. The school is currently budgeting to recover their deficit position by 2016-17.

Parsons Down Junior has submitted a deficit budget of £14k. They currently have a small year 6 so will experience an in-year growth of pupil numbers. The school is currently budgeting to recover their deficit position by 2017-18

Not all schools have submitted 3 year budgets at this stage as the deadline for year 2 and 3 budgets is 31<sup>st</sup> July.

All schools will be carefully monitored by the Schools Finance Team to ensure that their final outturn does not result in excess surplus balances.

**ANY OTHER BUSINESS.**

There was no other business

Meeting closed 6:15 p.m.

**Date of next meeting:** Monday 7<sup>th</sup> October 2013  
**Time:** 5pm  
**Venue:** Shaw House

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