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Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

SCHOOLS FORUM

MINUTES OF THE MEETING HELD ON MONDAY, 23 JANUARY 2023

Present: Didem Allen (Post 16 Provider Representative), Reverend Mark Bennet (Church of England Diocese), Councillor Dominic Boeck, Melissa Cliffe (Maintained Primary School Headteacher), Catie Colston (Academy School Governor), Paul Davey (Maintained Primary School Governor), Jacquie Davies (Pupil Referral Unit Headteacher), Gemma Duff (Maintained Primary School Governor), Richard Hand (Trade Union), Keith Harvey (Maintained Primary School Headteacher), Richard Hawthorne (Academy School Headteacher), Jon Hewitt (Maintained Special School Headteacher), Councillor Ross Mackinnon, Gemma Piper (Academy School Headteacher), Chris Prosser (Maintained Secondary School Headteacher), Campbell Smith (Academy School Governor), Graham Spellman (Roman Catholic Diocese), Phil Spray (Maintained Primary School Governor), Charlotte Wilson (Academy School Headteacher) and Lindsay Wood (Academy School Headteacher)

Also Present: Avril Allenby (Early Years Service Manager), Rose Carberry (Acting Principal Adviser for School Improvement), Melanie Ellis (Chief Accountant), Nicola Ponton (SEN Manager), Lisa Potts (Finance Manager), Jane Seymour (Service Manager, SEN & Disabled Children's Team), Jessica Bailiss (Policy Officer (Executive Support)) and Michelle Sancho (Acting Head of Education Services)

Apologies for inability to attend the meeting: Clare Beswick (Maintained Primary School Headteacher), Michelle Harrison (Maintained Primary School Business Manager), Maria Morgan (Maintained Nursery School Headteacher) and Ant Sizer (Maintained Secondary School Headteacher)

PART I

154 Minutes of previous meeting dated 5th December 2022

The Minutes of the meeting held on 5th December 2022 were approved as a true and correct record and signed by the Chair.

155 Actions arising from previous meetings

Actions Dec22-Ac1 and Ac2 were in hand or complete.

Dec22-Ac3, Investigation of the Central Schools Services Budget (CSSB) particularly costs for Capita and Copyright Licenses: Lisa Potts reported that they had managed to balance the CSSB. Lisa Potts had checked with Officers regarding the cost for Capita modules to see if they were all required and it had been confirmed that they were all being used by the different departments and were necessary. Regarding Licenses, the costs had been confirmed for 2023/24 and they had risen by ten percent and Lisa Potts would go in to more detail on this under the CSSB report later on the agenda.

Dec22-Ac4, case study data from the Safety Valve and Delivering Better Value (DBV) Programmes and the collation of data from other local authorities on Education, Health and Care Plan (EHCP) inflation: Jane Seymour reported that she did not yet have any information on the Safety Valve or DBV programmes however, had requested that this be an agenda item on the next South East Regional SEND Leads meeting, which was taking

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place on 25th January. Jane Seymour hoped that she would have more information in time for the next meeting in March 2023.

Regarding increases in EHCPs in other local authority areas compared to West Berkshire, Jane Seymour reported that she had managed to obtain some data. Between 2017 and 2020 the average national increase in EHCPs was 33 percent. In West Berkshire there was an increase of 14 percent, which was lower than the national average. More up to date information was being sought on this area.

RESOLVED that:

- Jane Seymour would report back to the Forum in March following the South East Regional SEND Lead meeting regarding the Safety Valve and the DBV programmes.
- Jane Seymour to report back to the Forum once more up to date information on the level of EHCPs nationally was obtained.

156 Declarations of Interest

Lindsay Wood declared an interest in Agenda Item 8 by the virtue of the fact that one of the growth fund applications was from Trinity School, which was part of the Newbury Academy Trust, and reported that, as her interest was a disclosable pecuniary or prejudicial interest, she would leave the meeting and not take part in the discussion or vote on the item.

Jess Bailiss reported that Charlotte Wilson was due to join the meeting and had informed her that she also wished to declare an interest in Agenda Item 8 by virtue of the fact that she was the Executive Headteacher at Trinity school, which had submitted an application to the Growth Fund. As the interest was a disclosable pecuniary interest Charlotte Wilson would leave the meeting for the duration of the item and not take part in the discussion or vote.

157 Membership

Jess Bailiss reported that Catherine McLeod had stood down from the Forum and Avril Allenby's Team and the Early Years Funding Group were seeking a new Private, Voluntary and Independent Setting (PVI) representative for the Forum.

No members were currently approaching the end of their term of office.

158 Final School Funding 2023/24 (Melanie Ellis)

Melanie Ellis introduced the report (Agenda Item 6), which set out the final school funding formula allocations for 2023/24 and aimed to review the consultation on the Primary Schools in Financial Difficulty (PSIFD) Fund.

It was noted that there were two parts to the report. The first part sought to inform the Schools' Forum of the final funding rates and allocations to schools. These had been set using the methodologies previously approved by the Forum. This information would be subject to political ratification and the funding would be allocated to schools by the 28th February 2023.

Melanie Ellis highlighted that the second part of the report aimed to review the consultation responses on the PSIFD. 12 schools had responded to the consultation in total and the summary of the responses was included under 4.4 of the report. The majority of support had been for stopping the fund and to move to a zero balance, which made the responses to questions three and four in the consultation irrelevant because these were about the size of the maximum bid and how often schools could bid should the fund continue.

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Based on the consultation results, the recommendation from the Heads Funding Group (HFG) was to stop the fund immediately and redistribute the remaining balance of £39k back out to schools via the de-delegation mechanism.

Catie Colston asked what the response rate was to the consultation and Melanie Ellis confirmed that 12 out of about 68 schools had responded. Catie Colston noted the low rate of response and queried if a decision was normally based on those that answered even if it was a low rate. Melanie Ellis reported that the usual process was that a recommendation would be based on those that answered because all schools had been given the opportunity to respond. Keith Harvey believed that the matter had also been discussed with primary headteachers and headteachers had been encouraged to respond if they wanted to. Therefore it was felt there had been plenty of opportunity provided. The Chair agreed that there had been ample opportunity provided for schools to respond and the low rate was disappointing. The consultation had made it clear that the majority view would be taken in to account.

Councillor Dominic Boeck referred to the funding allocations and final distribution to schools and queried how the political decision was taken on this. Melanie Ellis reported that this was an Individual Decision taken by Councillor Ross Mackinnon. This was scheduled and would take place on 28th February 2023.

The Schools Forum considered the HFG recommendation, based on the consultation responses, to stop the PSIFD Fund and redistribute the balance (£39k) back to schools via the de-delegations mechanism. It was proposed and seconded that the HFG recommendation should be approved. The Chair invited the Forum to vote on the recommendation and at the vote the recommendation was approved.

RESOLVED that:

- The Schools' Forum noted the recommendation 2.1 (a), which was to note the final formula rates and allocations to schools, subject to political ratification and allocation to schools by 28th February 2023.
- The Schools' Forum agreed, in line with the consultation responses and the recommendation from the HFG, that the PSIFD Fund should stop and the balance should be redistributed back to schools via the de-delegations mechanism.

159 Final Central School Block Budget Proposals 2023/24 (Lisa Potts)

Lisa Potts introduced the report (Agenda Item 7) that set out the budget proposal for services funded from the Central Schools' Services (CSSB) block of the DSG. Lisa Potts reported that when the report had been brought to the last round of meetings there had been a shortfall in costs compared to the grant that would be allocated to the block. The final grant had now been confirmed and it was slightly higher than originally anticipated. The costs of the Copyright Licenses had also been confirmed.

Lisa Potts reported that the Sports Services recharges had been reviewed along with the split of Capita costs and it had been possible to reduce the costs of both areas. Lisa Potts reported that as a result if had been possible to balance the block for the current year. There was a carry forward against the block from previous years of about £65k. The table under 4.6 of the report showed how the block had been balanced. There was about £1k to put towards the current deficit.

It was proposed and seconded that the CSSB budget for 2023/24 should be agreed. The Chair invited the Forum to vote on the proposal and at the vote the recommendation was approved.

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RESOLVED that:

- The Schools' Forum approved the 2023/24 CSSB budget in line with the recommendation in section 2.1 of the report.

160 Growth Fund 2022/23 (Melanie Ellis)

(Charlotte Wilson and Lindsay Wood left the meeting)

Melanie Ellis introduced the report (Agenda Item 8) that informed the Schools' Forum of payments recommended to be made to schools from the Growth Fund budget in 2022/23.

Following the receipt of the October 2022 census information all schools were invited to make an application if they had felt that their school met the criteria of the Growth Fund. Four schools had applied and two had met the criteria. There were two payments recommended: one to The Calcots (£38.8k) and one to Trinity School (£125k) covering the period August 2022 to September 2023.

Detail about each of the applications was included within the report. The Calcots application had been based on infant class size regulations and Trinity had been required to accommodate a bulge year and help meet basic need in the area.

Michelle Sancho, Interim Head of Education Services, had confirmed that she was satisfied that both applications met the relevant criteria. The recommendation was that the Schools' Forum approve both payments. Richard Hand noted that four schools had applied for Growth Funding and he queried the reasons why two of the schools had not met the criteria. Melanie Ellis stated that she did not have this information to hand however, would report back at the next meeting.

It was proposed and seconded that the two Growth Fund payments to The Calcots and Trinity School should be approved. The Chair invited School Members to vote on the proposal and at the vote the motion was approved.

RESOLVED that:

- Melanie Ellis would report back to the next Schools' Forum on why two of the four schools that had submitted an application from growth funding had not met the criteria.
- The Schools' Forum approved the two Growth Fund payment to The Calcots and Trinity School in line with the recommendation in 2.1 of the report.

161 Maintained Secondary De-delegation Proposals (Lisa Potts)

(Charlotte Wilson and Lindsay Wood re-joined the meeting)

Lisa Potts introduced the report (Agenda Item 9), which set out the details, cost and charges to schools of the services on which maintained school representatives were required to vote (on an annual basis). It had not been possible to agree the secondary de-delegation proposals at the last meeting in December 2022 due to there being no secondary representatives present.

The Chair invited the Forum to comment on the recommendation set out in 2.1 of the report: that representatives of maintained secondary schools should agree to de-delegate funds in the 2023/24 financial year for:

- Behaviour Support Services
- Ethnic Minority Support
- Trade Union Representation
- CLEAPSS

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- School Improvement
- Statutory and Regulatory Duties comprising:
 - Statutory accounting functions in respect of schools
 - Internal Audit of schools
 - Administration of pensions for school staff
- Health and Safety Service to Schools

It was proposed by Chris Prosser (maintained secondary representative) that the recommendation be approved and at the vote the motion was carried.

RESOLVED that:

- The de-delegations proposals for maintained secondary schools as set out above were approved.

162 Final DSG Funding Settlement Overview 2023/24 (Melanie Ellis)

Melanie Ellis introduced the report (Agenda Item 10) that set out the confirmed Dedicated Schools Grant (DSG) allocation for 2023-24. The allocations had been updated based on the October 2022 census pupil numbers and were detailed within the charts and tables contained within the report.

Melanie Ellis referred to the Schools' Block and reported that in addition to the DSG, mainstream schools would receive another grant of £4.3m. The individual school allocations for this funding would be published in the spring with funding received from April 2023.

Regarding the High Needs Block, there would be an additional £1.1m of funding. This would be provided as a top up to the DSG.

The Central Schools Services Block had been covered in a previous report. Melanie Ellis reported that the funding for this block had reduced from the previous year however, it had been possible to balance the block.

Catie Colston referred to the additional grant for the Schools' Block of £4.3m and asked if any of this was ring-fenced or if any conditions were attached to the funding. Melanie Ellis reported that she was not aware of any conditions attached to the funding however, it was likely this information would be provided at the same time as the allocations. Melanie Ellis would check and report back to the next Forum meeting.

Gemma Piper referred to the pay increase that had happened in the summer after the return of budgets. Gemma Piper believed that most local authority schools budgeted on the 2.5 percent and she queried if a larger assumption needed to be applied given the changing nature of finances and staff pay. Melanie Ellis reported that the Schools Accountancy Team would shortly be sending information to schools regarding next year's assumptions and Gemma Piper's point would be built into the email sent out.

RESOLVED that:

- Melanie Ellis would check if the additional grant for the Schools' Block was ring-fenced or if any conditions were attached to the funding.
- The Schools' Forum noted the report.

163 Financial Position of Maintained Schools (Melanie Ellis)

Melanie Ellis introduced the report (Agenda Item 11) that provided the findings from a survey of maintained schools, particularly focussing on the impact of the pay award.

Melanie Ellis reported that the survey had recently been sent out to all schools and focused largely on the impact of the pay award. During budgeting the Schools'

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Accountancy Team had advised applying 2.25 percent however, the actual increase was quite a lot higher than this.

The result of the survey showed that there was only a reduction of about £189k in main school balances due to the pay award.

Melanie Ellis reported that 59 out of 61 primary schools had responded to the consultation and there was a reduction in balances of about £1m for primary schools. Half of schools were saying that this was due to the pay settlement and half had cited other reasons including staff and supply teacher costs. The mitigation that schools were putting in place largely included using reserves followed by potential staff reductions in the future. The biggest reasons stated for the pressure were staffing, energy, supplies and inflation costs.

Melanie Ellis moved on to maintained secondary schools and reported that there was a small increase in balances however, this varied between the schools. Two were expecting an increase in their balance and one a small reduction, with similar reasons being cited for the pressure.

PRU and maintained special schools were expecting balances to increase by 30 percent (£876k). Two of the schools were expecting an increase in balance and one a decrease. The main reason for the increases was around the recruitment of staff and a high number of vacancies.

Section nine of the report provided detail on deficit schools. There were currently five deficit schools and as a result of pressures being faced it was possible this would increase to ten. This be monitored continuously until year end.

Richard Hand queried if any of the £2m promised by Government had come through to schools yet. Melanie Ellis believed that this would form part of next year's settlement. The forecast position provided in the report was taken half way through 2022/23 and therefore this additional funding would not have been factored in. Richard Hand further asked if rising energy costs from April were factored in to the figures. Melanie Ellis reported that schools should be factoring this in to their own budgets that would be submitted to the Local Authority in the next few months. The new levels of funding that had been awarded for 2023/24 should help some way toward helping schools with increasing energy costs. The Schools' Accountancy Team would be advising schools that budgets for energy needed to be sufficient.

Reverend Mark Bennett referred to the issue that schools addressing high needs were carrying high levels of vacancies and he asked if there was a sense of how this was impacting these schools' ability to deliver education and what was being done about staff wellbeing and potential retention issues down the line. Michelle Sancho reported that it was a challenging time for schools for several reasons. Staff retention was an issue particularly regarding teaching assistants because salaries in local supermarkets were rivalling that of teaching assistants in schools. There was currently a campaign taking place to support schools with recruiting teaching assistants and to look at what could be put in place in terms of staff training and support. Other ways were also being looked at to help schools support the wellbeing of staff at all levels in schools. It was an ongoing issue that the Local Authority was aware of and having conversations with schools about so that solutions could be found.

RESOLVED that the Schools' Forum noted the report.

164 High Needs Block Budget Proposals 2023/24 (Jane Seymour)

Jane Seymour introduced the report (Agenda Item 12) that set out the current financial position of the high needs budget for 2022/23 and the position as far as it could be predicted for 2023/24, including the likely shortfall.

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Jane Seymour explained that the report provided an update to the version that had been presented to the Forum in December 2022 and therefore only changes would be highlighted.

It could be seen from paragraph 3.7 that the overall net shortfall position in the 2023-24 HNB Budget was about £8.8m. This included an overspend from the current financial year of £2.7m and £3.5m carried over from previous years. Without the carry forwards from previous years the shortfall in 2023/24 would be in the region of £2.5m. The reasons for the pressure on the HNB had been discussed in great detail and was a national issue. These reasons were covered in detail in the report.

The main changes in the figures compared to what was presented to the Forum in December 2022 were explained in paragraphs 3.8 and 3.9 of the report. In December the shortfall had expected to be £8.6m and this had since increased by £212k. This was because the 2022/23 forecast overspend had increased by just under £500k and the predicted budget requirement for 2023/24 had also increased by £885k giving a total increase of £1.3m across the two information years. Jane Seymour reported however, that as mentioned by Melanie Ellis earlier in the meeting, the HNB settlement for 2023-24 was £1,145,577 higher than was anticipated and this mostly offset the increase in estimated costs leaving a net increase of £212,220 since the previous report.

Jane Seymour reported that October/November was quite early to predict demand for 2022/23 and when this was recalculated around December/January time more information was available. Jane Seymour stated that section 3.9 of the report set out in detail the reasons for the increase in predicted spend in the current year. It was partly around FE costs including an increase in the number of students and fee costs, in addition to increased EHCPs in mainstream schools since the last estimates were produced. There had also been a couple of additional external placements.

Section 3.10 of the report set out the reason for the increase in the estimated budget requirement for 2023/24 and this related mainly to increased placements in independent settings and non-maintained special schools, which had not been anticipated. It had been hoped that more cost effective placements could be secured with other local authority maintained special schools however, this had not been possible. Other placements had also been required for children who had moved to the area or whose placements has broken down. There was also the impact rolling forward of increased EHCPs in mainstream schools and increased FE placement costs, as well as some additional special school costs.

Jane Seymour concluded that this was the expected position for 2023/24 at the current time. The Chair commented that it was a hugely challenging area.

RESOLVED that the Schools Forum noted the report.

165 HNB Deficit Recovery Strategy (Jane Seymour)

Jane Seymour introduced the report (Agenda Item 13), which provided an update on the HNB deficit recovery strategy. Jane Seymour reported that they had been working very hard through the Special Educational Needs and Disabilities (SEND) Strategy to address the pressures in the High Needs Block (HNB). Some key strategies had included supporting mainstream schools to enable more children's needs to be met as well as setting up local maintained high quality provision. The new Castle at Theale provision had been opened in September 2022. A new provision was also planned to open at Kennet Valley in 2024. Jane Seymour reported that they were in the process of reviewing the current SEND Strategy and setting a new SEND Strategy for the next five years, which would look at what else could be done to address the pressures being faced.

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In November 2021 a deficit recovery plan against the HNB had been requested. This had involved looking at ways to remove the in-year overspend and to reach a position within six years when it was possible to stay within budget. The plan did not address the historic overspends. The report originally brought to the Schools' Forum had provided modelling of how placement patterns would need to change to achieve this, based on the average costs of placements and an assumed number of placements that would need to be reduced. It had included looking at children with EHCPs at iCollege and external placements and included the total number of estimated placements they would need to reduce by.

Jane Seymour reported that the report on page 111 of the pack was an update against the original report and provided the current position.

Section six of the report provided an updated in terms of iCollege. It was expected that costs at the provision would increase next year and more placements were required rather than less. This was despite the success of strategies that had been put in place, along with invest to save initiatives, which had helped to keep children in mainstream schools. It was largely due to the continuing increase of children with very complex needs. iCollege was able to provide cost effective, high quality provision. The recommendation was therefore that the aim should no longer be to reduce placements at iCollege and that efforts should be focused on reducing external placements over time. An update on current and 23-24 projected costs for children with EHCPs in external places was provided under section seven of the report.

The budget for 2022-23 was based on an estimate of 107 children needing placements during the 22-23 financial year. Positively the placements had not been as high in 2022-23 and at its highest was 95. In December 2022 the number came to 82 and section 7.3 set out why there had been this reduction. It was partly due to there being a higher than usual number of summer leavers but also due to a lack of placement availability for some children for whom external placements had been agreed. Some of the reduction could also be attributed to the opening of the Castle at Theale, which had taken on children that would have otherwise been placed externally. Jane Seymour drew attention to section 7.4 and reported however that the predicted budget requirement for 23-24 was £7,280,560, an increase of £1,178,660 or 19.3% on the current budget, based on an estimate of 103 children needing placements in 23-24. It was expected that this number should reduce to 96 in September 2023. The reasons for the increase were set out under section 7.5 of the report.

Jane Seymour reported that importantly increased costs for 2023-24 did not just relate to placements but also a significant increase in the cost of placements. It was possible that the number of children estimated to require external placements in 23-24 could be an over estimate, for example, if parental appeals to Tribunal were not upheld. It was hoped that there would be a clearer picture by April 2023 as some cases would have been to a hearing by then.

Jane Seymour explained that the number of placements they currently expected to make in 23-24 (103) was in line with the target reduction in numbers set out in Table 2 of the report. However, estimated costs had not reduced as projected due to significantly higher than average placement costs.

Positively, Jane Seymour reported that in September 2023 The Castle at Theale would take on another cohort of children and in September 2024 the new SEMH provision at Kennet Valley would open. The next five year SEND Strategy would look at what else could be put in place to support mainstream provision and what other local authority specialist provision needed to be opened.

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Jane Seymour reported that the position would be much clearer in April 2023 and she suggested that a further report be brought to the Forum during the summer of 2023.

Jane Seymour concluded that there were some positive signs regarding the following year in that the number of external placements had been reduced however, numbers were predicted to be higher and there was due to be higher than average placement costs leading to higher overall costs. Jane Seymour reminded the Forum that although the figures looked high, West Berkshire was in tranche three of the Delivering Better Value Programme and there were local authorities with much higher overspends. It was important to deliver the best value provision for children whilst getting the best value possible from resources to help decrease costs over time.

Catie Colston thanked Jane Seymour for her report, which was very clear and useful. It was felt that it was right not be reducing the number of iCollege places at this time. It was important to be realistic about what could be achieved in and outside of schools including other provision. It was not a problem that was going to go away.

Richard Hand referred to external providers and queried what checks and balances there were in terms of what these providers could charge and if there was any insight in terms of what would happen next year with percentage increases. Jane Seymour reported that this was an area that was scrutinised very closely and work took place with the commissioning team to ensure any percentage increases were thoroughly justified. Fee increases were always challenged. The reality was that external placement providers had the upper hand to some extent in that placements had to be made available for children who needed them. If alternative placements were not available to meet specific complex needs then there might not be the option to not accept a cost. Jane Seymour reported that they tried to anticipate following year increases when the budget was set however, this could be quite volatile.

Gemma Piper reported that the Heads Funding Group had talked briefly about the need for increased places at a lower level. The SEND Strategy had also been discussed and it was acknowledged that this was a piece of work going on in the background and was critical to thinking about the future. Gemma Piper asked what the timescale was for the SEND Strategy and how this would fit in with the budget and the meeting timetable. Jane Seymour reported that the current strategy expired in the summer of 2023. Work had commenced on the new strategy with the SEND Strategic Partnership. The group was shortly due to agree the priorities for the next five years. The aim was that the final strategy would be agreed in September 2023. This would feed into October/November budget setting for 2024/25. Any new local provision had quite a long lead in time in terms of capital building work. Gemma Piper noted that there would be time to factor in the findings of the DPV programme work to the final draft of the strategy.

Michelle Sancho thanked Jane Seymour for her hard work and encouraged members of the Heads Funding Group to contribute to the planning in terms of the view of schools for the future.

RESOLVED that:

- Jane Seymour would bring a further report to the Forum regarding deficit recovery against the HNB in the summer of 2023.
- The Schools' Forum noted the report.

166 DSG Monitoring 2022/23 Month 9 (Michelle Sancho/Melanie Ellis)

Michelle Sancho introduced the report (Agenda Item 14), which provided the forecast financial position of the services funded by the Dedicated Schools Grant (DSG), highlighting any under or over spends, and to highlight the cumulative deficit on the DSG.

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Michelle Sancho reported that there were four DSG funding blocks, which were set out in the report. The funding for each of the blocks was determined by a national funding formula. The DSG allocation for 2022/23 was £157.3m, which included £48.6m that funded academies and post-16 high needs places, which was paid directly by the Education and Skills Funding Agency (ESFA) to schools. The DSG budget for 2022/23 had been built using the remaining grant of £108.7m.

For the 2022/23 budget, the Schools' Forum agreed to transfer 0.25 percent of the Schools Block funding to the High Needs Block (HNB) amounting to £300k for invest to save projects.

The DSG expenditure budgets required for 2022/23 totalled £109.3m, which was £1.7m more than the funding available. Therefore a £1.7m in-year efficiency target was set.

The table under section 5.1 of the report showed the forecast position at the end of December 2022. The total forecast deficit on the DSG amounted to £6m, comprising £2.96m from previous years and a further £2.9m forecast overspend in-year.

RESOLVED that the Schools' Forum noted the report.

167 Forward Plan

Reverend Mark Bennet felt it would be helpful to have a better overview of central contracts and suggested that a list of the services/contracts be included with the forward plan information including the date contracts were due for review.

RESOLVED that: Jess Bailiss to include a table with the next forward plan, which showed contracts funded from the schools budget and timescales for when these contracts were due a review.

168 Date and format of the next meeting

The next meeting of the Forum would take place virtually on 13th March 2023.

(The meeting commenced at 5pm and closed at 6pm)

CHAIRMAN

Date of Signature