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## THE SCHOOLS FORUM

Wednesday, 16th January, 2019 at 5.30 pm  
at Enfield Grammar School Enfield Grammar School - Upper  
School, Market Place, Middlesex EN2 6LN

### Membership:

#### Schools Members:

Governors: Ms Ellerby (Primary), Ms H Kacouris (Primary), Mrs J Leach (Special),  
Mrs L Sless (Primary), Vacancy (Secondary), Vacancy (Primary)  
Headteachers: Mr H Ballantine (Primary), Mr D Bruton (Secondary), Mrs H Knightley  
(Primary), Ms K Baptiste (Primary), Ms R Datta (Special), Ms M  
O'Keefe/Ms T Day (Secondary), Ms S Kay (Pupil Referral Unit)  
Academies: Ms A Nicou, Mr Sadgrove, Ms H Thomas (Chair), Mr C Lamb,  
Vacancy

#### Non-Schools Members:

14-19 Partnership	Mr K Hintz
Early Years Provider	Ms A Palmer
Teachers' Committee	Mr J Jacobs
Education Professional	Vacant
Head of Admissions	Ms J Fear
Overview and Scrutiny Committee	Councillor D Levy

#### Observers:

Cabinet Member	Cllr A Georgiou
School Business Manager	Ms A Mahesh
Education Funding Agency	Mr Owen

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**MEMBERS ARE INVITED TO ARRIVE AT 16:45PM  
WHEN SANDWICHES WILL BE PROVIDED  
ENABLING A PROMPT START AT 17:00**

**1. APOLOGIES FOR ABSENCE AND MEMBERSHIP (17:30)**

- a. Apologies for absence have been received from Mr Bruton and Councillor Levy
- b. Nominations are being sought for the other vacancies.

**2. DECLARATIONS OF INTEREST**

Members are asked to identify and disclosable pecuniary, other pecuniary or non pecuniary interests.

**3. MINUTES AND MATTERS ARISING FROM THE MINUTES (17:45) (Pages 1 - 6)**

- a. Schools Forum meetings held on 12 December 2018 (attached)
- b. Matters arising from these minutes.

**4. ITEMS FOR DISCUSSION AND/OR DECISION (17:50)**

- a. Schools Budget 2018/19 Monitoring Update
- b. Schools Budget 2019/20 – Update
- c. High Needs Strategy – Update
- d. Scheme for Financing Maintained Schools – 2019/20 Update

**5. ITEMS FOR INFORMATION (19:15)**

None

**6. WORKPLAN (19:15)**

**7. ANY OTHER BUSINESS**

**8. FUTURE MEETINGS**

- a. Date of the next meeting is Wednesday 6 March 2019 at 5.30pm (venue to be confirmed)
- b. Dates of future meetings
  - 15 May 2019 (Provisional)

**9. CONFIDENTIALITY**

To consider which items should be treated as confidential.

## Schools Forum Membership List

<b>Name</b>		<b>Sector</b>	<b>Organisation</b>	<b>Member / Sub Since</b>	<b>End of Term</b>
<b>Vacant</b>	G	P			
Ms J Ellerby	G	P	Eldon	Autumn 2015	Summer 2019
Ms H Kacouris	G	P	West Grove	Autumn 2017	Autumn 2021
Mrs J Leach	G	Sp	Waverley	Autumn 2015	Summer 2019
Mrs L Sless	G	P	Galliard	Autumn 2015	Summer 2019
<b>Vacant</b>	G	S			
Ms C Fay	H	PRU	Orchardside	Required	
Ms H Ballantine	H	P	George Spicer	Autumn 2015	Summer 2019
Ms H Knightley	H	P	St Johns & St James	Autumn 2015	Summer 2019
Ms K Baptiste	H	P	St Monica's	Autumn 2017	Summer 2021
Mr D Bruton	H	S	Chace Community	Summer 2016	Spring 2020
Ms R Datta	H	Sp	West Lea	Spring 2019	Winter 2023
Ms T Day / Ms M O'Keefe	H	S	Bishop Stopford's St Ignatius	Autumn 2017	Summer 2021
<b>Vacant</b>		A		Nominated	
Ms A Nicou	H	A	Enfield Learning Trust	Autumn 2015	Summer 2019
Mr P Sadgrove	H	A	One Degree	Summer 2017	Spring 2021
Ms H Thomas	H	A	Alma	Autumn 2018	Summer 2022
Mr C Lamb	H	A	Enfield Grammar	Autumn 2018	Summer 2022
Ms A Palmer		EY	Right Start Montessori	Autumn 2017	Summer 2021
Mr K Hintz		P16	CONEL	Autumn 2015	Summer 2019
Mr J Jacobs		All	National Education Union	Summer 2017	Spring 2021
Ms J Fear		All	Local Authority	By Appointment	
		All		By Appointment	
Cllr D Levy		All	Chair of Overview & Scrutiny	By Appointment	
Cllr Georgiou	O	All	Cabinet Member	By Appointment	
Ms S Mahesh	O	All	School Business Manager	Nominated	
Mr O Jenkins	O	All	EFA	By Appointment	

### Key

G – Governor  
H – Headteacher  
O - Observer  
P – Primary  
S – Secondary  
Sp – Special  
Ac – Academy  
EY – Early Years  
P16 – Post 16

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**MINUTES OF THE SCHOOLS FORUM MEETING****Held on Wednesday 12 December 2018 at Waverley School****Schools Members:**

Governors:	Ms Ellerby (Primary), <i>Ms H Kacouris</i> (Primary), <i>Mrs J Leach</i> (Special), Mrs L Sless (Primary), Vacant ( <i>Secondary</i> ), Vacant (Primary – Either Headteacher or Governor)
Headteachers:	Ms H Ballantine (Primary), Mr D Bruton (Secondary), Ms C Fay (Orchard Side), <i>Ms H Knightley</i> (Primary), <i>Ms K Baptiste</i> (Primary), <i>Ms G Weir</i> (Special), <i>Ms M O’Keefe</i> / Ms T Day ( <i>Secondary</i> )
Academies:	Ms H Thomas (Chair), Ms A Nicou (Primary), <i>Mr A Sadgrove</i> ( <i>All through</i> ), Mr C Lamb, Vacancy

**Non-Schools Members:**

Early Years Provider	Ms A Palmer
16 - 19 Partnership	Mr K Hintz
Teachers’ Committee	Mr J Jacobs
Head of Early Years	Ms D Weston
Education Professional	Ms J Fear
Chair of Overview and Scrutiny Committee	<i>Cllr D Levy</i>

**Observers:**

Cabinet Member	Cllr Georgiou
School Business Manager	Ms S Mahesh
Education Funding Agency	<i>Ms K Goodacre</i>

**Also attending:**

Acting Director, Education	Ms C Seery
Finance Manager	Mrs L McNamara
Resources Development Manager	Mrs S Brown

\* Italics denote absence

**1. MEMBERSHIP AND APOLOGIES FOR ABSENCE****a) Apologies for Absence**

Apologies for absence were received from Mrs Leach, Ms Baptiste, Ms Knightley, Ms Weir, Ms O’Keefe, Mr Sadgrove, Cllr Levy and Cllr Georgiou.

**Noted** the absence of Ms Kacouris.

**Clerk’s note: Ms Seery and Mr Hintz arrived at this point.**

**b) Membership****Reported:**

- Mr Lamb, Headteacher, Enfield Grammar School had been nominated for the academy representative vacancy.
- Ms Weir had stepped down from the Forum and Ms Ruchi Datta, Head of School at West Lea Special School would be replacing Ms Weir.
- Nominations were being sought for the secondary governor vacancy.

Mr Lamb was welcomed to the Forum.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF THE LAST MEETING & MATTERS ARISING****a) Minutes of the last Meeting**

**Received** and agreed the minutes of the meeting of the Schools Forum held 3 October 2018.

b) **Matters arising from the Meeting**

In response to a query regarding the STRB members visiting Enfield, it was confirmed that the reference in the minutes was to inform the visit had taken place and the pay award implemented by the Government was not in line with the recommendation made by STRB.

**4. ITEM FOR DISCUSSION AND/OR DECISION**

a) **Schools Budget - 2018/19 Monitoring Update**

**Received** a report detailing the latest forecast for the Dedicated Schools Grant (2018/19; a copy is included in the Minute Book.

**Reported** the latest forecast was indicating the overspend had increased by £17k to £1.749m.

**Noted** the change since the last update was a reduction in the funding required for the Growth Fund, lower rates liability due to schools converting to academy status mid-year and increases in the funding required to support pupils with high needs.

The Forum was advised that the forecast included a contingency amount for new high needs placement and this contingency would be reviewed in the new year.

**Resolved** to note the update and consequent overspend.

b) **School Funding Arrangement – Outcomes from Consultation**

**Received** a report summarising the responses to the consultation on proposals for the school funding arrangements for 2019/20 and recommendations for the Forum to consider; a copy is included in the Minute Book.

**Noted:**

- (i) A low number of responses had been received to the consultation. It was suggested that this might need to be raised and discussed with primary Headteachers and possibly review the consultation process.

Following a discussion, it was noted that schools should have been aware of the changes and the impact the national funding formula (NFF) would have on their school. Therefore, the low response may be an acknowledgement of the slow move to the NFF over the next two soft years to manage the change.

- (ii) The responses received favoured the removal of the funding for Looked After Children from Enfield's funding formula (EFF) and using the money released to provide targeted support. The Forum was told that the recommendation to implement this proposal was discussed with the Education Resources Group. The Group had suggested the funding be used for activities or resources that LAC would not be able to access and the examples given were mentoring, summer university or holiday schemes / activities and trips. The Group also suggested rather than set up a Panel to consider any bids for funding that a working group be set up to develop criteria that enabled existing provision to be expanded for this purpose.

- (iii) The Forum was advised that whilst there was support for the proposals for the EFF, the responses indicated a divide between the sectors; with primary supporting the proposals and a higher proportion of secondary requesting full implementation of the NFF 2019/20. In acknowledging the responses, the Authority had considered other models that might enable secondary schools to move faster to the NFF, but these models skewed the distribution across all schools because of the 3% gains cap being triggered.

In response to a query as to why some secondary schools were gaining more than 3% through the current proposed models for the EFF, it was confirmed because Enfield was

receiving additional funding due to the NFF, the 3% Cap was not being triggered for the proposed models.

The Forum was informed that the deadline for responses had been extended to enable secondary Headteacher to discuss the proposals and provide a sector view; however this did not appear to be reflected in the final responses received. Where secondary schools had voted for a move to the NFF, it was because the Headteachers felt that the change in funding was to recognise the schools with high number of pupils from socially deprived backgrounds receive the funding to support these pupils.

Primary colleagues felt that the change in funding do not supporting smaller primary schools and there were concerns that these schools may find it difficult to remain viable when the NFF is fully implemented felt it.

- (iv) The responses supported the transfer of 0.5% from the Schools to the High Needs block to support pupils with high level of SEND in mainstream schools.
- (v) The responses confirmed the continuation of the current arrangements for the calculation and allocation of the Inclusion Fund.

**Clerk's note: Ms Ellerby arrived at this point.**

**Resolved** to agree:

- (i) To the transfer of funding (£140k) currently provided for LAC in the EFF to the High Needs block to enable Enfield schools to provide more targeted support for LAC in their schools.
- (ii) Subject to any statutory requirements, the implementation of Model D for 2019/20 and Model C for 2020/21 for the EFF.
- (iii) To the transfer of 0.5% from the Schools to the High Needs block to support pupils with high level of need in mainstream schools.
- (iv) To maintain the current arrangements for the calculation and allocation of the Inclusion Fund.

**c) Central Schools Services Block & De-delegation of Services for 2019/20**

**Received** a report with information on the planned use of new Central Schools Services block (CSSB) and proposals for de-delegating funding for services to be provided for 2019/20; a copy is included in the Minute Book.

**Reported** that the CSSB enabled all schools, academies and free schools to access statutory functions and services funded through historical commitments. Statutory functions are now funded via a national formula. The impact for Enfield of the NFF for statutory function was a reduction in funding because Enfield was due to receive less money than previously spent on statutory functions. The funding for the historical commitments was baselined to the planned spend in 2017/18, the DfE were looking to see a reduction in historical commitments. The Authority was proposing no change to the way the funding had been used for both these elements because of a concern any reduction in funding may not remain within the Enfield DSG in the future and any judicial challenges for changing funding for services supporting pupils with SEND.

The second part of the report detailed the services where de-delegation of funding from maintained schools was being sought.

**Noted** that:

- (i) Secondary maintained schools were not aware of how they were supported by the de-delegated funding provided for supporting NQTs and the applicant tracking system.

The following points arose from a discussion of the support provided for NQTs and the applicant tracking system:

- It was confirmed that the Service supported both primary and secondary schools;
- The applicant tracking system has just been developed and is now being piloted in a few schools. The aim was to have a central system for all job applications for schools to view and as appropriate follow up with the applicant. The Service Manager would be asked to attend the Secondary Headteachers' Conference to explain and demonstrate the system;
- The Service also attend fairs to promote Enfield and try to recruit graduates to posts in Enfield. Following recruitment, the Service provided on-going support and networking opportunities for the new recruits with the aim that they remained in an Enfield school and not move elsewhere. There was a concern that the information on the support and network opportunities was not being passed onto the new recruits;

It was requested that some statistical evidence be provided to show the impact and success rate of attending and participating at recruitment fairs. A Forum member commented that it would be difficult to measure and evidence how well the money had been spent.

- (ii) The de-delegation of the long service awards was a new item for 2019/20, however it had been a de-delegated service until 2016/17, and it had then been cut to manage the high needs overspend. Since the cut in funding, schools effected had raised their concerns

It was explained that the Council managed the long service awards. The award was a payment of £200 to an Enfield Council and maintained school employee who had worked in any capacity in the Borough for 25 years. The problem encountered by schools was that the staff receiving the award had moved around several schools and it was the school where they were in their 25<sup>th</sup> year that was required to fund the award. Last year, a small school had four members of staff receiving the award and not one of these staff had been at the school for 25 years. The award was valued by staff because it was felt it recognised their service and commitment.

This Education Resources Group had discussed whether to re-introduce the award. The Group suggested that funding be de-delegated for 2019/20 for this award and be reviewed next year.

**Resolved:**

- The Forum agreed to funding the items detailed in the report for the use of the CSSB;
- The maintained school members of the Forum agreed to funding the de-delegated items detailed in the report.

**d) Schools Budget: 2019/20 – Update**

**Received** a report providing an initial indication of the amount of DSG that could be allocated for 2019/20; a copy is included in the Minute Book.

**Reported** that the funding settlement for 2019/20 was expected in at the end of the Autumn term. The draft budget presented is based on indicative information on DSG received from the DfE and estimated pupil data.

The Forum was reminded some of the items in this report were linked to the decisions made earlier in the meeting.

**Noted that:**

- (i) A more accurate estimate could not be provided because the Authority had not received Census data from some academies or free schools.

It was commented that many schools were experiencing a reduction in their pupil numbers and whether the Authority could provide schools with a pupil number forecast to



aid planning. It was stated that the Authority would aim to share some information when the final data from the October Census had been received.

The Forum members were advised:

- Any information on pupil number forecast could not be guaranteed. Individual schools would have to carry out their own reliability check;
  - To support pupil forecast, data from the Early Year headcount would be used;
  - Birth records were reviewed for information on trends but had previously been found not to be a reliable source for projections.
- (ii) The allocation provided for the Growth Fund was now calculated using a NFF. The proposed allocation detailed in the report was based known schools and academies and to manage any in-year bulges;
- (iii) Further work would be required for the High Needs block.

**Resolved:**

For 2019/20, the Schools Forum agreed to:

- (i) The continuation of the growth fund at a cost of £0.3m.
- (ii) transfer of 0.5% from the School's Block to the High Needs Block to support the current arrangements for exceptional needs pupils in mainstream schools
- (iii) Transfer of £140k from the School's Block to the High Needs Block in respect of funding for Looked After Children

The Maintained School mainstream sector representatives agreed to de-delegating funding, for 2019/20, for services detailed in the report.

**Clerk's note: Ms Thomas left at this point and Ms Nicou took over as Chair for the remainder of the meeting.**

## **5. ITEM FOR INFORMATION**

### **Outcome from the consultation to transfer from termly to monthly payments for early education funded places**

**Received** a report summarising the outcomes from a public consultation regarding the option to transfer from termly to monthly payments for the private, voluntary and independent sector who offer nursery education places: a copy is included in the Minute Book.

**Noted:**

- (i) The response to the consultation again was low. Due to the low response, the proposal was to carry out a pilot of the monthly payments It was commented that this may have been because not all providers were aware of the consultation.

It was questioned whether schools were aware of the consultation. The Forum was advised that schools were already paid monthly and so the consultation, whilst available on the Council website, had not be circulated to schools.

It was commented that the consultation process followed be reviewed to ensure all stakeholders were given an opportunity to view and comment on proposals.

- (ii) The issue with the current funding arrangements was that funding adjustments for pupils attending a setting was calculated on a termly basis. This resulted in some settings either not or partially receiving funding for the pupils at their setting. The move to monthly payments enabled funding to be allocated to the right setting in a timely manner and improve accountability.

The Early Years member informed the Forum that providers were concerned that the change will create an administrative burden and require more time in entering and uploading pupil information. It was stated the aim of the pilot was to show this would not be the case.

**Resolved** to note the outcomes from the consultation.

## 6. WORKPLAN

Any additional items arising from the meeting would be added to the workplan.

**Action: Mrs Brown**

## 7. FUTURE MEETINGS

a) The date of the next meeting was set as Wednesday 16 January 2019 at 17:30 at Enfield Grammar School (Upper).

b) Dates for future meetings:

Dates	Time	Venue
06 March 2019	17:30 - 19:30	Waverley
15 May 2018 (Provisional)	17:30 - 19:30	

## 8. ANY OTHER BUSINESS

The Forum was informed that Ms Weston would be retiring at the end of term. The Forum members expressed their thanks and best wishes for a happy retirement to Ms Weston.

It was also noted Ms Kathy Hall, Partnership and Professional Development Manager was also retiring at the end of the term. The Forum thanked Ms Hall for all her support and wished her all the best for the future.

## 9. CONFIDENTIALITY

No items were considered confidential.

The meeting closed at 6.20pm.