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SCHOOLS FORUM

Meeting to be held from **17:30** on **Wednesday 15 May 2019**

Venue: **Orchardside School, 230 Bullsmoor Lane, Enfield EN1 4RL**

(NOTE: Sangeeta Brown, Resources Development Manager - 07956 539613)

Schools Members:

Governors: Ms Ellerby (Primary), Ms H Kacouris (Primary), Mrs J Leach (Special),
Mr J Donnelly (Secondary),

Headteachers: Ms H Ballantine (Primary), Mr D Bruton (Secondary), Ms K
Baptiste (Primary), Ms R Datta (Special), Ms C Fay (Pupil Referral
Unit), Ms M O'Keefe / Ms T Day (Secondary), Vacancy (Primary)

Academies: Ms H Thomas (Chair), Mrs A Goldwater, Mr C Lamb, Ms A Nicou, Mr
Sadgrove, Mrs L Sless

Non-Schools Members:

16 - 19 Partnership	Mr K Hintz
Early Years Provider	Ms A Palmer
Teachers' Committee	Mr J Jacobs
Education Professional	Mr A Johnson
Head of Admissions	Ms J Fear
Overview and Scrutiny Committee	Cllr D Levy

Observers:

Cabinet Member	Cllr A Georgiou
School Business Manager	Ms S Mahesh
Education Funding Agency	Ms Goodacre

MEMBERS ARE INVITED TO ARRIVE AT 17:15
WHEN SANDWICHES WILL BE PROVIDED
ENABLING A PROMPT START AT 17:30

1. APOLOGIES FOR ABSENCE AND MEMBERSHIP

Note:

- a) Apologies for absence have been received from Cllr Levy.
- b) Membership:

In line with the changes required to reflect the composition of pupil numbers across the different types of provision, the Forum is advised that:

- Following conversion of their schools to academies, Mrs Sless and Mrs Goldwater were now attending the Forum as academy representatives;
- Nominations for the primary governor and Headteacher representatives were being sought.

2. DECLARATION OF INTEREST

Members are invited to identify any personal or prejudicial interests relevant to items on the agenda. A definition of personal and prejudicial interests has been attached for members' information.

3. ITEM FOR DECISION

- (a) Election of Chair of the Schools Forum for the municipal year (2019/20)
- (b) Election of Vice Chair of the Schools Forum for the municipal year (2019/20)

4. MINUTES AND MATTERS ARISING FROM THE MINUTES (Pages 1 - 4)

- (a) School Forum meetings held on 6 March 2019 (*attached*)
- (b) Matters arising from these minutes.

5. ITEMS FOR DISCUSSION

- (a) Different types and level of SEND provision
 - To be presented by Gillian Douglas
- (b) Nurture Groups
 - To be presented by Julia Hide
- (c) Durants School
 - To be presented by Peter De Rosa
- (d) Advisory Service for Autism: Monitoring visit
 - Verbal report Gillian / Daniel Bruton

6. ITEMS FOR INFORMATION

None

7. WORKPLAN (Pages 5 - 6)

8. ANY OTHER BUSINESS

9. FUTURE MEETINGS

(a) Date of next meeting is Wednesday 10 July 2019 at 5.30pm (venue to be confirmed);

(b) Dates of future meetings:

- 2 October 2019
- 11 December 2019
- 15 January 2020
- 4 March 2020

10. CONFIDENTIALITY

To consider which items should be treated as confidential.

Schools Forum Membership List

Name		Sector	Organisation	Member / Sub Since	End of Term
Ms J Ellerby	G	P	Eldon	Autumn 2015	Summer 2019
Ms H Kacouris	G	P	West Grove	Autumn 2017	Autumn 2021
Vacant	H	P			
Mrs J Leach	G	Sp	Waverley	Autumn 2015	Summer 2019
Mr J Donnelly	G	S	St Ignatius	Spring 2019	Autumn 2023
Ms C Fay	H	PRU	Orchardside	Required	
Ms H Ballantine	H	P	George Spicer	Autumn 2015	Summer 2019
Vacant	H	P			
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
Ms H Thomas	H	A	Alma	Autumn 2018	Summer 2022
Mrs A Goldwater	H	P	Fleecefield	Spring 2019	Spring 2023
Mr C Lamb	H	A	Enfield Grammar	Autumn 2018	Summer 2022
Ms A Nicou	H	A	Enfield Learning Trust	Autumn 2015	Summer 2019
Mr P Sadgrove	H	A	One Degree	Summer 2017	Spring 2021
Mrs L Sless	G	P	Galliard	Autumn 2015	Spring 2023
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	
Mr A Johnson		All	Local Authority	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

MINUTES OF THE SCHOOLS FORUM MEETING**Held on Wednesday 6 March 2019 at St Ignatius College****Schools Members:**

Governors: Ms Ellerby (Primary), *Ms H Kacouris* (Primary), *Mrs J Leach* (Special), *Mrs L Sless* (Primary), Mr J Donnelly (*Secondary*)

Headteachers: *Ms H Ballantine* (Primary) substituted by Ms K Jaeggi, Mr D Bruton (Secondary), *Ms R Datta* (Special), Ms C Fay (PRU), *Mrs A Goldwater* (Primary), Ms H Knightley (Primary), Ms K Baptiste (Primary), Ms M O'Keefe & Ms T Day (Secondary)

Academies: Ms H Thomas (Chair), *Ms A Nicou* (Primary), *Mr A Sadgrove* (All through), *Mr C Lamb*, Vacancy

Non-Schools Members:

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

Observers:

Cabinet Member	<i>Cllr Georgiou</i>
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
Head of Schools Personnel	Ms S Fryer
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 Ms Kacouris, Mrs Leach, Ms Sless, Ms Datta, Ms Ballantine, Mrs Goldwater, Ms Nicou, Mr Sadgrove, Mr Lamb, Mr Hintz, Mr Jacobs, Mr Johnson, Cllr Georgiou and Cllr Levy.

b) Membership**Reported:**

- Mr John Donnelly, Chair of Governors of St Anne's School and St Ignatius College had been nominated for the secondary vacancy;
- Ms Jaeggi was substituting for Ms Ballantine;
- Following a review of pupil numbers from the January Census, any changes required in the membership to reflect the total pupils in each type of school will be managed as vacancies occurred. The Forum would be advised as this occurred.

Mr Donnelly was welcomed to the Forum.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE LAST MEETING & MATTERS ARISING

Received and agreed the minutes of the meeting of the Schools Forum held 16 January 2019.

Clerk's note: Ms Day arrived at this point.

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

a) Apprenticeship Levy: Ms Fryer presented this item

Received a report with information and proposals for the use of the Apprenticeship Levy for maintained schools; a copy is included in the Minute Book.

Reported the Levy for the Council and maintained schools was held in one account and showing a significant underspend. The conditions attached to the Levy meant any underspend after two years would be clawed back as a rolling clawback each month. This would result in the underspend from the Levy paid in April 2017 to be clawed back by the Government from April 2019.

Noted:

- (i) The Apprenticeship team was now located within the Schools Personnel Service and so managed by Sarah Fryer, Head of Schools Personnel Service.
- (ii) The training costs to be met by voluntary aided schools had dropped from 10 to 5%.
- (iii) The full annual charge for a training programme was deducted in monthly instalments.
- (iv) One of the issues that had come to light was the requirement to abide by the procurement thresholds. This created difficulties for schools procuring provision for their apprentices and for the Council. funding was held in one account and so required the threshold to be considered at a borough level.
- (v) For any apprenticeship, the employer was required to pay the apprentice and release the apprentice to attend training for 20% of the time. This mode of training was more expensive than Schools Direct.
- (vi) Other LAs advertised apprenticeship opportunity for Year 11 and Year 13 due to leave school, but no information had been provided by Enfield. Following a discussion as to how this opportunity could be developed would be explored and implemented for both primary and secondary schools.
- (vii) The areas that could benefit from the apprenticeship training were Science technicians and premises staff but required providers to be registered to delivery and assess. Currently, the Council was trying to register as an assessor because of problems in finding a good quality provider. However, the Council had carried out a tendering exercise for business administration and this would be available for schools to access. Alternatively, a school could become a provider if commissioned for example by a registered provider such as Oakthorpe.
- (viii) There was no age limit when considering an apprenticeship for a replacing a vacant post to facilitate a change.

Agreed information on the training programmes and provider being used by schools would be shared with all schools and a regular update would be provided to the Forum.

Action: Ms Fryer

b) High Needs Places - Update

Received a report providing an update on the places for pupils with high level of SEND to be commissioned and developed over the next financial year; a copy is included in the Minute Book.

Reported the main strategy for meeting the increasing demand for places to support pupils with high level of SEND continued to be increasing in-borough provision by expanding existing special schools or creating new schools. The report outlined the number of places to be made available across the various maintained provision in Enfield.

Noted:

- (i) The current plan for Springfield was to create a SEND provision to be managed by West Lea for Reception aged pupils with SEND requiring a school place. This was time limited

provision used to assess how best to meet the needs of these young pupils. In doing this, the pupils would be able to remain in-borough and not have to travel to an outborough school.

- (ii) The current data were showing that there was insufficient capacity at Waverley to accommodate the new intake requiring a school place at Waverley, so officers were working with the School to consider how to increase capacity for the School.
- (iii) The Autism Advisory Service (ASA) had historically worked with primary schools but was now looking to ensure all schools were supported.
- (iv) In response to a comment on the length of time taken to be supported by ASA, it was stated that the School had had a difficult year due to the changes that had taken place at the School but would now be able to address this and other concerns.

The Forum questioned how the Service spent the funding provided and whether the expenditure was clearly identifiable. It was requested that the School provide evidence of the expenditure incurred supported pupils, mainstream schools and parents to improve outcomes for the pupils. It was requested that the Service be monitored quarterly, and Mr Bruton volunteered to be part of the monitoring team.

- (v) Hazelbury School had decided to decommission their Nurture Group. It was again questioned if Nurture Groups provided value for money and evidence of how the Nurture Groups were supporting and improving pupil outcomes. Also, how were the pupils identified on the Pupil Census. The Forum suggested that the schools with Nurture Group be given notice that the funding for this provision may be withdrawn at the end of 2019/20.

Resolved to note the Forum's comments and provide further update at the next meeting.

Action: Mrs Brown

Clerk's note: Ms Jaeggi and Ms Palmer left at this point.

c) 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 slightly and was now projected to be £0.9m.

Noted the reasons for the increased overspend included a significant increase in the charge by Health for the occupational therapy contract. In response to a question on why there would be a charge for this service, it was stated that Health charged for therapies they considered were associated with education. Officers were in dialogue with Health regarding the charge and would then be considering options for the future.

Resolved to note the update and consequent overspend.

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 draft Schools Budget 2019/20 considered by the Forum at the last meeting was approved by Cabinet at their meeting on 13th February 2019 and then full Council meeting on 27 February 2019.

The report presented provided the Forum with details of the final proposals for allocating the DSG for 2019/20 within the Schools, Early Years and High Needs blocks.

Noted:

- (i) The DfE had confirmed that the Secretary of State had approved the transfer from the Schools to the High Needs block of 0.5% to support exceptional needs pupils, plus £140k to support LAC pupils.

The Forum was advised that the average incident for supporting pupils with high level of need had changed from 1 in 70 to 1 in 60 pupils. This was to an increase in in demand for support.

In response to a query regarding the 0.5% transfer, it was confirmed that agreement to this transfer was required annually. The transfer enabled a local arrangement to be implemented to support schools with above average number of pupils with high level of SEND.

The notional £12k for the first two pupils with high level of SEND was included in the lump sum and therefore allocated to all schools irrespective of the number of pupils requiring with high level of SEND support. It was too late to review this arrangement for 2019/20 and with the move to the NFF unlikely to continue for 2020/21.

- (ii) The individual school's budget notification was circulated to all maintained schools last week. The following points arose from a discussion on changes in funding for individual schools:
 - To support distribution of the overall funding, the minimum funding guarantee (MFG) and CAPs gain were protection mechanisms to limit the change in the pupil led funding received by a school. The formula factors informing the MFG and CAP were the APWU, deprivation, low prior attainment and English as an additional language. As agreed with the Forum, the MFG was set at 0.6% and the CAP at -2.5%;
 - Some schools had seen a significant change in funding, and this was mainly due to an increase or decrease in number of pupils on roll or number of pupils attracting funding through the pupil led factors;
 - The AWPU rates used for the NFF were lower than the Enfield rates. This would also have an impact for schools not attracting funding from the other factors.
- (iii) Salaries funded from the DSG were those for services provided through the CSSB or services supporting high needs provision.
- (iv) It was proposed to change how schools were funded for individual children in the nursery from a whole term to the number of days each child was on roll at the school. This was because if a child was in a private, voluntary or independent (PVI) setting for part of the term, the PVI received no funding to reflect this attendance.
- (v) The Government had confirmed they would fund the cost of increase of the employers' contribution for teachers' pensions. Details of the funding to be provided were still awaited.

Resolved to note and support the final proposals for the Schools Budget for 2019/20.

5. WORKPLAN

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

Action: Mrs Brown

6. FUTURE MEETINGS

- a) The date of the next meeting was set as Wednesday 15 May 2019 at 17:30 at Orchardside School.
- b) Dates for future meetings:

Dates	Time	Venue
10 July 2019	17:30 - 19:30	
2 October 2019	17:30 - 19:30	
11 December 2019	17:30 - 19:30	
15 January 2020	17:30 - 19:30	
4 March 2020	17:30 - 19:30	

7. CONFIDENTIALITY

No items were considered confidential. The meeting closed at 7.45pm.

MUNICIPAL YEAR 2018/2019 – REPORT NO. 30**MEETING TITLE AND DATE:**

Schools Forum – 15 May 2019

REPORT OF:

Director of People

Contact officer: Sangeeta Brown

Email: sangeeta.brown@enfield.gov.uk**Recommendation**

To note the workplan.

Agenda – Part: 1	Item: 6
Subject: Schools Forum: Workplan	
Wards: All	

<u>Meetings</u>		<u>Officer</u>
May 2019	High Needs – Update & Discussion	
July 2019	Schools Budget – Outturn (2018/19) School Funding Review (2019/20) Funding Arrangements (2020/21)	LM SB SB
October 2019	Schools Budget: 2019/20 – Monitoring School Funding Review (2020/21) School Funding Arrangements (2020/21) Annual Audit – Update	SB SB SB SB
December 2019	Schools Budget: 2019/20 – Monitoring Schools Budget: 2020/21: Update School Funding Arrangements (2020/21) Central Services Budgets	LM LM SB CS
January 2020	Schools Budget: 2019/20 – Monitoring Schools Budget: 2020/21: Update Scheme for Financing - Revisions High Needs Strategy - Update	LM LM SB SB
March 2021	Schools Budget: 2020/21: Update High Needs Places	LM SB

Dates of Meetings

Date	Time	Venue	Comment
9 May 2018	5:30 - 7:30 PM	Chace Community	
11 July 2018	5:30 - 7:30 PM	Chace Community	
03 October 2018	5:30 - 7:30 PM	Waverley Schools	
12 December 2018	5:30 - 7:30 PM	Chace Community	
16 January 2019	5:30 - 7:30 PM	Enfield Gramma	
06 March 2019	5:30 - 7:30 PM	St Ignatius	
15 May 2019	5:30 - 7:30 PM	Orchardside	
10 July 2019	5:30 - 7:30 PM	Chace Community	
2 October 2019	5:30 - 7:30 PM	TBC	
11 December 2019	5:30 - 7:30 PM	TBC	
15 January 2020	5:30 - 7:30 PM	TBC	
4 March 2020	5:30 - 7:30 PM	TBC	

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