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## SCHOOLS FORUM

Meeting to be held from **17:30** on **Wednesday 8 March 2023**

Microsoft Teams Virtual Meeting

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### Schools Members:

Governors: Ms A Amofo (Primary), Mr T Hellings (Primary), Ms C Davies (Special), Mr J Donnelly (Secondary),

Headteachers: Ms K Baptiste (Primary), Ms J Gumbrell (Secondary), Ms N Husband (Primary), Mr D Smart (Primary), Ms T Day (Secondary), Ms G Taylor (Special), Ms C Fay (Pupil Referral Unit)

Academies: Ms H Thomas (Chair), Ms S Ellingham, Mr M Lewis, Ms A Nicou, Ms Z Thompson, Mr S Way, Vacancy

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### Non-Schools Members:

16 - 19 Partnership	Mr K Hintz
Early Years Provider	Ms A Palmer
Teachers' Committee	Mr T Cuffaro
Education Professional	Mr A Johnson
Head of Admissions	Ms J Fear
Overview and Scrutiny Committee	Cllr M Greer

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### Observers:

Cabinet Member	Cllr Abdul Abdullahi
School Business Manager	Ms L Culora / Miss C Bignell
Education & Skills Funding Agency	Mr G Nicolini

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**MEMBERS ARE ASKED TO TRY AND JOIN THE MEETING FROM 17:20.**  
**THIS WILL ALLOW TIME TO RESOLVE ANY CONNECTION DIFFICULTIES THAT**  
**MAY ARISE IN JOINING THIS MEETING AND ENABLE A PROMPT START AT**  
**17:30**

## AGENDA

**1. APOLOGIES FOR ABSENCE** (Pages 1 - 4)

(a) Apologies for absence

(b) Membership

A nomination is being sought from an academy trust for the academy representative vacancy.

**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. MINUTES AND MATTERS ARISING FROM THE MINUTES** (Pages 5 - 10)

(a) School Forum meetings held on 18 January 2023 (*attached*)

(b) Matters arising from these minutes.

**4. ITEMS FOR PRESENTATION**

(a) Delivering Better Value

– Mandeep Mohan to present

(b) Attendance Support Unit, Home and Hospital Tuition

– Catherine Goodwin to present

(c) Orchardside Pupil Referral Unit

– Celeste Fay to present

**5. ITEMS FOR DISCUSSION AND/OR DECISION**

(a) High Needs Places and Provision (2023/24) – Update

(b) Early Years Funding Consultation

(c) Schools Budget 2023 – 24: Update

**6. WORKPLAN** (Pages 11 - 12)

**7. ANY OTHER BUSINESS**

**8. FUTURE MEETINGS**

(a) Date of next meeting is Wednesday 5 July 2023 at 5.30pm.

The Forum agreed at the previous meeting that this meeting would be held in person.

(b) Dates of future meetings are detailed below.

<b>Date</b>	<b>Time</b>	<b>Venue</b>
08 March 2022	5:30 - 7:30 PM	Virtual meeting
11 May 2022	5:30 - 7:30 PM	CANCELLED
06 July 2022	5:30 - 7:30 PM	Virtual meeting
05 October 2022	5:30 - 7:30 PM	Virtual meeting
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04 October 2023	5:30 - 7:30 PM	
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## **9. CONFIDENTIALITY**

To consider which items should be treated as confidential.

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 Headteachers: Ms K Baptiste (Primary), Ms J Gumbrell (Secondary), Ms N Husband (Primary), Mr D Smart (Primary), Ms T Day (Secondary), Ms G Taylor (Special), Ms C Fay (Pupil Referral Unit)  
 Academies: Ms H Thomas (Chair), Ms S Ellingham, Mr M Lewis, Ms A Nicou, Ms Z Thompson, Mr S Way, Vacancy

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## AGENDA

(Target time)

(17:30)

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(a) Apologies for absence

(b) Membership

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### **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.

(17:35)

### **3. MINUTES AND MATTERS ARISING FROM THE MINUTES**

(a) School Forum meetings held on 18 March 2023 (*attached*)

(b) Matters arising from these minutes.

(17:40)

### **4. ITEMS FOR PRESENTATION & INFORMATION – ANNUAL / UPDATE REPORTS**

- (a) Delivering Better Value
  - Mandeep Mohan to present
- (b) Attendance Support Unit, Home and Hospital Tuition
  - Catherine Goodwin to present
- (c) Orchardside Pupil Referral Unit
  - Celeste Fay to present

(18:15)

**5. ITEMS FOR DISCUSSION AND/OR DECISION**

- (a) High Needs Places and Provision (2023/24) – Update
- (b) Early Years Funding Consultation
- (c) Schools Budget 2023 – 24: Update

(19:05)

**6. WORKPLAN (attached)**

**7. ANY OTHER BUSINESS**

**8. FUTURE MEETINGS**

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**9. CONFIDENTIALITY**

To consider which items should be treated as confidential.

## Schools Forum Membership List

Name		Sector	Organisation	Member / Sub Since	End of Term
Ms A Amofo	G	P	Freezywater St Georges / Latymer All Saints	Summer 2022	Spring 2026
Mr T Hellings	G	P	Tottenham Infant	Spring 2020	Summer 2024
Ms C Davies	G	Sp	Russet House	Spring 2021	Autumn 2024
Mr J Donnelly	G	S	St Ignatius	Spring 2019	Summer 2023
Ms C Fay	H	PRU	Orchardside	Required	
Mr D Smart	G	P	De Bohun	Autumn 2019	Summer 2023
Ms N Husband	G	P	Firs Farm	Autumn 2019	Summer 2023
Ms K Baptiste	H	P	St Monica's	Spring 2022	Autumn 2026
Ms T Day	H	S	Bishop Stopford's	Spring 2021	Autumn 2024
Ms J Gumbrell	H	S	Enfield County School	Spring 2022	Autumn 2025
Ms G Taylor	H	Sp	Russet House	Autumn 2020	Summer 2024
Ms H Thomas	H	A	Alma - Attigo	Autumn 2018	Summer 2022
<b>VACANCY</b>					
Ms A Nicou	CEO	A	Connect Education Trust	Autumn 2019	Summer 2023
Ms Z Thompson	H	A	Oasis Hadley	Summer 2020	Summer 2024
Ms S Ellingham	CFO	A	North Star Academy Trust	Spring 2021	Autumn 2024
Mr M Lewis	CFO	A	Wren Academy	Spring 2021	Autumn 2024
Mr S Way	G	A	ELT Partnership	Summer 2022	Spring 2026
Ms A Palmer		EY	Right Start Montessori	Summer 2022	Spring 2026
Mr K Hintz		P16	CONEL	Autumn 2015	Summer 2019
Mr T Cuffaro		All	Union	Summer 2017	Spring 2024
Ms J Fear		All	Local Authority	By Appointment	
Ms A Johnson		All	Local Authority	By Appointment	
Cllr M Greer		All	Chair of Overview & Scrutiny	By Appointment	
Cllr A Abdullahi	O	All	Cabinet Member	By Appointment	
VACANT	O	All	School Business Manager	Nominated	
Mr G Nicolini	O	All	EFSA	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 18 January 2023 at 17:30 on Microsoft Teams

### Governors:

*Ms Adelaide Amofo \**  
Mr T Hellings  
*Ms C Davies \**  
Mr J Donnelly

### Headteachers

Ms T Day  
*Ms J Gumbrell \**  
*Ms K Baptiste\**  
Ms C Fay  
*Ms N Husband \**  
*Mr D Smart\**  
Ms G Taylor

### Academies:

Ms H Thomas (Chair)  
Ms S Ellingham  
*Mr M Lewis \**  
Ms A Nicou  
Ms Z Thompson  
Mr S Way  
*Vacancy\**

*Mr K Hintz \**

Ms A Palmer  
Mr T Cuffaro  
Mr A Johnson  
Ms J Fear  
*Cllr M Greer \**

*Cllr A Abdullahi \**

*Ms L Culora \**

### Also, present:

Mr P Nathan, Director of Education  
Mrs S Brown, Education Resources Manager  
Mr J Newman, Director of Finance  
Mr N Best, Head of Strategic Resourcing & Partnerships - Education  
Ms B Thurogood, Head of SEN Service  
Ms C Alkan, ECASS Service Lead & Senior Specialist Teacher  
Ms B Solanki, Hearing Impairment Service  
Ms E McAuley, Hearing Impairment Service  
Ms C Fanning, Service Development Manager – SEND  
Ms C Docherty, NEU

### Clerk's notes

Ms Thompson joined the meeting at 5.40pm and left at 7.05pm  
Ms Ellingham joined the meeting at 5.55pm  
Mr Newman joined the meeting at 6.15pm and left at 6.50pm  
Ms Solanki and Ms McAuley left the meeting at 6.20pm  
Mr Donnelly left the meeting at 6.25pm  
Ms Fanning left the meeting at 6.40pm

### Schools' Members

Primary  
Primary  
Special  
Secondary  
  
Secondary  
Secondary  
Primary  
Pupil Referral Unit  
Primary  
Primary  
Special

Academy

Academy

Academy

Academy

Academy

Academy

Academy

### Non-School Members

16-19 Partnership  
Early Years Provider  
Teachers' Committee  
Education Professional  
Head of Admissions  
Overview & Scrutiny Committee

### Observers

Cabinet Member  
School Business Manager

## 1. APOLOGIES FOR ABSENCE AND MEMBERSHIP

- (a) Apologies for absence were received from Ms Amoado, Ms Gumbrell, Ms Baptiste, Ms Husband, Mr Smart, Mr Lewis, Mr Hintz, Cllr Greer and Cllr Abdullahi, and both Ms L Culora / Ms C Bignell.

(b) Noted:

- (i) The absence of Ms Davis.
- (ii) Nominations were being sought to fill the vacancy for an academy representative.

## 2. **DECLARATION OF INTEREST**

Members were invited to identify any personal or prejudicial interest relevant to items on the agenda.

No declarations were received.

## 3. **MINUTES AND MATTERS ARISING FROM THE MINUTES**

**RECEIVED** the minutes of the Schools Forum meeting held on 7 December 2022.

**NOTED** that:

- (a) The Minutes were a correct record of the meeting
- (b) There were no matters arising from the minutes.

## 4. **ITEMS FOR PRESENTATION**

### (a) **Enfield Communication and Speech Service (Annual report)**

This item was presented by Ms Cigdem Alkan

**RECEIVED** a presentation from Ms Alkan of the key highlights from the Hearing Impairment Service Annual report.

**REPORTED:**

- The feedback of various elements of the service had been positive and these included:
  - Training: 900 school professionals had received Elkan training as part of the targeted school offer. The Elkan training was a nationally accredited programme that provided strategies for pupils with speech difficulties to remain and be taught in the classroom. The evaluations received following the training were positive. Some staff from schools were being selected to be fully accredited in the Elkan programme, so they would be able to disseminate guidance and practice to other staff in their school to support consistency in practice;
  - Targeted Support: 86 pupils received direct support from ECASS staff that included speech and language and occupational therapists and educational psychologist;
  - Parental Training and Engagement: 93 parents attended training sessions and 23 attended the Elkan training to enable them to support their child at home. In addition, 105 parents attended the Rising to Reception offer, which aimed to bridge the gap between pre- and mainstream school.
- The impact to date of ECASS's work had been 90% of pupils were not signposted for further interventions.
- One of the challenges faced included schools prioritising the training within their CPD programme.
- ECASS had been contacted by an overseas institution to deliver their programme and consideration was being as to whether this was an appropriate and viable option to pursue.

In response to questions in relation to delivery of the programme to pupils with English as an additional language and the availability of the Elkan programme for early years private, voluntary and independent providers (PVIs), it was stated the Elkan programme:

- provided strategies to support learning for all pupils and not just those from a particular

background or need;

- was not available to PVI's because the Early Years Service provided another programme as part of their training offer. There were other elements of the ECASS service that PVI's were able to access and details of these were available on the ECASS website.

The Forum noted the ECASS Annual report.

Ms Alkan was thanked for attending the Forum and presenting the ECASS Annual report.

**(b) Hearing Impairment Service (Part A: Annual report)**

This item was presented by Ms Bharti Solanki and Ms Ellika McAuley.

**RECEIVED** a presentation from Ms Solanki and Ms McAuley of the key highlights from the Hearing Impairment Service (HIS) Annual report.

**REPORTED:**

- HIS comprised of a manager, 4 full time teachers of the deaf, a deaf education instructor and had access to 19.5 days of an audiology technician. HIS supported CYP both in Enfield and Haringey. The work included delivering training, providing 1:1 support, conducting home visits, training and use of radio and other aids both to the CYPs and schools;
- There had been a considerable increase in the number of Enfield's CYP being supported. In 2021/22, 278 were being supported compared to 178 in 2020/21. The numbers now being supported in Enfield was much higher than those from Haringey. It was unclear the reason for this level of increase. HIS was unable to sustain this level of demand within existing resources.

In response to questions:

- HIS supported pupils in the main school and not in the deaf units, although HIS did provide expert knowledge and support for the units. The aim for HIS was to intervene early and support pupils in the main school and, where required, ensure pupils were able to access and use audio aids;
- HIS was funded from the High Needs block;
- Post 16 Enfield young people attending Harrow college, it suggested that further discussions be held to consider how gaps in provision in Enfield for Post 16 could be addressed.
- To address the rising demand, part of the early intervention work carried out by HIS included working with parents of newborn babies.

**RESOLVED** Mr Johnson would meet with Ms Solanki and Ms Fanning to discuss the development of Post 16 provision in Enfield.

**ACTION: MR JOHNSON**

Ms Solanki and Ms McAuley were thanked for attending the Forum and presenting the HIS Annual report.

**5. ITEMS FOR DISCUSSION & DECISION**

**(a) Hearing Impairment Outreach Service**

This item was presented by Ms Fanning.

**RECEIVED** report providing background information on the Hearing Impairment Outreach Service and seeking an increase in the funding allocated for the delivery of this Service.

**REPORTED** the Service, as detailed in the report, was seeking an increase in the current year and then pro-rata increase in the following year. As outlined in the presentation by HIS

of the annual report, the change would bring the pupil to staff ratio back to previous levels.

**NOTED**

- (i) It was commented based on the information provided the increase seemed reasonable.
- (ii) It was viewed that if there was a statutory service, then it be funded.
- (iii) In response to a question on whether work was being done to compensate the increase by savings in other areas, it was stated that the aim of the early intervention / prevention developments and increasing the number of APRs was to reduce costs and provide compensatory savings.
- (iv) In response to support at Highlands Deaf Unit, it was stated that this would be raised at the Hearing Services Working Group, which included all key partners in this area including Highlands and Brimsdown Units. However, there had not been a representative from the Highlands and Brimsdown Deaf Units at recent meetings. Ms Fanning was liaising with staff at Highlands to confirm the most appropriate person for attending these meetings.

**RESOLVED:**

The Forum confirmed their support for the proposed increase in the funding allocated to the Hearing Impairment Outreach Service.

Ms Fanning would continue to liaise with Highlands and Brimsdown regarding attendance at the Hearing Services Working Group.

**ACTION: MS FANNING**

The Forum thanked Ms Fanning for attending the meeting and presenting her report.

**(b) Dedicated Schools Grant Budget Monitoring Report 2022/23 - Update**

This item was presented by Mrs Brown and Mr Newman

**RECEIVED** a monitoring report detailing the forecast for the Dedicated Schools Grant (DSG) Budget 2022/23.

**REPORTED** the deficit brought forward was £12.6m. The budget forecast as at November 2022 was the cumulative deficit increasing to £15.11m which was an increase of £1.3m, from the Quarter 2 forecast.

**NOTED** areas contributing towards the increase in the deficit and other changes included:

- The shortfall paid for the PFI contract had increased by £0.3m due to backdated charges for 2021/22;
- Increase in the number of pupils placed in independent / outborough provision;
- Overspend by SEN Service due to cover for staff absences. The overspend was partly counteracted by an underspend by Educational Psychology Service due to vacant posts;
- Positive adjustment of the Post 16 budget had resulted in the spend remaining within budget.

In response to a question, it was stated that further analysis would be provided on the use of independent and outborough provision.

It was highlighted to the Forum that the annual reports presented earlier in the meeting and at previous meetings, the work being done to support early identification and intervention to address pupils needs escalating. In addition, officers were continuing to work with schools to host new ARPs / Units at their schools and reviewing and developing a longer term outreach offer for mainstream schools.

The Forum noted the forecast and accumulative deficit position as at November 2022.

**(c) Top up funding for pupils with EHCPs in mainstream schools**

This item was presented by Mr Nathan and Ms Thurogood

**RECEIVED** a report outlining proposals for top up funding for pupils with Education, Health and Care Plans (EHCPs) in mainstream schools.

**REPORTED** following an evaluation of the pilot for a calculator to be used to allocate top up funding for pupils with EHCPs in mainstream schools, it was found the calculator was not a sustainable methodology and an alternative be explored. The report outlined a proposal to increase the hourly rate for top ups from £12.33 to £15.50. Furthermore, the hourly rate would not be a flat rate but would be incorporated into five set bands with Band A being for those pupils with lowest level of needs and Band E with highest level of need.

The proposal was discussed with the Education Resources Group and the feedback from the Group was positive and included the following suggestions:

- The methodology be extended to allow for those pupils who may require extreme levels of support, which were outside the scope of Band E;
- Develop a methodology for supporting pupils whose needs were below Band A and could be managed with initial support without recourse to an EHCP.

**NOTED** the proposal would require further consultation with other key stakeholders and following the outcome of this consultation, arrangements for implementation will be developed. The responses from the consultation and implementation will be reported to the Forum for consideration.

**RESOLVED** to agree to consulting the proposed methodology for top up funding for pupils with EHCPs in mainstream schools.

**ACTION: MR NATHAN & MS THUROGOOD**

**(d) Early Years Funding Formula**

This item was presented by Mrs Brown

**RECEIVED** a report outlining proposals on the local arrangements for the allocation of the hourly rate for free nursery entitlement for three and four year old.

**REPORTED** the DfE had published the outcomes from the Early Years National Funding Formula consultation. The Forum was advised that the hourly rate for funding 3 and 4 year olds had increased from £5.93 to £6.12. However, only part of the increase was from additional money with the balance being obtained by transferring the money from teachers' pay and pension grant provided to mainstream schools for nursery teachers.

**NOTED** the proposal for the local early years funding formula was to maintain the current factors with one exception, which was to introduce a quality factor. The purpose of the quality factor was to identify and allocate the money transferred for teachers' pay and pension grant to mainstream schools.

With the Forum's agreements, all key stakeholders would be consulted on proposed local early years funding formula. The responses from the consultation and implementation will be reported to the Forum for consideration.

**RESOLVED** to agree to consulting on the proposed early local early years funding formula.

**ACTION: MRS BROWN**

**(e) High Needs Strategy**

This item was presented by Mrs Brown

**RECEIVED** a report with an update on the budget, high level data on the rising demand for special educational needs and disabilities (SEND) support, progress on the agreed strategies and an update on the DfE's Delivering Better Value (DBV) programme.

**REPORTED** the increase in funding for the High Needs block were being subsumed by the continuing rise in demand for support. The latest data published by ESFA showed that Enfield's rate of increase in number of pupils with EHCPs was greater than national increase or that of other outer London authorities. The main concern with this position was the data

locally and from Office for National Statistics was indicating a general decline in the population. It was unclear if the increase was impacted by the extension of the age range from birth to 25 for supporting pupils with SEND, growing levels of social deprivation, effect of the pandemic or a mixture of these factors.

**NOTED** Enfield's deficit position was not unique and the DfE had introduced the Safety Valve and DBV programme. Enfield was part of the DBV programme along with 55 other local authorities. The programme comprised of a number of modules and activities. It was being delivered in phases. Enfield's phase began in the Autumn term and progress was currently between Evaluation and Set-up and Module 1 phases.

The Forum was advised, as part of the stakeholder engagement element of the programme, the DBV Team had requested to attend Schools Forum meeting on 8<sup>th</sup> March.

**RESOLVED** to invite the DBV representatives to the next meeting of the Forum.

**ACTION: MRS BROWN**

The Forum noted that update and confirmed sufficient feedback and engagement in relation to the high needs budget pressures was being received.

**6. WORKPLAN**

**RECEIVED and resolved** to update Workplan from this meeting.

**7. FUTURE MEETINGS**

(a) The Forum agreed:

- The next meeting on 8 March 2023 be held virtually on MS Teams;
- The meeting on 5<sup>th</sup> July be held in person.

(b) NOTED dates of future meetings as detailed:

<b>Date</b>	<b>Time</b>	<b>Venue</b>
05/07/2023	5:30 - 7:30 PM	Venue TBC
04/10/2023	5:30 - 7:30 PM	TBC
06/12/2023	5:30 - 7:30 PM	TBC

**8. CONFIDENTIALITY**

No items discussed within the agenda were to be treated as confidential.

## London Borough of Enfield

**Schools Forum**
**Meeting Date 8 March 2023**

**Subject: Workplan**  
**Cabinet Member: Cllr Abdullahi**  
**Report Number: 31**

**Item: 6**

### Recommendation

To note the workplan.

<b>Meetings</b>		<b>Officer</b>
July 2022	Schools Budget – Outturn (2021/22) School Balances (2020/21) & Budget Review (2021/22) DfE Consultation: Direct NFF De-delegation - update Special School Outreach	LM SB SB SB SB
October 2022	Schools Budget: 2022/23 – Monitoring School Funding Arrangements (2023/24) Schools Budget: 2023/24 – Update General 2021 Census - Presentation Outreach Offer for Mainstream Schools Audit – Annual Update	LM SB LW KP SM LB
December 2022	Annual reports: BSS & SWIRREL 2021-22 Schools Budget: 2022/23 – Monitoring School Funding Arrangements (2023/24) Schools Budget: 2023/24: Update Central Services Budgets & De-delegation	MC / NE-J LM SB LM SB
January 2023	Schools Budget: 2022/23 – Monitoring Schools Budget: 2023/24: Update Hearing Impairment Service (Part A&B) Early Years & Mainstreaming Banding High Needs Strategy – Update Annual reports: ECASS, E-TIPPS, EASA	LM LM CF PN/SB SB Var
March 2023	Schools Budget: 2023/24: Update High Needs Places Delivering Better Value Annual Reports: West Lea Annual Report 2021-22, Orchardside Scheme for Financing - Revisions	LM SB DBV Team Var SB
July 2023	Schools Budget – Outturn (2022/23) School Balances (2022/23) & Budget Review (2023/24) Annual report: Outreach Services Annual Audit – Update	LM SB Var LB

### Dates of Meetings

<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Comment</b>
09 March 2022	5:30 - 7:30 PM	Virtual meeting	
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06 December 2023	5:30 - 7:30 PM		

**Report Author:** Sangeeta Brown, Education Resources Manager

**Date of report** [sangeeta.brown@enfield.gov.uk](mailto:sangeeta.brown@enfield.gov.uk) / 0208 132 0450  
26 September 2022