

## **MINUTES OF THE SCHOOLS FORUM MEETING**

**Held on Wednesday 9 May 2018 at Chace Community School**

### **Schools Members:**

Governors: Ms Ellerby (Primary), Ms H Kacouris (Primary), *Mrs J Leach (Special)*, Mrs L Sless (Primary), *Mr T McGee (Secondary)*, Ms V West (Primary)

Headteachers: Ms H Thomas (Primary) (Chair), Ms H Ballantine (Primary), Mr D Bruton (Secondary), Vacancy (Pupil Referral Unit), Ms H Knightley (Primary), *Ms K Baptiste (Primary)* substituted by Ms J Flynn, Ms G Weir (Special), *Ms M O'Keefe / Ms T Day (Secondary)*

Academies: Ms A Nicou (Primary), *Mr A Sadgrove (All through)*, Vacancy

---

### **Non-Schools Members:**

Early Years Provider	Ms A Palmer
16 - 19 Partnership	<i>Mr K Hintz</i>
Teachers' Committee	Mr J Jacobs
Head of Standards, Schs, Curriculum, & Children Ser.	Ms C Seery
Education Professional	<i>Ms J Fear</i>
Chair of Overview and Scrutiny Committee	Vacancy

---

### **Observers:**

Cabinet Member	
School Business Manager	Vacancy
Education Funding Agency	<i>Mr O Jenkins</i>

---

### **Also attending:**

Assistant Director, Education	Mr J Carrick
Heads of Budget Challenge	Mr N Goddard
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, Mr McGee, Mr Sadgrove, Mr Hintz and Mr Jacobs.

**Noted** Ms Flynn was substituting for Ms Baptiste for this meeting.

### **b) Membership**

#### **Noted:**

- (i) Ms Dawes and Ms Homer had resigned from the Forum.

The Forum were advised:

- Academy Representative: members of a few schools represented on the Forum were going through the academisation process, so when these schools had converted and the members still wanted to remain on the Forum, their membership would convert to an academy representative.
- School Business Manager: a nomination would be sought from the School Business Management Forum;

- (ii) Vacancy for Headteacher at Pupil Referral Unit

A new Headteacher had been appointed for the Pupil Referral Unit and, as soon the Headteacher take up their appointment, they would be asked to take up the vacant position on the Forum.

The Forum noted the update and expressed their thanks to Ms Dawes and Ms Homer for their contribution to the work of the Forum.

## **2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **3. ITEMS FOR DECISION**

a) **Election of Chair of the Schools Forum for the municipal year (2018/19)**

Mrs Brown invited nominations for the position of Chair of the Schools' Forum.

**Received** a nomination from Ms Thomas for the position of Chair of the Schools Forum.

**Resolved** to elect Ms Thomas as Chair of the Schools Forum for the municipal year 2018/19.

Ms Thomas thanked the Forum and Mrs Brown and took over the Chair.

b) **Election of Vice-Chair of the Schools' Forum for the municipal year (2018/19)**

Ms Thomas sought nominations for the position of Vice-Chair of the Schools' Forum.

**Received** a nomination for Ms Nicou for the position of Vice-Chair of the Schools Forum.

**Resolved** to elect Ms Nicou as Vice-Chair of the Schools' Forum for the municipal year 2018/19.

### **4. 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 7 March 2018, a copy of which is in the minute book.

**Clerk's note: Mr Bruton arrived at this point.**

b) **Matters arising from the Minutes**

(i) Pupil Numbers and School Expansion

It was questioned if there was an update on pupil numbers and school expansions. Also, with the fall in primary pupil numbers, how was the Authority going to support schools to manage the reduction and why was there a need to create more school places.

In response, it was stated that the data and information to support the additional primary places was included in the pupil places report on the agenda. The projections had indicated that additional primary places would be required in 2022 in the south-west of the borough. For this reason, an additional provision in that part of the borough was being considered. With regards places for secondary pupils, the projections were indicating a pressure for additional secondary places from September with a need in subsequent years for a new 6 FE schools. Officers were in discussion with the DfE regarding the additional provision required to ensure any developments were in line with local need.

The Authority was aware that the pupil numbers for reception had decreased. This appeared to a trend across London. Information was awaited from the GLA on the latest data on population projections. Once these had been received an analysis would be carried out the impact for local schools.

It was commented that this information was required by schools as soon as possible.

**Resolved** to provide information on pupil numbers.

**Action: Mr Rowley and Mrs Brown**

(ii) Meeting held with MP

It was confirmed that no update had been received from Mr Charalambous following the meeting held in September 2017.

The Forum were advised that information had been received from the DfE confirming work had begun on developing an approved list for supply cover. The team leading on this were due to attend the School Business Management Forum later this term.

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

## **5. ITEM FOR DISCUSSION AND/OR DECISION**

### **a) Healthy Pupils Capital Fund**

**Received** a report with information on the Healthy Pupils Capital; a copy is included in the Minute Book.

**Reported** the Government had allocated, from the £100m of revenue generated from the Soft Drinks Industry Levy, £351,063 for Enfield community, foundation and voluntary controlled schools to improve children and young people's physical and mental health by improving and increasing availability to facilities for physical activity, healthy eating, mental health and wellbeing and medical conditions. The proposal being presented was for schools to bid for funding to support improvements at their schools. The Forum were also advised that Public Health had highlighted obesity as a key health priority and were working on options to address this option through this funding.

#### **Noted:**

- (i) It was commented that the Government had initially indicated that £300m would be allocated from the Soft Drinks Industry Levy for this purpose and the amount now being proposed was a small proportion of the original amount and this funding should be devolved to schools using a formula.  
  
There was a discussion on what factor should be used for the formula and whether all the money should be allocated in this way or whether it would better to have some funding retained centrally to support larger projects identified by schools.  
  
There was a concern if pupil numbers were used, then special and other small schools would not receive sufficient money to purchase any improvements required.
- (ii) Members noted the need to address obesity, but felt that this was a Public Health priority and it should be funded accordingly. Schools should identify the improvements required to be funded at their schools.
- (iii) Information was not available on how other local authorities were allocating this money.
- (iv) The Forum members noted that grant regulations required a formal assurance from the Authority on the use of this funding, but questioned with the small amount of funding available whether it appropriate to have a process for allocating that created an administrative burden for both schools and the Authority. It was suggested that information on their allocation could be sent to schools, but the funding not be devolved until the school had completed the works and submitted an evaluation form on the use and, where available, outcomes achieved.  
  
The Forum requested the evaluation form used by the ESFA for academies should be shared with officers by the academy members to reduce the administrative burden.
- (v) It was suggested that the proposals should be shared with the VA lead to inform the allocation for VA schools.

#### **Resolved to:**

- Allocate the HPCF based on pupil numbers with a minimum amount for small schools;
- Advance the money to individual schools following the completion of an evaluation.

**Action: Ms Doherty and Mrs McNamara**

### **b) Schools Financial Support Fund**

**Received** a report providing proposals for the use of the schools financial support fund; a copy is included in the Minute Book.

**Reported** that a sum of £150,140 had been agreed to be de-delegated to support schools in financial difficulties. This report included options on the use and the process for allocating this Fund.

**Noted**

- (i) A member commented that it was the Local Authority's responsibility to fund redundancies and so what was the reason for included it as an option for use of the Fund. It was stated that whilst the Local Authority had this responsibility, the regulations now enabled for redundancies to be funded from funding de-delegated. This was because the Authority had no funds available for this purpose with the cessation of the Education Support Grant.

The member questioned why the Forum would agree to de-delegation. The Forum considered the changes meant that schools would be disadvantaged.

**Clerk's note: Ms Weir left at this point.**

- (ii) It confirmed that the union's view would be to negotiate a proper agreement for the individual.
- (iii) The original proposal was to consider areas previously supported and this would include support for schools in an Ofsted category, with falling rolls, but not redundancies.
- (iv) The Forum suggested rather than set up a Panel any requests for support should be considered by the Education Resources Group.

**Resolved** to update the criteria and process before circulating information through the Governing Bodies termly pack.

**Action: Mrs Brown**

**Clerk's note: Ms Elwood left at this point.**

**6. STRATEGY AND APPROACH TO DELIVERING SCHOOL PLACES: Information Item**

**Received** a report setting out the administration's approach to the provision of school places for Enfield residents and updates the strategy for the provision of places

**Reported** the proposed expansions detailed in this report were discussed earlier in the meeting.

**Noted:**

- a) In response to a query regarding the need for further expansions and the reliability of the data for projecting pupil numbers, it was stated that data from the GLA and information on local births was used to project pupil numbers. Whilst, for the projections, some allowance was made for mobility and known local developments, it was difficult to be precise, especially at individual school level, because of unknown developments, such as expansions in neighbouring authorities.

The local information had been used to inform the discussion with the Regional Commissioner to change the size of the new Wren academy from 8 to 6 forms of entry, to retain One Degree as primary school and not as an all through school and to consider another location outside Enfield for ARK North Enfield.

- b) It was commented that information on re-developments projects should be shared and their consideration should include an assessment of the impact for local schools and the community and this should be addressed through the Section 106 funding provided for the development. Information on the use of the Section 106 funding would be helpful. It was stated that there was a need to develop closer links between the various departments and until this was done, it was difficult to facilitate the suggestion. The S106 funding was provided on completion of agreed phases for each development and then used to support local priorities.

A Forum member confirmed that the information on the use of Section 106 had been provided to the Enfield Primary Headteachers Association.

## 7. WORKPLAN

It was requested that information on central services be provided to schools as soon as possible.

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

**Action: Mrs Brown**

## 8. FUTURE MEETINGS

a) The date of the next meeting was set as Wednesday 11 July 2018 at 17:30 at Chace Community School.

b) Dates for future meetings:

Dates	Time	Venue
03 October 2018	17:30 - 19:30	TBC
12 December 2018	17:30 - 19:30	Chace Community
16 January 2019	17:30 - 19:30	Chace Community
06 March 2019	17:30 - 19:30	Chace Community
15 May 2018 (Provisional)	17:30 - 19:30	Chace Community

## 9. CONFIDENTIALITY

No items were considered confidential.

The meeting closed at 19:15.