



Meeting title: Nottinghamshire Schools Forum
Date and time: 13 June 2014, 10am to 12noon
Location: National Watersports Centre, NG12 2LU

Membership

'A' denotes absence

	Ms L Regan	Maintained Primary Head Teacher (Ashfield)
	Ms S Bates	Maintained Primary Head Teacher (Broxtowe) - (Chair)
	Mr M Elliot	Maintained Primary Head Teacher (Bassetlaw)
A	Mr J Wilson	Maintained Primary Head Teacher (Gedling)
A	Mrs H Atkins	Maintained Primary Head Teacher (Mansfield)
A	Ms H Richardson	Maintained Primary Head Teacher (Newark)
	Mr M Kennard	Maintained Primary Head Teacher (Rushcliffe)
	Mr C James	Maintained Secondary Head Teacher (Ryan Hawley – substitute)
A	Mr D Vasey	Academy Head Teacher
A	Mr G Lloyd	Academy Head Teacher
A	Mr C Weaver	Academy Head Teacher
A	Mr J Tomasevic	Academy Head Teacher
	Mr D Hooker	Academy Head Teacher (Damian Becshaw - substitute)
A	Ms K McIntyre	Special school Head Teacher
	Mr R McCrossen	Special school Head Teacher
	Ms V Holland	Governor - maintained primary
	Mr S Hunt	Governor - maintained primary
	Mr T Colton	Governor - maintained secondary
	Mr M Quigley	Governor - academy
A	Mr R Lancaster	Pupil Referral Unit
	Ms K O'Connell	PVI - Early Years Consultation Group Chair (Jane Orme – substitute)
A	Ms C Walton	PVI - Early Years Consultation Group Member
	Mr C Cuomo	Diocesan representative - Head teacher – (Vice Chair)
A	Ms C Meese	Diocesan representative
	Vacancy	16 - 19 Partnership
	Mr J Jeffries	Trades union representative - NASUWT
	Ms H Allister	Trades union representative – UNISON
	Mrs C Anderson	Observer – Operations Director, Christ the King Academy

In attendance:

Mr J Slater	Service Director, Education Standards & Inclusion, CFCS
Mr N Robinson	Group Manager, Financial Management
Mrs T Gardner	Assistant Accountant - CFCS
Mr M Sharpe	Local Area Officer
Ms D Bryant	Head Count Steering Group
Ms C Wilcoxson	Senior Professional Practitioner (Admissions/FSM)
Ms H Fifoot	Team Manager, Schools Catering
Ms F McMahan	Category Manager (Procurement)

		ACTION
1.	<p>Welcome and apologies for absence</p> <p>Sally Bates welcomed members to the meeting, and the group was asked to introduce themselves.</p> <p>Apologies were received from Claire Meese, Dick Vasey, Helen Richardson, John Tomasevic, Rob Lancaster, Julian Wilson, Helen Atkins, Anne Hall, Anthony May, Chris Walton, and Kathy McIntyre.</p>	
2.	<p>Minutes from meeting held 6th February 2014</p> <p>The following amendments to the minutes and updates were made:</p> <p>Point 6: - Schools Budget 2014/15. Action point for Katy Adamson - queries were raised regards centrally retained items by the PVI sector, Neil Robinson informed the group a meeting between NCC (Marion Clay, Justine Gibling, Derek Higton & Katy Adamson) & the PVI group took place on 27th May 2014 at Welbeck House, Ollerton, at which a satisfactory explanation to providers was given for the centrally held distribution of the Early Years Block, in compliance with the NCC single funding formula.</p> <p>Point 9: - Any other business, trade union facilities fund. An omission from the previous minutes, Louise Regan raised some concerns from Ashfield heads about TUF funds and accountability for the money. The need to ensure de-delegated money was not being used outside of the remit for which it is de-delegated.</p> <p>Action point for Katy Adamson– In the interest of transparency the position of the trade union fund should be reported in the final accounts. Final accounts agenda item 4c shows the trade union underspend / carry forward at £66k</p> <p>The rest of the minutes of the meeting were agreed as an accurate record.</p>	
3.	<p>Heads Count</p> <ul style="list-style-type: none"> • Denise Bryant presented the paper. • Carlo Cuomo asked how many representatives the head count had and who used the service? Denise Bryant informed the forum that the head count was made up of 7 representatives and the service was open to all schools and academies, though the majority usage of the group was from the primary sector. • Take up of the service varies from district to district. • The service is not only used in time of crisis, but also with regards the well-being of heads. • Louise Regan, ask if there was a name list of the representatives? The forum was advised that there is a list available on the Nottinghamshire County Council website, and that details are sent to schools on a termly basis. • 60 delegates attended the last head conference • Tony Colton, accepted that it may be difficult to measure, however at some 	

stage statistical information would be required, possibly an analysis of head absent days etc. and raised the issue that if all head teachers require the service, is there a more underlining issue here?

- For the future information such as numbers attending head count conferences, number of phone calls and visits required, would be helpful to the forum.

Recommendation/s

1. Notes the contents of the report;

Forum members noted contents of the report

2. Agrees to make an allocation to Heads Count of £37,950 in 2014/15 from the DSG underspend.

<i>Votes for</i>	<i>Votes against</i>	<i>Abstentions</i>
7	-	-

Forum members were advised that observers do not have a vote.

4. Review of schools forum membership

- Neil Robinson presented the paper

Recommendation

1. Agrees to the membership as set out in paragraph 2 of the report.

The forum agreed.

5. Schools budget final accounts 2013-14

- Neil Robinson presented the paper and talked through Appendix A
- The underspend and how it's made up is noted in more detail down the right hand side of appendix A.
- Neil Robinson explained that the main reason for the contingency underspend was due to National Job Evaluation (NJE) which amounted to £1.4m, this has been returned to the School Budget contingency.
- Carlo Cuomo asked why the forecast was so different and if there was any particular reasons, Neil Robinson advised that the forecast was put into place several years ago, the whole NJE process has taken 3-4 years and taking into account the complexity of this, the forecast is very close.
- Joe Jeffries proposed the underspend for trade unions is carried forward, and suggested further work is carried out to look at the possibility of reducing the per pupil charge for future years. This was seconded by Hazel Allister.
- Sally Bates suggested that a meeting outside the forum be planned between the trade union representatives and relevant finance officers to discuss this further and to update the forum at the next meeting.

Recommendation

1. Note the contents of this report

Forum members noted contents of the report

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6.	<p>Report on the distribution of the pupil growth fund for 2014/15</p> <ul style="list-style-type: none"> • Mike Sharpe presented the paper to the forum, and advised that there was a pending Ashfield school, if and when approved this would use all the 2014-15 allocation of the pupil growth fund. <p>Recommendation/s</p> <ol style="list-style-type: none"> 1. Notes the content of the report and the allocations made from the growth fund. 2. Continues to monitor use of this fund throughout 2014-15, & considers the level of funding & criteria for future years, in light of any in-year allocations. 3. Considers confirming the indicative 3rd term funding for the 8 schools requiring 3 term support. 4. Considers retrospectively funding East Markham School for 2 terms ICS funding to the value of £26,004 <p>Forum members noted the content of the report, and agreed with the other 3 recommendations.</p>	
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7.	<p>Update to the special school funding formula</p> <ul style="list-style-type: none"> • John Slater presented the paper, and explained the background work that had been carried out on special school budgets prior to the meeting. • The forum were advised that the budget mechanism and rationale were in accordance with regulations, and had been approved by the DfE. • John Slater explained that the extra £1.1m that had been added into the budgets, was from the post 16 underspend. • Ron McCrossen thanked the working group, and feels that within the special budgets there is more, of a level playing field. • Martin Kennard asked with a 6% increase in budget, has there been a 6% increase in numbers/places. • John Slater explained that there has been an increase in demand, however it's not just the number of places that has an impact but also the requirements of the pupils, these are changing and becoming more complex. • Ron McCrossen said that the range of complexity is vast and there are pupils that require 3 TA's • Martin Kennard asked if the £1.1m was a recurring cost, or would it be at the expense of other vulnerable children in maintained schools. • Tony Colton asked why there was an underspend within post 16 budgets? • John Slater explained this was sustainable, and that the underspend was from the HLN block and not the Schools block. • The forum requested Charles Savage attends the next meeting, in order to further explain the situation with the special schools funding. • John Slater talked about the closure of Daybrook learning centre, and advised that there are proposals to keep it open for pupils with autism and ADHD – the suggestion is for Derrymount to run this location as more places for Derrymount are required and they specialise in this type of provision. 	CS
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	<ul style="list-style-type: none"> • Bassetlaw learning centre is also closing and this is due to a change in how we provide provision for these pupils • Carlo Cuomo requested clarification on the Daybrook learning centre; he understood that there would only be key stage 4 pupils there. • John Slater advised it would be closing in the current state. Councillors would be making a decision by Wednesday of next week regards this. • Carlo Cuomo asked if there were any papers, and if the decision would be made public. John Slater confirmed that it would be made public, and papers have been published and are already in the public domain. • Mike Quigley was there a 25% increase in cost at Bracken Hill and Derrymount? • Ron McCrossen explained that special schools had historically lost due to the capping system, for Bracken Hill this amounted to £1m approximately over the past few years. • John Slater clarified that it was not an increase to budgets but more a correction to how the special budgets are distributed. <p>Recommendation/s</p> <ol style="list-style-type: none"> 1. approves the final budget figures for the special schools, and 2. notes the 'next steps' to be taken with the soft federation of special schools <p>These recommendations were approved.</p>	
8.	<p>Proposed charging for processing of free school meals</p> <ul style="list-style-type: none"> • Claire Wilcoxson presented the paper • Caroline Anderson pointed out that based on the paper, Christ the King's charge would be £1,150, the school have 79 pupils on FSM which equates to £14.55 per pupil. Northamptonshire and Cambridgeshire have a model which charges on a per pupil amount, currently the charge is 90p per FSM pupil which for them would be a yearly charge of £71. • Claire Wilcoxson was aware that other authorities may do the same checks but questioned how regular these were carried out • Louise Regan was concerned that there would be an impact to maintained schools, if assumptions had been made that academies would buy this service back, and based on the comments buy back seemed unlikely. Claire Wilcoxson confirmed that academies not buying back would not affect the service the maintained sector receive. • Martin Kennard suggested that another costing exercise would be beneficial on a per pupil basis. • Sally Bates concluded that the recommendation is that the academies can buy back this service. <p>Forum members noted contents of the report.</p>	

<p>9.</p>	<p>Universal Infant Free School Meals</p> <ul style="list-style-type: none"> • Helen Fifoot presented the paper • Hazel Allister asked if only management had been involved with discussions? Helen Fifoot confirmed that management and all catering staff have been involved since November, papers are circulated to all staff and managers have been discussing all points in detail with their staff. • Helen Fifoot explained that a lot of work had been done around special diets and requests to schools for trial dates in July have been proposed. • Sally Bates thanked Helen Fifoot and her team, for all their work. <p>Recommendation</p> <ol style="list-style-type: none"> 1. That the information on the recent development and introduction of the National School Food Plan and the actions required to deliver the Plan in Nottinghamshire be noted. <p>Forum members noted contents of the report.</p>	
<p>10.</p>	<p>Any Other Business</p> <p>Fairer Schools Funding</p> <ul style="list-style-type: none"> • Neil Robinson advised that as one of the lowest funded authorities and part of F40, Nottinghamshire were surprised we would not be receiving any extra funding from the £350m talked about in the press. • Nottinghamshire had replied to the consultation and strong representation had been made through the F40 group, Joe Jefferies confirmed that strong representation had been made. • Neil Robinson advised the forum that the DfE would be replying to LAs with a considered response to the consultation in July, and assured the group that he would keep them up to date with any developments. • Joe Jefferies – the F40 group have created a sub group <u>Finance management research team</u> dealing specifically with funding. • High Needs formula due to be announced in July. • OFSTED and the Secretary of State have different view regards statutory requirements and the performance of academies, with the Secretary of State making it very clear LAs are not responsible for how academies perform. 	
<p>11.</p>	<p>Confidentiality</p> <p>It was confirmed that there were no issues of confidentiality.</p>	
<p>12.</p>	<p>Date and time of next meeting(s)</p> <p>15 September 2014 10am Rufford Mill (Ordinary) 1 December 2014 10am Rufford Mill (Ordinary) 5 February 2015 2pm Rufford Mill (Ordinary)</p>	