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| **MINUTES OF MEETING** | NCC-l-head-black |
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| **Meeting title:** | **Nottinghamshire Schools Forum** |
| **Date and time:** | **28 February 2019, 2pm to 4pm** |
| **Location:** | **National Watersports Centre, NG12 2LU** |

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| Membership |
| *‘A’ denotes absence* |
| A | Mr A Rossington Maintained Primary Head TeacherMr B Waldram Maintained Primary Head Teacher |
|  | Mrs H Atkins Maintained Primary Head Teacher – (Vice Chair) |
| A | Ms L Regan Maintained Primary Head Teacher |
|  | Ms L Toom Maintained Primary Head Teacher |
|  | Ms L Corner-Brown Maintained Primary Head Teacher |
|  | Mr D Phillips Maintained Secondary Head Teacher |
|  | Mr A Seymour Academy Representative |
|  | Ms A Hall Academy Representative |
| A | Mr D Bell Academy Representative |
|  | Mrs H Angus Academy Representative |
|  | Mr J MacDonald Academy Representative |
| A | Mr N Holmes Academy Representative |
|  | Vacancy Academy Representative |
| A | Ms D Wigley Special School Head Teacher  |
|  | Ms P Corfield Academy Special School Head Teacher  |
| A | Ms A Williams Governor Maintained Primary |
|  | Ms F Jones Governor Maintained Primary |
| A | Mr J Smalley Governor Maintained Special |
|  | Vacancy Governor  |
|  | Vacancy Governor |
|  | Ms K O'Connell PVI - Early Years Group Member |
|  | Ms K Richards PVI - Early Years Group Member |
|  | Mr C Cuomo Diocesan Representative - (Chair) |
| A | Ms C Meese Diocesan Representative |
|  | Mr J Jefferies Trades Union Representative |
|  | Ms L Maddison Trades Union Representative |
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***In attendance:***

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| Mrs M Clay | Service Director – Education Learning and Skills |
| Ms L Foster | Group Manager |
| Ms K Hughman | Group Manager School Improvement, Strategic Planning and Admissions |
| Mrs S Summerscales | Senior Finance Business Partner, Children & Families Finance |
| Mr S Hawkins | Finance Business Partner |
| Mrs T Gardner (Clerk) | Assistant Account, Children & Families Finance |

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| **1.** | **Welcome**Carlo welcomed all members to the meeting.  |
|  | **Apologies for absence**Apologies were received from Andrew Rossington, Louise Regan, David Bell, Neil Holmes, Dawn Wigley, Amanda Williams, Joan Smalley, Claire Meese, Colin Pettigrew and Laurence Jones.  |
| **2.** | **Minutes – 6th December 2018**Amendment required: -Page 2 point 4David Phillips asked that his question be amend to ask how the forecast High Needs Block overspend had been allowed to occur.Minutes approved as accurate and correct  | **ACTION** |
| **3.** | **3a – Schools Local Funding Formula 2019-20 update**Sue Summerscales presented the paper, no questions were asked regarding the 2019-20 funding allocation.Sue Summerscales explained the growth fund and the how Nottinghamshire’s allocation had been calculated by the ESFA. Sue informed the forum that the unspent growth fund had been ring fenced to fund growth in future years and explained that the ESFA would be reviewing their method for allocating this funding for 2020/21.Andy Seymour asked what is meant by basic need? Marion Clay advised that basic need was due to demographic demands and not increased popularity of a school.**RECOMMENDATION/S****That the Schools Forum:**1. Note the contents of this report – report noted
2. Approves the amount of growth funding being centrally retained.

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| Votes for | Votes against | Abstentions |
| 13 | 0 | 0 |

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|  | **3b. Central Schools Services Block Retention 2019-20** Sue Summerscales presented the paper, and explained that Nottinghamshire’s Central Schools Services Block (CSSB) has increased due to rising pupil numbers. Appendix A was explained in detail, and members were made aware of the £244,000 transfer from the CSSB to the High Needs Block (HNB) to help with the forecast pressure.Ben Waldram asked what would happen to this funding if the money was not transferred to the HNB?Sue Summerscales advised it would sit in the school’s reserve.Sue Summerscales explained that the ESFA are planning to reduce the funding for the ‘historic commitments’ element of the CSSB (detailed in appendix A) from 2020/21.Karen O’Connell asked if the vote for the transfer of funding to the HNB could take place after the presentation regards the HNB.This was agreed |  |
|  | **3c. High Needs Block Forecast Outturn 2018-19**Steve Hawkins presented the paper and explained the table on page 2, pointing out where there was an overspend and where the extra allocation has been allocated.Children with an EHC plan - information would indicate that growth is slowing (12 children down to 7 children) and / or the new panel is starting to make an impact.James MacDonald felt that the extra money was helpful and colleagues had done well. He asked if the drop in numbers (12 to 7) was a trend and when was Orchard Special School increasing their places?Marion Clay confirmed places in Orchard would be available in 2020, but it is too early to say whether the drop in numbers was a trend. Carlo Cuomo asked LA colleagues to keep a track of pupil numbers and the trend, and to share any information with members Ly Toom asked if there were less appeals.Marion Clay advised that Laurence Jones would be the one to ask and we would enquireCarlo Cuomo stated that in a meeting held at County Hall, Laurence Jones had advised that the LA lose 92% of cases that go to tribunal.**RECOMMENDATION/S****That the Schools Forum:**1. Note the contents of this report – report noted

  | LJ |
|  | **3d. High Needs Consultation Update**Linda Foster presented the paper and gave a summary on what had taken place regards the consultation, proposals and feedback received.Linda advised that all proposals had received a unanimous ‘yes’ response, and that a detailed analysis of the free text comments was listed on point 10.Linda advised that they were collating frequently asked questions with responses that the intention is to have them online, for schools to direct parents and partners to. Members were advised that a consultation with staff regards re-configuring structure would be taking place, with the intention to implement the structure in September 2019, District SENCO’s to be implemented January 2020.Linda Foster mentioned that some CEO’s of MATs want the allocations at MAT level. The LA found this not to be workable.Andy Seymour commented that pupil do not live in MATs, and James MacDonald commented that not all MATs are in Nottinghamshire and they have schools from other authorities within MATs.Fiona Jones asked with regards health care professionals, how do we address the wrong advise been given and then this being built into EHC plans? Linda Foster couldn’t remember anything this specific, but she would look back into this. That health commissioners would need to address and manage work load in districts.Helen Atkins commented that having been involved in previous reviews, this was a positive move and what was required.Health care professionals were crucial to the process and we need to get them on board.Karen Richards mentioned that funding for SEN started with pupil over 2 and not under 2.Karen O’Connell commented that if the intention is to address problems early on, then more support is required in the early years sector.Helen Atkins asked if there was a way to engage with the health paediatrician where a diagnosis is being made.Marion Clay advised that this was mentioned constantly with NHS England, and that the consultation helps with the seriousness of the issue. Marion Clay pointed out that we must not lose sight and acknowledge that Nottinghamshire is very inclusive and there is some amazing work being carried out. **RECOMMENDATION/S****That the Schools Forum:**1. Note the contents of the report and in particular the overwhelmingly positive response to the proposals – report noted
2. Commits to working positively with all publicly funded schools that they represent and the Local Authority to develop and implement plans to deliver the proposals – agreed
3. Forms a working party to contribute to the development of the locality infrastructure, systems and processes, taking into account the views of respondents to the consultation, summarised in the themes mentioned in the report.

Carlo Cuomo encouraged members to be part of this and to volunteer, names to be given to Toni Gardner.Ly Toom asked, colleagues that do not attend forum, were they allowed to be part of the working party? Marion Clay suggested a possible separate working group, but the initial group to be members.Members who came forward: -Ly ToomDavid PhillipsHelen AtkinsFiona JonesPauline CorfieldLynn Corner-BrownBen WaldramKaren RichardsKaren O’ConnellHalina AngusJames MacDonaldHalina Angus volunteered David Bell, and James MacDonald asked if Janet Rigby (their family SENCO) could be involved. | LF |
|  | **3e. High Needs Block 2019-20 – presentation**Marion Clay informed members that on the 19th March LA officers and Councillor Owen were meeting with Robert Jenrick from the ESFA.That she would be taking this opportunity to stress the point that the formula used is unfair.This year Nottinghamshire is looking to increase special school places by 82 over 6 special schools, not including Orchard.Inclusion services are trying to cap their cost on what was spent in previous years.The devolved partnership is reverting to the 2017-18 allocation. SEN home to school transport – budget is being topped up with £9.36 million of LA moneyRegards AFN and FNF Linda Foster clarified there is less money per bid, but enough money to cover bids from last year.Marion Clay advised that the allocations will be distributed in the normal way and as the district partnerships get stronger, there will be a chance to resolve any teething problems.Changes to distribution will be made, but the changes will be a slow process to reduce risk, this way the LA will also be able to see and monitor how the money is spent.Members requested the 1st monitoring report for the June meeting. Ly Toom asked if the presentation could be emailed to members.Carlo Cuomo agreed this was a good idea and that it should also be up loaded onto the public website.Helen Atkins clarified the full cost recovery mechanism was for the secondary sector and not primary – this was agreed and slides will be updated.A discussion was had around AFN and FNF, what the money was being used for, if FNF was there to support the post of a SENCO and how the decision to go back to two pots had come about.It was agreed that the LA would revisit the narrative and why this decision had been made.James MacDonald asked if the district SENCO were new roles. His assumption was that people would be slotted in.Marion Clay confirmed these are new roles, 7 posts that will be advertised internally and externally, and that these would be an additional cost.  | SHTGSHLF |
|  | **3b. Central Schools Services Block Retention 2019-20**The recommendations for this paper were voted on.**RECOMMENDATION/S****That the Schools Forum:**1. Approve the Authority’s application to centrally retain funding within the Central School Services Block for the services set out at **Appendix A**.

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| Votes for | Votes against | Abstentions |
| 13 | 0 | 0 |

1. Approve the transfer of £244k to the High Needs Block.

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| Votes for | Votes against | Abstentions |
| 13 | 0 | 0 |

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|  | **3f. Free School Meals Eligibility Checking – verbal update**Marion Clay gave a verbal update, confirmed that for maintained school this was part of their de-delegated budget and it covers the cost for checking a pupils FSM eligibility.Having investigated it has come to light, that some academies are getting this service for free, which needs to be rectified and some maintained school are buying the service from an outside provider therefore paying for it twice.Letters will be going out as soon as possible to inform academies that if they want the service they will have to buy in, and to inform maintained schools not to buy this service from other providers as they have already paid for it through their de-delegated allocation. The current cost is 87p per primary pupil and 91p per secondary pupil, if academies buy back we would look to reduce the cost per pupil accordingly. Anne Hall left the meeting. |  |
| **4.** | **Any Other Business**No other business was raised |  |
| **5.** | **Confidentiality**No items were identified as confidential |  |
| **6.** | **Date and time of next meeting**

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| Thursday 28 February 2019 | 2-4pm National Watersports Centre |
| Thursday 13 June 2019 | 2-4pm National Watersports Centre |
| Thursday 19 September 2019 | 2-4pm National Watersports Centre |
| Thursday 7 November 2019 | 2-4pm National Watersports Centre |
| Thursday 5 December 2019 | 2-4pm National Watersports Centre |

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