

# AGENDA



## SCHOOLS FORUM

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Date : Thursday 5<sup>th</sup> May 2016

Time : 4.30pm

Place : Badminton Road Offices, Ground Floor, Room 0012

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### Distribution

#### Members of the Committee

Rhona Allgood	Keith Lawrence (Chair)
Shaun Bailey	Louise Leader
Dave Baker	Jim Lott
Sally Bowd	Lisa Parker
Simon Bowker	Ann Reed (sub)
Mark Dee	Max Reed
Pauline Dixon	Paul Smart
Steve Forecast	Paul Tanner
Mark Freeman	Sara-Jane Watkins
Kim Garland	Susie Weaver
Elizabeth Gibbons	Bernice Webber
John Goff	
Geoff Howell	
Janet Hoyle	
Liz Jardine	

#### Appropriate Officers

Peter Murphy  
Martin Dear  
Susannah Hill

#### Councillors

Jon Hunt  
Trevor Jones

Peter Murphy, Director for Children, Adults and Health, Badminton Road Offices, Yate, South Gloucestershire, BS37 5AF

Telephone (01454) 863253 E-mail [peter.murphy@southglos.gov.uk](mailto:peter.murphy@southglos.gov.uk)

Enquiries to : Martin Dear, Head of Business Support, Telephone (01454) 863197 or E-mail [martin.dear@southglos.gov.uk](mailto:martin.dear@southglos.gov.uk)

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# AGENDA

1	WELCOME AND INTRODUCTIONS	5 mins
2	APOLOGIES FOR ABSENCE	5 mins
3	EVACUATION PROCESS	5 mins
4	ANY OTHER ITEMS THE CHAIR DECIDES ARE URGENT	5 mins
5	MINUTES OF THE MEETING HELD ON 25 FEBRUARY 2016	5 mins
6	MINUTES OF THE MEETING HELD ON 14 APRIL 2016	5 mins
7	TRADED SERVICES UPDATE	15 mins
8	EDUCATION COMMISSION UPDATE	10 mins
9	SCHOOL BALANCES – MARCH 2015	30 mins
10	EFA SELF EVALUATION FORM	15 mins
11	SCHOOLS FORUM WORK PROGRAMME	5 mins
12	ANY OTHER BUSINESS	5 mins

**Department for Children, Adults and Health**

**SCHOOLS FORUM  
Thursday 25 February 2016  
Badminton Road Offices**

**PRESENT:**

Rhona Allgood	Vice Chair of The Castle School Education Trust
Shaun Bailey	Governor, Brimsham Green School
Dave Baker	Executive Headteacher, Bradley Stoke and Abbeywood Community Schools
Sally Bowd	Early Years Working Group (Voluntary Sector)
Simon Bowker	Chief Operating Officer, Cabot Learning Federation
Mark Dee	Executive Head, The Park & Parkwall Primaries
Mark Freeman	Headteacher, St Michael's CE VC Primary School
Kim Garland	Headteacher, Brimsham Green School
Elizabeth Gibbons	C of E, Bristol Diocese
John Goff	Governor, The Tynings
Geoff Howell	Governor, Patchway Community College, and Callicroft School
Liz Jardine	Early Years Working Group (Private Sector)
Keith Lawrence	Governor, Culverhill School
Jim Lott	Governor, Stanbridge Primary School
Lisa Parker	Headteacher, Warmley Park School
Paul Tanner	Chair of Finance and Resources Committee, Olympus Academy Trust
Jonny Walker (Rep Sara-Jane Watkins)	South Gloucestershire and Stroud College
Bernice Webber	Headteacher, Old Sodbury CE Primary School

**Chair:** Keith Lawrence

**Councillor:**

<b>Officers:</b>	Martin Dear	Head of Business Support
	Susannah Hill	Head of Education, Learning and Skills
	Michelle Jones	Early Years Finance Officer
	Stephen Chandler	Early Years & Schools Planning Officer

**Others attendees:** Jo Roach, Redroofs Nursery  
Lesley Bates, Redroofs Nursery

**1. WELCOME AND INTRODUCTIONS**

Attendees were welcomed by the Chair.

**2. APOLOGIES FOR ABSENCE**

Pauline Dixon, Steve Forecast, Jon Hunt, Trevor Jones, Ann Reed, Max Reed, Susie Weaver, Sarah-Jane Watkins

**3. EVACUATION PROCESS**

The Chair drew attention to the emergency evacuation procedure.

**4. ANY OTHER ITEMS THE CHAIR DECIDES ARE URGENT**

None.

**5. MINUTES OF MEETING HELD ON 14 JANUARY 2016**

The Minutes were agreed as a true record.

**6. EDUCATION COMMISSION UPDATE**

Dave Baker gave an update on the Education Commission. Details are contained within the report that has been sent to all members.

Sir David Carter had relinquished his post as Chair. Sir John Dunford is now the new Chair of the Commission.

The Chair thanked Dave for the report.

**Agreed:**

**To bring back to Schools Forum on 5 May 2016 an update on the Education Commission budget and spending.**

**To bring back to Schools Forum on 14 July 2016 the academic results of the first year 2014/15.**

**7. EARLY YEARS BLOCK FUNDING**

A discussion took place on the rate paid to 3 and 4 year old providers. Representations were made as to why the rate of £3.61 is insufficient. The main reasons being the uplift in the National Living Wage and pension auto enrolment.

Discussion then took place around the expenditure on Central items. Particularly Psychology and the Early Years team.

Clear direction from the Early Years representatives ensured that the discussion centred around an increase in the £3.61 rate only.

It is clear that the early year's providers need to respond to the national consultation on funding from 2017/18.

It was acknowledged that risks would increase if the rate increased.

The grant allocation for early years, within the dedicated Schools Grant, is based on January counts and is retrospectively applied. Hence the funding for 2016/17 is based on pupil count at January 2016 \*5/12 plus pupil count at January 2017\*7/12.

It was also agreed that the Psychology overhead be looked high and maybe more should be allocated to the High Needs Block.

Any increase in the funding rate would need to be a decision of the CYP Committee.

**Agreed:**

**To propose to the CYP Committee an increase of 5p to the 3 and 4 year old providers rate to £3.66. This to be a one year allocation only with no guarantee for future years.**

**This increase to be met from reallocating some of the Psychology overhead allocation to the High Needs Block and providing for an increase in pupil numbers between January 2016 and January 2017.**

## 8. THIRD QUARTER MONITOR REPORT: REVENUE AND CAPITAL 2015/2016

### Revenue

There is an anticipated overspend of £1.542m.

This is in the high needs block which covers the expansion of post 16 SEN provision and education health and care plans.

The national situation is that as Statements are being converted into Education and Healthcare Plans (E&HC) the cost of the provision increases.

### Capital

The capital programme are being delivered, generally on time.

There are no major items to bring the attention of the Schools Forum.

**Agreed:**

**Schools Forum noted the report.**

## 9. THE SCHOOLS FORUM CONSTITUTION FROM APRIL 2016

There is an annual requirement for the Schools Forum to consider its Constitution. There have been no directives from central government to change the current Constitution. The Constitution from April 2016 was agreed.

One query arose regarding voting powers (Regulation 8 paras. 9a and 9b) which MD said he would look into. (Post meeting note: Voting powers are explained in Section 13 Decision Making paras 13.3, 13.4 and 13.5 of the Constitution. These paragraphs comply with the Schools and Early Years Finance (England) Regulations 2014)

### **Agreed:**

**Schools Forum agreed the Constitution from April 2016.**

## 10. SCHOOLS FORUM WORK PROGRAMME 2016

### **Agreed with the addition of the following:**

- 5 May 2016. Education Commission – update on budget and spending.
- 14 July 2016. Education Commission – update on 2014/15 academic results.

## 11. ANY OTHER BUSINESS

None

**Meeting closed 17.45**

**Department for Children, Adults and Health**

**SCHOOLS FORUM  
Thursday 14 April 2016  
Badminton Road Offices**

**PRESENT:**

Julia Anwar (Rep Dave Baker)	Head of Business Operations for The Olympus Academy Trust
Sally Bowd	Early Years Working Group (Voluntary Sector)
Sarah Lovell (Rep Simon Bowker)	Cabot Learning Federation
Mark Dee	Executive Head, The Park & Parkwall Primaries
Pauline Dixon	Governor, Our Lady of Lourdes, The Tynings, Charfield Primary Schools
Steve Forecast	Governor, The Crossways Schools Federation
Mark Freeman	Headteacher, St Michael's CE VC Primary School
Terry Redfern (Rep Kim Garland)	School Business Manager, Brimsham Green School
Elizabeth Gibbons	C of E, Bristol Diocese
John Goff	Governor, The Tynings
Janet Hoyle	Headteacher, Watermore Primary School
Liz Jardine	Early Years Working Group (Private Sector)
Keith Lawrence	Governor, Culverhill School
Jim Lott	Governor, Stanbridge Primary School
Lisa Parker	Headteacher, Warmley Park School
Ann Reed	Governor, New Horizons Learning Centre and Culverhill
Max Reed	Governor, The Ridge Junior School
Denise Law-Smith (Rep Paul Tanner)	Business Manager, Bradley Stoke Community School
Susie Weaver	Headteacher, Wallscourt Farm Academy School

**Chair:** Keith Lawrence

**Councillor:** Trevor Jones

**Officers:** Martin Dear                      Head of Business Support

**1. WELCOME AND INTRODUCTIONS**

Attendees were welcomed by the Chair.



## 2. APOLOGIES FOR ABSENCE

Rhona Allgood, Shaun Bailey, Dave Baker, Simon Bowker, Kim Garland, Geoff Howell, Paul Tanner, Bernice Webber, Susannah Hill, Jon Hunt.

## 3. EVACUATION PROCESS

The Chair drew attention to the emergency evacuation procedure.

## 4. ANY OTHER ITEMS THE CHAIR DECIDES ARE URGENT

None.

## 5. SCHOOLS NATIONAL FORMULA, HIGH NEEDS FUNDING FORMULA AND OTHER REFORMS

### Schools National Funding Formula

The Department for Education (DfE) is consulting on the introduction of a national funding formula for schools. The consultation sets out proposals to deliver a fair, transparent funding system where the amount of funding children attract for their schools is based on need and is consistent across the country.

This is the first of two planned consultations on the national funding formula for schools.

At this stage views are sought on:

- the principles that underpin the formula
- the building blocks used to construct the formula
- the factors included in the formula

### High Needs Funding Formula and Other Reforms

Alongside this the DfE is also consulting on proposals to introduce a high needs national funding formula for children and young people with special educational needs. It seeks views on proposed improvements to the way that high needs funding is distributed, and other ways to support the administration of funding for pupils and students with special educational needs (SEN) and disabilities, and for those who are in alternative provision (AP).

This is the first of two planned consultations.

At this stage views are sought on:

- high level principles,
- key proposals and
- options,

This includes views on:

- an improvement to the way that high needs funding is allocated to local authorities, on the basis of a formula consisting of a number of factors.

- whether the factors are appropriate and the overall design of the formula.
- how should a national high needs funding formula be phased in, to avoid disrupting provision already commissioned for children and young people
- ways in which to help authorities reconfigure provision and meet the cost pressures they face.
- improvements to the funding arrangements and guidance to help local authorities, early years providers, mainstream schools, colleges and other institutions with students aged 16-25 who have SEN and disabilities.

**Agreed: The Schools Forum reviewed and agreed the response to be made to these consultations.**

**The responses are attached.**

**Meeting closed 17.25**

## **TRADED SERVICES UPDATE**

The purpose of this report is to provide an update on traded services.

This update will be provided by Suzanna Hinnell, Interim Managing Director – Traded Services

### **Recommendation**

Members of the Forum are requested to consider the contents of the report.

## EDUCATION COMMISSION UPDATE

The Schools Forum have agreed to receive regular update reports on the progress made with respect to the three year plan.

At the meeting on 25 February 2016 it was agreed to bring back to the Schools Forum on 5 May 2016 an update on the Education Commission budget and spending.

This update will be provided by Will Roberts.

### **Recommendation**

Members of the Forum are requested to consider the contents of the report.

## SCHOOL BALANCES – MARCH 2015

When considering the Outturn Report – Revenue and Capital 2014/15 including School Balances as at 31 March 2015, on 6 July 2015 members of the Schools Forum agreed the following:

- 1) KL to write to schools with large surplus balances for more than two years, i.e. 8% for primaries and 5% for secondaries and encourage them to raise it with the Governors of the schools and ask if they have a plan to reduce the amount.
- 2) KL to contact Chipping Sodbury School and ask them to attend a future meeting of the School Forum in order to explain their large deficit balance and their plans to reduce the deficit to zero.
- 3) KL to set up a small group in order to determine the questions to be asked to Chipping Sodbury School
- 4) KL to write to the Trusts of South Gloucestershire Academy Schools in order to ascertain academy school balances. This to be an annual exercise.

At the Schools Forum meeting on 10 September 2015, it was agreed that Steve Forecast would follow up these outstanding actions.

Steve identified that of the eighty seven locally maintained mainstream schools, there are twenty-seven that have filed an outturn balance of over 8% primary and 5% secondary. Also, there were thirty-seven schools over the threshold for 2015, twenty-nine of these going in an upward direction.

At the meeting on 14 January 2016 the Schools Forum agreed to write to all 27 schools for a simple explanation what their plans are to remedy the situation.

It was also agreed to write to Academies.

Chipping Sodbury would be asked to attend a future meeting to discuss their large deficit balance.

It was agreed not to write to Special Schools because of the way they are funded using a planned place element and a top up as young people are placed in Special Schools.

The responses received are detailed in the appendices.

All responses are to be treated as confidential

**RECOMMENDATION:**

Members of the Forum are requested to make their views known and determine the way forward.

## Appendix A

### Schools with large surplus balances for more than two years, i.e. 8% for primaries and 5% for secondaries

Twenty seven schools are:

1	Alexander Hosea Primary School	No Response Received
2	Barley Close Community Primary School	No Response Received
3	Barrs Court Primary School	No Response Received
4	Beacon Rise Primary School	Response 4.1
5	Broadway Infants' School	Response 5.1 and 5.2
6	Bromley Heath Junior School	No Response Received
7	Crossways Junior School	Response 7.1
8	Emersons Green Primary School	Response 8.1, 8.2, 8.3 and 8.4
9	Frenchay C of E Primary School	Response 9.1
10	Hambrook Primary School	Response 10.1
11	Hawkesbury CE VC Primary School	Response 11.1
12	Holy Family Catholic Primary School	Response 12.1
13	Horton CE Primary School	Response 13.1
14	Iron Acton CEVC Primary School	Response 14.1
15	Kings Forest Primary School	No Response Received
16	Mangotsfield CE Primary School	Response 16.1
17	Oldbury on Severn CE VC Primary School	No Response Received
18	Parkwall Primary School	Response 18.1
19	St Chads CE Primary School	Response 19.1
20	St Mary's Catholic Primary Sch, Bradley Stoke	Response 20.1
21	St Michaels Primary School, Winterbourne	No Response Received
22	Stanbridge Primary School	No Response Received
23	The Meadows Primary School	No Response Received
24	Watermore Primary School	No Response Received
25	Wellesley Primary School	Response 25.1
26	Wick CEVC Primary School	Response 26.1
27	Brimsham Green School	No Response Received

## **Appendix B**

### **Chipping Sodbury School**

Chipping Sodbury School to attend this meeting of the Schools Forum in order to explain their large deficit balance and their plans to reduce the deficit to zero.

This will be presented by Katie Mansfield, Chair of Governors

## **Appendix C**

### **South Gloucestershire Academy Schools**

Information received from:

Bristol Technology and Engineering Academy  
Cosmos Academy  
Downend Academy  
Mangotsfield Academy  
Olympus Trust

The responses are identified in appendix C



## EFA: SCHOOLS FORUM GUIDANCE

The Schools Forum, at its meeting on 2 July 2015, considered a report on Schools Forum Guidance that had been issued by the Education Funding Agency.

The documents are:

- Schools Forum – Operational and good practice guide
- Schools Forum – Powers and responsibilities 2015 to 2016
- Schools Forum – Structure  
and
- Schools Forum – Self-assessment toolkit

At that meeting the Schools Forum agreed that members were to individually complete the self-assessment toolkit. These responses were then to be collated by the Chair and reported to the meeting on 10 September 2015. This item was then deferred to the meeting on 14 January 2016 which, following discussion, determined that it is still a valid exercise and that individual members would complete the self-assessment form and send it to Steve Forecast and Keith Lawrence for collation and presentation to the meeting on 5 May 2106.

An update on the returns will be provided by Keith Lawrence

### **Recommendation**

Members of the Forum are requested to consider the collated responses and determine any actions required.

## SCHOOLS FORUM WORK PROGRAMME 2016

All meetings at 4.30pm at Badminton Road, Yate

<b>5<sup>th</sup> May 2016</b> <b>Room 0012 Ground Floor</b>	
<ul style="list-style-type: none"> <li>• Trading Arrangements</li> <li>• EFA Self Evaluation Form</li> <li>• School Balances</li> <li>• Education Commission – budget update</li> </ul>	
<b>14<sup>th</sup> July 2016</b> <b>Room 0012 Ground Floor</b>	<b>15<sup>th</sup> September 2016</b> <b>Room 0012 Ground Floor</b>
<ul style="list-style-type: none"> <li>• Analysis of Schools Block Funding Formulae 2016/17</li> <li>• Preparing for 2017/18 (if known)</li> <li>• Provisional Outturn 2015/16</li> <li>• Schools Forum Membership</li> <li>• Date of future meetings and the Work Programme 2016/17</li> </ul>	<ul style="list-style-type: none"> <li>• DfE Consultation on School Funding 2017/18</li> <li>• Allocation of Schools Block Growth Funding</li> <li>• 1<sup>st</sup> Budget Monitor 2016/17</li> <li>• Education Commission Update</li> </ul>

**ANY OTHER BUSINESS**