

**Warrington Schools Forum
Minutes**

Membership

Membership with differentiated voting rights ~ Total Membership of 25, of whom 21 are entitled to vote on funding formula issues											
Sector Representation (21)	Appointed by the Council following election by:	Member	Dates and Attendance							Tenure Ends	
			22 March 2016	28 June 2016	4 October 2016	10 January 2017	2 March 2017	27 June 2017	3 October 2017		5 Dec 2017
Maintained Nursery School Senior Staff (1)	Primary Headteachers Group	Jane Wilkie (JWil)	P	P	P	P					Jan 2020
Special School Staff (1)	Special School Headteachers Group	Mike Frost (MF)	P	S	P	P					Jan 2020
Special School Governor (1)	Governors Forum	Mike Evans (ME)	P	P	P	P					Jan 2020
PRU (1)	PRU Management Board	Karen Thomson (KT)	A	S	A	S					Jan 2020
Academy (4)	Academy Schools	Gwyn Williams (GW)	P	P	P	P					Jan 2020
		Tim Long (TL)	A	P	P	P					Jan 2020
		Judith Wright (JWri)	-	-	A	P					Jan 2020
		Andrew Bent (AB)	P	A	P	X					Jan 2020
Maintained Primary School Sector (9)	WAPH (5)	Andrew Redman (AR)	A	P	P	P					Jan 2020
		Susan Robinson (SR)	-	-	P	P					Jan 2020
		Gary Cunningham (GC)	P	A	P	P					Jan 2020
		Lesley McGann (LMc)	-	-	P	A					Jan 2020
		Lyndsey Glass (LG)	P	P	P	P					Jan 2020
	Governors Forum (4)	Stuart Munslow (SM)	P	P	P	P					Jan 2020
		David Hart (DH)	P	P	A	P					Jan 2020
		Janet Lazarus (JL)	P	P	P	P					Jan 2020
		Peter Ashurst (PA)	P	P	P	P					Jan 2020
Maintained Secondary School Sector (3)	WASCL (2)	Bev Scott-Herron (BSH)	P	P	P	P					Jan 2020
		Chris Hunt (CH)	-	-	-	P					Jan 2020
	Governors Forum (1)	Rebecca Knowles (RK)	X	X	X	X					Jan 2020
Private Voluntary and Independent Providers (1)	PVI Providers Forum	Ginny Taylor (GT)	P	A	P	S					Jan 2020

Representing		Member		22 March 2016	28 June 2016	4 October 2016	10 January 2017	2 March 2017	27 June 2017	3 October 2017	5 Dec 2017			Tenure Ends
<u>Non-Schools Members (4)</u>														
Anglican Diocese (1)	Jacqui Wightman (JWig)	P	P	S	P									Jan 2020
Roman Catholic Diocese (1)	Tim Warren (TW)	P	X	X	A									Jan 2020
16-19 Institutions (1)	Gail Stonier (GS)	S	X	P	A									Jan 2020
Parent Governor (1)	TBC	-	-	-										Jan 2020
Independent Chair		Maureen Banner (MB)	P	P	P	P								Jan 2020
<u>Warrington Borough Council</u>														
Interim Assistant Director Education	Hilary Smith (HS)	P	P	P	P									
Head of Service Pupil Achievement and Support	Lisa Morgan (LM)	-	P	P	A									
Chief Finance Officer	James Campbell (JC)	P	P	P	P									
	Garry Bradbury (GB)	P	P	P	P									
Executive Member for Children and Young People's Services	Cllr Jean Carter (CllrJC)	A	P	A	A									

Key

P ~ Present

S ~ Substitute

A ~ Apologies

- ~ Vacancy

X ~ Absent with no apologies

O ~ Observer

Non-School Member Representing Trades Unions

Shaun Everett (NUT & ATL)

Substitutes:

Observers:

Presenting an Item:

Simon Bleckly

Sarah Whittaker

Minutes:

Warrington Schools Forum

Minutes - draft to be confirmed March 2017

Tuesday 10 January 2017

5.15 pm – 7.00 pm

Conference Room 1st Floor New Town House

<i>Item</i>
<p>1 Apologies and Welcome</p> <p>The chairperson welcomed everyone to the meeting.</p> <p>Apologies were received from Tim Warren, Gail Stonier, Ginny Taylor and Lesley McGann.</p>
<p>2 School Audits</p> <p>Simon Bleckly (audit manager) presented the Schools Annual Report which detailed the main findings from the school audits carried out by Internal Audit in 2015-16. The report provides an overall opinion on the governance and control frameworks in place in schools. Findings were similar to the previous year.</p> <p>Section 2 of the report outlined the key issues and recommendations made in school audits 2015-16.</p> <p>The increased risk of fraud was highlighted as schools and headteachers are a target for external fraudsters. To help governors' oversight of the financial management of their school a 'Schools Anti-Fraud Toolkit' and checklist is available via My School Services.</p> <p>The report concluded there is Substantial Assurance that Warrington schools have effective systems of governance and internal controls in place.</p>
<p>3 Teacher Trade Union Facilities Time</p> <p>Sarah Whittaker explained that the purpose of the report was to inform schools forum of the impact of the withdrawal of secondary academy contributions on the funding of trade union facilities time for teaching trade unions in Warrington from April 2017.</p> <p>In order to ensure that the current arrangements for providing Facility Time to Trade Unions benefiting all contributing schools in Warrington remains financially sustainable going forward various options were identified for consideration by schools forum.</p> <p>The following options were discussed:</p> <p>Option1 - Cessation of funding for National Executive Duties</p> <p>Option 2 - Cap on refunds to schools for seconded officials</p>

Option 3 - Increase per pupil charges

Option 4 - Review of the Trade Union Facilities Agreement (TUFA)

A query was raised about the period of time that Warrington had been paying for the National Executive Duties. It was confirmed that this had been in place for a considerable amount of time but there is now discretionary provision for this within the current Facilities Agreement.

It was noted that it would be for academies to decide if they would contribute.

Recommendation

It was recommended that schools forum consider the options presented to them in the paper and make a decision on an approach to addressing the shortfall in trade union facilities time.

It was proposed that option 1 (cessation of funding for National Executive) was agreed by the forum.
AGREED.

It was noted that this would set a precedent in future secondments to National Executives being unable to be supported.

ACTION: School Forum to consider in the future capping refunds to schools for seconded officials.

4 School Budget 2017/18 and De-delegation Decisions

Garry Bradbury presented the report to the forum.

Initial DSG Allocation for 2017/18

The information in table 2.3 of the report was discussed which showed the individual block allocations, and for comparative purposes, the equivalent figures for 2016/17.

School budgets 2017/18

The implementation of NFF, and its implications for longer-term schools' funding, will be discussed further at the next Schools Forum meeting. But with the requirement to submit the 2017/18 formula model on or before 20th January, Forum should consider how it should inform the 2017/18 submission.

Set out below are the **principles** that are suggested should be applied:

1. Do not divert funding to SEN contingency
2. As NFF includes a significant low-cost high incidence SEN prior-attainment proxy, the equivalent funding from the SEN contingency, and funding generated by pupil number growth be used to reintroduce this factor (for the primary sector), and to increase its value (secondary sector)
3. Funding freed through the reduction of the Minimum Funding Guarantee 'bill' added to the basic per pupil element for both sectors.
4. The addition to LA funding of £15 per student for the former-ESG element is replicated in an identical addition to individual schools' per pupil funding.
5. Move towards the NFF suggestion of a higher KS4 per pupil funding rate, and a lower KS3 per pupil funding rate, by moving £75 between the respective values.
6. No change to deprivation funding values

It was highlighted that point 5 (moving £75 from Key Stage 3 into Key Stage 4) was not cost neutral. It was therefore **agreed** to reduce the key stage 3 reduction so that it matches the cost of the key stage 4 increase.

The effect of these proposals on individual school allocations was detailed in an appendix.

The above principles were **AGREED** by the forum.

De-delegation decisions.

Miscellaneous Licences.	<i>AGREED (maintained primary & secondary)</i>
CLEAPS	<i>AGREED (maintained primary & secondary)</i>
Free School Meals Assessment	<i>AGREED (maintained primary & secondary)</i>
Teachers' Panel	<i>AGREED (maintained primary & secondary)</i>
Maternity/Paternity/Adoption Costs	<i>AGREED (maintained primary & secondary)</i>

It was highlighted that information requested by the LA relating to free school meals was sent out with inadequate notice for schools to return.

Action: HS to follow up.

Early years funding 2017/18

The DfE has applied a number of conditions on funding which affect how this funding is allocated at local level; this was detailed in the report.

The information in section 5.4 of the report was discussed by the forum.

The forum **agreed** to the rates and retention proposals but would like to continue to review, vulnerable pupils / SEN support plus/ portage.

It was requested that outreach and portage was looked at in more detail.

Action: HS to follow up through the Warrington Inclusion Hub.

Recommendations:

It was recommended that Schools Forum:

Note the contents of the report. **NOTED**

Approve each of the funding principles for mainstream school budgets as outlined in section 3.6 of the report. **AGREED**

Approve the Early Years hourly rate proposals outlined in section 5.4 of the report. **AGREED**

Sector representatives from the maintained sectors are asked, for each phase, to decide which funding streams are to be de-delegated for 2017/18. Further, for any existing de-delegations that are decided should be set aside, to suggest the alternative arrangements that should therefore be implemented.

AGREED

5 Update on Consultations

Garry Bradbury presented a briefing note which provided a summary of the impact on Warrington schools of the most recently published DfE funding proposals.

The initial data produced by the DfE suggest that Warrington would fall back to its lowest position in the funding rankings.

The conclusions that were drawn from the proposals were detailed in the briefing note and discussed by the forum.

Action: GB to produce a document to illustrate schools current position compared to that of 2017-18.

The forum noted that the National Formula was not delivering for Warrington. In addition to the formal response to the government consultation, it was agreed that a campaign should be launched through the council to reflect Warrington's voice and ensure that there is a high level of awareness generated about the proposals. Action should be taken to strongly oppose the proposals and should include schools, parents, the local authority and local councillors.

Action: HS to share information via WAPH and WASCL and will provide a briefing to members.

6 Minutes From the Previous Meeting and Matters Arising

The minutes from the previous meeting held on 4 October 2016 were approved as an accurate record.

7 Update on High Needs

The purpose of the report was to seek support for implementation:

(i) Of a package of identified measures to address pressure on the High Needs budget in the short-term in order to minimise impact on individual school budgets in 2017/2018

(ii) Of more robust arrangements for claw-back of school balances in the future, in the event that the balance accumulated by any individual maintained school exceeds an agreed level.

The report appendix outlined a three part plan which:

- 1) responds to the overspend in 2016/2017,
- 2) plans to reduce expenditure in 2017/2018, to increase control and effectively reduce spend without impacting on quality
- 3) plan to develop the local offer

The measures listed in the appendix had been discussed at the formula working group meeting.

Appendix

1. Response to overspend in 2016/2017 (predicted: £1.0 million by end of current year)

	Amount/£	Item
1.	520,000	Utilise one-off opportunity of Early Years Funding to “pay back” some of the financial support provided to early years settings in previous years.
2.	181,000	Recovery of past Fox Wood over-allocation of post-16 place funding since move to Woolston.
3.	210,650	Dedelegated primary pupil no. contingency - “unspent”
4.	57,000	Topsliced SEN contingency in secondary phase – “unspent”
Total:	968,650	
Shortfall:	31,350	Against a target of £1.0 million

Items 1 & 2 (above) were **agreed** by the forum.

Item 3 & 4

It was suggested that this was split proportionate to sectors with a proposed additional topslice of £50k for secondary schools. This was **agreed** subject to approval at WASCL.

Action: the topslice proposal to be presented to WASCL for agreement.

2. Plan to reduce overall expenditure in 2017/18

The full list of measures presented was agreed.

Approach to balance challenge 2016/17 process

It was agreed that 12.5% clawback would automatically apply for balance amounts above triggers.

Recommendations

- identify the option to implement from those identified in 2.13 in the report in order to address the pressure on the High Needs budget; **FULL LIST OF MEASURES IN APPENDIX A WAS AGREED.**
- discuss the suggestions of alternatives to the current balance challenge methodology identified at 3.4 and how this might be implemented in the future; **DISCUSSED**
- note the ongoing challenge in relation to High Needs and that changes to local arrangements are necessary for a potentially financially sustainable offer is to exist in the future; **NOTED**
- note that the process will require investment in capacity to support challenge and scrutiny across the identification, referral and assessment processes; **NOTED**
- note that officers will continue to work with Head-teachers in order to identify any opportunity to reduce financial pressure on the High Needs budget in the future; **NOTED**
- request regular updates on the position on High Needs including the financial implications of any changes to the local offer in the future. **NOTED**

	It was suggested that surplus money from increased class size funding was used for high needs? <i>AGREED.</i>
8 AOB Update on Living Wage	<p>The Council has adopted the living wage and all but three schools signed up to this.</p> <p>40 schools will be affected with increasing salaries for grade 1 or 2 staff.</p> <p>Bespoke emails will be sent to schools from HR.</p>
9 Meeting schedule	<p>Thursday 2 March 2017 at 5.15 pm Tuesday 27 June 2017 at 5.15 pm Tuesday 3 October 2017 at 5.15 pm Tuesday 5 December 2017 at 5.15 pm <i>(Conference Room NTH reserved for all these dates)</i></p>