

	Governors Forum (1)	Vacancy	-	-	-	-	-	-	-	-	-	-	-	-	-	Jan 2016
Private Voluntary and Independent Providers (1)	PVI Providers Forum	Maureen Banner (MB) (Chair)	P	P	P	P	A	P	P	P	P	P	P	P	P	Jan 2016
4 members entitled to vote on matters NOT relating to funding formula issues																
Representing		Member	08.10.13	03.12.13	11.02.14	20.05.14	08.07.14	07.10.14	03.02.15	12.05.15	06.10.15	19.01.16	Tenure Ends			
<u>Non-Schools Members (4)</u>																
Anglican Diocese (1)		Jacqui Wightman (JW)	P	P	P	A	P	P	A	P	P	P	P	P	P	Jan 2016
Roman Catholic Diocese (1)		Tim Warren (TW)	P	P	X	P	A	P	X	P	P	A				Jan 2016
16-19 Institutions (1)		TBC	-	-	-	-	-	-	-							Jan 2016
Parent Governor (1)		TBC														Jan 2016
In attendance																
Representing		Name	08.10.13	03.12.13	11.02.14	20.05.14	08.07.14	07.10.14	03.02.15	12.05.15	06.10.15					
<u>Warrington Borough Council</u>																
Director of Families and Wellbeing		Sarah Callaghan (SC)	P	P	P	P	P	P	P	P	P	P	P	P	P	
		tbc														
		Louise Cooper (LC)									P	P	P			
Chief Finance Officer		James Campbell (JC)	P	P	P	A	P	P	P	P	P	P	P	P	P	
		Garry Bradbury (GB)	P	P	P	P	P	P	P	P	P	P	P	P	P	
Executive Member for Children and Young People's Services		Cllr Jean Carter (CllrJC)	-	-	-	-	-	A	P	A	A	P				

Key

P ~ Present; **A** ~ Apologies; **X** ~ Absent with no apologies;
S ~ Substitute; **-** ~ Vacancy **O** ~ Observer

Observers:

Shaun Everett, Union Observer NUT

Presenting an Item:

Simon Bleckly, Audit Manager
Mark Leach, HR business manager
Hilary Smith, Service Manager, Access & Assets
Terry Jones, Service Manager, Integrated Services.

Minutes:

Louise Cooper

Warrington Schools Forum

Minutes

Tuesday 19 January 2016

5.15pm - 7pm

Conference Room 1 Floor New Town House

Car parking will be available from 5pm onwards.

	Item	Action
1	<p>Apologies and Welcome</p> <p>The chairperson welcomed all to the meeting.</p> <p>Apologies were received from Julie Warburton and Tim Warren.</p>	
2	<p>Minutes From the Previous Meeting and Matters Arising</p> <p>It was requested the initials 'JW' were distinguished in the minutes.</p> <p>The minutes were accepted as a true record.</p>	
3	<p>Membership Nomination/Election of Members</p> <p>A nomination from WINN was received for Ginny Taylor.</p> <p>Agreed: that Ginny Taylor would represent the Private and Voluntary Independent Providers.</p> <p>The Governors forum will confirm the membership for the maintained primary and secondary sector at their AGM.</p> <p>Action: governors' forum to send membership details to Louise Cooper</p> <p>The representatives for WASCL and academy schools to be confirmed at the next WASCL meeting.</p> <p>Action: Tim Long to send membership details to Louise Cooper</p> <p>Action: An updated membership list to be presented at the next meeting.</p>	TL

	<p>WAPH representatives: Garry Cunningham Andrew Redman Lyndsey Glass Nick Toyne Chris Metcalfe</p>	
4	<p>Audit Update – Schools Annual Report</p> <p>Simon Bleckly presented the report which shows the main findings from the school audits carried out by Internal Audit in 2014-15 and provides an overall opinion on the governance and control frameworks in place in schools.</p> <p>Reviews on payroll and information governance were included in the report.</p> <p>A schools information governance checklist was included in the report.</p> <p>An anti-fraud checklist will be uploaded to ‘my school services.’</p> <p>The report concludes that there is substantial assurance for schools.</p> <p>A question was asked about the purpose of the audit when the same issues are being found year after year. It was suggested that information was sent to all schools about the main issues that are being highlighted so that they can be addressed.</p> <p>Action: checklist for audits to be circulated to schools</p> <p>It was highlighted that the rolling programme for audits could mean that some schools would only be audited once every seven years. SB explained that this was largely due to resource but audits are prioritised in order to strike a balance. Awareness is being raised through training and information shared through my school services.</p>	SB
5	<p>Living Wage - Mark Leach HR manager</p> <p>It was reported that in 2015 the council made a commitment to pay all council employees the living wage from April 2016. Information has been sent to schools with a letter from Councillor Terry O’Neil outlining the current position. Schools that are not in agreement will adopt the national pay structure.</p> <p>The information from HR is to raise awareness rather than a recommendation that it is implemented.</p> <p>Concerns were raised from forum members about this being adopted on a school by school basis rather than across the board.</p> <p>The chair suggested that this was discussed by school governing bodies.</p> <p>Action: Mark Leach to send information about the living wage to the headteachers of the academies in Warrington.</p>	ML

Update on Traded Services - New proposals for Attendance Service – Hilary Smith

Hilary Smith has met with a group of schools across the borough in relation to the attendance service to consider how well the service is performing and longer term sustainability.

Overall the schools value the service but were not receptive to increase in charges for delivery. The service has moved forward with a redesign and there was a positive response from voluntary redundancy; a staged reduction in staff is being considered. The service is working with the schools who are successfully managing attendance and good practice is being shared. There will be a new charging policy and service level agreement going forward.

A question was asked about how the statutory duties would be met with a reduction in staff. Hilary Smith explained that there are statutory duties but these are mainly in relation to prosecution, the managing of attendance largely sits with the governing body. The team will be able to undertake the current statutory duties and this will be kept under review; further statutory duties may be withdrawn by the government in the future.

KT asked if attendance would link to the inclusion hub going forward. HS confirmed that this would be the case.

Update on Warrington Inclusion Hub and position on SEN places – Terry Jones

The LA currently has 80 pupils being educated out of borough, the majority being behavior and autism and the Inclusion hub considers how these needs can be met in Warrington. Sub groups are working with individual schools to upskill staff and an Invest to Save bid has been submitted to identify how existing expertise can be used to support pupils.

Special schools places and designated provisions is a strand that is being looked at, work is being undertaken in relation to planning for places. Green Lane School should increase to 150 places from 120, capital investment is not required. It is not the intention to increase primary designated provision numbers but secondary ASD provision will be looked at.

SC explained that there is current pressure on the high needs block and it is hoped that the initial investment will be supported to prevent fewer pupils going out of borough in the future. It is important that parents understand that Warrington's special schools can accommodate need.

GC raised the importance of forward planning and being in dialogue with schools to identify early the children who will require support. TJ explained that this was being discussed with the WASH group (Warrington Association of Special School Heads).

LG highlighted that support plus money for the most vulnerable children had now run out for early years and further funding cannot be accessed until April.

J Wilkie highlighted that there appeared to be reluctance from health to initiate an EHCP until a child is of school age. TJ noted that there is an increasing number of

	requests for plans from early years.	
7	<p>Fair Schools Funding Campaign Update</p> <p>Forum members were updated at the last meeting with the details of the f40 group’s proposals around revisions to the Dedicated Schools Grant (DSG) Schools Block unit of funding, which would deliver a fairer funding settlement benefitting Warrington schools. The report updates Members on the progress of the campaign since the last meeting of Schools Forum.</p> <p>The chair of schools forum wrote to MPs and this was well received. The LA awaits the outcome of the consultation.</p> <p>Recommendations</p> <ul style="list-style-type: none"> a) Schools Forum is asked to note the contents of the report. NOTED b) Schools Forum is asked to reaffirm its support for the principles underpinning the f40 group proposals, and the fair funding campaign more generally. AGREED c) Schools Forum is asked to decide whether to continue the function of the Formula Working Group, and if agreed, what its role relating to the consultation, and formula development generally, should be. <p>Forum agreed to continue the function of the Formula Working Group and delegated the responsibility of considering the proposals of the f40 group following the consultation.</p>	
8	<p>Budget updates 2016/17</p> <p>Garry Bradbury presented the budget update report 2016/17.</p> <p>DSG settlement for 2016-17</p> <p>The numbers for Kings Academy and Future Tech Studio are now directly in Warrington’s calculation, and consequently their budgets must now be contained within the overall funding .</p> <p>There has been a small amount of growth in High Needs funding, resulting from an additional £92.5m added to the national baseline figure. Pupil number increases and High Needs growth are therefore responsible for the uplifted DSG settlement.</p> <p>Schools Forum agreed to the introduction of two refinements from the previous year’s formulae:</p> <ul style="list-style-type: none"> i) include an English as Additional Language (EAL) formula factor for both primary and secondary sectors, using the EAL 3 dataset ii) create a ‘SEN contingency’ reserve for additional funding for schools to reflect 	

incidences of statementing or EHCPs inadequately funded by the existing low-cost SEN proxies.

In finalising the 2016/2017 school budgets, small modifications have been made to reflect:

- a) the overall Schools Block settlement, and
- b) the variation in data (Numbers on Roll, Free School Numbers, KS2 prior attainment levels) when using the updated October 2015 census information:

In the primary sector, overall Free School Meal numbers are down by about 8% from last year, and 2% down on the estimated numbers included in the draft submission (the consequence of a reduction in registrations following the introduction of universal infant entitlement). This means that the level of funding delivered through the deprivation formula factor has reduced.

In the secondary sector, FSM numbers have also fallen by around 5%.

Dedelegation

The range of services agreed for dedelegation must be reviewed annually by Forum members representing each of the maintained school phases.

Recommendations

- 1) Schools Forum is asked to note the contents of the report. **NOTED.**
- 2) Schools Forum is asked to approve the transfer of £266,744 from the notional High Needs Block to fully fund the current Early Years block over commitment. If the subsequent confirmed notification materially affects the balance of funding, this will be reported back to Forum at the earliest opportunity. **APPROVED.**
- 3) Schools Forum is asked to approve a methodology for issuing the £42,000 Newly Qualified Teacher induction funding to schools. **APPROVED.**
- 4) Schools Forum sector representatives from the maintained sectors are asked, for each phase, to decide which funding streams are to be dedelegated for 2016/17. If any existing dedelegations are to be set aside, Forum representatives are requested to suggest what alternative arrangements should be implemented.

Dedelegation decisions:

- Maternity – dedelegation approved
- Pupil numbers – dedelegation approved for primary.

Action: decision on pupil numbers for Secondary to be made by WASCL.

- Classes – dedelegation approved
- SIMS licence - approved
- Miscellaneous licences – dedelegation approved for primary

	<ul style="list-style-type: none"> • CLEAPS – dedelegation approved for primary • FSM assessment: An issue was raised about the paperwork for FSM being returned stating that families are not eligible. HS reported that there is a problem with FSM for families who are in receipt of universal credit; this has been raised with the Dfe by various LAs. Helen Jones intends to propose that the process should be changed so that children of families that are in receipt of housing benefit would be automatically registered for free school meals. <p>Action: HS to liaise with the housing benefit department about this issue.</p> <p>Following the introduction of Universal Free Meals for infants, some families with infant aged children are not registering for free school meals, even though they are eligible. This means that the children are not identified as low income and therefore the school does not receive the pupil premium or deprivation allowance. It was highlighted that the LA no longer chases families who do not register for FSM despite being eligible.</p> <p>Action: HS to work with business managers of the schools represented at forum about this issue.</p> <ul style="list-style-type: none"> • Teachers panel <p>It was highlighted that funding for union reps in academies comes from the dedelegated pot from maintained schools; academies do not contribute to this. A query was raised about the consequences if the primary sector did not agree to de-delegate this funding. GB advised that in effect this would result in a pressure for the DSG overall. It was suggested that this issue was discussed at the JCP meeting with the unions</p> <p>Action: Steve Reddy to discuss teachers panel de-delegation at the JCP meeting with unions.</p> <p>CM wished to consult with Warrington Association of Primary Heads (WAPH) colleagues before making a final decision on the de-delegations.</p> <p>Action: secondary de-delegations to be finalised at the next meeting.</p> <p>Action: outstanding primary de-delegations to be finalised at the next meeting. (FSM assessment & teachers panel)</p>	<p>HS</p> <p>HS</p>
<p>9</p>	<p>Formula Working Group Update</p> <p>A verbal update was given on the issues discussed at the formula working group meeting.</p> <p>The group discussed de-delegations; issues were raised around the de-delegation of Free School Meal assessments and Teachers Panel.</p> <p>GB advised that a new set of IDACI data had been released in 2015 (previous data</p>	

	<p>was in 2010). The new data was compared with the Free School Meal information currently used for the deprivation factor, noting several instances where individual schools might have significantly differing outcomes dependent on which data are preferred.</p> <p>The recommendation from the meeting was that the formula working group continues to investigate this over the forthcoming year. AGREED.</p> <p>Nick Toyne will be a member of the formula working group.</p>	
10	<p>AOB</p> <p>1) Invest to save bid for early years and SEND to be presented to Schools Forum.</p> <p>2) A report from the WEB working group to be tabled at the next meeting.</p> <p>3) KT noted that the DfE will produce a benchmarking report card for school. GB will consider this for the next meeting.</p>	<p>SC</p> <p>SC</p> <p>GB</p>
11	<p>Meeting schedule</p> <p>22 March 2016, 5.15pm</p> <p>28 June 2016, 5.15pm</p> <p>27 September 2016, 5.15pm</p> <p>6 December 2016, 5.15pm</p>	