



Membership

Membership with differentiated voting rights ~ Total Membership of 26, of whom 22 are entitled to vote on funding formula issues									
Tenure ends 31 August 2020									
Sector Representation (22)	Appointed by the Council following election by:	Member	Dates and Attendance						
			26 June 2018	2 October 2018	4 December 2018				
Maintained Nursery School Senior Staff (1)	Primary Headteachers Group	Jane Wilkie (JaneW)	P	P					
Special School Staff (1)	Special School Headteachers Group	Maureen Brettell (MBr) <i>from 2 Oct</i>	P	P					
Special School Governor (1)	Governors Forum	Trish Chapman (TC)	A	A					
PRU (1)	PRU Management Board	Sam Rigby-White (SRW)	A	A					
UTC (1)	UTC	Lee Barber (LB)	P	A					
Academy Secondary (5)	Academy Schools	Gwyn Williams (GW)	P	P					
		Tim Long (TL)	P	P					
		John Carlin (JC)	P	P					
		Bev Scott-Herron (BSH)	P	P					
	Governors Forum	Kieran Walshe (KW)	A	A					
Academy Primary (1)	Academy Schools	Andrew Redman (AR)	A	P					
Maintained Primary School Sector (8)	WAPH (4)	Hazel Fryman (HF)	P	P					
		Gary Cunningham (GC)	S	P					
		Lesley McGann (LM)	P	P					
		Lyndsey Glass (LG)	S	P					
	Governors Forum (4)	Stuart Munslow (SM)	P	A					
		David Hart (DH)	A	P					
		Janet Lazarus (JL)	P	P					
		Hazel Coen (HC)	P	A					
Maintained Secondary School Sector (2)	WASCL (2)	Chris Hunt (CH)	P	P					
		Ed McGlinchey (EM)	A	P					
Private Voluntary and Independent Providers (1)	PVI Providers Forum	Ginny Taylor (GT)	P	P					

Representing	Member	Dates and Attendance						
		26 June 2018	2 October 2018	4 December 2018				
<u>Non-Schools Members (4)</u>								
Anglican Diocese (1)	Jacqui Wightman (JacquiW)	P	P					
Roman Catholic Diocese (1)	Tim Warren (TW)	P	A					
16-19 Institutions (1)	Julie McCann (JM)	P	P					
Parent Governor (1)	Vacant	-	-					

Independent Chair	Maureen Banner (MBA)	P	P					
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Representing		26 June 2018	2 October 2018	4 December 2018				
<u>Warrington Borough Council</u>								
Interim Head of Service Education and SEND	Melissa Young (MY) <i>(from 2 Oct)</i>	P	P					
Finance Manager	James Campbell (JC)	P	P					
Senior Accountant (Schools)	Garry Bradbury (GB)	P	P					
Executive Member for Children and Young People's Services	Cllr Jean Carter (CllrJC)	P	A					

Key

P ~ Present

S ~ Substitute

A ~ Apologies

- ~ Vacancy

X ~ Absent with no apologies

O ~ Observer

Trades Unions

Gary Moge (NASUWT)

Presenting an Item:

Sarah Whittaker

WBC - HR

Angela Conway

WBC – Early Years

Stephen McNulty

WBC – Traded Services

Observers:

Steven Broomhead

WBC – Chief Executive

Chris Metcalfe

Headteacher – St Margaret's CE Primary School

Cath Cooke

Headteacher – Gorse Covert Primary School

Ellen Parry

WBC – Assistant Head of Service Strategic Support

Minutes:

Gill Sykes

	<i>Item</i>	Action								
1.	<p>Apologies and Welcome</p> <p>The chairperson welcomed everyone to the meeting and introductions were made. Apologies were noted from Cllr Jean Carter, Kieran Walsh, Lee Barber, Stuart Munslow, Shaun Everett (NUT & ATL), Sam Rigby-White, Tim Warren, Hazel Coen and Trish Chapman.</p> <p>The following observers were welcomed to the meeting:</p> <table border="0"> <tr> <td>Steven Broomhead</td> <td>WBC – Chief Executive</td> </tr> <tr> <td>Chris Metcalfe</td> <td>Headteacher – St Margaret’s CE Primary School</td> </tr> <tr> <td>Cath Cooke</td> <td>Headteacher – Gorse Covert Primary School</td> </tr> <tr> <td>Ellen Parry</td> <td>WBC – Assistant Head of Service Strategic Support</td> </tr> </table> <p>The chairperson noted that Schools Forum meetings will carry on until 2021, and reminded members of the role of Schools Forum. A link to the guidance referred to is as follows:</p> <p>https://www.gov.uk/guidance/schools-forum-a-guide-for-schools-and-academies</p>	Steven Broomhead	WBC – Chief Executive	Chris Metcalfe	Headteacher – St Margaret’s CE Primary School	Cath Cooke	Headteacher – Gorse Covert Primary School	Ellen Parry	WBC – Assistant Head of Service Strategic Support	
Steven Broomhead	WBC – Chief Executive									
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Cath Cooke	Headteacher – Gorse Covert Primary School									
Ellen Parry	WBC – Assistant Head of Service Strategic Support									
2.	<p>Facilities Agreement</p> <p>Sarah Whittaker (SW) presented a report on funding of teacher trade union facilities time 2019/20. Key points were highlighted:</p> <ul style="list-style-type: none"> • Last year maintained schools agreed to dedelegate, and a large proportion of academies also opted to pay into this agreement. • Some academy schools decided to opt back into the arrangement part way through the year committing additional part year funding. • Due to a reduction in facilities time and because of an interim arrangement by which a representative from another authority was used whilst a local representative was sought, we anticipate an underspend at the end of the 2018/19 financial year of approximately £4,000. • For 2019/20 if de-delegation from the maintained sectors and the current level of voluntary contributions made by academy schools were maintained in the next financial year it will again be possible to fully fund teacher trade union facility time at the current level. <p>Questions/comments were invited from the chairperson:</p> <p>JacquiW requested clarification of paragraph 2.3 of the report around the additional part year funding. SW explained that an academy school asked to join part way through the year and therefore paid a proportionate amount. This is the first time this has happened and an exception was made for this agreement and the decision was made for the benefit of the pot of funding. It was strongly felt by forum members that schools opting in should all pay the full amount, otherwise any number of schools could wait until part way through the year and then benefit from a discounted amount. It was considered unfair to those schools who opt in from the beginning paying the full amount, especially if they have not needed to use the service. It was recognised that some schools have different times of the year for confirming a commitment to the</p>									

	<i>Item</i>	Action
	<p>service, and SW noted that a proviso could be written into the agreement that if schools opt in part way through the year the cost would still be for the full amount.</p> <p>JacquiW referred to paragraph 4.1 and reference to fully funding. Queried why we are fully funding facilities time when we are not fully funding other services in relation to children. SW noted that schools have to provide time off for trades unions whether this is seconded or someone in your school, and this ensures schools do not have to disproportionately release someone from the school. It was noted that there may be times when trades unions are not called upon, but the service is available for the support of members in schools.</p> <p>GB noted that the contribution from academies is approximately £20,000 and without that there would be a substantial shortfall, and SW should be congratulated on being in a position to deliver a small underspend.</p> <p>Recommendations from the report:</p> <ul style="list-style-type: none"> • It is recommended that Schools Forum agree to carry forward a small underspend in this year's facility time budget, anticipated to be in the region of £4,000, into 2019/20. This is on the basis that a proportional return of this underspend to each school would be nominal, but that the carry forward could be used in the event of any shortfall in funding in 2019/20. AGREED • It is recommended that Schools Forum agree, on behalf of the maintained school sectors, to de-delegation for the purposes of teacher trade union facility time in the 2019/20 financial year, at the existing rate of £3.67 per pupil. AGREED 	
3.	<p>Update on early years funding and the early years project work</p> <p>Angela Conway (AC) presented an Early Years update report and noted that this is an annual update to the forum. Key points included:</p> <ul style="list-style-type: none"> • Warrington's multi-agency Early Years Inclusion Panel established in February 2018 which is working well. It meets monthly and panel members include schools, PVI's, health, education, social care and LA representatives. • Services available through Warrington's Early Years Inclusion Fund include the Portage Service, supporting vulnerable 2 year olds, LA Early Years Area SENCO post and direct payments to nursery settings. • The Portage Service has operated in Warrington for two years and the budget will allow the service to continue until March 2021. • The Inclusion Fund has replaced Support Plus Funding and forms part of an Early Years SEND Graduated Pathway. There are set criteria to support children with identified needs and allocation is by referral only. • There has been a reduction in the number of EHC Plans in the Early Years sector, with a decrease of 48% since last year. • A carry forward figure of £631,252 was noted. <p>Questions/comments were invited from the chairperson:</p>	

	<i>Item</i>	Action
	<p>GT noted that it was pleasing to read the report from a PVI point of view. There is a lot of money being directed at early years and a lot of support for the under 5s. Nice to see that we now have an Area SENCO for Warrington, and this is something other authorities don't have.</p> <p>GC noted the importance of the reduction in EHCPs down to 24 from 57. AC informed that the links between Portage and the Area SENCO is joined up thinking and was planned.</p> <p>JacquiW acknowledged that children are able to access the inclusion funding, but this particular pot of money stops when the child goes into reception, and queried how are they then supported in reception? GB informed that on entry to mainstream school they will be supported by the low cost SEN element of the funding formula.</p> <p>AC noted that it is due to the different pots of money, and suggested that we should consider better transition from nursery into school with a comprehensive transition. It was noted that through portage work parents have better skills to support their children. MY noted that transition is key for us and we focus quite heavily on transition from primary to high school, and given the new model of early help this is where we need to turn our attention to.</p> <p>Action: MY agreed bring this back to the sub group.</p> <p>Schools Forum is asked to:-</p> <ul style="list-style-type: none"> (i) Note the report. NOTED (ii) Note the extension of the Portage team until March 2021. NOTED (iii) Note the allocated Inclusion Fund until March 2021. NOTED (iv) Note the allocated vulnerable 2 year old budget until March 2021. NOTED (v) Note that this budget will only support these services up to March 2021. NOTED 	MY
4.	<p>Update on traded position with academies</p> <p>Stephen McNulty (SM) introduced himself to the forum and explained he has been undertaking the traded services post since July 2018. SM presented his report to provide the forum with an update of SLA buyback for 2018/19 financial year and a comparison with last year. Key points were discussed and included the following:</p> <ul style="list-style-type: none"> • SLAs are currently on year two of a three year contract. • Core revenue has decreased. • Three schools have converted to academy during 2018/19, with another due to convert in November. Academies now account for 25% of schools in Warrington. • There are 35 council services trading with schools, and traded services work with them to ensure correct pricing structure. Anticipated costs will reduce in some areas due to efficiencies, and this will be reflected in the charges to schools. 	

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	<ul style="list-style-type: none"> • Quarterly SLA meetings with schools have been arranged with an aim to improve customer experience, provide value for money and inform schools what is on offer. A request was made for schools to encourage colleagues to attend. <p>Schools Forum is asked to:</p> <ul style="list-style-type: none"> (i) Note the progress being made to provide sustainable services that offer schools value for money and consistent levels of service. NOTED (ii) Recognise that the LA is an important provider, commissioner and participant in the Warrington education system. NOTED (iii) Encourage colleagues to provide feedback on the future shape of traded services. NOTED 	
5.	<p>Minutes from the Previous Meeting and Matters Arising</p> <p>The minutes were accepted as a true record of the meeting and matters arising were addressed.</p> <p>Concern was raised around agenda item 6 High Needs (from the 26 June 2018 meeting), (ii) SEND Improvement Programme where Schools Forum had been asked to identify representatives to participate in the new finance work-stream. Although representatives had been identified they were not invited to a meeting. TL and GC confirmed that they did attend a separate meeting but there were no minutes to feed back to Schools Forum. The chairperson stated that we expect transparency and expressed disappointed that nothing had been reported back to the forum.</p> <p>Action: MB to follow up with Paula Worthington.</p>	MB
6.	<p>Finance Update</p> <p>Garry Bradbury (GB) presented his report on an updated settlement for this financial year, current position in terms of the national formula funding and the issues for the next financial year and the foreseeable future. It was noted that we won't know the full implications until December when the final DSG settlement of Schools Block funding will be notified to the local authority.</p> <p>Discussion took place around the long term solutions being undertaken to reduce the number of children with EHC Plans, reviewing children currently with EHC Plans, trying to reduce out of borough high cost provision, renegotiating contracts, looking at health contributions to plans, joint commissioning around plans re: equipment for children etc. Information was given about other authorities and their approaches. It was noted that demands on High Needs is something that the Warrington family of schools and the local authority are working on together.</p> <p>Schools Forum are being asked to consider a 0.5% top slice from DSG for High Needs, and it was noted that if the forum does not agree to this it may be referred to the Secretary of State for adjudication, who could overrule Schools Forum in favour of the local authority. GB noted that since the report had been written, further discussions</p>	

	<i>Item</i>	Action
	<p>have taken place and alternative scenarios could be considered. It could be possible to have a top slice of 0.37% and still implement NFF for everyone.</p> <p>GW spoke on behalf of all secondary headteachers and made it clear that they disagreed with the top slice.</p> <p>LG noted that we cannot make a decision on the suggested 0.37% top slice without having sight of the supporting figures.</p> <p>Steven Broomhead proposed that a consultation document should be prepared for the suggested 0.37% top slice, the funding group should be convened for their input, and the document issued as soon as possible thereafter. Feedback from the consultation needs to be given to Schools Forum at the next meeting in December 2018 in order that a decision can be made.</p> <p>Action:</p> <p>(a) Arrange meeting of the funding group to discuss/prepare consultation document.</p> <p>(b) Feedback from consultation to be presented to Schools Forum in December 2018.</p> <p>Recommendations from the report:</p> <p>(i) It is recommended that Schools Forum notes the contents of the report and the revised block allocations for 2017/18 and 2018/19. NOTED</p> <p>(ii) Schools Forum is asked to agree to the variation in the primary sector low prior attainment factor value, as discussed in section 3.2. DEFERRED</p> <p>(iii) Schools Forum is asked to consider whether the general growth funding in the Schools Block should be recirculated as an addition to NFF, or whether it should be reserved to form all or part of a top slice applied to the actual final Block settlement. DEFERRED</p> <p>Decisions were deferred until Schools Forum in December 2018 when the feedback from the consultation is considered.</p>	<p>GB</p> <p>GB</p>
7.	<p>AOB</p> <p>Query raised for information around the teacher pay grant. It was noted that the local authority do not have any more information than the DfE have already released. It is an allocation based on numbers on roll and it won't necessarily match pound for pound with individual school costs.</p>	
8.	<p>Meeting schedule:</p> <ul style="list-style-type: none"> • Tuesday 4 December 2018 5.15pm (Venue – Sir Thomas Boteler CE High School) 	

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	<p>Agreed 2019 meeting schedule:</p> <ul style="list-style-type: none"> • Tuesday 5 March 2019 at 5.15 pm • Tuesday 25 June 2019 at 5.15 pm • Tuesday 8 October 2019 at 5.15 pm • Tuesday 3 December 2019 at 5.15 pm <p>Consideration was given to the possibility of holding the 2019 meetings at New Town House, and it was strongly agreed that the venue should remain at Sir Thomas Boteler CE High School. BSH confirmed they were happy to host the meetings.</p> <p>Agreed for the venue to be Sir Thomas Boteler CE High School.</p>	

The Chair thanked Bev for hosting the meeting and thanked everyone for attending. The meeting was closed.