

Westminster Schools Forum

Date and time of meeting: Monday 4th March 2013, 4.45pm
 Location: Westminster Cathedral School, Bessborough Place, SW1V 3SE

Representing	Name	Organisation	Attendance
Primary Schools	7 Members		
Primary Head	Sandra Tyrrell (ST)	Christchurch Bentinck Primary	Present
Primary Head	Linda Vassallo (LV)	Westminster Cathedral Primary	Present
Primary Head	Mary Wilson (MW)	St Mary of the Angels Primary	Present
Primary Governor	Nick Kent (NK)	St Peters Eaton Square Primary – Chair	Present
Primary Governor	Sheikh Dr. Abu-Abdullah Adelabu (SA)	Essendine Primary – Vice Chair	Present
Primary Governor	Aslam Merchant (AM)	Hallfield Primary	Present
Primary Governor	Rob Owen (RO)	Edward Wilson Primary	Present
Secondary schools	1 Member		
Secondary Head	Eugene Moriarty (EM)	St Augustine's High	Present
Secondary Governors	None		
Academies	3 members		
Academy Finance Director	Leslie Boodram (LB)	Westminster Academy	Present
Academy Head	Elizabeth Philips (EP)	St Marylebone	Apologies
Academy Head	David Maloney (DM)	Westminster City School	Present
Maintained Nursery Schools	1 member		
Nursery Head	Sylvie Gambell (SG)	Mary Paterson Nursery School	Present
Special Schools	1 member		
Special Schools Head	Olivia Meyrick (OM)	Westminster Special Schools	Present
	Carol Milstead	Westminster Special Schools	Observer
Early Years (PVI)	1 member		
	June O'Sullivan (JO)	LEYF	Apologies
	John Trow Smith (JTS)	LEYF	Observer
	Alyson Russen	Millbank Academy	Invitation
14-19 Representative	1 member		
	David Wada (DW)	Alan d Hairdressing Education	Present
LA Representative	1 member		
Cabinet Member	Cllr Ian Adams	City of Westminster	Apologies
Officers in Attendance			
Tri Borough Finance Director	Dave McNamara (DMc)	Tri Borough Children Services	Present
Tri Borough Director for Schools	Ian Heggs (IH)	Tri Borough Children Services	Present
Tri borough Director of Resources	Andrew Tagg (AT)	Tri Borough Children Services	Present
Tri Borough Head of Finance (Education & Commissioning)	Tim Gibson (TG)	Tri Borough Children Services	Present
WCC Interim Business Partner – Schools & Clerk to WSF	Yoke O'Brien (YO)	Tri Borough Children Services	Present

1. Welcome and Introductions

The Chair of Westminster Schools Forum welcomed all members to this meeting.

2. Apologies for absence

Apologies were received from Elizabeth Phillips, June O'Sullivan and Cllr Ian Adams.

3. Minutes and Matters arising from meeting on 4th March 2013.

- The minutes of the last meeting was agreed.
- OM asked about School Balances policy.
- RO asked about Wilberforce Primary School. DMc said there was no update at present.

4. School Meals Service Report

- AT presented the School Meals Service update report.
- AT wants to get Schools Forum view on School Meals subsidy. At present it is 25p per meal which will expire in 2014. There is currently a working group across the three boroughs and as it is the first Tri Borough project we need a steer from the Schools Forum how it wants the message relayed.
- NK asked comments.
- ST asked about the subsidy and where it is reflected in the schools budget.
- AM asked about the contract.
- AT said there can't be cross subsidisation across the boroughs.
- NK said for schools that opted out of the contract the more meals the school serve the less subsidy they have and it is important that schools put their views across.
- NK asked LB for his view as a School Forum Member of the working group.
- LB apologised that he hasn't been to the last two meetings and is therefore unable to comment.
- IH asked what are the main concerns of schools and if any Schools Forum Member is on the Heads Executive.
- MW said she is but her school run their own kitchen and has opted out of the contract.
- LV said schools need to be involved in the negotiation of the contract.
- AT said schools need to understand how funding works and what is centrally retained.
- NK asked for questions from the Schools Forum. There wasn't any.
- NK asked the Schools Forum to note the contents of this report and that Members are kept informed.

Westminster Schools Forum noted the School Meals Service Report and asked that WSF Members are kept informed on the developments of the Tri Borough working group.

5. DSG 2012-13 Budget Monitoring

- TG presented the paper and explained that there is an under achievement of DSG income due to four schools converting to academy status in year, St George's RC being the recent one on 1st March 2013.
- SG asked why the description Business Unit is used and not Schools. She also asked what is Primary Schools General.
- JTS asked what is captured under Central Expenditure on Education of Children Under 5s and TG explained it was to fund Children in Need places in Nursery Schools as well as Pre School Learning Alliance (PSLA) and London Early Years Foundation (LEYF)
- LB asked about the Head of ICT cost centre in the previous Schools Forum report and TG explained that the DSG contributes a fixed amount to ICT for software licenses and subscriptions used by schools for census submission.
- JTS asked about Fees for Pupils with SEN at Independent Special schools & Abroad.
- IH explained that as part of the SEN strategy the intention is to have a great level of localised provision. However the LA has to consider what parents want.
- JTS asked is this what the Schools Forum wants to do.
- IH said that our local provision is currently full.
- NK suggested that perhaps Westminster Schools Forum can ask June Simson to give an update on the SEN Strategy to Schools Forum.

Westminster Schools Forum noted the contents of the report and asked if June Simson could come and give the Schools Forum an update on the SEN Strategy.

6. Review of Early Years Funding

- AT presented the Early Years report.
- DMC explained that as a consequence of the ending of the 90% funding floor on 3 year old funding there is a £1.1M shortfall in the DSG for 3 & 4 year olds in the Early Years Block. To reduce the impact of the cessation of the funding floor the DfE has given City of Westminster £550,000 as a transition grant.
- AT has met with the Headteachers to review the allocation of full time places. He will bring the proposals back to the Schools Forum later this year. The expected timescale of this project is that by Academic Year 2014 Westminster's Early Years provision will be able to sustain this reduction of £1.1M in funding. It will involve IH and other colleagues in Children Services as well as Headteachers. It is not a finance Project although it has financial implications configuration. It is the Review of Early Years Full Time Places.
- NK asked how will address the period between April – July 2014 as there will be a funding gap.
- AT said the LA has had some thoughts on how the 2 year old grant could be allocated.
- AT said that in Sept / Oct we will concentrate on the offer to parents and any changes we make will be fundamental about what places that will be taken up.
- AT explained that it is envisaged that historical subsidies will be removed without destabilising the school.
- IH expressed that there is a wealth of Early Years provision in Westminster and we don't really want to lose that.
- SG asked about Pupil Premium for Nursery Schools.
- AT said Pupil Premium is for school age children between 5-16 years old.
- AT said the reality is the LA is only funded for 15 hours. The EYSFF is incredibly tight and parents need to understand that it is not the LA that is removing the funding but the DfE.
- JTS asked if full time places attracted more money than PVI's given that it is more diverse.
- AT explained the same EYSFF is applied to Nursery Schools and Nursery Classes in Primary Schools as PVI's. The statutory 15 hours is prioritised before the funding of full time places.
- IH said this is the opportunity to work out what the priorities are.
- LB raised concerns about the timeline as it is a very tight timescale.
- AT said he wants Schools to drive the review.
- LB asked what the emerging issues are and what the proxy measures are given that there is only 10 weeks to deliver the project.
- IH said this is crucial as it will impact the DSG and Schools Forum should have a strategy for the whole of Westminster.
- MW raised concerns that timescales are very important as it affects the admission for 2014-15.
- JTS asked about the money moving back into the Early Years Block.
- DMC explained the 10% from each of the blocks (Schools Block, Early Years Block and High Needs Block) that were reduced from each block.
- DMC said we will be taking the £1.1M from the Early Years Block. At present the provision of places for Early Years is in excess of Early Years funding. We can take 10% from each block but it will not address the education issue.
- DMC said Schools Forum need to make a decision where the £9.993M should go.
- NK emphasised that the working group is very important.
- AT said it will all be review by the working group which he already has established with schools.
- SA asked AT if there is a target delivery.
- AT said he will be proposing different models and proposals. It will all be considered in relationship with Children Centres funding case by case.
- JTS asked about how much was spent on Nicky Rhodes the consultant who did the previous review.
- IH explained that when that process took place no funding was taken out.
- Daria Wignall and Ian Heggs will be on the working group and will make sure modelling will be done properly.
- ST said parents want full time places not part time places and the current model is a contradiction to what parents want.
- AT said there will be 2 year old funding but we can't cross subsidise between the blocks.
- IH said there will be a number of places not taken up on some models.
- SG said Westminster Nursery Schools have good achievement results on league tables and is worried there will be a detrimental effect.
- NK said we haven't seen results plummet yet so we will have to wait and see.
- NK asked for Schools forum to approve the recommendations 6.1, 6.2 and 6.3 in the report.

Westminster Schools Forum agreed:

6.1 to give its agreement to a review of the full time places on offer in Westminster and the sustainability funding that is allocated to Nursery Schools in order to address the funding shortfall.

6.2 to agree the transitional funding for the 2013/14 financial year as detailed at 4.2

6.3 to review and agree the configuration of the funding working group and the timetable detailed at 5.

7. A.O.B – Treatment of Millbank Bank Academy

- AR joined the meeting.
- NK welcomed Alyson Russen the Head of Millbank Academy to the meeting.
- TG tabled and presented a paper. Academies are treated as a PVI by definition by the DfE under Early Years Single Funding Formula (EYSFF).
- TG explained that prior to conversion to Academy status, Millbank offered Full Time 3 & 4 year old nursery places and was funded by the local authority under EYSFF. As a consequence of midyear conversion to Academy status, Millbank Academy would lose out on funding for places already taken up by nursery children if it was to be treated as a PVI.
- TG asked Westminster Schools Forum if for 2013-14 it would be happy to treat Academies like maintained schools and enable the funding for FT places to continue.
- NK asked AR to elaborate on the contents of her letter.
- IH said that given that Westminster will be reviewing the funding and FT places for Early Years in 2013 it would be sensible to await the outcome of the review before making changes that could significantly affect the Academies nursery provision.
- TG said that there is no ruling from the DfE on midyear Academy conversions hence the Millbank Academy's letter to the Schools Forum and it is only fair for Westminster Schools Forum to consider it.
- SA asked about what was advised on the DfE website and AR said she didn't know that their conversion to Academy status would be detrimental to the school nursery provision.
- NK proposed to the Schools Forum that there should not be an adverse funding impact on any school or academy in year as the children are already in place.
- NK proposed that funding for Millbank Academy would remain the same as a maintained school for the remaining 2012-13 and 2013-14 Financial Year pending the Early Years Funding and FT Places Review.

Westminster Schools Forum agreed that funding for all nursery provision will remain the same for AY 2012-13 and 2013-14 for all maintained schools converting to Academy status pending the Early Years Funding and FT places review.

8. 16-19 Funding Formula Reform for 2013-14

- YO presented the 16-19 Funding Formula Reform for 2013-14 paper.
- Schools Forum members were asked to note the contents of the paper and the new Funding Formula that is being implemented from 1st August 2013.
- DM said the new formula is a detriment to Secondary schools with 6th Form as there are significant pension implications.
- EM agreed there will be significant implications when the 16-19 Funding Formula Reform for 2013-14 is implemented.
- NK said schools should feedback the detrimental consequences to the EFA.

Westminster Schools Forum noted the 16-19 Funding Formula Reform for 2013-14 paper.

9. Traded Services with Schools in 2013-14

- YO presented the Traded Services with Schools in 2013-14 paper. Schools Forum members were informed that it had gone out to all City of Westminster Schools and Academies after schools returned from half term.
- IH said the available service portfolio is standardised for all three boroughs where possible.
- NK raised his concerns about Property and Security Services prices going up after 31st October 2013 following the re-tender of the services by City of Westminster. There was a discussion on the potential impact it could have on schools budgets with a midyear re-tender of a service.

Westminster Schools Forum noted the Traded Services with Schools in 2013-14 paper.

10. Date of next meeting:

The date of the next meeting will be on Monday 13th May 2013 at 16:45. The venue will be communicated to Schools Forum members by email. The meeting concluded at 18:15.