

## Westminster Schools Forum

**Date and time of meeting: Monday 6<sup>th</sup> October 2014, 4.45 – 6:00pm**

**Location: Christ Church Bentinck CE School, Cosway Street, NW1 5NS**

<b>Representing</b>	<b>Name</b>	<b>Organisation</b>	<b>Attendance</b>
<b>Primary Schools</b>	<b>6 Members</b>		
Primary Head	Sandra Tyrrell (ST)	Christchurch Bentinck Primary	Present
Primary Head	Ann Townshend(AnnT)	St Barnabas Primary	Present
Primary Head	Mary Wilson (MW)	St Mary of the Angels Primary	Present
Primary Governor	Aslam Merchant (AM)	Hallfield Primary	Apologies
Primary Governor	Vacant	Vacant	
Primary Governor	Vacant	Vacant	
<b>Secondary schools</b>	<b>1 Member</b>		
Secondary Head	Eugene Moriarty (EM)	St Augustine's High	Present
	Andrew Earwood Watkins (AEW)	St Augustine's High	Observer
<b>Academies</b>	<b>5 members</b>		
Secondary Non Recoupment Academy Principal	Smita Bora (SB)	Westminster Academy	Present
Secondary Recoupment Academy Head	Kat Pugh (KP)	St Marylebone	Present
Secondary Recoupment Academy	Jo Saxton (JS)	Future Academies	Present
Alternative Provision Academy	Nathan Crawley-Lyons (NCL)	TBAP	Apologies
Primary Recoupment Academy Head	Louisa Lochner (LL)	Gateway Academy	Present
	Lucian Boyd-Harte	Quintin Kynaston Academy	Observer
<b>Maintained Nursery Schools</b>	<b>1 member</b>		
Nursery Head	Sylvie Gambell (SG)	Mary Paterson Nursery School	Present
<b>Special Schools</b>	<b>1 member</b>		
Special Schools Head	Olivia Meyrick (OM)	Westminster Special Schools	Present
<b>Early Years (PVI)</b>	<b>1 member</b>		
	Jon Trow-Smith	LEYF	Apologies
	Neil Fenton (NF)	LEYF	Observer
<b>14-19 Representative</b>	<b>1 member</b>		
	Vacant		
<b>Officers in Attendance</b>			
Tri Borough Director of Finance & Resources	Dave McNamara (DMc)	Tri Borough Children Services	Present
Tri Borough Director of Resources	Andrew Tagg (AT)	Tri Borough Children Services	Present
Tri Borough Director of Schools Commissioning	Ian Heggs (IH)	Tri Borough Children Services	Apologies
Tri Borough Assistant Director Special Educational Needs & Vulnerable Children	Alison Farmer (AF)	Tri Borough Children Services	Present
Tri Borough Head of Finance (Education & Commissioning)	Tim Gibson (TG)	Tri Borough Children Services	Present
Tri Borough Interim Schools Finance Manager	Mala Dadlani (MD)	Tri Borough Children Services	Present
Tri Borough Clerking Service Manager and Clerk to WSF	Owen Rees (OR)	Tri Borough Children Services	Present

Item		Action
1.	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>As set out above.</p>	
2.	<p><b>APPOINTMENT OF CHAIR AND VICE-CHAIR</b></p> <p>The Clerk sought nominations for the post of Chair of the Schools Forum, first for the academic year, and then for the meeting. As no nominations were forthcoming, Andrew Tagg agreed to chair for this meeting only. The election of the Chair and Vice Chair was deferred to be reconsidered at the forum's January meeting.</p>	
3.	<p><b>MINUTES OF THE MEETINGS ON 4th JUNE AND 16<sup>th</sup> JULY 2014</b></p> <p>The Schools Forum agreed the minutes of its meeting on the 4<sup>th</sup> June and its special meeting on the 16<sup>th</sup> July 2014 as true and accurate. There were no matters arising not considered elsewhere on the agenda.</p>	
4.	<p><b>HIGH NEEDS BLOCK REFERENCE GROUP</b></p> <p>AF gave a presentation on the work of the High Needs Block Reference Group. She noted that the HNB was one of the 3 elements of the Direct Schools Grant, and at their meeting the previous week, the reference group had looked at the distribution of the 5 elements of SEN funding. She noted that currently the first 2 elements were included in the Schools Block, meaning that schools were effectively funded for the first £6,000 of expenditure on an individual pupil, and were expected to meet these costs from their own budget.</p> <p>The HNB Reference Group, which was chaired by Kat Pugh, sought to agree a new Tri-Borough approach, which would increase the funds (by adding element 3) distributed directly to schools on the basis of proxy indicators; this would support higher quality local offers within schools and reduce the need for Education and Health Care Plans. Challenges to a Tri-Borough alignment included different rates for Teachers and Teaching Assistants within the Boroughs. The HNB Reference Group was also working to agree common values for elements 4 and 5. There were a number of options and models to be worked through, and some smoothing would be necessary.</p> <p>AF noted that the HNB Reference Group still needed Primary School representation. SG said that she was willing to represent the nursery sector; AF said that only one meeting had been held, and SG would be invited to future meetings.</p> <p>ST asked for clarification on how funds should be claimed by schools. AF said that monies in addition to the 6k should be claimed by each school submitting their schedule to Richard Griffiths at the end of each half term, which showed what provision had been made. Provision of over 10.5 hours would then be refunded. AF noted that there had been a delay in paying for the provision delivered in the summer term, which would be adjusted for in the next payment. Payments were currently being made through a short-term contingency.</p> <p>AEW said that the HNB Reference Group would need to model the changes carefully, taking into account the impact of changing demographics, with falling rolls increasing the potential for turbulence.</p> <p>AT said that models would be trialled by the HNB reference group, but that it was important that the SEN budget did not serve as a subsidy to other parts of the formula.</p>	AF

	<p>AF said that the work was being done carefully, and with a view to the potential turbulence that could result from the change. She said that a summary report would be produced after the next HNB Reference Group meeting, and that a detailed report would be submitted to the January meeting of the Forum for consideration.</p>	
	<b>RESOLVED</b>	
	That the presentation be noted.	
<b>5.</b>	<b>SCHOOL FUNDING ARRANGEMENTS FOR 2015/16 -OVERVIEW</b>	
	<p>MD presented a report on school funding arrangements for 2015-16. She said that the report reflected two DfE papers received in July:</p> <ul style="list-style-type: none"> <li>• Fairer Schools Funding – arrangements for 2015-16</li> <li>• Schools Revenue Funding 2015-2016</li> </ul> <p>In relation to the former, she said that the paper outlined arrangements for the distribution of £350million in additional funding. The outcome for Westminster Schools was that the Guaranteed Unit of Funding received would increase from £5663 to £5872. This is an increase of £209 per pupil using the October 2013 data sets. There was no impact on the HNB or Early Years.</p> <p>In relation to the second paper, she said that there were two major changes which would affect schools. Firstly, non-recoupment (n/r) academies and free schools would be included with the DfE would expect local authorities to fund in-year growth at n/r academies and free schools from the Schools Block. This created both a potential financial impact, as liability was transferred to local authorities, and meant that the projections made in the APT tool, were of increased complexity. MD noted that the tool needed to be submitted by the 31<sup>st</sup> October, and was the subject of a separate item on the agenda.</p> <p>Following review by the DfE and population with October census data, Westminster would receive the APT tool back in mid December, with final submission by 20<sup>th</sup> January, following review at the forum.</p>	
	<b>RESOLVED</b>	
	That the report be noted.	
<b>6.</b>	<b>Schools Funding Arrangements for 2015/16 –APT tool</b>	
	<p>MD introduced the report, and summarised the factors which had influenced the estimates made within the tool. MD noted that the inclusion of n/r academies and free schools within the Schools Grant would have an impact as previously stated, with a potential pressure of between £500,000 and £1,000,000. She noted that new schools are exempt from capping and caShe said that further pressure was likely to result from the reduction in primary pupils relative to secondary pupils</p> <p>She recommended that the Schools Forum agree to submit the tool as currently drafted, which was based on October 2013 census results. She said that she had spoken to the DfE, and explained that the tool would show factors and the direction of travel within a simple model. She said that it was also proposed to establish a working party which would look into future funding in detail.</p> <p>SB asked n/r academy funding would still come from the EFA. TG said that it would, but inclusion of academies would change the funding mix; the full effect would take some time to come through.</p> <p>NF asked if there was any risk to submitting without a definitive agreement</p>	

	<p>on distribution. MD said that the risk was minimal, and that the text would show the direction of travel and make clear that more work was needed.</p> <p>AEW noted that the impact of data from 2014 would affect a model based on 2013, and challenge assumptions made under it. TG acknowledged this, and said that agreeing on levels of uplift for individual schools would be necessary.</p> <p>AEW asked about the position of the Marylebone Boys Free School. TG said that the DfE felt that the previous position had resulted in it double funding pressures on pupil numbers, noting that minimum funding guarantees would be a source of pressure. He noted that there was a trade-off between transparency and stability, with a phasing element necessary, with the primary/secondary split of funding and falling rolls key considerations.</p> <p>MD agreed to send out an invite to the working party; LL, MW and JS volunteered to represent their sectors. DM said that</p>	
	<p><b>RESOLVED</b></p> <ul style="list-style-type: none"> <li>(i) The Schools Forum noted the changes to recoupmnt academies and free schools, and the overall increase in the SBUF as outlined in this report.</li> <li>(ii) To agree to set up a working group to look at alternatives for allocation of funding in advance of the January meeting of the full schools forum.</li> <li>(iii) To receive a further report as part of the January budget report and pre submission of the APT tool.</li> <li>(iv) Agree to the submission of the APT tool as attached for the provisional submission to the EFA for 31<sup>st</sup> October 2014.</li> </ul>	
<p><b>7.</b></p>	<p><b>SCHOOLS AND EARLY YEARS REGULATIONS</b></p> <p>TG introduced the report, which highlighted proposed changes to Schools and Early Years (England) Regulations. He said that, in addition to those discussed in items 5 and 6, significant changes included inviting AP and SEN providers to the Schools Forum, alterations to the funding of 6<sup>th</sup> Form places, and to the Early Years Pupil Premium. He said that the timing of the consultation on the changes meant that the Schools Forum could not be consulted, but the Council had made representations on the trigger mechanism for claiming Pupil Premium for Early Years Providers, and representations could still be made though the consultation was now on the content of the regulations.</p> <p>It was suggested that, given the concerns around the Early Years Pupil Premium, nursery schools might wish to make their own representation; the Council would share its draft response with them.</p>	
<p><b>8.</b></p>	<p><b>NURSERY PLACES FUNDING REVIEW</b></p> <p>AT introduced the report, which followed the discussion at the previous special meeting of the Schools Forum. He said that, at that meeting, Option 2 was agreed, which would target places on the basis of 20% IDACCI, LAC and Statemented Children. Following the receipt of additional funding, AT suggested that the Forum might wish to agree Option 4, which would give providers a share of the additional funding; places would be offered on the basis of 40% IDACCI, which would match the 2-year old offer. The change would generate a saving of £260,000, and reduced the number of places from 722 to 604.</p> <p>ST asked how this might affect individual providers. AT said that, following the Forum's decision, a paper would be submitted to the Council's Cabinet,</p>	

	and schools notified of the outcome before half-term.	
	<b>RESOLVED</b> The Forum unanimously agreed to recommend the adoption of option 4.	
<b>9.</b>	<b>ANNUAL REVIEW OF SCHOOL FORUM STRUCTURE</b>	
	Having had regard to the guidance issued by the DfE, the Forum noted the appointment of the following new member than Crawley-Lyons, (  The forum also agreed the appointment of Jon Trow-Smith to represent the Early Years PVI. AT noted that members should make the clerk or him aware of any areas in which they felt that operation of the forum could be improved.	
<b>10.</b>	<b>Date Of Next Meeting</b>	
	Monday 12 <sup>th</sup> January 2014	