

## SCHOOLS FORUM

---

### MINUTES OF THE SCHOOLS FORUM MEETING HELD ON 13 JULY 2012 AT COMMITTEE ROOM III - COUNTY HALL, TROWBRIDGE BA14 8JN.

#### Present:

Mr N Baker, Dr Peter Biggs, Mrs Julia Bird, Mr Andy Bridewell, Steve Clark, Mrs A Ferries, Mr Tim Gilson, Mr J Hawkins, Michael Hudson, Mrs Sue Jiggins, Mr M Keeling, Rev. A Kemp, Ms I Lancaster-Gaye, Mr J Proctor, Mr M Watson and Mrs C Williamson

---

#### 7 **Apologies and Changes of Membership**

Apologies were received from:

Mrs Jane Franchi – Salisbury Diocese  
Mr Ted Hatala, substitute Early Years Representative  
Dr Tina Pagett – 14-19 Group Representative  
Mrs Rosheen Ryan, Parent Governor Representative

And also

Julia Cramp – Service Director, Commissioning and Performance  
Carolyn Godfrey – Corporate Director  
Councillor Lionel Grundy – Cabinet Member for Children's Services  
Councillor Laura Mayes – Portfolio Holder, Children's Services

#### **Changes to membership:**

Mr Steve Clark replaces Mrs Carol Grant as WASSH representative

#### 8 **Minutes of the previous Meeting**

The Forum noted that in the minutes for the meeting held on 1 March 2012, section 28 resolution 2 stated that the full Children's Services budget would be brought to the June meeting. This will now be brought to the meeting being held on 4 October 2012.

It was also noted that the DfE consultation had taken precedent over the report detailed in the section 30 resolution.

#### **Resolved:**

1. To correct the misspelling of commended in the second paragraph of section 30.
2. To approve and sign as a correct record the minutes of the meetings held on 1 March 2012, subject to the above correction.
3. To add Mr Andy Bridewell to the attendance of the meeting held on 10 May 2012.
4. To approve and sign as a correct record the minutes of the meetings held on 10 May 2012, subject to the above alteration.

## 9 Declaration of Interests

There were no declarations of interest.

## 10 Chairman's Announcements

There were no Chairman's announcements.

## 11 Children and Young People's Trust Board Update

Liz Williams, Head of Finance, DCE gave a brief update as Julia Cramp, Service Director Commissioning and Performance, DCE was unable to attend the meeting.

The autism review was now out for consultation for three months and was available through the pathways website.

The pathfinder project, part of the Disabled and Special Educational Needs (SEN) Review is due to start in September. Its focus will include the single assessment framework and encouraging the use of a personal budget.

## 12 Final Outturn 2011/12

Liz Williams, Head of Finance, DCE introduced the report and confirmed there was an unallocated Dedicated Schools Grant (DSG) reserve of £0.728 million.

Concern was raised over holding funds but it was felt that given current pressures this was the best position.

### **Resolved:**

- To note the outturn position for the Dedicated Schools Budget in 2011/12
- To hold the current unallocated DSG reserve

## 13 Reports from Working Groups

Liz Williams, Head of Finance DCE introduced the report and minutes from the Schools Funding Working Group, Schools Forum SEN Working Group and Early Years Reference Group.

### **Resolved:**

**To note the report and minutes.**

#### 14 **IURB Monitoring 2010/11**

Phil Cooch, Principal Accountant Schools, introduced the report and drew the forum's attention to paragraph 7 which summarised the use of excess reserves.

**Resolved:**

**To note the report.**

#### 15 **YPSS Update**

Mark Brotherton, Head of Targeted School and Learner Support, DCE, introduced the report and provided a further update to the forum.

He confirmed that Wiltshire is currently seen as the vanguard, engaging and carrying out the DfE's wishes in the trial. Three monitoring visits had now been completed with a very strong satisfaction that judgement will be positive in the report on progress. It was hoped that next time Wiltshire would receive full section 5 special measures.

He invited the Forum to decide whether 80% of costs should be recouped on pupils with medical needs being provided for out of school.

**Resolved:**

**1. To note the report**

**2. To recoup 80% of costs for pupils with medical needs being provided for out of school**

**3. To bring a further update to the December meeting**

#### 16 **Schools Forum Composition**

Liz Williams, Head of Finance introduced the report and drew the forum's attention to paragraph 5 where the amendments to the regulations were detailed.

After discussion it was agreed that in school nurseries should be represented in the schools members to comment and vote on the Early Years Single Funding Formula. Both in school and PVI representatives will be known as Early Years representatives.

It was noted that in the table in paragraph 11 was incorrect and needed amending to show Sue Jiggins as a WGA representative.

The forum agreed that the composition should be reviewed annually to ensure primary schools, secondary schools and Academies are broadly proportionate having regard for the total numbers of pupils registered.

**Resolved:**

1. **To amend the composition of the Schools Forum as shown in the appendix attached.**
2. **To review the composition of Schools Forum annually**
3. **To amend the last sentence of section 2.1 of the Schools Forum terms of reference to read:-**

The constitution of the Wiltshire Schools Forum has been approved by the Cabinet Member for Children's Services through the delegated decision process, and any change to the constitution will require similar approval.

4. **To amend section 2.2 of the Schools Forum terms of reference to read:-**

The majority of forum members are "schools members". There are:

- 6 elected Headteacher representatives (1 secondary, 4 primary and 1 special);
- 3 Academy representatives; and
- 4 elected governor representatives (1 secondary, 2 primary and 1 school with special provision).

These 13 members, along with the two Early Years representatives are the only members allowed to vote on the funding formula.

There are 2 other nominated service partner representatives (1 from the Dioceses and 1 teacher representative) who both have one vote. These are the 17 voting members.

In addition to voting members there are 5 observers, 1 each from the 13-19 Strategic Partnership and ASK, 2 elected governor representatives from the Council's Children Select Committee are also invited as observers ex officio and the Education Funding Agency has observer status.

5. **To recommend that the Cabinet member for Children's Services approve the change in composition and terms of reference as detailed above.**

## 17 **Confirmation of dates for future meetings**

The dates of future meetings were confirmed as follows:

Thursday 4 October 2012                      Venue to be confirmed

Thursday 18 October 2012                    Venue to be confirmed

Thursday 6 December 2012                Venue to be confirmed

It was noted that the Forum would prefer not to meet in Chippenham.

## 18 **Urgent Items**

There were no urgent items.

## 19 **Exclusion of the Press and Public**

### **Resolved:**

The forum agreed that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item Number 14 because it was likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

## 20 **Schools Funding Reform**

Liz Williams gave an in-depth review of the report circulated at the briefing and explained that due to the data not being available the consultation would now be issued in time for the beginning of term 1 in September 2012.

Concern was raised over the place plus methodology used for specialist SEN provision and the potential implications of topping up on a per child basis. This gave no protection over empty places, and with it being a more competitive market there was worry over existing provision becoming the more expensive solution. Staff movement was also highlighted given the cost of specialist training.

When looking at the allowable factors in the funding formula the need to have good quality information available was highlighted, particularly when consider IDACI / FSMEver6, the allowable formula drivers for deprivation. It was noted that the welfare reform would change FSM and IDACI was seen as a much more recent calculation.

As the data for looked after children were out of date it was agreed this should not be used in the formula.

English as an additional language was not used as a factor in the main formula however it was agreed that this be suggested as an option for delegation of central budget for support for minority ethnic pupils. It was also agreed that a Post 16 Per Pupil factor would not be used, however current commitments for 2013/14 would be met.

A discussion over the impact and implications for services schools highlighted the need for further modelling with mobility data. A meeting has been arranged with the Leader for 23 July 2012 to further discuss this and potential lobbying by MP's, both in the Wiltshire area and other areas in a similar situation, e.g. Hampshire and Gloucestershire.

It was agreed that the implications of delegating budgets be made as clear as possible in the consultation documents to maintained primary schools and secondary schools. It was recognised that the consultation document would be very large, and agreed that it would be sent to both the Head teacher and Chair of Governors for each school.

**Resolved:**

- a) The options to be consulted on with Early Years settings with regard to deprivation funding are agreed as:
  - (i) to align deprivation funding with the school funding formula if IDACI data is used,
  - (ii) to continue to use MOSAIC data,
  - (iii) to use IDACI data regardless of whether adopted by schools
- b) To delegate a further £848,862 to primary schools through the high incidence low cost SEN formula factor to bring Wiltshire in to line with the requirement for schools to meet the first £6,000 of provision for additional needs.
- c) To make provision within the High Needs Block in 2013-14 for allocating additional funding to schools with a high proportion of pupils with SEN.
- d) To confirm the pupil uplift for increased pupil numbers between October and January be applied to those schools identified
- e) To adopt the following definition of a split site school:

‘A school will receive split site funding if, of necessity, it has 2 (or more) distinct campuses between which travel of one mile or more, by means of a public highway, is required and Class teaching and learning must take place on all sites with physically detached administration’
- f) To agree the following formula drivers or options for consultation:
  - (i) Per pupil entitlement:-  
To use single unit allowable for primary aged pupils and single unit each for KS3 and KS4
  - (ii) Deprivation:-  
To consult with schools on the use of either IDACI or FSM Ever6, modelling both and consider the responses at 4 October meeting
  - (iii) Prior Attainment:-  
To use all pupils achieving fewer than 78 points as the primary school driver, and to keep the mix of factors the same
  - (iv) Pupil Mobility  
To use in modelling when data available
  - (v) Lump Sum  
To model both £85,000 and £100,000 in the consultation
  - (vi) Split Site
  - (vii) Rates
  - (viii) PFI Contracts
- g) To agree an exceptional factor for rents for those schools who meet the criteria of the cost of rent being greater than 1% of their budget.
- h) To agree a request for an exceptional factor should be made for service schools, pending further information on mobility and the outcome of the meeting with the Leader on 23 July 2012.
- i) To confirm the principle that the MFG should be fully funded through capping of gains.
- j) To agree proposals to disapply the MFG in specific circumstances be brought to the meeting on 4<sup>th</sup> October.

- k) To agree a central budget be retained for pupil growth, which would be deducted from the schools contingency prior to its inclusion in the formula.**
- l) To agree the central PRC budget be delegated to schools as part of the overall pupil led funding element of the formula.**
- m) To agree the format and content of the consultation document to be issued to schools as set out in paragraph 56 of the report and Appendix 3.**
- n) To agree the consultation document be issued to schools on the first day of term 1 following the incorporation of the latest data set from DfE and taking in to account the recommendations from this meeting.**

(Duration of meeting: 1.40 - 4.25 pm)

The Officer who has produced these minutes is Kirsty Butcher, of Democratic Services, direct line 01225 713 948, e-mail [kirsty.butcher@wiltshire.gov.uk](mailto:kirsty.butcher@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank



# Minute Item 16

Schools Forum Composition September 2012

Type		Nominated by	Postholder
<b>Schools Members</b>	<b>Teachers</b>	4 x primary headteachers	PHF Mr N Baker (Chairman) Mrs Julia Bird Mr A Bridewell Mrs C Williamson
		1 x secondary headteachers	WASSH Mr Steve Clark
		1 x Special school headteacher	WASSH Mrs I Lancaster-Gaye
		3 x Academies Rep.	Academy Schools in Wiltshire Mr T Gilson Mr M Watson (Vice-Chairman) Ms Jan Hetherall
	<b>Governors</b>	2 x primary governors	<i>Wiltshire Governors Association</i> Sue Jiggins (primary) Ann Ferries (primary)
		1 x secondary governor	<i>Wiltshire Governors Association</i> Dr Peter Biggs (secondary)
		1 x governor for special needs	<i>Wiltshire Governors Association</i> Rev A Kemp (SEN)
<b>Early Years</b>	2 x Early Years representatives	Early Years Development and Childcare Partnership Mr J Proctor Mr Michael Keeling	
<b>Non-Schools Members</b>	Teacher representative	Joint Consultative Committee Mr J Hawkins	
	Diocesan Representative	Dioceses Mrs J Franchi	

<b>Observers</b>	14 – 19 representative	13-19 Strategy group	Dr Tina Pagett
	Parent Partnership representative	Ask	Miss S Lund
	2 x parent governor representatives	Childrens Select Committee	Mr Neal Owen Mrs Rosheen Ryan
	Cabinet members: Education and Youth Children and Families	Leader of the Council	Cllr Laura Mayes Cllr Lionel Grundy OBE
	Education Funding Agency	Education Funding Agency	