



North Tyneside Council

Minutes

Meeting Schools Forum 16th September 2015

Location Langdale Centre 12.30 – 2.00pm

		Representing
Present	David Baldwin	Headteacher Churchill Community College Secondary/Middle
	Mark Longstaff	Head of Commissioning & Investment NTC
	Jon Ritchie	Deputy Partnership Director, Cofely NTC
	Elaine Appleby	School Finances Advisor NTC
	Christina Ponting	HR Business Partner NTC
	Phil Kemp	Trade Union Representative Unions
	Viv Buller	Governor, Churchill Community College Secondary/Middle
	Mike Homer	Headteacher, Valley Gardens Middle School Secondary/Middle
	Jim Hannah	Headteacher, Star of the Sea RC Primary School Primary
	Jill Forster	Headteacher, Benton Dene Primary School Primary
	Di Donkin	Headteacher, St Thomas More Academy Academies
	Lesley Colthart	Headteacher, New York Primary School Nurseries
	Peter Thorp	Governor, Redesdale Primary School
	Gill Hewlett	Principal, Kings Priory Academies
	Philip Sanderson	Representing Paul Durgan Trust
	Collette Bland	Headteacher, St Mary's RC Primary School, NS RC Diocese
	Jim Crinson	Headteacher, Collingwood Primary School
	Adrian Smith	Governor, Valley Gardens Middle School Secondary/Middle
	Michael McHugh	St Mary's RC Primary
	Jim Stephenson	Headteacher, John Spence Community High School Secondary/Middle
	Andrew James	Headteacher, Holy Cross RC Primary School Primary
	Dave Erskine	Headteacher, Southlands School Special
	Gavin Storey	Headteacher, Cullercoats Primary School Primary
	Paul Quinn	Headteacher, Longbenton C College Secondary/Middle
		(representing Alison Shaw)
	Kehri Ellis	North Tyneside Learning Trust Trust
	A Thomas	Children's Care
	Fiona Lucas	Project Support Officer (Minutes)
	Jill Baker	Senior Manager Early Intervention, Prevention and Support Service

1.	<p>Apologies for absence:</p> <p>Jean Griffiths, Stephen Easton, Jon Vincent. There was no substitute at the meeting for Stephen or Jon.</p>	
2.	<p>Minutes of Last Meeting (8.7.15)</p> <p>The minutes of the last meeting held 8th July 2015 were agreed as an accurate record of the meeting.</p>	

<p>3.</p> <p>3a</p> <p>3b</p> <p>3c</p>	<p>Matters arising</p> <p>Follow up report on centrally retained & de-delegated items - centrally retained items. Lesley had forwarded the email dated 7.7.15 from DD.</p> <p>High Borrans – GH reported that the issue of appropriate charging had been resolved.</p> <p>Falling rolls policy – Jon confirmed that the Education Funding Agency are happy with the proposal from Schools Forum, subject to a minor change around the Ofsted rating which should be that in place at the time of the assessment. Schools Forum agreed to implement the policy as amended by JR and request the sub group follow up this work.</p>	<p>JR</p>
<p>4.</p>	<p>Election of Chair and Vice Chair</p> <p>Jon had asked for volunteers in advance of Schools Forum 16.9.15. David Baldwin had agreed to put himself forward for the position of chair and no other nominations had been received.</p> <p>Forum agreed for David Baldwin to continue as the Chair of Schools Forum.</p> <p>Jon reported that there had not been a Vice Chair in previous years, but the constitution now recommends Forum has a Vice Chair. No nominations have been received for Vice Chair.</p> <p>Meeting agreed that as there were no nominations for vice chair that if the Chair is absent then the Forum would elect someone to take the chair for that meeting.</p>	
<p>5.</p>	<p>School balances at 31st March 2015 (Jon Ritchie) <i>A paper was circulated in advance of the meeting</i></p> <p>Jon outlined that the paper summarises the North Tyneside position against the most up-to-date national position and provides an update on the deficit clinic. For clarity, it was noted that the data excludes Academies.</p> <p>Overall school balances in North Tyneside have continued to increase and balances have risen from £6.647m at March 2014 to £7.619m at March 2015. This is a much better position than originally forecast.</p> <p>4 schools were in deficit in March 2015. There is no surplus balance issue for any schools.</p> <p>There are 6 schools that requested to set a deficit budget in May 2015. Schools Forum had a sub-group which contributed to the process and the report summarised the current status of the deficits and the approved levels.</p> <p><u><i>Questions from Schools Forum</i></u></p> <p>The chair thanked Jon for his clear report.</p>	

DD asked if the LA was confident that the total approved deficit for 2015/16 could be managed in going forward. *ML reported that the number of schools in deficit has fallen dramatically. The LA are working closely with the schools to ensure that the deficit does not increase and practical aspects are being discussed with the schools. JS confirmed that at all meetings of the sub group one of the things they were forceful about was what evidence was available from schools to ensure they were on track to reduce the deficit. DE felt that the number of schools in deficit may not be sitting at that low figure next year. From all of the work and lessons learned from a school in deficit it was important that key messages are shared with schools so they can make adjustments to their budgets to avoid a deficit situation.*

Forum were asked what they were doing to make sure there was practical advice to schools who could find themselves in a deficit position before this happens.

- JR outlined that when the budget plans are received they look at all of the schools, not those specifically identified as being in deficit in case there are other schools that may be in difficulty.
- Practical advice to be offered to schools could be the model of reasonableness. This has been rolled out to Primaries and could be adapted to be rolled out to Secondary Schools. AJ reported that the model of reasonableness was key to assist a school in deficit and could it be produced for a prescribed balance.
- CP confirmed that her team were working up the primary model of reasonableness and would include ratios, to benchmark and share information with schools on a regular basis as part of a critical challenge process before a school enters a deficit position. A Headteacher group are to support taking this work forward.
- VB – reported that she was impressed with the performance indicator information as this was very helpful in her role as chair of finance committee.

Action:

- **ML, once the model of reasonableness has been refreshed to present this at a future Local Authority Governor briefing to remind Governors that there is support of a solution on a potential deficit.**
- **ML and CP to refresh the terms of reference for the Finance Committee for governors.**

ML

**ML/
CP**

Recommendations from the paper

Schools Forum noted and accepted the recommendations below:

1. At March 2015 in North Tyneside overall balances have increased along with uncommitted balances.
2. The increase in school deficit balances in North Tyneside to March 2015, although the number of schools in deficit has reduced from 5 to 4 schools.
3. There are no excess school surplus balances at March 2015 to be clawed back in 2015/16.
4. There has been an increase relating to the number of schools with deficit approvals for 2015/16 compared with the previous year and the size of this deficit has risen significantly.

<p>6. Funding Block updates</p> <p>6a <u>Early Years Block</u> The paper circulated in advance of the meeting identified what the remaining balance looks like after commitments have already been allocated.</p> <p>There was an overspend of £0.105m on the flexible free entitlement for 3 and 4 year olds budget and an underspend of £2.070m on the 2 year old budget.</p> <p>Commitments for 2015 of £579,517 within the Early Years Sector:</p> <ul style="list-style-type: none"> • Additional funding formula payments • Additional targeted / specialist provision • Additional capacity building <p>There will be £1,222.685 left in the early years block which could go across to meet the residual pressures within the high needs block.</p> <p><u>Questions from Schools Forum</u></p> <ul style="list-style-type: none"> • AT outlined that their provision would suffer significant financial loss with the implementation of the 30 hours child care. Action: ML to arrange a meeting with early years providers to discuss the 30 hour offer. <p><u>High Needs Block pressures:</u> ML reported that the balance at end of 2014 was £1m, offset by £200k from the other blocks and indicating a £850 overspend. Even with this transfer in 2015/16 there will be a £300-400k pressure in High Needs Block Action: Mark to provide a report on Moorbridge at the October Forum</p> <p>DB highlighted that there are pressures everywhere within schools forum and there is no surplus.</p> <p><u>Recommendations</u> Subject to confirming the year end position Forum are asked to confirm the previous commitment to transferring the balance to offset the in year pressures within the High Needs block</p> <p>To receive a further report to the December meeting in relation to anticipated level of 2016/17 early years sub block</p> <p>Forum agreed with the above two recommendations.</p> <p><u>High Needs Block</u> <i>A pack of information was circulated on the High Needs Block at the meeting. A sub group of Forum has worked on providing this update.</i></p> <p>The covering report informs Forum of some of the trends, comparative bench mark information, picks up the work of individuals, monitoring and evaluation. The briefing is an updated position on the emerging issues within this block and would</p>	<p>ML</p> <p>ML</p>
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culminate in a report back to the December meeting.

- The strategy would be reviewed and refreshed.
- The papers provide assurance to Schools Forum on places and spends against high needs.
- Section 2 gives the responsibility of the LA to ensure there are sufficient resources in going forward to meeting needs. To have a cycle what we understand what is going on now and understand any emerging issues to enable planning.
- Section 3 gives the total spend.
- The colour coded documents give further analysis on the spend.

DB suggested clarity on whether Schools Forum should be worried about the analysis of spend. *ML outlined that if good provision meets need with a lower spend that is okay, but there are needs that outstrips the current funding. The lower end of spend is the higher end of outcomes and there are pressures in the system in terms of need.*

Appendix 2 is work on the analysis on performance and issues. Colleagues can contact Mark Longstaff or Joanne Harries on the trend.

Appendix 3 discusses the 3 year rolling programme of visits to settings and how Forum is assured that in that respect provision is meeting needs and children's outcomes are improving. Any Ofsted reports are taken into account, along with individual case studies of the children.

Action: Mark to look into identifying a national figure comparing pupils in North Tyneside settings with pupils in ARPs against other pupils.

ML

Emerging issues to deal with in setting the sub blocks for 2016/17: ESBD provision for primary is starting to become an issue. This has a funding confirmation for 18 months and by the end of the financial year this funding will have ceased. **Action: an evaluation of the ESBD KS1 and KS2 process will be required.**

To revisit the notion in relation to inclusion and what this means in North Tyneside. To be clear on the expectation of schools and officers if they are going to sign up to this approach again.

Forum noted the work undertaken today. A further paper will be submitted for the December meeting on the anticipated funding for the high needs block required for 2016/2017.

Questions from Schools Forum

KS3 and KS4 ESBD review:- At the recent secondary headteachers meeting they agreed that there should be no reduction to the KS3 and KS4 ESBD provision as it meets the needs for Trax, PALS and Moorbridge. Secondary headteachers still need to discuss the first day responses.

	<p>Action:</p> <ul style="list-style-type: none"> • Mark to provide a briefing note on clarity on the first day response units at the December meeting. • Mark to provide a briefing note on the KS1 and KS2 provision at the March 2016 meeting as this will be the end of the pilot. <p>JC recommended to consider what the appendix 1 high needs block for other local authorities means. What balances, in terms of thinking ahead, are required for supporting children in class and using special education. What works and what doesn't work within other local authorities.</p> <p>Action:</p> <ul style="list-style-type: none"> • Mark Longstaff to discuss with John Thompson on the approach from other local authorities on an outcome and value for money. • Mark to compile an inclusion strategy and to build into the strategy whatever recommendations come out of the above work and schools put this into practice. To include further analysis of what other LA's are doing. • Mark to email Schools Forum on the dates of the SEN working group meetings. If anyone wishes to attend they should contact Mark. <p>Monitoring visits are planned to take place before the next review.</p> <p><u>Recommendations</u> Schools Forum accepted the recommendations and look forward to the work and reports at future meetings.</p> <p><u>Mainstream block</u> The guidance from the DFE has confirmed that there has been very little change to the funding formula and the guidance is to work on the basis that per pupil funding would remain the same.</p> <p>Consultation to all stakeholders would take place over a two week window. A report would come back to the October Schools Forum.</p> <p><i><u>Question from Schools Forum</u></i> DD queried the high needs additional funding for a member of the team to double check if the transfers have been made Action: <i>Jon to look into this and report back to the next meeting.</i></p> <p>Recommendations</p> <ul style="list-style-type: none"> • Forum noted the recommendations made by the Authority regarding changes to school funding outlined in the document and agreed to go out to consultation. 	<p>ML</p> <p>ML</p> <p>ML</p> <p>ML</p> <p>ML</p> <p>ML</p> <p>ML</p> <p>ML</p> <p>JR</p>
<p>7.</p>	<p>Early Years additional information on centrally retained items – (Jill Baker, Early Intervention, Prevention and Support Service) Jill confirmed her remit includes the following services: Youth Offending Team, Children's</p>	

Centres, Children's Nurseries, Youth Service, Drug and Alcohol team (N2L), Family Partners and the Troubled Families Programme.

Jill provided the following information on the element of the DSG that goes towards early years:

- 15 years ago money was put into Sure Start Children's Centre and this was a place of children and families for professionals to deliver the best outcomes for children.
- Over the period of time that Children's Centres were set up and services for younger children were delivered there was evidence on what was working. The impact of Sure Start was there was not a lot of evidence that it reduced the gap between the disadvantaged pupils and their peers.
- A model is being developed about children and their families around prevention and early intervention, rather than in a centre, around a specific issue or age group.

Funding:

The funding to run prevention /early intervention services in 14-15 was £8m and was reduced to £7m this year. The funding comes from Public Health, Council, Dept of Communities and Local Government (troubled families), parents who pay fees to attend our child care and the DSG). There are child care nurseries and children's centres (Riverside, Howdon, Wallsend, Shiremoor) and they deliver a range of services. However, staff spend more time with families. Births can now be registered at Children's Centres which gives the local authority access to all families.

The funding is to deliver improved outcomes for children and families irrespective of the children's ages rather than early years services.

2014 the team worked with 7 of the schools that have Children's Centres attached to them. These buildings are now part of the school and the schools are using them for a variety of services e.g. the 2 year offer, Parenting programmes. The LA also still deliver services if schools want that e.g. Family Partners are still based at one school. The focus is upon School readiness - getting ready for school and enabling pupils to remain in school.

The team draw on evidence based practice eg Early Intervention Foundation evidence and the Family Partner model (to work with the whole family). Family Partners do some work in Children's Centres with children of all ages – and some of the DSG contributes to these posts. Family Partners also do specific tasks eg work with the primary ARP to see if the children in the ARP who have a family partner, working with the family to deliver better outcomes than those who do not.

From October 2015 the Local Authority take on responsibility for commissioning health visitors and school nurses. Some of the Public Health funding would be identified to look at how our school nursing or health visitors services could be reconfigured to support the prevention and early intervention work families.

The 2 year offer is working with vulnerable 2 year olds, however in working with their parents 'Ready 2 Go' encourages those parents to start looking at their journey towards training, education and employment and changing the perception of these parents. This is currently delivered at Oaktrees.

	<p><u>Questions from Schools Forum</u></p> <p>DD asked if some family partners are based at Children's Centres. <i>Jill outlined that staff were based at Shiremoor, Riverside and Howdon although this is being changed to develop more agile working.</i></p> <p>Chair thanked Jill Baker for her update. Colleagues are welcome to contribute to the work through membership of the operational group or strategy group by contacting Jill.baker2@northtyneside.gov.uk.</p>	
8.	<p>Update on HR presentation (Christina Ponting)</p> <p>Christina reported that three SLAs are in place, on behalf of Forum. The SLAs operation and current spend are that they are all within budget, in target and are frequently monitored.</p> <p>The three SLAs are:</p> <ul style="list-style-type: none"> • Trade union facility time - all schools buy into this. • Additional headteacher and governor support • Maternity leave / paternity leave / adoption leave / jury service – which schools can access for recovering costs. <p>Action: CP to circulate a separate paper to inform Forum of the operation and current spend for the three SLAs.</p>	CP
9.	<p>Any other business</p> <p>Supporting new School Forum members: CP informed Schools Forum that an induction session for new/existing/future Schools Forum members has been arranged for Thursday 15th October 2015, 4.00-6.00pm at Quadrant East.</p>	
10	<p>Date of next meeting</p> <p>Wednesday 14th October 2015, 12:30pm, SCITT Training Room, Langdale</p>	