

Leeds Schools Forum

Second floor meeting suite, rooms three & four

Thursday 16th January 2020 at 16:30

Membership (Apologies in <i>Italics</i>)			
GOVERNORS		HEADTEACHERS	
Primary (5 seats)		Primary (6 seats)	
Sara Nix	Rawdon Littlemoor	John Hutchinson	St Theresa's Catholic Primary
Jim Ebbs	Woodlesford	Helen Stott	Allerton C of E Primary
Sue Tuck	Ireland Wood	Peter Harris	Farsley Farfield Primary
David Kagai	St Nicholas	Julie Harkness	Carr Manor Community School
John Garvani	Broadgate	Jo Smithson	Greenhill Primary
		<i>Vacancy</i>	
Secondary (2 seats)		Secondary (3 seats)	
<i>Barbara Trayer</i>	<i>Allerton Grange</i>	Delia Martin	Benton Park
David Webster	Pudsey Grangefield	<i>Lucie Lakin</i>	<i>Wetherby High</i>
		<i>Vacancy</i>	
Special (1 seat)		Special (1 seat)	
<i>Vacancy</i>		Diane Reynard	East SILC
Non School		Academies – Mainstream (9 seats)	
<i>Vicky Hallas-Fawcett</i>	<i>PVI Providers</i>	David Gurney	Cockburn School
<i>Vacancy</i>	<i>PVI Providers</i>	Danny Carr	Dixons Academy
Patrick Murphy	Schools JCC	<i>Adam Ryder</i>	<i>Bruntcliffe Academy</i>
<i>Louise Turner</i>	<i>16-19 Providers</i>	John Thorne	Co-op Academy Priesthorpe
<i>Angela Cox OBE</i>	<i>Catholic Diocese</i>	<i>Emma Lester</i>	<i>Woodkirk Academy</i>
<i>Dan Cohen</i>	<i>Jewish Faith Schools</i>	<i>Ian Goddard</i>	<i>Ebor Gardens/Victoria Primary</i>
		Siobhan Roberts	Cockburn John Charles
		<i>Joe Barton</i>	<i>Woodkirk Academy</i>
		<i>Anna McKenzie</i>	<i>Richmond Hill</i>
Local Authority Reps:		Academy – Special School (1 seat)	
Steve Walker, Director		<i>Vacancy</i>	
Tim Pouncey, Chief Officer Strategy & Resources		Academy – Alternative Provision	
Phil Mellen, Deputy Director Learning		<i>Vacancy</i>	
Louise Hornsey, Head of Service, Finance			
Val Waite, Head of Learning Inclusion			
Minutes:			
Lesley Gregory, PA			

Item	Title	Actions
1	Apologies Emma Lester, Joe Barton, Dan Cohen and Vicky Hallas-Fawcett. It was noted that Ben Mallinson has resigned.	
2	Introductions The Chair welcomed everyone to the meeting.	
3	Minutes of last meeting The minutes were agreed.	
4	Matters arising <i>Disapplication request:</i> This has now been submitted and we are waiting for a response from the ESFA. It is hoped to have an update at the meeting in February. <i>Item 5.11: High Needs budget consultation:</i> Still awaiting feedback from the Government. <i>Item 7.3: Early Years action plan</i> – a report to come back to next month’s meeting <i>Items 6.2, 6.5 and 6.9</i> will be dealt with later in the meeting. <i>Any Other Business: Schools Forum Panel</i> – schools have to submit a request through the schools finance officer or through the Children and Families Finance Department.	PM
5	School funding arrangements 2020/21	
5.1	<u>Schools Block Funding Formula</u> At the last meeting in November the Forum voted for option 2: <i>A reduced minimum funding guarantee of 1% and an increased cap on gains of 3.96%. All other factors are in line with the National Funding Formula as preferred option a 1% min funding guarantee and 1.96% cap on gains. Now looking at min funding guarantee of 1.85% mirrors national and increase of 5.8%.</i> The final formula will be subject to quality checking by the ESFA and although there may be minor changes there should be nothing substantial. The funding will be with maintained schools by the end of February. The ESFA deals with academies directly and as a result the timescale is likely to be different. The formula is based on the pupil data from the 2019 census. The final funding formula is a decision made by the Director of Children and Families but is brought to the Forum for comment. The Forum noted the funding formula.	
5.2	<u>Growth Fund</u> It is the Forum’s responsibility to agree the criteria and formula. The overall allocation for the fund is £5m, similar to 19-20 funds. The fund is used for schools which opened in the last seven years and are still growing or have been asked by the local authority to increase its admission numbers. Primary schools will retain existing criteria as set out in 2019-20. Secondary schools growth proposal is for the first year of permanent change only. The ESFA will give a £67k lump sum for each new school. It is proposed that this would be passed straight on to the school. In addition	

	an amount of £100 per pupil will also be paid to fund immediate additional cost such as equipment. It is appreciated that this additional amount is a nominal amount however any increase would result in a reduction of the standard formula received by schools. The overall pot for the growth fund can go up and down because it is based on lagged pupil numbers.	
5.3	<u>Central School Services Block</u> This funding covers statutory duties for both maintained schools and academies. The allocation stands at just over £5m. Although the amount is down slightly from 19-20 by £258k costs have also gone down. Confirmation was given that we are able to transfer £350k as opposed to £250k to the High Needs Block. This will of course have to be voted on by the Forum. It was explained that there are three parts to the Block 1. Retained duties element which covers statutory functions. We are looking to keep costs the same apart from taking into account inflationary increase. 2. Historic commitments – old costs that have to be paid for out of the block. We are not allowed to increase the costs. 3. Ongoing central funds which are given by the ESFA and are presented to the forum for information only. Carbon Reduction Officer: The Forum asked for information on what duties the officer performs. Action: To bring information to a future forum.	TP
5.4	<u>High Needs Block</u> The extra £100k being transferred to the Block does not affect any services in the Central School Services Block; it is spare funding. More details re the Block to be brought back to the February meeting.	
5.5	<u>Recommendations</u>	
5.5.1	Schools Forum noted the arrangements for the school funding formula for 2020/21.	
5.5.2	In relation to the Growth Fund for 2020/21, Schools Forum approved the propose criteria which was that: • The existing criteria be retained for primary schools while for new secondary school growth funding is allocated in the first year of expansion. • The existing criteria for additional resources and rental costs be retained. • Pre-opening funding for new schools reflects the funding allocated to local authorities and is set at £67,000 for 2020/21. The Forum voted unanimously (18) in favour of the proposal. The total Growth Fund of £3,000k, funded from the Schools Block in 2020/21. The Growth Fund would be split between £1,140k for primary growth and £1,860k for secondary growth. The Forum voted (18) unanimously in favour of the proposal	
5.5.3	With regard to the Central School Services Block, Schools Forum approved the amounts summarised below for 2020/21 (apart from the ESFA central licence charge, which does not require approval). It was noted however that the Forum would like to hear more about the duties of the Carbon Reduction Officer.	

		2019/20 (for information) £	2020/21 (for approval) £	
	Former ESG Retained Duties	1,920,240	2,088,950	
	Historic Commitments			
	Prudential borrowing	515,000	515,000	
	Headteacher support service	54,410	54,410	
	School support staff training	46,330	46,330	
	Carbon reduction officer	30,000	30,000	
	Ongoing Responsibilities			
	Admissions service	1,376,290	1,381,880	
	Schools forum	30,330	30,940	
	ESFA central licences (for information only, no vote required by Schools Forum)	552,700	569,700	
	Total Central School Services Block	4,525,300	4,717,210	
	The Forum voted (18) unanimously in favour of the proposal.			
	A question was raised as to why the Admissions service budget had only increased by a nominal amount. It was explained that there was no additional cost in the service with the resource remaining the same. The small increase could reflect someone leaving who is at the top of the pay scale and replaced by someone starting at the bottom.			
	The number of admission appeals being dealt with by Headteachers was raised. Consultation was sought on training for fair access and protocols but schools felt it was not widely communicated. The Director apologised for this and offered to look at it again in terms of whether more money can be apportioned to assist schools.			
	Action an options paper to be brought to the February Forum.			
	In relation to the Central School Services Block, Schools Forum noted that following confirmation of funding and costs, the proposed transfer to the High Needs Block will be £350k.			TP
6	Any Other Business			
6.1	<u>Government announcement regarding teachers pay:</u> The recent Government announcement that all teachers will be paid a starting salary of £30k, seemingly over a three year period. There is no indication at present how the Government will fund this			
6.2	<u>Finance Officer changes:</u> Simon Criddle is moving to another directorate within the Council and will be replaced by Louise Hornsey who has been promoted to Head of Service. On behalf of the Forum the Chair thanked Simon for all the work he had done in support of the Forum and congratulated Louise on her promotion.			
6.3	The Director informed Schools Forum that he was stepping down as Director of Children and Families at the end of this month. He will be moving on to be the lead for the strengthening families programme. He thanked the Forum for all their support. On behalf of the Forum the Chair wished him well for the future.			

7	Meeting dates for 2019/20 and forward plan Next meeting Thursday 13 February 2020.	
8	De-delegation 2020/21 (maintained schools only) Consultation of de-delegation for 2020-21 has taken place and there was a majority in favour of continuing. The proposal is to continue services under the same headings as previous years except for a contingency fund to be used as an urgent improvement fund. 8.1 <u>Contingency and support for schools in financial difficulty</u> The schools urgent improvement fund of £50k will be there for schools to bid into. Likewise if the school improvement adviser working in the school recognises that improvement is required. If there is an underspend at the end of the year the surplus will be passed back to schools. The School Contingency Fund is retained centrally for maintained schools but only for a limited range of circumstances: a. Exceptional unforeseen costs which it would be unreasonable to expect governing bodies to meet (including some costs relating to Managed Staff Reductions); b. Schools in financial difficulties; c. Additional costs relating to new, reorganised or closing schools; and d. Establishing a schools urgent improvement fund that schools can apply to if they require additional support from local authority services for urgent school improvement priorities. A discussion was held around the following sentence and the use of the phrase ‘...from local authority...’ <i>Establishing a schools urgent improvement fund that schools can apply to if they require additional support from local authority services for urgent school improvement priorities.</i> It was agreed to use the phrase ‘..via the local authority...’ The contingency fund is specifically about school improvement and not buildings/costs. Both Primary and Secondary schools voted unanimously in favour. Primary 10 votes; Secondary 2 votes 8.2 <u>Maternity and other cover</u> The budget proposed for 20-21 shows an increase of £186k (6.9%) compared to the previous year and a 10.8% rise per pupil. Both Primary and Secondary schools voted unanimously in favour. Primary 10 votes; Secondary 2 votes 8.3 <u>Suspended staff cover</u> This is a small budget of £30k; a £10k drop from last year. Both Primary and Secondary schools voted unanimously in favour. Primary 10 votes; Secondary 2 votes 8.4 <u>Trade union facilities</u> After looking at the costs and requirements the proposal is for a budget of £370k. Both Primary and Secondary schools voted unanimously in favour. Primary 10 votes; Secondary 2 votes	

8.5 8.6 8.7 8.8 8.9	<u>Library Service - primary schools only</u> Following consultation there was a 90% support for this service to continue. Primary schools voted unanimously in favour – 10 votes <u>Free school meals</u> Both Primary and Secondary schools voted unanimously in favour. Primary 10 votes; Secondary 2 votes <u>SIM licences primary only</u> Following a discussion re schools not using sims and effectively paying twice it was agreed to look into this area further and bring to a future meeting. Action: put on the forward plan Primary schools voted unanimously in favour – 10 votes <u>Behaviour Support Services</u> The budget allocated for this service partially funds the 11 Inclusion Support workers who are part of the SENIT team. Referrals for support are made to the SENIT team. The support team go out to schools and provide specific targeted support for schools who have significant concerns around a learner. Funding for the service has already been delegated to schools, so there is no funding available in the high needs block for behaviour support. If de-delegation was not supported, a charge would need to be made to schools that use the service. Primary schools voted 9-1 for de-delegation to continue and Secondary schools voted unanimously in favour. Primary 9 votes; Secondary 2 votes <u>Support to underperforming ethnic</u> This fund is used to build capacity for new arrivals. It has been reduced by £93k but this in no way affects the service offered. Leeds for Learning: It was raised that there are no contact details on the website, just a generic e-mail address. Action: To ensure all services on the Leeds for Learning website have specific contact numbers and e-mail addresses. Both Primary and Secondary schools voted unanimously in favour. Primary 10 votes; Secondary 2 votes	LG/LH TP
	The meeting closed at 1820.	