

Schools Forum

May 15th 2014 - Minutes

Forum Members Present:	
Stella Saje - Chair	Primary Maintained Headteacher
Diana Turner – Vice Chair	Secondary Academy Governor
Chris Smart	Primary Maintained Governor
Philip Johnson	Primary Maintained Governor
Latika Davis	Primary Maintained Governor
Keir Beaumont	Secondary Academy Governor
Rachel Gillet	Nursery School Headteacher
Kate Gover	Primary Maintained Headteacher
Ian Dewes	Primary Maintained Headteacher
Susan Shannon	Primary Maintained Headteacher
Samantha Dennis	Primary Academy Headteacher
Ranjit Samra	Secondary Maintained Headteacher
Philip Hamilton	Secondary Academy Headteacher
Patsy Weighill	Secondary Academy Headteacher
Chris Marshall	Special School Headteacher
Lisa Capper	14-19 representative
David Stanier (on behalf of Sybil Hanson)	Church of England Diocese
Steve Dyke	Early Years (PVI)
Andy Summers	Teachers Union
Non Members Present:	
Sam Kincaid	Trade Union Representative
Cllr Whitehouse	Elected Member
Cllr Hicks	Elected Member
Wendy Fabbro	Strategic Director, People Group
Nigel Minns	Head of Service, Learning and Achievement
Sara Haslam	Schools Funding & Strategy Manager
Simon Smith	Strategic Finance Manager
June Maw	Interim Service Manager, Access & Organisation
Pat Tate	Service Manager – School Early Intervention Service (CAF, EIS, ACE)
Kate Harker	Joint Commissioning Manager (Children's)
Ruth Waterman	Clerk

Forum Members Apologies:	
Cathy Clarke	Primary Headteacher
Larry Granelly	Primary Governor
Ramesh Srivastava	Secondary Governor
Peter Reaney	Academy Governor
David Kelham	Academy Governor
John McRoberts	Primary Governor
Margaret Buck	Catholic Diocese

1.0 Apologies

1.1 Nigel Minns, newly appointed Head of Service, Learning and Achievement was introduced to members. Sara also noted that some members have now left and new representatives have been appointed following the elections process.

1.2 See above for all apologies.

1.3 It was noted that the membership of the Forum had changed; there was a welcome to new members Kate Gover, Ian Dewes, Susan Shannon, Samantha Dennis, Paul Hyde and Keir Beaumont. Thanks were noted for members no longer on the Forum; Gill Humphris, Richard Hawkins, Chris Errington, Tony Wilmot, Andrew Clay and Phil Clucas.

2.0 Minutes from Previous Meeting and Matters Arising

2.1 It was noted that Max Hyde is no longer a member of the Forum as she has taken on presidency of NUT so has handed in her resignation.

2.2 The minutes were agreed as an accurate record of the meeting.

Matters Arising:

2.3 *Development of School Consortia Arrangements (Ref 2.2, pg 2):*

- An update on the consortia will be provided at the June meeting. Di Turner and Chris Smart have since met with Claudia Wade to discuss governor involvement and found this very useful.

2.4 *Area Behaviour Panel – unmet need at KS3 (Ref 2.3, pg 2):*

- Sara reported (on Steve Pendleton's behalf) that there were 12 pupils at KS3 whose needs were not being met. However appropriate solutions have now been found for each of these pupils. David Hazeldine added that the majority of these pupils have now been given statements and ASRS are now responsible for ensuring appropriate provision.

2.5 *Nursery Education Funding (Ref 3.1 action, pg 4):*

- Cllr Whitehouse confirmed he had raised this issue with Cllr Timms and Wendy Fabbro but as yet has no further feedback.
- Sara reported that she had met with the DfE and they have indicated that the review of the Early Years Funding has not yet started however this will be coming up. It is likely that no big policy decisions will be made before the next elections.

2.6 *Criminal Records Bureau (CRB) checks (Ref 3.1, pg 5):*

- **ACTION: Simon Smith will send additional data on CRBs with the minutes of this meeting.**

2.7 *DSG Budget and Medium Term Recovery Plan (Ref 3.2, pg 5):*

- Nigel noted that a DSG Officers Group has now been established to look at all areas of spend including all ISPs to check they are quality assured, good value for money and have the desired impact. Members of Schools Forum have been invited to join this group. Regular updates will be shared with Schools Forum and further detail around the medium term recovery plan will be brought to the meeting in June.
- A query was raised around the budget setting for 2014/15 as it looked as though this had just been rolled forward from 13/14. Simon explained that consideration had been given to both projected savings and growth when setting the budget and that currently there is still a £3.6m deficit.
- The deficit against the post-16 budget is not unique to Warwickshire and is a result of the funding moving from the EFA to the LA and also being based on lagged pupil numbers.

3.0 Revised Schools Forum Membership and Terms of Reference

3.1 Sara presented the report and outlined the changes to the membership of the Forum following the re-election process.

- There has been a change in allocations between mainstream and academies, with the new membership reflecting the increased number of pupils now in academy schools.
- All positions have been filled so pleased to have full representation. Sara thanked everyone involved in the process.
- It is not clear in the ToR whether or not governors can send substitutes to meetings if unable to attend. Sara confirmed governors can do this if absolutely necessary (although discouraged) and would therefore look at re-wording the ToR to make this clear.
- Corrections to membership:
 - Kate Gover – Claverdon Primary (incorrect spelling)
 - Chris Marshall, Exhall Grange – Special School Head Teacher (standing in for Judith Humphry while on secondment to the LA)

ACTION: Sara Haslam to re-word the ToR to clarify substitutions for governors and re circulate to members.

4.0 School Organisation

4.1 June Maw presented the report that sets out the criteria for expanding schools (basic need).

The following comments were made:

- Will there be a policy discussion around the move towards all-through schools? June explained that a document was circulated in 2012 setting out the policy decision to move to all through primary schools although there is a recognition that this is not a 'one-size fits all' model.

- Concerns that pupils will have to take long bus journeys to schools outside of Rugby. June agreed that children should be able to attend their local school and that the LA look at the data to try and avoid being in this situation. The LA is currently in conversation with Warwickshire Observatory about data. This has got to be the top criterion for unallocated resources.
- Needs to be further discussion with primary schools on proposals to make Aylesford an all-through school. Impact on primary schools in the area should be considered and a full consultation carried out. June noted that the Targeted Basic Needs funding was received due to a demand in that area however the primary school originally identified no longer met DfE criteria and therefore the LA had to consider an alternative in the area to ensure sufficient primary school places. Nigel added there would be a wider consultation on this proposal.
- How will academies own admissions criteria impact LA plans? June recognises that schools need some data to plan in the longer term and the LA intend to refresh data on an annual basis. It is important to be transparent about planning approaches and they would expect that this would be reciprocated by academies.
- Headteachers requested that data and matrix for evidence used to inform these decisions be shared with schools so they can understand the reasons for decisions being made. June would only wish to share data that is as up to date as possible.
- Request that when any bid is submitted that schools in the area are and Schools Forum are notified.

5.0 Update on SEN Out of County Provision

5.1 Nigel Minns presented the report outlining the progress of the developments to date in reducing the overall spend on High Needs SEN out of county provision.

New Academy AEN School:

- Funding has now been secured for the new school which will be based at the old Manor Park site and will be sponsored by MacIntyre. A report was presented to Cabinet on 8 May and building works have been approved. The school is on schedule to open in September 2015.
- There will be up to 80 places at the AEN school and there will be a mix of KS2, 3 and 4 as well as some post-16 places available. There is no intention to reduce the existing provision; the new school will provide additional places to cope with increasing numbers of pupils with high needs in Warwickshire.
- Wendy noted that further satellite units will be developed later in the project so additional provision will be available at different locations in the county.

- Secondary head teachers commented that it would be beneficial for the provision available at the AEN school to be open to the Area Behaviour Partnerships (ABPs) to use as an additional resource. Also there needs to be clear quality control criteria for the provision to be delivered e.g. 'good' or 'outstanding' provision from the start up.
- Capital receipts from the sale of any existing buildings/land on the Manor Park site will be used to invest in the satellite provision which will reduce the amount of investment required from the DSG budget.
- A question was asked regarding the governing body arrangements of the new school. These are to be firmed up with the sponsors as the project develops.

Enhance Specialist Provision in Mainstream Schools:

- This is something that has been talked about for a long time so members were keen to know what would be different going forward and how the LA would engage with schools to do this.
- Nigel explained that there is a SEN Strategic Development and Capacity Building Group set up to take this work forward and that they would be coming out to talk to schools. **The contacts within this group should be shared so they are known to schools.**
- It was commented that there is no mainstream representation on the SEN Strategic Group. Chris Marshall explained that the group came about as a result of a request from Special School Heads and was still only in its early stages. **They felt that representation from mainstream heads would be beneficial.**

Enhance Existing Special School Provision:

- Nigel was not able to provide an update on the discussions to increase the number of Individual Learning Packages at River House. **An update will be brought to the next meeting.**

Establishment of a High Needs Funding Panel for Pre and Post 16 Provision:

- A question was raised about top up funding and whether this would be equitable across mainstream and special schools; is the criteria similar? Sara explained that the regimes are currently separate however part of the project will be to look at this and carry out a comparison with mainstream.

Robust Commissioning Approach:

- Kate Harker outlined the commissioning approach being taken to understand the needs of young people and to ensure there are clear performance measures set. There is a focus on progression for SEN pupils to ensure they move into employment, can live independently etc.
- There was some concern raised that measures of success are not appropriate. A consultation will be carried out with young people to assess what their aspirations are so success measures are appropriate.

- It was noted that employers should be involved in determining expected outcomes and the transfer of apprenticeships considered.

(Chris Smart joined the meeting)

ACTION:

- **Membership of the SEN Strategic Development and Capacity Building Group to be shared with the Forum**
- **Mainstream school heads to be part of the above group**
- **An update on the review of the ILP contact with Riverhouse to be brought to the next meeting**

6.0 Secondary Area Behaviour Partnerships (David Hazeldine)

6.1 David Hazeldine, coordinator of the Central Area Behaviour Partnership (ABP) presented the report which sets out the background to the current model for ABPs, a proposed new strategic model for ABPs and resource implications of the proposed new model:

- Costs have risen for ABPs over the past two years and the kind of work ABPs are doing has changed dramatically; they would like to innovate and not stand still
- ABPs have been hugely successful in achieving their original aims
- They would like to develop partnerships with primary schools and post-16 providers
- The new model should be about developing integrated approaches
- Would like a greater recognition of the central role ABPs play in delivering this integrated approach

6.2 Wendy noted that LA officers are happy to accept the recommendations set out in the report and to bring back options to the June meeting.

The following comments were made:

- Concerns raised around provision at Shaftsbury. Steve Pendleton updated at previous meeting that visits to Shaftsbury conducted and likely they will be commissioning fewer or no places there in future.
- Students supported by ABPs currently could benefit from the provision at the new AEN school; it will operate on top-up funding like any other special school. It was noted that the criteria for entry into special schools is still not yet clear.
- When carrying out the review of the funding of ABPs it will be absolutely crucial to take into consideration the quality of provision and not to make a direct comparison with the costs that were associated with the PRU. ABPs are doing completely different work to that of the PRU and LA officers should be prepared to see the cost of ABPs is more than the £2.4m for the PRU.

- Ranjit Samra shared an example of the impact the ABP has had on pupils at his school, one in particular, who would have ended up NEET without support from ABP. This pupil left school with qualifications and is now employed. It is important to remember this money has a direct impact on people's lives and that it should be seen as an 'invest to save' model.
- It was felt that further information would be required in the next report in order for members to make an informed decision about funding. For e.g. data to illustrate the increase in demand such as the number of pupils with SEBD, data from CAMHS on the number of pupils with mental health issues etc.
- It was noted that there is a tension for schools between providing vocational qualifications at a lower level and awarding GCSEs. Lisa Capper (14-19 representative) explained that providers are willing to work with schools to develop qualifications that are appropriate for the young person.
- ABPs believe that if more capacity is built within schools to deal with vulnerable students that it may reduce the numbers being referred to the High Needs Panel for additional funding, although for some students referral to the HNP would be the correct route.
- It was suggested that a risk analysis should be included in the next report to highlight the potential issues if additional funding is not allocated to ABPs.
- CAMHS is going through a tendering process currently and the Clinical Commissioning Groups (CCGs) will make the final decision on who wins the contract.

Schools Forum members agreed the following:

- **A further report outlining options for the allocation of the £125,000 de-delegated funding to be brought to the June meeting. Report to include more detailed figures/data highlighting the future demand for provision (i.e. numbers of pupils with SEBD and mental health issues). Also to include breakdown of spend in each area.**
- **Evaluation of the funding for ABPs to be included in the overall evaluation of the High Needs Funding.**

7.0 Primary Inclusion Support Group Update (Pat Tate)

7.1 Pat Tate presented the report, requested at the last meeting, outlining the progress made on implementing the proposals for specialist inclusion provision for primary pupils at risk of exclusion:

- Primary School Improvement Board recently agreed for the Memorandum of Understanding (MOU) to be circulated via the consortia chairs to all primary headteachers for them to sign up to with this coming into effect from Sept 2014. (Letter to consortia chairs was sent 14/5/14)

- Information attached to this regarding the bids for the capacity building fund.
- Papers went to Overview and Scrutiny in April where the proposals were agreed. Some members of the committee also visited the sites of the Specialist ISGs prior to the report being discussed and gave positive feedback.

7.2 The following comments were made following the presentation of the report:

- A question was raised with regards to what was agreed at a previous meeting in December in relation to the tendering process for determining who would provide the support to SISGs. Wendy agreed to pick this up in the minutes of the meeting to check what was actually agreed and to review this with Nigel. She would be happy to discuss this with O&S if this is a failing on the part of officers involved.
- It may be that after two terms in the SISG the child is not ready to go back into mainstream in which case there would be a referral to the High Needs Panel and appropriate alternative provision would be found for that particular child.
- Bedworth and Rugby centres are interim and therefore how can a fixed cost be identified for these premises? (see pg 5 of report) Pat confirmed that this is an approximate cost rather than a fixed price.
- What if schools in certain areas don't get together to produce a bid for capacity building funding? Pat explained that the Steering Group see this funding contributing to an enhancement of current provision and the intention is to encourage schools to work collaboratively to develop provision.
- In response to a question raised around monitoring the gap in provision, Pat explained that EIS have access to data and there will be ongoing monitoring and discussion of this to ensure that the needs of pupils are met.

ACTION: Wendy to pick up concern raised in relation to tendering process and check minutes of December meeting to see what was agreed.

8.0 Allocation of Additional Dedicated Schools Grant for 2015/16

8.1 Sara Haslam presented the paper seeking views from Schools Forum on how best to consult with schools on the allocation of the additional DSG. Sara noted that the additional £13m funding has not yet been confirmed. Timescale – would like consultation to go out before half term, giving schools 3 weeks to respond and recommendations coming to SF in June.

NB. The figure for Primary 'Additional on a straight line basis' should read £2,853 and not £3,583 (see pg 5 of report).

8.2 Sara noted that the Forum has the ability to move funding between blocks. The DfE has advised that the additional funding does not have to go out to schools, it can be retained for centrally managed high needs services or early years provision.

8.3 Some discussion was had about whether the LA should retain this funding and where it should be directed. It was suggested that it would benefit the vast majority of children if it was moved to the Schools' Block. A plea was also made by Rachel Gillet (EY rep) for additional funding; as a group of schools they feel particularly vulnerable and do not receive any funding for SEN pupils (they are funded on the single funding formula).

Agreed:

- **To defer the decision regarding the possibility of allocation of additional DSG to the Early Years and High Needs Block until the next meeting subject to further clarification of the wording by the DfE within the consultation paper**
- **To consult with schools regarding the principles of allocating additional funding regardless of the value**

ACTION: A report from the nursery schools to be included on the agenda for the next meeting regarding a bid for any additional DSG in 2015/16

9.0 Academy Update (Sara Haslam)

9.1 Sara presented a current position statement of the status of Warwickshire schools which was noted by members. Some members were unsure why the report was shared on a regular basis. Sara explained it was to give an overall picture of the landscape of Warwickshire schools because the make-up of Schools Forum can change depending on this.

10.0 Forward Plan (Chair)

Additional items for Forward Plan agreed as follows (24th June meeting):

- Area Behaviour Partnerships – report outlining options for the allocation of the £125,000 de-delegated funding
- Allocation of additional DSG for 2015/16 – funding across the blocks

11.0 Chairs Business

11.1 Sara asked all members to note that the meeting arranged for December 11th has now been moved to November 27th.