



## SCHOOL FORUM

**MEETING ON THURSDAY 11<sup>TH</sup> JULY 2019**

**08:30 at Witton Park CLC**

### **AGENDA**

1. WELCOME TO NEW MEMBERS AND INTRODUCTIONS
2. MINUTES OF THE PREVIOUS MEETING – held on 13<sup>th</sup> June 2019
3. MATTERS ARISING
  - a. SEN Transport review update
  - b. SEN review update – carried over to November 2019
  - c. Vacant school forum posts update
  - d. Trade Union de-delegated funds – carried over to September 2019
4. SCHEME FOR FINANCING SCHOOLS UPDATE – Proposed revisions to scheme to follow
5. ANY OTHER BUSINESS
6. DATES FOR 2019-20 ACADEMIC YEAR MEETINGS
  - 19 September 2019
  - 21 November 2019
  - 16 January 2020
  - 6 February 2020

**Prepared by: Schools & Education Finance Team**



# **SCHOOLS FORUM MEETING MINUTES**

**HELD ON 13 June 2019**

**08:30am**

**Witton Park CLC**

Position	Attendee	22 Nov 2018	10 Jan 2019	7 Feb 2019	13 June 2019	11 July 2019	
<b>Chairing the meeting</b>							
Chair	Brian Peacock	✓	✓	✓	✓		
Vice Chair	Diane Atkinson	✓	✓	✓	A		
<b>18 School Members</b>	<b>Appointed Members</b>	<b>Meetings attended</b>					
<b>8 Maintained schools reps – 1 Secondary; 4 Primary; 1 Special; 12 Nursery and 1 PRU Headteacher places</b>							
Secondary Headteacher	Diane Atkinson	✓	✓	✓	A		
Primary Headteacher	Elizabeth Hargreaves	✓	✓	✓	✓		
Primary Headteacher	Susan Aldred	✓	✓	✓	✓		
Primary Headteacher	Michelle Smith	✓	✓	✓	✓		
Primary Headteacher	Carolyn Morris	✓	✓	✓	A		
Special Headteacher	Geoff Fitzpatrick	✓	✓	✓	✓		
Nursery Headteacher	Gillian Crompton	✓	✓	A	✓		
PRU Headteacher	Jo Siddle	✓	✓	✓	✓		
<b>1 Free School reps</b>							
Free School	Julia Bradley from Jan 19	Vacant	✓	✓	A		
<b>4 Governors – 1 Secondary and 3 Primary Governors</b>							
Secondary Governor	Helen Holden to Nov 18	✓					
	Vacant		Vacant	Vacant	Vacant		
Primary Governor	Brian Peacock	✓	✓	✓	✓		
Primary Governor	Pauline Lovick	✓	✓	✓	✓		
Primary Governor	Helen Holden from Jan 19	Vacant	✓	A	✓		
<b>Academy reps - 2 Secondary, 1 Primary, 1 Special and 1 Alternative Provision</b>							
Secondary Academy	Dean Logan	✓	✓	✓	A		
Secondary Academy	Brendan Loughran	Vacant	Vacant	Vacant	Vacant		
Primary Academy	Donna Simpson	A	✓	A	A		
Special Academy	John McDonald to Feb 19	Vacant	A	✓			
	Jen Ashworth from Jun 19				✓		
Alt' Provision Academy	Gary Holding	x	✓	✓	✓		
<b>Non School Members – 1 Teacher Unions, 1 Non-Teaching Unions, 1 Post 16 FE College and 1 Early Years Provider</b>							
Teacher Unions	Simon Jones	A	A	A	A		
Non-Teaching Unions	Paul Crewe	✓	✓	✓	✓		
Post 16 FE College	VACANT						
Early Years Provider	Tracy Ellett	A	A	A	A		
<b>School Forum Members present</b>		<b>13</b>	<b>16</b>	<b>12</b>	<b>12</b>		
<i>Quorate 40% of filled posts</i>		<i>8</i>	<i>8</i>	<i>8</i>	<i>8</i>		
<b>In Attendance</b>							
LA Officers	Adam Clarkson	✓	✓	✓	✓		
LA Officers	Kirsten Reid	✓	✓	✓	✓		
LA Officers	Jayne Ivory/Carol Grimshaw	A	✓	✓	✓		
LA Officers	Safiyya Mulla	✓	✓	✓	✓		
Council Members	Cllr Maureen Bateson	✓	A	✓			
Council Members	Cllr Julie Gunn				✓		
<b>Total</b>		<b>4</b>	<b>4</b>	<b>5</b>	<b>5</b>		

## 1. Welcome and Introductions

Brian Peacock (Chair) welcomed everyone to the meeting. The Chair clarified that observers are welcome to attend the Schools Forum, however Chair has asked for the observers to sit on another table to avoid confusion from representatives and observers. Cllr Julie Gunn was present at the request of Cllr Maureen Bateson. Jen Ashworth is the new Headteacher at Eden Special School and has replaced John McDonald as a member of the Schools Forum.

In attendance: Karen Clegg (observer); Helen Rawnsley and Amanda Jones (observers)

## 2. Apologies for absence

Apologies were received Diane Atkinson; Dean Logan; Julie Bradley; Carolyn Morris, Donna Simpson and Simon Jones.

## 3. Minutes from the previous meeting

It was agreed that the minutes from 7<sup>th</sup> February 2019 be accepted as a true and accurate record of the meeting.

Sue Aldred had attended the February 2019 Schools Forum meeting this wasn't recorded – now corrected.

## 4. Matters Arising

A review of recent meetings shows that these matters arising are still unresolved.

1. **Transport review update** – Jo updated members on the progress of the SEN transport review. A paper considering the options available with potential to deliver savings in SEN transport has been written and presented to the Senior Policy Team. The next stage is to go to the Executive Board before a decision is made after passing a number of checks from Finance; Legal and HR. Schools Forum members requested that costs of the service should be brought to the next meeting. It is a legal responsibility to provide transport for a child with SEN. Schools Forum members are to consider the cost effectiveness of the current provision. Gary Holding informed representatives that Lancashire County Council had conducted an SEN Transport review recently.

**Action:** - JS to bring information on the SEN transport costs to the July19 meeting

2. **SEN review update** – there has been a SEN review which has been reported to schools. The LA will receive an SEND inspection next week.

**Action:** - JS to bring an update on the SEN review to the November 19 meeting

3. **Vacant school forum posts** – KR informed members that there are vacancies for representatives re Secondary Academy Headteacher, Secondary Governor and Early Years Provider.

- a. Secondary Academy Headteacher: Diane Atkinson will take over Brendan's vacant post as Secondary Academy rep after BCHS converts to academy status.
- b. Following the conversion of BCHS the Secondary Maintained Headteacher representative will be vacant. Peter Tite Headteacher of Our Lady's & St John Catholic College has agreed to join the Schools Forum to fill the vacancy.
- c. Governors' representative: Helen Holden, as chair of Governors' Forum will discuss candidates with Andrew Hutchinson.

- d. Early Years: KR will contact Joanne Stewart to discuss potential candidates.
- e. Geoff Fitzpatrick informed members he will be retiring at the end of the school year. The new Headteacher is Rik Robinson, who will be taking over as Special Maintained School Headteacher on the Schools Forum.

## **5. Report on use of de-delegated funds in 2018/19 (paper)**

KR went through the report on the use of de-delegated funds in 2018/19. The report was emailed to members prior to the meeting.

The increasing pressure from the Trade Union facility time de-delegation was discussed. It was decided that members wanted more information to clarify how the funds are being used and allocated. The teaching trade unions have an agreed number of hours per week. The de-delegated funds are used to reimburse schools that employ trade union reps at a supply rate. However due to historic circumstances schools were asked to accept full time trade union representatives and therefore expect that the full cost of employing these staff members is reimbursed. This has given rise to a disparity in rates. The situation was estimated to have been established in 2013/14 at the latest. The funding available to schools and the number of schools contributing to de-delegated funds since then has changed considerably. Therefore Schools Forum require further investigation into options to review the current situation and determine what changes to the service provided, if any are now appropriate. Members agreed that there may be HR implications. Further discussion took place concerning the 17/18 analysis of hours per union.

**Actions:** KR to contact the TAP secretary for 18/19 figures.  
JS to arrange for HR support and invite HR to attend schools forum

## **6. Schools year end position (paper)**

KR went through the report for the school reserves at 31 March 2019. The report was emailed to members prior to the meeting.

**Action:** Confirm with Jayne Ivory whether schools should be allowed to carry over excess reserves when converting to academy status. Ensure no precedent applies.

## **7. AOB**

Consultations for 2020-21 funding formulae – KR asked members if they would like consultation on de-delegating funding for free school meals and maternity funding for 2020-21. Representatives agreed for this.

There are 7 schools who have requested that they set a budget with a licenced deficit for 2019/20.

School Forum representatives thanked Geoff for his hard work on the Schools Forum and wished him best for the future.

## **8. Date and time of next meeting**

Next Schools Forum Meeting will be Thursday 11<sup>th</sup> July 2019, 8:30am, at Witton Park CLC

The Chair closed the meeting and thanked everyone for attending.