

Minutes

SCHOOLS FORUM

MINUTES OF THE MEETING OF THE SCHOOLS FORUM HELD ON TUESDAY 28 NOVEMBER 2017 IN KNIGHT HALL, GREEN PARK, ASTON CLINTON, COMMENCING AT TIME NOT SPECIFIED AND CONCLUDING AT TIME NOT SPECIFIED

PRESENT

Headteachers	Mr P Rowe (Chairman)	Princes Risborough School
	Mr G Drawmer	Juniper Hill School
	Mrs D Rutley	Wycombe Grange PRU
	Mr D Hood	Cressex Community School
	Mr S Sneesby	Kite Ridge House PRU
	Mr K Patrick	Chiltern Hills Academy
	Mr A Gillespie	Burnham Grammar School
	Mr O Lloyd	Iver Heath Junior School
	Ms J Freeman	King's Wood School & Nursery
	Ms K Tamlyn	Cheddington Combined School
	Mr M Appleyard	
Governors	Mr S Kearey	Great Kingshill Church of England School
	Dr K Simmons	Cressex Community School
	Mrs G Bull	Haddenham St Mary's Church of England School
	Mr A Nobbs	Ashmead School
	Mr P Ward	Chilternway Academy
Representative	Ms C Glasgow	NASUWT
	Mr M Moore	Catholic Diocese of Northampton
	Ms W Terry	Manor Farm Pre-School
	Ms L Grexhammer	Bucks NUT
In Attendance		
Officers	Miss L Dale, Mr J Huskinson, Ms J Try, Miss S Callaghan and Ms S Ayton	

1 APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP

Apologies were received from:

- Mr A Wanford

- Ms k Duckworth
- Sarah Fahey

2 DECLARATIONS OF INTEREST

There were none.

3 MINUTES OF THE MEETING HELD ON 31 OCTOBER 2017

The Forum Members noted that Ms C Glasgow was present at the meeting of the Schools Forum held on 31 October 2017 and that Karen Collett attended in Gaynor Bulls absence. The minutes should reflect this.

ACTION: Miss L Dale

In answer to the action point which queried what was meant by 'the school', Ms S Callaghan advised Members that, as the majority of Education and Health Care Plans (EHCP) were done just prior to the child going to Secondary School.

Ms K Simmons made a suggestion for an amendment to the minutes as follows:

KS Welcomed the inclusion of reference to the strategic principles. She requested an additional question enabling respondents to comment on how far proposals would meet strategic aims. DH requested inclusion of 'selection' in list of issues within the LA that affect outcomes for students. JH agreed to consider this proposal with SC on her return.

Members agreed that the minutes of the meeting held on 31 October 2017 should be amended to included Ms Simmons suggested change.

ACTION: Miss L Dale

Mr D Hood would like it to be reflected in the minutes of the meeting held on 31 October 2017 that he had queried why non-selective schools were not acknowledged as a vulnerable group. Although the wording he was invited to provide for the consultation document was not used, it was referenced in the final version of the document.

ACTION: Miss L Dale

Members discussed the importance of recognising that non-selective schools were a vulnerable group. It was noted that non-selective and 'not yet good' schools would be supported by new projects and additional resources although this was not specifically quoted in the consultation. The Forum Members drew attention to the lack of context within the document in terms of the impact of the selective education system and were keen for context to be included in future.

Ms W Terry asked for page eight of the minutes to be amended from '... practitioners on

minimum wage and 15 childcare hours no longer being paid for' to 'the *additional* 15 childcare hours'.

ACTION: Miss L Dale

The Forum noted a typographical error on the last bullet point of page eight, 'level' should be changed to 'levels'.

ACTION: Miss L Dale

The Forum confirmed that the action points had been completed as agreed.

RESOLVED

The forum AGREED the minutes of the meeting as an accurate record subject to the above changes.

4 PAY REVIEW UPDATE

Ms S Ayton, HR Policy and Reward Consultant, presented her report and gave a verbal update to the Schools Forum.

An in depth discussion took place regarding the possible implications on individual staff members and potential costs to schools.

RESOLVED

The Schools Forum supported a pay increase of 1% to bring Range 1A to £7.90

4A HOLIDAY PAY

Ms S Ayton gave an overview of the report and a verbal update in relation to holiday pay awarded on voluntary overtime. The following points were raised in discussion and in answer to Members questions:

- Staff would be paid the same on holiday as they would when working.
- There was no definition of 'regular' overtime in the recent tribunal statement.
- The feedback from the Schools Forum on the proposed 7.69% increase on the Working Time Directive holiday pay would be taken to the Senior Appointments and Bucks Pay Award Committee (SABPAC) meeting in December.
- In 2016/17, 173 schools had voluntary overtime claims and based on this it was estimated that the average cost would be £512 per school with larger schools estimated at £922.
- The change would be an opportunity to review the way schools managed and monitored staff overtime.
- The cost would be met within the existing school budget and it would be up to the schools how they managed this.
- The change would not apply to teachers.

- The Forum discussed ways in which the overtime bill could be managed within schools.
- There had been no feedback from the unions.
- There had been feedback from other Local Authorities who had struggled to apply the changes following the outcome of employment tribunals.
- The Forum discussed the issue of fairness around this proposed change and it was noted that every school was legally obligated to adopt the changes so that staff received an additional 7.69% for any voluntary overtime hours.

RESOLVED

The Schools Forum NOTED the increase of 7.69% holiday pay awarded on voluntary overtime hours.

5 UPDATE FROM DIRECTOR FOR EDUCATION

Ms S Callaghan, Director for Education, presented her report and gave a verbal update to the Schools Forum. The following points were noted during discussion and in answer to Members questions:

- The focus of the update would be in response to pressure on the High Needs Block fund. The question of moving funds from the Schools Block to the High Needs Block was asked as part of the consultation and Members would be seeking assurance that this would be achievable.
- There was a higher percentage of high needs pupils in Buckinghamshire (3.1%) than the national average (1.8%).
- £14m was spent on independent provision both inside and outside of the County.
- As part of the high needs demands strategy, the Local Authority would be reviewing the commissioning of independent school places in order to reduce demand.
- Officers were in negotiation with the Buckinghamshire Learning Trust and the Specialist Teaching Service to introduce a pilot in order to work with schools in a more integrated way.
- There had been good engagement from specialist school head teachers and Additionally Resourced Provisions (ARPs).
- Ms Callaghan agreed to circulate the report.
- Ms Callaghan advised that she would be meeting the Skills Funding Agency on 5 December 2017.

ACTION: Ms S Callaghan

- Reviews had been completed on 284 placements.
- In answer to queries regarding the development of the former Penn School site, Ms Callaghan advised that she would be meeting with the Education and Skills Funding Agency (ESFA), who had purchased the site, on 5 December 2017. Ms Callaghan agreed to circulate an update to Members regarding

placements and bids from providers looking to use the site following this meeting.

ACTION: Ms S Callaghan

- It was noted that the tribunals data (circulated to Members outside of the Schools Forum meeting) showed that there could be a possible 40% increase in legal costs for the Local Authority to defend its proposed provision and the cost of tribunals.
- In order to try to reduce the numbers of cases going to tribunal, a pilot project would be set up to look at how to improve engagement with parents and schools earlier in the placement process for pupils with special educational needs and disabilities (SEND).
- There would be an away-day with the SEND team and HB law to look to at active engagement and building better relationships with parents and the SEND Improvement Plan would include work relating to tribunals.
- The Chairman asked Ms Callaghan to feedback on tribunals as part of her update at the next Schools Forum meeting.

ACTION: Ms S Callaghan

- Mr Huskinson highlighted the breakdown of needs which was included as part of the agenda packs. This would exclude Early Years and the Private Voluntary and Independent (PVI) Sector.
- In answer to concerns about the lack of support for early intervention, Ms Callaghan advised members that there would be a piece of work completed running alongside the Inclusion Hub which would look at SEND reforms and Early Years. Ms Callaghan agreed to provide a link so that Members would be able to access this information.

ACTION: Ms S Callaghan

- The Chairman expressed that he would be keen to track progress with Ms Callaghan in relation to funding.
- An analysis of the consultation showed support for the transfer of £650k to the High Needs Block. As the ring fenced block had now been lost, a proactive push forward would be required.

ACTION: Mr J Huskinson and the Chairman

- An in-depth discussion took place regarding the possible overlaps in the Education Strategy and the SEN Strategy (2017-2020). Ms Callaghan agreed to highlight which areas of the information presented would relate to the SEN Strategy and ensure this was explicitly referenced in a grid for rationale in her

update to the Schools Forum on 16 January 2018.

ACTION: Ms S Callaghan

- On 8 January 2018 schools would be brought together to discuss both strategies and what they would mean in practice. In addition to this schools would receive information on the recent safeguarding inspection. Due to the large scale ambitions, a number of delivery plans would be required.
- Members felt that there should be more consistency with both strategies and were keen to know more about what the key delivery plans and key milestones would be.

The Chairman thanked Ms Callaghan for her presentation.

6 CONSULTATION OUTCOME

Mr J Huskinson provided his report and gave a verbal update on the Schools Funding Consultation.

7 SCHOOLS FUNDING PROPOSALS

Mr J Huskinson provided his report and gave a verbal update on the Schools Funding Consultation. The following points were noted during discussion and in answer to members questions:

- This would be a one-year issue and the Schools Forum would decide whether a separate consultation would be required for 2019-2020.
- The recommendations on page 72 did not include the £650k transfer to the High Needs Block as this would be scaled and the formula and rates would be applied accordingly.
- In relation to the information on page 79 showing the 2018-2019 revised model, the rates could increase or decrease but would be scaled which was why high needs was included separately.
- An in depth discussion took place regarding the suggestion to distinguish between selective and non-selective schools to find out where the responses had come from. It was concluded that the responses should not be divided and that, while some of the responses may be polarised, calculating the average would be the best forward.

The Schools Forum was asked to vote collectively on the 4 recommendations detailed on page 72.

RESOLVED

The Schools Forum UNANIMOUSLY AGREED the recommendations

Mr Huskinson thanked the Schools Forum. This would be taken forward in a decision

paper which would reflect the decisions made by Forum Members.

8 HIGH NEEDS BUDGET PROPOSALS

Mr Huskinson had given a brief overview of the report. The following points were raised during discussion and in answer to Members questions:

- A Member felt that the information on page 87 was a spreadsheet rather than a strategic plan. As he had not seen the plan he could not agree the recommendation in relation to High Needs Budgets
- The Chairman asked to see the Strategic Plan and the Financial Plan linked. Ms Callaghan advised that this would be available in January 2018.

Members of the Schools Forum were asked to vote on the recommendations on page 82.

RESOLVED

The Schools Forum AGREED the recommendations with 16 votes FOR and 1 ABSTENTION.

9 AOB

Mr Huskinson presented a proposal to submit a disapplication to the Secretary of State for exceptional premises factors.

RESOLVED

The Members of the Schools Forum UNANIMOUSLY AGREED that Mr Huskinson would submit the disapplication to the Secretary of State before Christmas.

ACTION: Mr J Huskinson

The Chairman asked for a temporary volunteer for the start-up group to cover St Michael's School.

RESOLVED

Ms G Bull volunteered to cover St Michael's School at the start-up group.

ACTION: Ms G Bull

The Chairman highlighted to Members that Schools Forum Elections would need to be held as some Memberships would expire at the end of December. It was agreed that this would be published in the Schools Bulletin to make the Head Teachers and Governors aware.

ACTION: Miss L Dale

10 DATE OF NEXT AND FUTURE MEETINGS

RESOLVED

The Members of the Schools Forum AGREED to CANCEL the Schools Forum and Schools Forum Funding Group meetings to be held on 4 December 2017, 12 December 2017 and 9 January 2018.

The next meeting will therefore be held on 16 January 2018.

CHAIRMAN