

Minutes

SCHOOLS FORUM

MINUTES OF THE MEETING OF THE SCHOOLS FORUM HELD ON TUESDAY 25 SEPTEMBER 2018 IN KNIGHT HALL, GREEN PARK

PRESENT

Headteachers

Mr A Wanford	Green Ridge Academy
Mr A Rosen	Aylesbury High School
Mr S Sneesby	Kite Ridge House PRU
Ms S Skinner	Bowerdean School
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
Dr K Simmons	Cressex Community School
Ms C Glasgow	NASUWT
Ms W Terry	Manor Farm Pre-School
Ms S Fahey	Brindley House School
Ms S Stephens	National Education Union

Governors

Representative

In Attendance

Mr M Appleyard, Cabinet Member for Education and Skills.

Officers

Ms J Try, Miss S Callaghan, Mr G Drawmer, Ms A Kenward and
Ms E Williams

1 ELECTION OF CHAIRMAN

RESOLVED: Mr A Rosen was elected as Chairman.

Mr Rosen stated he would be able to carry out the role for one year only and encouraged Forum Members to consider future options.

2 APPOINTMENT OF VICE CHAIRMAN

RESOLVED: Ms K Tamlyn was confirmed as Vice Chairman.

Ms Tamlyn stated she would be able to carry out the role for one year only and encouraged Forum Members to consider future options.

3 APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP

Apologies were received from Ms J Antrobus, Mrs D Rutley and Mr D Hood.

4 DECLARATIONS OF INTEREST

No declarations of interest were made.

5 MINUTES FROM THE LAST MEETING

The following amendments to the minutes from the meeting held on 12 June 2018 were made:

- Ms S Stephen and Ms C Glasgow would be recorded as present
- The spelling of names would be corrected as necessary.

ACTION: Ms Kenward

The following updates to actions were noted:

- The full implementation of the National Funding Formula had been delayed until at least 2021
- On review no discrepancies were found with the Outdoor Education Advice Service.
- Ms S Harlock, Audit Manager, would bring an update on the audit report to the December meeting.
- Ms E Williams confirmed benchmarking the financial position of maintained schools vs academies was not possible due to their differences.
- Schools' surplus balances was item 10 on the agenda.
- Ms J Try would confirm if there would be an increase in funding for excluded pupils. Details would be published on the Schools Web.

ACTION: Ms Try

RESOLVED: With the above amendments the minutes of the meeting held on 12 June 2018 were AGREED as a correct record and signed by the Chairman.

6 SCHOOLS FORUM MEMBERSHIP

Ms J Try, Senior Accountant, gave an overview of the report, an updated version of which was tabled at the meeting and would be appended to the minutes.

Ms Try clarified that the report addressed the membership for schools representation only. The full membership would remain at 30 with the "other" category in the constitution

remaining unchanged.

The Forum discussed the Department for Education (DfE) guidance which spoke of proportionate representation for primary and secondary schools but did not recognise further types of school within the groups, for example Grammar and Upper Schools. Ms A Kenward, Forum Secretary, would seek advice on whether the Forum was able to formally include their own formula within the present categories of membership that recognised the unique make-up of Buckinghamshire schools.

ACTION: Ms Kenward

RESOLVED: the Forum AGREED by vote a third option that was not included in the report:

- **10 primary level schools consisting of:**
 - **2 maintained infant schools**
 - **2 maintained junior schools**
 - **4 maintained combined schools**
 - **2 academies**
- **8 secondary level schools consisting of:**
 - **2 maintained schools**
 - **6 academy schools**

Changes would be reviewed in one year's time.

7 HIGH NEEDS BLOCK UPDATE

Ms S Callaghan, Service Director for Education, gave a presentation on the High Needs Block, to be circulated with the minutes.

Ms Callaghan asked the Forum to consider a further transfer from Schools Block to the High Needs Block for 2019/20.

Members of the Forum discussed wanting to see further information on outcomes and actions for example:

- Outcomes for the actions mentioned in last year's report
- Further information on how mainstream schools were being supported to better cope with additional needs.

In order to work out the methodology for the consultation with schools on the potential transfer, the Schools Forum Funding Group (SFFG) would meet on 9 October. The SFFG would then share their recommendations with the Schools Forum by email. If it was felt necessary to hold an additional Schools Forum meeting this would be on 30 October.

RESOLVED: It was AGREED to hold a Schools Funding Forum Group on 9 October 2018 to discuss the consultation process.

8 UPDATE ON NATIONAL FUNDING FORMULA AND DSG GUIDANCE 2019

Ms E Williams, Head of Finance, Children's Services, gave an overview of the report and supplement which had been circulated with the agenda.

The Chairman expressed concern that the report seemed to propose a different relationship between Buckinghamshire County Council and that the Schools Forum Funding Group, where the report would have been scrutinised, had been cancelled by County Council Officers.

The meeting discussed that the methodology had been widely consulted on with schools in 2017-18, with the clear support from schools to use the same principles for implementing the full National Funding Formula in 2019-20.

Forum Members raised the following concerns:

- They felt that the High Needs Block funding had been mis-represented last year as being a one year commitment. Ms Callaghan confirmed that the previous report had requested stopgap funding for 2018/19 but had stated that it may also be necessary to come back to the Forum this year.
- The Forum wanted it to be made clearer where assumptions had been used.
- The wording used suggested the Forum had been consulted about the report before the meeting. The Forum did not feel it was appropriate to have such a statement in the public domain. Ms Kenward agreed to work with the Committee and Governance Manager, Ms K Sutherland, to address this.

ACTION: Ms Kenward

RESOLVED: It was AGREED to hold a Schools Funding Forum Group on 9 October 2018 to prepare recommendations for the funding factors to be used in the 2019-20 formula, to be considered at the December Schools Forum meeting.

9 DE-DELEGATION 2019-2020 - CONSULTATION WITH SCHOOLS

Ms J Try, Senior Accountant, gave an overview of the proposals circulated with the agenda.

RESOVLED: Report to be reviewed by the De-Delegation Group who would then provide a report to the Schools Forum December meeting.

10 SCHOOL BALANCE REPORT

Ms Williams, Finance Director, Children's Services, explained the report circulated with the agenda was in response to a request at the June meeting to:

- View information in more detail
- Include more information on DfE requirements
- Compare Buckinghamshire with what other local Authorities had been doing.

Ms Williams explained that:

- DfE offered no formal guidance but stated that consideration should be given where the surplus was greater than 15% of a school's annual budget and over £10,000.
- It was unusual to see other local authorities pursuing claw backs but having a system to identify high surpluses would be could be a way to start conversations with schools.
- If the Schools Forum wanted to support the claw back of excess funds there would need to be a policy that outlined:
 - How money would be claw backed
 - How it would be redistributed.
 - A right of appeal process

Following further discussions the Forum Members felt that providing there was evidence an excess existed for a specific reason which benefited its pupils, there was no reason to resort to clawing back funds. Members of the Forum felt that to do so could discourage schools from saving towards important large projects such as building new classrooms.

RESOLVED: The Forum AGREED not to accept the recommendations of the report.

11 EARLY YEARS PAPER

The report was circulated with the agenda for discussion.

Mr Try confirmed that going forward all placement types would be funded by the DfE based on placement uptake. Previously there had been a local decision not to fund independent placements.

12 ANY OTHER BUSINESS

Membership of sub groups of the Schools Forum Funding Group were discussed. Memberships were set out as the following:

RESOLVED: Membership for the following sub groups were AGREED.

Schools Forum Funding Group

Mr Rosen

Ms Tamlyn

Mr Sneesby

Mr Patrick and Mr Gillespie on a rotating basis

Ms Terry.

Contingency Group – maintained schools only, meeting annually

David Hood as Chairman

Janice Freeman

Owen Lloyd

Plus 1 more

De-delegation group – maintained schools only

David Hood as Chairman

All maintained school representatives on Schools Forum plus open invite to other maintained schools

A Member of the Forum asked if the names, qualification and term end date of each member could be published on the Schools Forum website. Ms Kenward would take this forward.

ACTION: Ms Kenward

A discussion was held around what would be done to thank former Chairman Mr P Rowe for his work. Mr K Patrick would organise a gift. The Chairman would write a letter of recognition for the Forum.

ACTION: Mr Patrick and Mr Rosen

13 AGENDA ITEMS FOR FUTURE MEETINGS

No items were discussed.

14 DATE OF NEXT AND FUTURE MEETINGS

The next Schools Forum Funding Group meeting would be held on 9 October, 8am - 10am, at Aylesbury High School.

A provisional Schools Forum meeting was proposed for 30 October, 2pm - 4.30pm, Exhibition Suite, Market Square Aylesbury. This would be confirmed by 12 October at the latest.

ACTION: Ms Kenward

The next confirmed Schools Forum meeting would be held 11 December, 1.30pm - 3.30pm at Green Park, Aston Clinton.

CHAIRMAN

High Needs Block Update

Schools Forum
25th September 2018

Sarah Callaghan
Service Director, Education



High Needs Block – Financial Pressures

Current Year

- Total High Needs block allocation 2018-19 £79.774m
- Support from Schools Block £0.650m and use of DSG Reserves £1.771m increases budget to £82.195m
- Projected overspend **£0.814m**
- **Key Pressure** - Placements in Independent Special Schools, increase in volume and cost

2019-20

- Placement costs currently forecast to increase in 2019-20
- Before any use of reserves or DSG transfer estimated pressure **£3.1m**



High Needs Block – Financial Pressures

Summary of Projected Spend 2018-19 and 2019-20

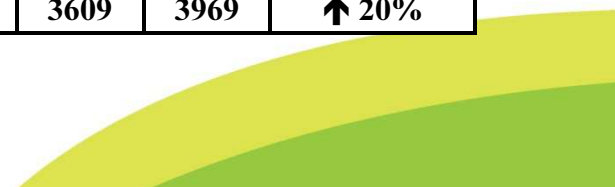
	Original Budget 2018- 19	Current Budget 2018- 19	Forecast 2018-19	Initial Planned Budget 2019- 20
	£m	£m	£m	£m
Special school and ARPs	38.250	38.819	38.942	39.006
Independent Schools	13.442	14.262	14.970	15.500
Post 16	7.000	6.533	6.533	7.000
Mainstream schools and early years	8.250	8.417	8.417	8.623
PRUs and alternative provision	5.100	4.758	4.752	4.913
Other services	9.218	9.406	9.395	9.294
Total Expenditure	81.260	82.195	83.009	84.336
Funding				
DSG High Needs Allocation	(79.900)	(79.774)	(79.774)	(81.123)
DSG Central historical commitment funding	0.000	0.000	0.000	0.000
DSG reserve planned	(0.710)	(1.771)	(1.771)	(0.114)
Support from schools	(0.650)	(0.650)	(0.650)	0.000
Total funding	(81.260)	(82.195)	(82.195)	(81.237)
(Surplus)/Shortfall	0.000	(0.000)	0.814	3.099



Understanding Demand

Over the last five years there has been a significant increase in the numbers of ASD plans – 492 (84%) and SEMH with an increase of 93 (22%). While there has been a decrease in the number of SLCN with a reduction of 55 (-6%) and SPLD with a reduction of 64 (34%)

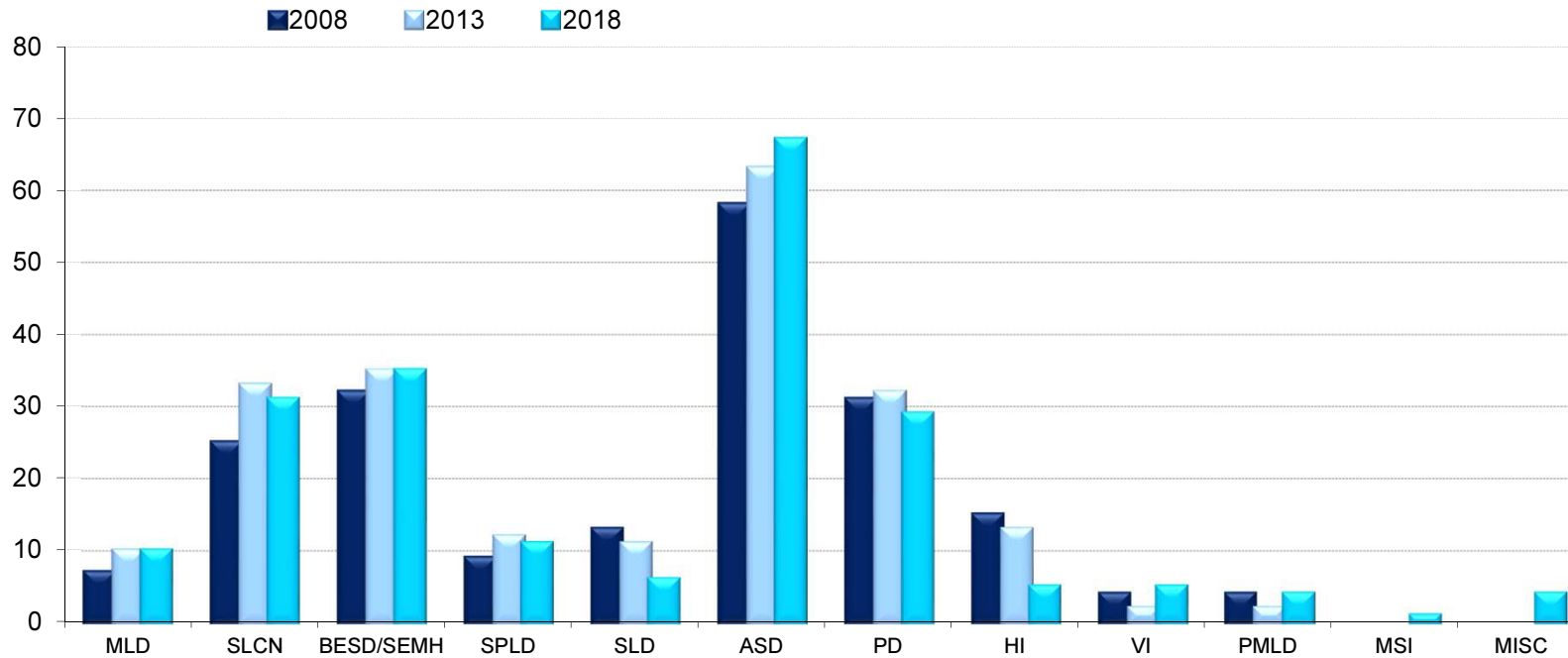
	<u>July 2013</u>	<u>July 2014</u>	<u>July 2015</u>	<u>July 2016</u>	<u>July 2017</u>	<u>July 2018</u>	<u>% change from 2013</u>
Moderate Learning Difficulties	656	639	646	643	649	681	↑ 4%
Speech, Language and Communication Needs	872	854	849	842	845	817	↓ 6%
Behaviour, Emotional and Social Development Needs / Social, Emotional & Mental Health	430	422	443	478	487	523	↑ 22%
Specific Learning Difficulties	188	176	170	134	125	124	↓ 34%
Severe Learning Difficulties	131	122	120	127	127	156	↑ 19%
Autistic Spectrum Disorder	588	605	642	756	892	1080	↑ 84%
Physical Difficulties	277	261	268	269	276	276	-
Hearing Impairment	80	77	80	78	84	93	↑ 16%
Visual Impairment	59	54	56	57	56	70	↑ 19%
Multi-Sensory Impairment	6	8	8	11	12	17	↑ 183%
Profound and Multiple	31	32	33	42	44	50	↑ 61%
Not Recorded / Other	1	7	36	28	12	82	↑ 8100%
Total	3319	3257	3351	3465	3609	3969	↑ 20%



Placements by Primary Need

Over last 5 years (since July 2013) there has been a 2% decrease in the number of funded placements in independent / non-maintained schools

Independent / Non-maintained Placements



Understanding Demand cont.

- BCC have 208 pupils in independent or non-maintained schools. At the same time last year there were 194, this is a 7% increase. (Does not include specialist post 16 provision)
- However Independent / Non-maintained ↓ 0.1% - from 5.4% (194) to 5.2 (208)

Placements outside Buckinghamshire

	EY & Foundation	KS1	KS2	KS3	KS4	KS5	Total
OLEA / Free Mainstream	3	7	22	62	33	12	139
OLEA / Free Special	5	8	30	49	34	25	151
Independent / Non-Maintained	1	3	42	53	69	40	208
Total	9	18	94	164	136	77	498



Understanding Demand cont.

- Further Education ↑ 3.8% - from 6.2% (225) to 10.1% (399)
- BCC have financial responsibility for 399 young people with plans recorded in further education placements. 364 recorded in a general FE / tertiary college, 12 in a sixth form college and 23 in special post 16 institutions.



Our SEND Ambitions

1. Improve the experiences of the statutory SEND process for children, young people and families
2. Develop greater confidence, competence and skills in mainstream settings
3. Refocus specialist SEND provision on those children with the most significant and complex needs
4. Improve coordination, leadership, deployment and collaborative working for children with SEND
5. Improve the planning for and securing of specialist educational placements for children with the most severe and complex needs
6. Strengthen the management of the statutory SEND process and decision making.
7. Improve monitoring and accountability in relation to the use and impact of high needs funding in schools and other educational settings.



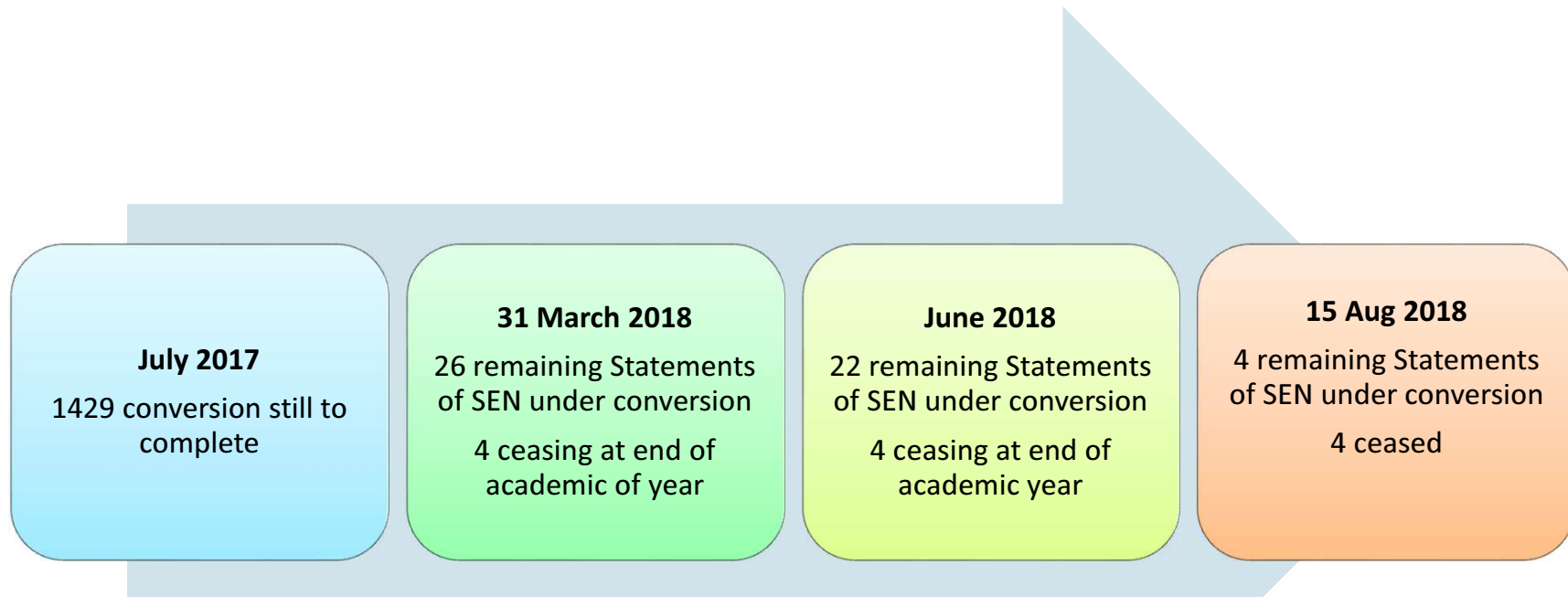
Progress to date

- In April 2017 we developed a SEND Improvement Plan that addressed the 7 ambitions of the SEND Strategy. Our key aims were to:
 - Complete conversions by 31 March deadline
 - Improve 20 week compliance
 - Improve timeliness of Educational Psychology Service
 - Reduce exclusions and improve attendance
 - Improve quality
- Our approach has been collaborative involving key stakeholders across the local area including representatives from Health, Education (LA, schools and early years), Social Care, our Parent/Carer Forum, Bucks SEND Information, Advice Support (SENDIAS) Service and individual parents.



Conversions

16

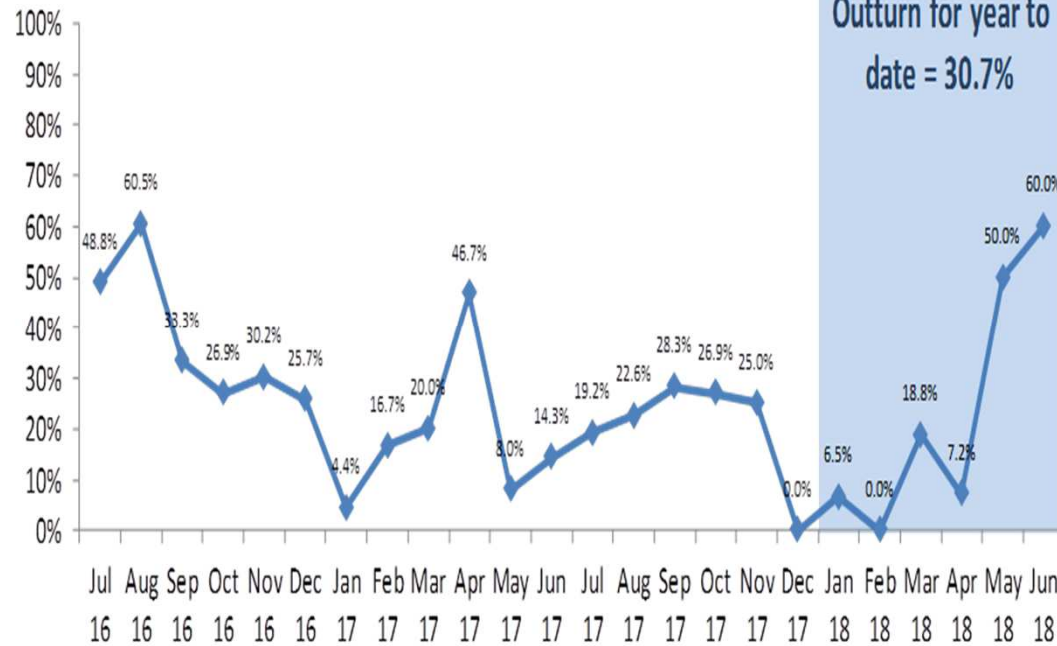


Key Data – 20 week compliance

ED7 - % new Education, Health & Care plans issued within 20 weeks (excluding exceptions)

Statutory Measure

Current	Low/High	
60.0%	0.0%	75.0%
Jun-18	Dec-17	Apr-16
Benchmarks		
England	2017	
	64.9%	
South East	52.8%	
Buckinghamshire	19.1%	



Outturn for year to date = 30.7%

Amber Target = 32% Target is for full calendar year Jan 2018 - Dec 2018

▲ **Improvement Rating**

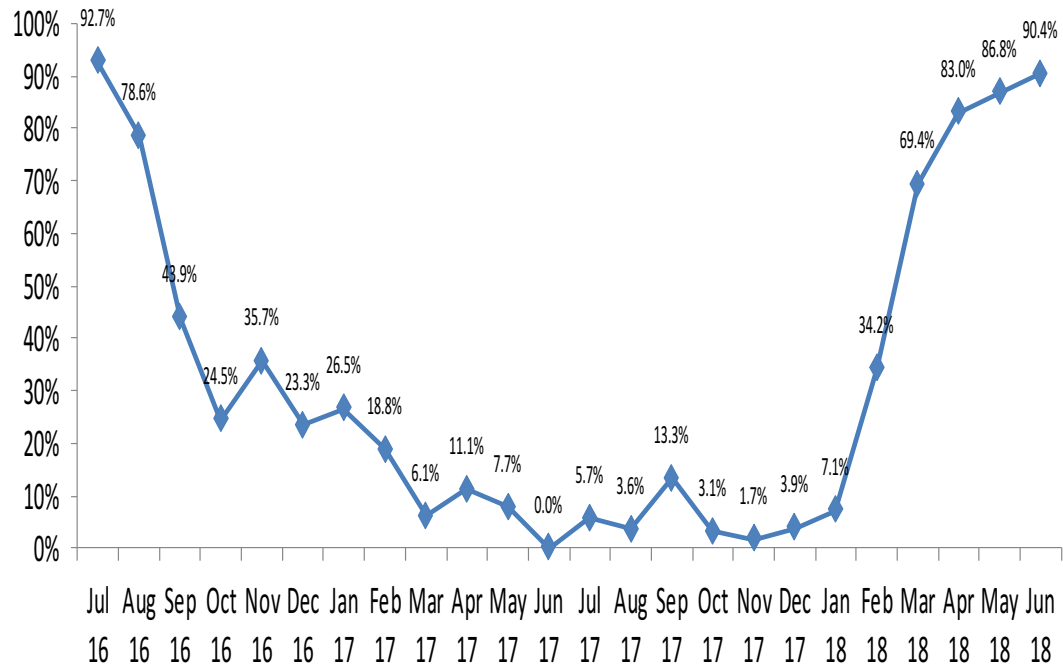
⊖ **Benchmark Rating**

Key Data – Educational Psychology

ED20 - % of EPS Appendices completed within 6 weeks

Local Measure

Current	Low/High	
90.4%	0.0%	92.7%
Jun-18	Jun-17	Jul-16
Benchmarks	N/A	
England	N/A	
South East	N/A	
Statistical Neighbours	N/A	

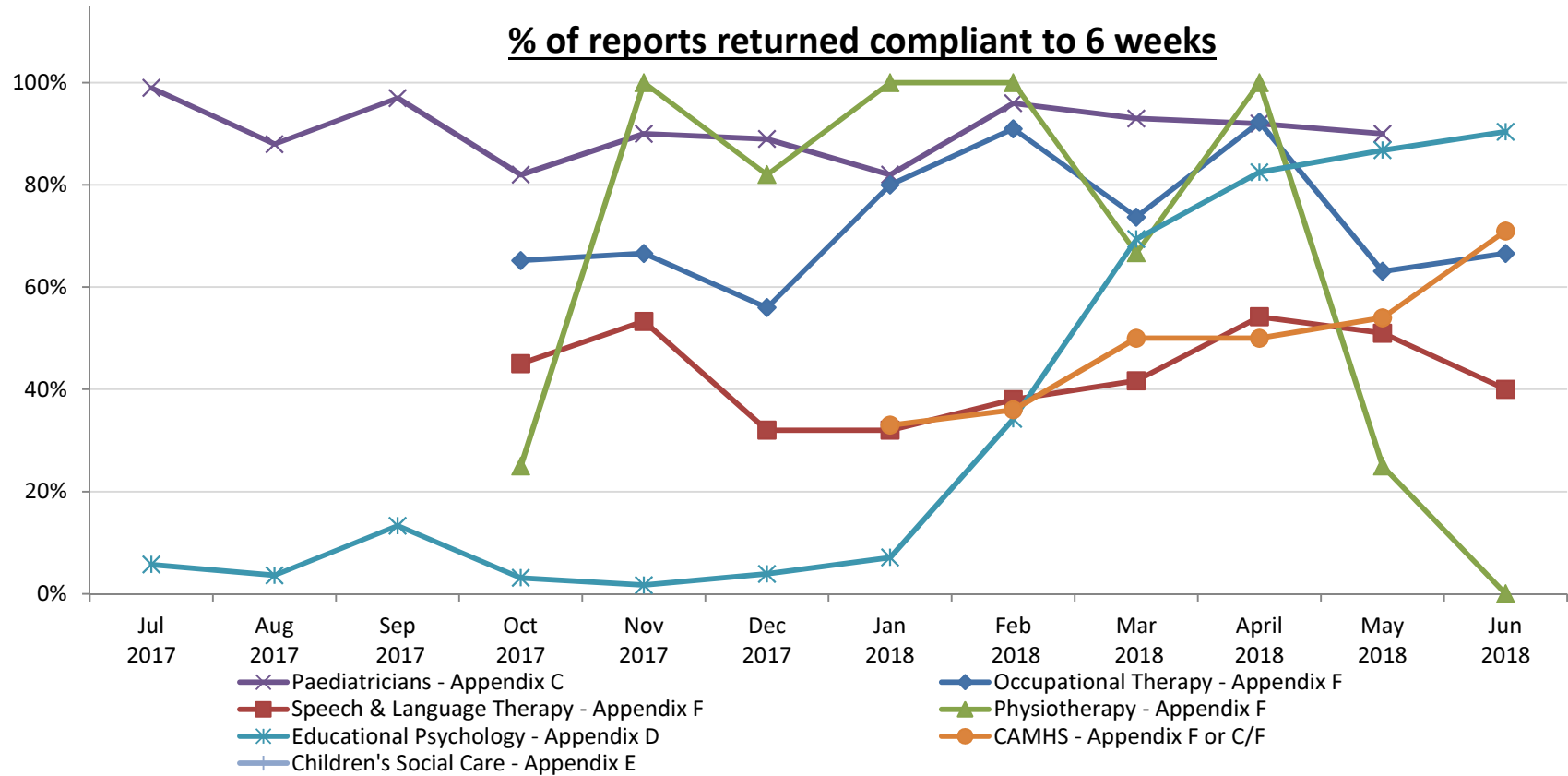


N/A Target = N/A

▲ Improvement Rating

Benchmark Rating

Key Data - 6 Week Compliance



Key data

SEN Permanent Exclusions				
	2016/17 as at May 2017	2017/18 as at May 18	2017/18 Bucks	2015/16 National
SEN Support	37	18	33.3%	42.6%
Statements/EHCP	9	3	5.6%	5.5%
SEN Fixed Term Exclusions				
SEN Support	1034	953	34.8%	36.9%
Statements/EHCP	432	304	11.1%	9.8%



Other Activity

- Quality Assurance Framework and monthly auditing of Education Health and Care Plans has informed a training programme for SEN Officers, which has included direct feedback from a parent to enhance learning. This also led to more robust scrutiny of health input
- The Inclusion Hub has brought together key stakeholders to develop a more inclusive culture in mainstream schools. A self assessment Inclusion Charter tool is being piloted. Options are being explored for a free school bid to support children with ASD
- Preparation for Adulthood (PfA). Workshops and training have been held, a new PfA EHCP and Annual Review template has been shared with SENCO's for implementation in September
- YOS achieved Lead Quality status for work on improving outcomes with SEND young people
- Regular reporting to Integrated Services Board, including development of data dashboard to enable challenge across education, health and Social Care
- Meet the parents event was well received, supported by Parent/carer Forum and Bucks SENDIAS. Helped to build confidence.



Priorities Going Forward

- Address staffing and capacity issues
 - Interim arrangements until restructure is implemented. This will alleviate pressures through ensuring manageable workloads, increasing integration of SEN and Educational Psychology and ensuring stable leadership in SEN Service.
- Address demand
 - Developing the Early Help offer to ensure it supports children and families at an early stage, helping to manage the front door to statutory services including SEN. Reconfiguring the Specialist Teaching Service and developing Side by Side initiatives to provide improved support to schools to manage need.

Next Steps – Refocusing the activity of the Inclusion Hub

- Clear Banding matrix of needs
- Banding schools and provision
- Working with Head teachers to identify gaps in provision
- Develop a continuum of provision- include mainstream schools, ARPs and Special schools
- Restructure and align STS and EPS service to graduated response and to offer early intervention
- Decrease in EHCPs and Independent placements
- Train and support schools to meet needs locally.



