

# Minutes

## SCHOOLS FORUM

**MINUTES OF THE MEETING OF THE SCHOOLS FORUM HELD ON TUESDAY 3  
DECEMBER 2019 IN DARKE HALL, GREEN PARK, ASTON CLINTON, COMMENCING AT  
1.35 PM AND CONCLUDING AT 4.00 PM**

### PRESENT

Headteachers	Mr K Patrick (Chairman)	Chiltern Hills - Secondary Academy
	Ms J Antrobus	Newtown School - Primary (Infant) Maintained
	Ms J Cochrane	Sir Henry Floyd Grammar School - Secondary Academy
	Ms J Divers	Turnfurlong School - Primary (Junior) Maintained
	Ms J Freeman	King's Wood School - Primary (Combined) Maintained
	Mr A Gillespie	Burnham Grammar School - Secondary Academy
	Mr D Hood	Cressex Community School - Secondary Maintained
	Mrs J Male	Alfriston School - Special Academy
	Mrs D Rutley	Aspire - PRU
	Mr S Sneesby	Kite Ridge School - Special Maintained
	Ms S Skinner	Bowerdean & Henry Allen Nursery Schools - Nursery Maintained
	Ms E Stewart	Stoke Mandeville Combined School - Primary (Combined) Maintained
	Mr B Taylor	Chiltern Wood School - Special Maintained
	Mrs A Cranmer	Cabinet Member for Education & Skills
Governors	Mr H Beveridge	Long Crendon School - Primary (Combined) Maintained
	Mrs G Bull	Sir Henry Floyd Grammar School - Secondary Academy
	Mr R Page	Chalfont Community College - Secondary Academy
Representative	Dr K Simmons	Cressex Community School - Secondary Maintained
	Ms S Fahey	Brindley House School - Early Years
	Ms C Glasgow	NASUWT - Trade Union

Ms N Lovegrove

The Village Pre-School (Tylers Green) Early  
Years

Ms S Stephens

National Education Union - Trade Union

In Attendance

Officers

Ms S Bayliss, Mr J Carter, Mr G Drawmer, Ms H Slinn, Ms J Try,  
Ms E Williams and Ms C Beevers

## **1 APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP**

Apologies were received from Mr A Wanford (Green Ridge Academy), Ms P Coppins (Manor Farm Community Infant) and Ms P Thompson-Omenka (Service Director Education) BCC.

## **2 DECLARATIONS OF INTEREST**

The Chairman declared an interest in item 7; the school was in receipt of the Growth Fund.

Ms C Glasgow declared an interest in item 6 as the union representative.

## **3 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING**

**RESOLVED:** The minutes from the meeting held on 15 October 2019 were **AGREED** as an accurate record and signed by the Chairman.

**RESOLVED:** The actions from the meeting held on 15 October 2019 were **AGREED** as completed or on the current agenda.

## **4 SCHOOLS FORUM FUNDING GROUP UPDATE**

Ms K Tamlyn gave an overview of discussions at the Schools Forum Funding Group (SFFG) held on 20 October.

The action points from the SFFG held on 20 October 2019 would be appended to the minutes.

**ACTION: Ms C Beevers**

## **5 SCHOOLS BUDGETS 2020-21**

Ms J Try, Finance Business Partner (Schools), gave an overview of the report provided, the following points were raised in discussion:

- It was asked what contributions were still being made to the Bucks Learning Trust

(BLT) contract. It was advised the BLT services were now back in-house. The historical financial commitment was sitting with the Early Years teams.

- It was asked if the £7m settlement figure in the budget was a one off or would be recurring. Officers confirmed that some assumption had been made as the settlement had not yet been announced and they aired on the side of caution in producing the budget. An update would be provided at the next meeting.

**ACTION: Ms J Try**

- Concerns were raised regarding the length of the consultation and how clear it was for those completing it. It was stated that the timeline for the consultation was constrained due to the lateness of information published by the DfE.
- It was suggested that in the future a list of relevant contacts be included to provide advice and support to schools completing the consultation.
- It was stated following a discussion at the recent SFFG meeting; model 1 was the preferred option.

## **Recommendations**

- 1.1- Schools Forum members are asked to note the information set out Part A and Part B including the accompanying appendices.**
- 1.2- To adopt model 1 MFG at + 0.5% as the preferred local funding formula for 2020-21 as this will bring the greatest number of schools closest to the NFF**
- 1.3- To note the modelling is on indicative allocations with final allocations due in December 2019, which will be used to update the preferred model.**

**RESOLVED: The forum NOTED the information set out in Part A and B.**

**RESOLVED: The forum took a vote and AGREED to adopt model 1 MFG at + 0.5% as the preferred local funding formula for 2020-21 as this would bring the greatest number of schools closest to the National Funding Formula (NFF).**

**RESOLVED: The forum NOTED the modelling was on indicative allocations with final allocations due in December 2019, which would be used to update the preferred model.**

## **6 DE-DELEGATION 2020/21**

Ms J Freeman (Kingswood School) gave an overview from the De-delegation meeting. The following points were raised in discussion:

- Ms C Glasgow, NASUWT, Teachers trade union raised a number of concerns re De-delegation for union facilities, these were appended to the minutes.
- It was also added that the under spend had been happening for a number of years It was advised union facilities for academies was not part of the

maintained schools dedelegation and that separate arrangements exist for this. The Chair of the Schools Forum Maintained Schools subcommittee suggested that a business case be presented by the unions at the de-delegation meeting in 2020.

#### **Recommendations:**

- 1.1- To note the information in this report and appendices.**
- 1.2- That mainstream maintained primary and secondary representatives of Schools Forum agree to a total de-delegation rate for Existing delegation of £7.30 per pupil in Primary and £9.05 per pupil in Secondary, and to agree services that have no de-delegation funding in 2020-21 will be reconsidered for funding in 2021-22.**
- 1.3- That mainstream maintained primary and secondary representatives of Schools Forum agree to a total de-delegation rate for former ESG services of £3.50 per pupil.**
- 1.4- That special school and PRU representatives on Schools Forum agree to a total de-delegation rate for former ESG services of £14 per place.**

**RESOLVED: The forum NOTED the information in the report and appendices.**

**RESOLVED: That mainstream maintained primary and secondary representatives of Schools Forum took a vote and agreed to a total de-delegation rate for existing delegation of £7.30 per pupil in Primary and £9.05 per pupil in Secondary, and agreed services that had no de-delegation funding in 2020-21 would be reconsidered for funding in 2021-21.**

**RESOLVED: That mainstream maintained primary and secondary representatives of Schools Forum took a vote and agreed to a total de-delegation rate for former ESG services of £3.50 per pupil.**

**RESOLVED: That special school and PRU representatives on Schools Forum took a vote and agreed to a total de-delegation rate for former ESG services of £14 per place.**

## **7 SEN UPDATE**

Ms E Williams, Head of Finance (Children's Services) and Ms H Slinn, Head of SEN, gave an overview of the report provided. The following points were raised in discussion:

- Ms A Prowsen, Impower, gave a presentation which would be appended to the minutes.
- It was stated that alongside the needs codification tool for SEND, there needed to be an underpinning of the legislation and it was agreed this would be taken into account. Ms K Simmons and Ms H Slinn to discuss outside of the meeting.

**ACTION: Ms H Slinn**

The forum noted the improvement in completion of Educational and Health Care Plans (ECHP) assessments

**RESOLVED: The forum NOTED the report.**

## **8 GROWTH FUND**

Ms E Williams, Head of Finance (Children's Services) gave an overview of the report provided, there were no further points raised in discussion:

**RESOLVED: The forum NOTED the report.**

## **9 UNITARY UPDATE**

Mr G Drawmer, Head of Achievement and Learning, BCC, gave a verbal update on unitary, the following points were raised and discussed:

- It was expected that all staff would be TUPE'd over to Buckinghamshire Council on 1 April 2020.
- The new branding for the Council had been agreed and would start to be rolled out.
- Business rate discussions were still ongoing, further updates would be shared.
- It was asked if updates could be shared when sending E payslips. Mr Drawmer would investigate.

**ACTION: Mr G Drawmer**

- It was stated that information had gone out to mainstream schools that has caused some confusion due to schools employing their own staff. It was advised that BCC were aware of the situation and were responding to queries individually.
- A reminder was given from the union member that as of 1 April 2020, all staff would be under a new employer and would automatically be enrolled onto the pension scheme. If anyone did not want to be a part of the pension scheme they would need to opt- out.

**RESOLVED: The forum NOTED the update.**

## **10 FORWARD PLAN**

It was agreed that the item on Banding would be moved to the March meeting.

**ACTION: Ms C Beevers**

**RESOLVED: The forum NOTED the forward plan.**

Schools Forum membership – secondary schools -

Ms J Try, Finance Business Partner (Schools), gave an overview of the report provided, for the membership proposed plan the following points were raised in discussion:

The forum agreed in principle they were happy to take this forward, with an agreement for a review to take place in September.

**ACTION: MS J Try**

## **11 ANY OTHER BUSINESS**

Side by Side – concern was raised about ongoing funding for the side by side project and if it would continue. It was advised that it was funded by an ongoing grant agreed in November 2016 with a figure of around £650, 000 per year. BCC had a strategy in place to cover the fund were it to be reduced. [Minutes from Children's select committee 27 November 2019.](#)

Impower presentation

A member of the forum asked who had paid for the consultation carried out by Impower. It was advised that the local authority had paid for this and that it had not been taken from the High Needs Block. Officers would ensure that the outcome of the work with Impower would be shared when the final report was agreed.

## **12 DATE OF NEXT MEETING**

21 January 2020, 13.30-16.30pm  
Mezzanine 3, New County Offices, Aylesbury.

## **13 EXCLUSION OF PRESS AND PUBLIC**

**To resolve to exclude the press and public as the following item is exempt by virtue of Paragraph 3 of Part 1 of Schedule 12a of the Local Government Act 1972 because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)**

## **14 SCHOOLS PAY REVIEW**

**CHAIRMAN**

## Schools Forum Funding Group

### Action Notes for meeting held on 20 November 2019

Agenda item number	Action	To be completed by	Completion date
<b>2</b>	<b>Declarations of Interest</b>		
2	Mr K Patrick declared and interest in item 7 as a receiver of the growth funding and restrained from participation during this item.	N/A	N/A

<b>4</b>	<b>Schools Budget 2020-21</b>		
4	To find out the difference in funding between highest and lowest funded schools nationally. To include some comparatives in the report to go to schools forum.	Ms J Try	SF Meeting
4	To clarify what the historic commitments were and what impact this would have moving forward.	Ms J Try	SF Meeting
4	To ensure point 9.2 was clear in pointing out that the hourly rate increase was to local authorities and not providers and to amend the timing of the reports back to SF and EY forum.	Ms J Try	SF Meeting
4	9.2 To confirm if the 1 year was a financial year or an academic year for supplementary funding for maintained schools.	Ms J Try	SF Meeting
4	To include the local authority response to the DSG consultation.	Ms J Try	SF Meeting
4	For Schools forum members to ask colleagues to respond to the consultation.	All SFFG Committee Members	20.11.19
4	To ask Ms H David to send out a reminder of the consultation via schools bulletin.	Ms J Try	20.11.19
4	To update the paper once the results of the consultation results are known via a supplementary paper.	Ms J Try	SF Meeting

4	To present the characteristics of the schools that may struggle if not in local funding formula.	Ms J Try/Mr J Carter	SF Meeting
4	To share with members of the forum how many responses had been received to date for the consultation.	Ms J Try	20.11.19
4	To add 0.5 MFG to the recommendation 14.2 for clarity.	Ms J Try	SF Meeting

5	<b>De-delegation 2020-21</b>		
5	To add the table and recommendations as per Ms Try's notes to the schools Forum report.	Ms J Try	SF Meeting

6	<b>SEN update</b>		
6	To add sub-headings on 2.1, to make clear what is BCC summaries and what came from the Select Committee.	Ms H Slinn	SF Meeting
6	To add actual numbers of additional places for special schools/PRUs to 3.1(i) and to confirm activity levels and cost for mainstream top up from checking data.	Ms E Williams	SF Meeting
6	Add in a point 6- around managing expectations of using the additional £7.2m and an action plan and comparisons on last year.	Ms E Williams	SF Meeting
6	To extend the booking of the January schools forum meeting to allow enough time.	Ms C Beevers	20.11.19
6	To add in a bullet point to item 5 around the inclusion of partner agencies.	Ms H Slinn	SF Meeting
6	To include a point in item 5 to explain where the cost of the work of IMPOWER is being funded from.	Ms E Williams	SF Meeting

7	<b>Growth plan</b>		
7	To add a summary to explain the history of the group and that the group is no longer required.	Mr J Carter	SF Meeting
7	To add in the DfE funding figure, but also clarify this figure is likely to change.	Mr J Carter	SF Meeting
7	To add some clarity around figures, differences in figures- to use worked examples to show what the funding looks like.	Mr J Carter	SF Meeting





<b>8</b>	<b>Forward Plan</b>		
	SF Membership paper To add a note to the recommendation to advise that these changes will be made once vacancies become available in the secondary sector.	<b>Ms J Try</b>	<b>SF Meeting</b>

<b>9</b>	<b>AOB</b>		
	Ms Tamlyn advised she was unavailable for the January meeting; Mr Sneesby would be available to Chair the meeting.	<b>Mr S Sneesby</b>	<b>Jan 2020 SFFG Meeting</b>

**Schools Forum 3rd Dec 2019  
Agenda Item 6 -De-delegation 2020-21**

**Summary of points made**

Miss C Glasgow requested that the recommendation in the paper not to de-delegate Union Facilities for 2020-21 be reviewed. She stated that if she had known when the Maintained Schools Sub-committee meeting was taking place earlier in the term, she would have attended that meeting to make the case for continued de-delegation. In response to a question about how the meeting was advertised to Forum members it was clarified that this was through the Schools Bulletin which Miss Glasgow confirmed that she could not access.

Miss Glasgow made the following points:

- The Union Facilities fund is used to release staff from their substantive teaching roles so that schools can provide teaching cover for the classes they would otherwise be teaching without financial loss to the school concerned.
- Election to Union lay officer roles takes place on an annual basis, usually in April/May, in line with each Union's own rules.
- Currently there are a number of supply teachers and retired teachers in union roles who are not eligible to claim from the Facilities fund and this has been the case for a number of years.
- Elections in the past year have seen union lay officer vacancies filled and also school employed staff taking on lay officer roles so the situation is now changing.
- De-delegating Union Facilities at Schools Forum level enables economies of scale to be achieved by individual schools and for employers to fulfil their legal obligation to release employees for trade union duties.
- The Union Facilities fund supports mainly the work of the County Secretaries and caseworkers.
- Training for accredited caseworker's amounts to 4.5 days initially and then 3 days per annum thereafter.
- In addition to training, caseworkers need to be released from teaching roles to represent members at formal meetings.
- From a school's perspective and, in order to ensure continuity of education for pupils, it is better for union lay officers to have designated time off timetable so that classes are taught by another teacher who is timetabled at those times, rather than ad hoc release and the need for the school to find a supply teacher.

In response to a question about monitoring of the Union Facilities fund, Miss Glasgow clarified that funds are allocated to each Union and the County Secretaries then collate information regarding time off for their own lay officers and send it to the Local Authority for payments to be made to the relevant schools.

