



Schools Forum minutes

Minutes of the meeting of the Schools Forum held on Tuesday 13 October 2020 in MS Teams Virtual Meeting, commencing at 1.30 pm and concluding at 3.50 pm.

Members present

Ms J Antrobus, Ms J Cochrane, Ms P Coppins, CllrA Cranmer, Ms C Glasgow, Ms S Cromie, Ms J Freeman, Mr A Gillespie, Mr D Hood, Mrs J Male, Mrs G Bull, Dr K Simmons, Mr K Patrick, Mr S Sneesby, Ms F Smalley, Ms E Stewart, Ms N Lovegrove, Ms S Stephens, Ms K Tamlyn, Mr H Beveridge and Mr B Taylor

Others in attendance

Ms S Bayliss, Ms C Beevers, Mr G Drawmer, Mr S James, , Ms H Slinn, , and E Williams

Agenda Item

1 Election of Chairman & Vice-Chairman

Ms K Tamlyn opened the meeting and asked for nominations for the election of Chairman. Mr K Patrick was nominated. The forum was asked to vote on the nominee.

RESOLVED: The forum APPOINTED Mr K Patrick as the Chairman.

Mr K Patrick as the new Chairman asked for nominations for the Vice- Chairman. Ms K Tamlyn was nominated and the forum took a vote.

RESOLVED: The forum APPOINTED Ms K Tamlyn as the Vice- Chairman.

Election of sub-groups- The chairmen of the subgroups were agreed as follows:

Contingency Group: Meet once yearly.

David Hood (Chairman)

SFFG- meet prior to each School Forum (SF) meeting:

Kathryn Tamlyn- Primary Sector (Chairman)

Maintained Schools Sub-committee (De-Delegation)- Annual meeting.

Janice Freeman (Chairman).

A date was confirmed for the next meeting of 10 November 2020.

Action	Deadline	To be completed by
To send out an email to all school forum member for volunteers to the sub-groups.	ASAP	Ms C Beevers

RESOLVED: The forum APPOINTED the Chairman of the sub-groups.

2 Apologies & Changes in Membership

Apologies were received from:

Roy Page (Chalfont Community College) and Aaron Wanford (Green Ridge Academy).

3 Declarations of Interest

There were none.

4 Minutes of the Previous Meeting

The minutes of the meeting held on 30 June 2020 were **AGREED** as an accurate record.

All actions were reviewed and confirmed as completed.

Action	Deadline	To be completed by
To update the attendance list for members from the last meeting to show under correct heading.	Next Meeting	Ms C Beevers
To add timings to the next meeting agenda.	Next Meeting	Ms C Beevers

5 Schools Forum Funding Group Update

Ms K Tamlyn, Head Teacher Cheddington School- Chairman of the Schools Forum Funding Group gave an overview of the SFFG meeting held on 28 September. The action log was appended to the minutes.

6 Revenue Budget Monitoring

Ms E Williams, Head of Finance- Childrens Services, Buckinghamshire Council gave an overview of the report provided.

Recommendation:

Schools Forum is asked to note the revenue budget monitoring position at the end of August and the requirement for a DSG Deficit Management Plan.

Resolved:

Schools Forum **NOTED** the revenue budget monitoring position at the end of August and the requirement for a DSG Deficit Management Plan.

Action	Deadline	To be completed by
To include a clear budget plan for ARP's in future years.	Next update	Ms E Williams
To send out the deficit management template to Schools Forum members at the same time as it is distributed to SFFG members for consideration.	Before next meeting of SFFG	Ms E Williams/ Ms C Beevers

7 High Needs Update

Ms H Slinn Head of Integrated SEND, Buckinghamshire Council gave an overview of the report provided.

Recommendation:

- Schools Forum Funding Group is asked to note the impact of the revised budget monitoring position on the High Needs budget for 2020-21, specifically the independent placements budget.
- Moving forward, the budget will be split by school type to allow for increased monitoring and scrutiny. Schools Forum is asked to note the data trends and the proposed next steps.

Resolved:

- Schools Forum **NOTED** the impact of the revised budget monitoring position on the High Needs budget for 2020-21, specifically the independent placements budget.
- Moving forward, the budget will be split by school type to allow for increased monitoring and scrutiny. Schools Forum **NOTED** the data trends and the proposed next steps.

Action	Deadline	To be completed by
To share what has been the impact of more children moving into the county and the breakdown of those needs.	Next update	Ms H Slinn
To continue offline conversation with Mr D Hood.	Next meeting	Ms H Slinn

8 National Funding Formula and Operational Guidance 2021-22

Ms E Williams, Head of Finance- Childrens Services, Buckinghamshire Council gave an overview of the report provided.

Recommendation:

- a) To note the information contained in this report.
- b) To confirm the principles to be adopted for 2021-22 local funding formula within the over-arching principle that the local funding formula reflects the National Funding Formula (NFF) (paragraph 6.1).
- c) To agree whether a consultation is required with schools on a change to the level of the MFG.
- d) To agree whether a consultation should take place with schools on any transfer of funding between DSG Blocks.
- e) To note that the local funding formula for 2021-22, and indicative impact at school level, will be brought back to Schools Forum for consideration in December.

Resolved:

- a) Schools Forum **NOTED** the information contained in this report.
- b) Schools Forum **CONFIRMED** the principles to be adopted for 2021-22 local funding formula within the over-arching principle that the local funding formula reflects the National Funding Formula (NFF) (paragraph 6.1).
- c) Schools Forum **AGREED** that the level of MFG should not be changed and therefore no consultation would be required with schools.
- d) Schools Forum **AGREED** that there should be no transfer of funding between DSG Blocks and therefore no consultation would be required with schools.
- e) Schools Forum **NOTED** that the local funding formula for 2021-22, and indicative impact at school level, will be brought back to Schools Forum for consideration in December.

9 De-delegation 2021-22

Ms E Williams, Head of Finance- Childrens Services, Buckinghamshire Council gave an overview of the report provided.

Recommendation:

To continue with the arrangements agreed last year, that the details of any de-delegation proposals for 2021-22 be considered at a meeting of the maintained schools subcommittee with recommendations to be brought back to Schools Forum in December 2020 for final decision.

Resolved:

Schools Forum **AGREED** to continue with the arrangements agreed last year, that the details of any de-delegation proposals for 2021-22 be considered at a meeting of the maintained schools subcommittee with recommendations to be brought back to Schools Forum in December 2020 for final decision.

Action	Deadline	To be completed by
To set up a date for the Maintained Schools Subcommittee (De-Delegation).	ASAP	Ms E Williams

10 Update from the Local Authority

Mr G Drawmer, Head of Achievement and Learning- Buckinghamshire Council gave a verbal update, appended to the minutes.

11 AOB

Dr K Simmons gave an overview of the report appended to the minutes.

Action	Deadline	To be completed by
All supported an offline discussion with Mr G Drawmer to discuss how this issue can be raised if possible with the Select Committee.	ASAP	Dr K Simmons/ Mr G Drawmer
To look at a way of sharing awareness more widely.	Ongoing	All members of the forum.
To produce a newsletter/paper over half-term to outline the county response to disadvantage and mobility in Bucks	ASAP	Mr G Drawmer

AOB- There were no further items of AOB.

12 Date of the Next Meeting

08 December 2020-1.30pm
MS Teams Virtual Meeting.

This page is intentionally left blank

Schools Forum Funding Group

Action Notes for meeting held on 28 September 2020

Agenda item number	Action	To be completed by	Completion date
1	Election of Chairman & Vice Chairman		
	To send out an email requesting nominations for the Election of Chairman.	Ms C Beevers	SF Meeting

5	Revenue Budget Monitoring		
5	To add further detail referencing the other paper- 3.1.	Ms E Williams	SF Meeting
5	To confirm what comms. Have been shared with schools regarding the cost of flu jabs.	Mr G Drawmer/ Mr S James	SF Meeting
5	To update figure on supply teacher cost as out of date in current report.	Ms E Williams & Ms H Slinn	SF Meeting
5	Add to report to ask forum for approval if happy for SFFG to look at task spreadsheet in detail and report back to Schools Forum.	Ms E Williams	SF Meeting

6	High Needs Update		
6	To include an executive summary to the report	Ms H Slinn	SF Meeting
6	To add further detail to 10.4.	Ms H Slinn	SF Meeting
6	To add breakdown of cost for EHCP's- Starters/Leavers.	Ms H Slinn	Future SF Meeting
6	To add another bullet point to include- emailed DH	Ms H Slinn	SF Meeting

7	National Funding Formula and Operational Guidance 2021-22		
7	To add clarity as to what is being asked of the SF to vote on. Page 34.	Ms E Williams	SF Meeting
	To add the schools in the minimum funding guarantee (MFG) and number currently capped.	Ms E Williams	SF Meeting

8	De-delegation 2021-22		
8	To ensure that the Maintained Schools Sub-Committee has as much detail as possible on school budgets and the current position re deficits to enable an informed discussion	Ms E Williams	Maintained Schools Sub-Cttee meeting

11	Date of Next Meeting		
11	To add Schools Forum date to calendars, via MS Teams.	Ms C Beevers	ASAP
11	To change the time of upcoming SFFG meetings to 9.05am.	Ms C Beevers	ASAP

The DfE ask for a daily return to be made to them, this is voluntary and records the total number of pupils in school. For Buckinghamshire, the figure is currently at 94% (7th Oct) of pupils attending school which has risen from a figure of 92% (9th Sept) at the start of the academic year. This compares to a national figure of 90% (1st Oct) now and 87% (9th Sept) in September.

We are recording the effect of covid-19 on schools in Buckinghamshire through information sent to us regularly by PHE and schools self-reporting. This shows us that at the 12th October 1106 pupils (1,27% of the school population) were unable to attend school due to a need to self-isolate. Of these there were 35 positive cases (0.04% of the school population). Since the start of September the total number of pupils affected and unable to attend school for a period of time has been 2448 (2.82% of the school population) of which 100 were positive cases (0.12% of the school population). There are currently 86,588 pupils attending state funded schools in Buckinghamshire. These cases have affected 66 out of the 235 schools in the LA.

This page is intentionally left blank