

**Minutes of Schools Forum Meeting
14th December 2017 at The Avenue Centre, Reading**

- Present:** Jo Budge - Head of Blagdon
 Ita McGullion - Manager of Kennet Day Nursery
 Justin McMinn - Head of E P Collier
 Peter Kayes - Chair and Governor at Ridgeway
 Richard Rofle - Governor at Micklands
 Simon Uttley - Head of Blessed Hugh Farringdon
 Isabelle Sandy - Business Manager at Kendrick
 Phil Davies - Head of Prospect
 Laura Ellenor - Head of John Madejski
 Ali McNamara - NUT
- RBC:** Chris Kiernan - Interim Head of Education
 Helen Redding - Interim Head of SEN
 Steven Davies - Principal Education and Schools Accountant
- Notes:** Rhiannon Schoepe - Accountancy Assistant
- Apologies:** John Cosgrove - Head of Christ the King
 Tonia Crossman - Head of Emmer Green
 Ashley Robson - Head of Reading School
 Andrew Johnson - Head of Maiden Erlegh (Reading)
 Jean Read - Nursery Governor
 Annal Nayyar - Finance Director of Bayliss Trust

STANDING ITEMS

1.	Welcome and Apologies
	The Chair welcomed everyone to the meeting. Apologies were noted.
2.	Minutes of the meeting held on 19th October 2017
	The minutes from 19 th October 2017 were agreed.
3.	Matters arising from the minutes
	Chair Peter Kayes confirmed that the issues of Schools Forum Membership and Equal Pay are on the agenda for this meeting.

4.	Schools Forum Membership Update
	Steven Davies presented. Membership was reviewed and updated. Based on number on roll at October 2017 census and Reading Girls converting to an academy, there was one change. One vote moving from secondary maintained to Secondary Academy. No changes in Nursery, Primary membership votes. Vacant spot on 14-19 rep has been removed due to vacant for some time and its believed that this is covered by the UTC rep if any post 16 topics are discussed. Maintained school representatives have to be either a Head or Governor (PVI/NUT as the exception) and Academies can have any representative from the school. Secondary academies have 5 votes and it the members will need to agree on who votes if the

	<p>number of reps at the meeting goes over 5. There are currently vacancies in maintained primary (2), maintained Special (1) & Academy Special (1).</p>
5.	DSG Budget Monitoring 2017/18
	<p>Steven Davies presented.</p> <p>It was noted at the October 2017 schools forum that the DSG deficit forecasted to March 2018 would be £3.9m. This is due to the High Needs Bloc pressure.</p> <p>The forecast has reduced by 200k to £3.7m.:</p> <p>7.1: Early Years block - £70k underspend (Due to unused contingency) 7.2: High Needs block - £130k underspend (vacant posts not being filled until high needs review is completed) 200k overall</p> <p>7.3: Clarification that the acronym 'NNDR' stands for National Non-Domestic Rates, commonly known as business rates. School improvement De-delegation was planned to be underspent, but the council has decided to pump in more support to special measure schools due to recent Ofsted reports. This is also supported by the council withdrawing delegation from a primary school.</p> <p>8: The Equal Pay fund is currently sat at £1.5m. Some funds have already been spent and the fund is still committed to ongoing cases. Ongoing cases will be heard in April 2018 with legal representatives. There will be an update on this in May 2018 and when the commitments are agreed, then the balance will be brought to Schools Forum to decide how to use the funds.</p>

6.	High Needs Report
	<p>Helen Redding presented.</p> <p>5: HR discussed progress made against the previous actions as agreed in the last Schools Forum Meeting. A full update is shown through points 5.1 - 5.9. Tracking work is ongoing.</p> <p>Os - In regards to representatives from STRAND: With Dingley Nursery, Corinne Dishington is a representative of Early Years. HR has put this recommendation together.</p> <p>The High Needs budget will be put together on the back of the "STRAND" discussions and work and will be reported to Schools Forum in March 2018.</p> <p>6: The council proposed to move 0.5% of schools block funding to the High Needs block. Schools received a consultation for schools forum to review.</p> <p>Steven Davies spoke about the responses received from schools consultation; there have been 16 responses from 13 schools - all had replied 'yes' (some in principle if the additional funds were available in the DSG schools block) and 3 more since the paper was put together.</p> <p>The council agreed that the movement will only happen if more funding (as predicted) will be available in the schools block due to the national formula.</p> <p>Schools Forum members voted - 9 in agreement, none against - for the 0.5% to be moved to the High Needs block)</p>

7.	Central Retentions & De-Delegations
	<p>Steven Davies presented.</p> <p>As explained in previous Schools forum meetings, the blocks have changed for 18-19 with an introduction of the new Central Block. Annex was provided to reference.</p> <p><u>Schools Block</u></p> <p>4. Growth fund (Annex 2) cost £1m 18/19. Future years estimations were also supplied to show the increase in secondary places from 2019-2020.</p> <p>A decision should be made by the whole Schools Forum regarding the approval of Growth Fund allocation.</p> <p>Vote - 9 in agreement, none against for £1m Growth fund.</p> <p>4.3. To note that central contracts for copyright and licencing are charged to schools block rather than individual schools. Annex 3 gives a detailed explanation of the balance.</p> <p><u>Central Block</u></p> <p>5. Central Block budgets for 18/19 to be approved by whole of Schools Forum. Paragraph 5.3.1 - 5.3.9 with table in 5.3.2 to approve</p> <p>In response to a question it was explained that Prudential borrowing is relating to the capital expansions and the funds that the LA had to borrow for the scheme.</p> <p>5.3.2 - Admissions has increased to its full budget due to the limitations of increasing this budget pre 2017-18.</p> <p>5.3.4 - High needs post - Previously de-delegation from Education Services Grant. As it relates to all schools, and has moved to the central block.</p> <p>Table 5.2 : Members agreed to vote on all items 5.3.1 to 5.3.9 together Vote - 9 in agreement, none against, for the proposed central retentions.</p> <p><u>De-Delegations (Maintained only)</u></p> <p>6. A decision for Maintained Schools to de-delegate line by line the de-delegations. There were three primary representatives present and there is only one secondary representative.</p> <p>6.2. Summary of requested de-delegations for review and agreement in table 6.2:</p> <p>6.3 Support for EAL and Underachieving Groups. Equality Services is currently in consultation. There could be a new model from April 18, or closure of service. Amount of de-delegation and/or removal of de-delegation were discussed.</p> <p>Vote : deferred to January 2018</p> <p>6.4: Behaviour Support. No foreseen changes, but Cranbury to work with schools to review what support is needed. Academies to continue to buy in.</p> <p>Vote: Primary - 3 in favour, none against. Secondary -1 against</p> <p>6.5: Union Facilities Agreement. No foreseen changes. Letter supplied by the national union parties to request continued de-delegation. Academies to continue to buy in.</p>

	<p>Vote: Primary - 3 in favour, none against. Secondary - 1 against</p> <p>6.6 School Improvement. - Table supplied in Annex 5. Reduction from 17-18.</p> <p>Vote: Primary - 3 in favour, none against. Secondary - 1 in favour</p> <p>6.7 Schools in Financial Difficulty. This budget is agreed and controlled via Schools forum. Steven Davies suggested that the forum discuss on how much should be de-delegated or if the budget is ever needed. The Budget has been same for the last 3-4 years at £50k for maintained schools. All funds have gone to one school per year. After discussions, the vote was to remove rather than continue.</p> <p>Vote to remove: Primary - 3 in favour, none against. Secondary - 1 in favour</p> <p>6.8 Education Services Grant The council Education Service Grant was cut from £1.3m in 16-17 to receiving £300k form the central block in 18-19. The council has struggled to fund services and close the funding gap and it was agreed to half the 17-18 amount.</p> <p>Vote: Primary - 3 in favour, none against. Secondary - 1 against</p> <p><u>Early Years Block</u> 7. All Schools Forum to approve Early Years Central budget retention. The LA are allowed to have 7% of Early Years Block to spend on centralised budgets for 17/18, reduced to 5% in 18/19. The LA only had 3.28% in 17-18 and its requesting the increase to 4.82% for 18-19.</p> <p>7.3 This table shows the proposed allocation of funds through 17/18 and 18/19. Current changes are for Early Years to pay for all of portage and to note the Dingley Contact has moved to Early Years.</p> <p>7.4 £280k has been contributed from High Needs to Early Years over the last two years. Breakdown as shown in 7.4. to assist the high needs block pressure, the LA requests to start moving EY provision to EY block.</p> <p>Vote: Schools Forum members voted unanimously to agree the proposed central retention costs in Table 7.3</p> <p>Further work is needed on the early years block and will be reported back in January</p>
8	<p>Agenda Items For Future Meetings</p>
	<p>Schools Formula 2018-19 (including update on allocation, central retentions and de-delegation) Early Years Block 2018-19 (including funding updates and values) High Needs Block 2018-19 - March 2018 Meeting</p> <p>The next meeting will be held 11th January 2018 (5pm) at The Avenue Centre, Meadway Room.</p>
9	<p>Any Other Business</p>
	<p>N/A</p>