

SCHOOLS MANAGEMENT FORUM

MINUTES OF THE VIRTUAL MICROSOFT TEAMS MEETING HELD ON:

WEDNESDAY 12 JANUARY 2022 @ 9:15AM

ATTENDING:

<u>Maintained Primary School Representatives</u>	
Julie Rodwell	Park End Primary School
Adam Cooper	Abingdon Bridge Primary
Beverley Hewitt-Best	Newham Bridge Primary
Jo Smith	Breckon Hill Primary (Governor)
<u>Primary Academy Representatives</u>	
Sarah Lymer	Linthorpe Community Primary School
Amy Young	Captain Cook Primary School
Anita Jeffries	Archibald
Jackie Walsh	Green Lane Academy
<u>Secondary Academy Representatives</u>	
Michael Laidler	Acklam Grange School
David Dawes	Kings Academy, Chair
Mary Brindle	Macmillan Academy
Lisa Marron	Nicholas Postgate
<u>PVI Representatives</u>	
Afzal Kushi	PVI Sector
James Howlett	PVI Sector
<u>Local Authority Officers</u>	
Rob Brown	Director of Education, Prevention & Partnership
Karen Smith	Head of Achievement
Dianne Nielsen	Senior Accounting Officer – MBC
Trevor Dunn	Head of Access to Education
Craig Povey	Finance Business Partner
Judi Libby	Head of Resources
Tetiana Hallam	Clerk
Councillor Mieka Smiles	Executive Member Education
<u>Observers</u>	
Amanda Kershaw	Outwood Academy Trust
Andrew Humble	Head of Financial Planning & Support
Brenda Fox	School Support Finance Services
K Hull	
N Flint	
Nicola Russell	Pallister Park Primary
Susan Robinson	Priory Wood Special School
Lisa Taylor	Berwick Hills Primary
Tracy Houston	Newport
Louise Davies	Linthorpe

1	<p><u>APOLOGIES FOR ABSENCE/ANY ITEMS FOR AOB</u></p> <p>The following apologies were received:-</p> <ul style="list-style-type: none"> • Emma Watson The Avenue Primary School • Helen Steele Caldicotes Primary • Sheila Marley School Readiness Team Manager – MBC <p>RESOLVED that the apologies received be approved.</p> <p>There were no items notified for discussion as Any Other Business</p>
2	<p><u>MINUTES OF PREVIOUS MEETING/MATTERS ARISING</u></p> <p>Minutes of the meetings held on 13th October 2021 were circulated prior to the meeting.</p> <p>RESOLVED: that the minutes of the meetings held on 13th October 2021 were approved for signature by the Chair.</p>
3.	<p><u>DECISION/ACTION LOG</u></p> <p>There were no matters arising from the decision logs for meeting held on 13th October 2021.</p>
4.	<p><u>DSG MANAGEMENT PLAN</u></p> <p>Mrs Libby, Head of Resources, provided a verbal update on DSG Management Plan. The following points were made:</p> <p>4.1 High needs funding is provided to local authorities through the high needs block of the dedicated schools grant (DSG). Local authorities must spend that funding in line with the associated conditions of grant, and School and Early Years Finance Regulations. High needs funding is also provided directly to some institutions by the Education and Skills Funding Agency (ESFA).</p> <p>4.2 The high needs funding system supports provision for children and young people with special educational needs and disabilities (SEND) from their early years to age 25, enabling both local authorities and institutions to meet their statutory duties under the Children and Families Act 2014. High needs funding is also intended to support good quality Alternative Provision for pre-16 pupils who, because of exclusion, illness or other reasons, cannot receive their education in mainstream or special schools. The high needs funding block provides local authorities with resources for place funding and top-up funding for institutions, and funding for high needs services delivered</p>

directly by the authority or under a separate funding agreement with institutions (including funding devolved to institutions).

4.3 The DSG Management Plan is a tool that helps us to

- Benchmark spend areas against other Local Authorities and England averages
- Forecast future need and likely spend against that need
- Identify mitigating strategies and track the success of these

RESOLVED that the content DSG Management Plan be approved

ACTION: Mrs Libby to resend an email summarising what people were invited to do on SEND Strategic Group sufficiency workstream.

5. 2022/23 Dedicated Schools Grant (DSG) – Central School Services Block (CSSB)

Mrs Nielsen, Senior Accounting Officer, provided a summary of the points contained within her DSG-CSSB report. The following points were made:-

DSG Central Services Block

The total of the CSSB for 2022/23 as per the settlement is £1,042,205. As advised in 2021/22, this now includes Teachers' Pension Employer Contribution (TPECG) funding for centrally employed teachers. The CSSB funding is for the ongoing responsibilities and historic commitments. The grant has reduced overall by £20.5k from 2021/22 of which the historic element has reduced by £47.6k. The DfE have indicated that this element will reduce by 20% year on year, and will be nil once the hard funding formula is implemented.

The services that are proposed to be funded from the Central School Services Block in 2022/23 are as follows:

	£	
Copyright Licenses for Schools	117,342	Ongoing
Admissions	185,700	Ongoing
Speech & Language Contract	222,348	Historic
Contribution to Local Authority Designated Officer	15,000	Historic
Schools Forum	5,200	Ongoing
SEN Home to School Transport	40,000	Historic
Statutory Services for all Schools (previously funded by ESG)	408,264	Ongoing
Central Services Overheads to support the above	65,500	Historic (£11,368) /

		Ongoing (£54,132)
TPECG for Centrally Employed Teachers	67,725	Ongoing
Unallocated (ongoing responsibilities)	13,378	Ongoing
TOTAL	1,140,457	
TOTAL DSG CSSB Grant	1,042,205	
Shortfall in Funding	-98,252	

-The above commitments has put a pressure on the budget of £98,252.
 -As the grant does not allow us to increase costs above the historic funding element for those commitments classified as historic, the proposal is that the DSG High Needs Block will fund the shortfall to support the continuation of the Speech & Language contract.
 -Of the ongoing responsibilities grant element, this leaves an unallocated amount of £13,378. Due to reduction in funding and the uncertainty of funding, the proposal is for this to be carried forward into reserves to support future years funding shortfalls.

How many schools are using Admission Appeal services and how much are we paying for this service? The cost of the Admission Appeal service is the salary of 6 members of the team. Half of Middlesbrough schools are will access appeals via Hartlepool Appeal service. Hartlepool charge LA and we pay the bill. Schools will pay for appeals that they put forward via Hartlepool service.

ACTION: Trevor Dunn to find out if Maintained primary schools are getting charged for Admission Appeal service. Trevor to clarify which services are provided by LA and the equity of the funding for those between Academies and Maintained schools.

RESOLVED:

- The decrease in the Central School Services Block (CSSB) grant funding was noted.
- Advisory note of the decrease in historic funding and the future years budget pressure was noted.
- Contribution in 2022/23 from the DSG High Needs Block to support the continuation of the Speech and Language contract in 2022/23 was agreed.
- Services to be funded from the Central School Services Block (CSSB) was approved.

6. DSG Schools Block 2022-23

Mrs Nielsen and Mrs Libby provided a summary of the points contained within the DSG Schools Block 2022/23 report.

The following points were made:-

- Alternative Provision Academy-an additional 60 places will be required in year according to current trends
- Special School places-the increase in young people requiring provision for Social, Emotional and Mental Health Needs is above the planned increase in places for the next 2 years
- Specialist Services are stretched to beyond capacity and therefore operating at crisis rather than a preventative basis
- If the current trend continues, Middlesbrough exclusions will reach 2015/16 levels and by the end of the academic year, 60-70 children and young people in Middlesbrough will have been permanently excluded from school
- The issues are consistent across ALL secondary schools in Middlesbrough
- Persistent Disruptive Behaviour is usually the reason for a large majority of permanent exclusions. This surge is bucking that trend-the majority of cases involve a one-off significant event
- Almost half of exclusions happen because of threatening behaviour or violence, suggesting an issue with emotional regulation
- 2 out of every 5 children permanently excluded are already vulnerable and open to social care
- 1 in 10 children have Special Educational Needs and/or Disabilities

Mrs Libby informed the Board that exclusions have doubled comparing to the last academic year. There were 37 exclusions last year and there are already 20 exclusions this academic year. There is no capacity on the system to provide a full time education for those children. That's why in order to support the increase in costs of predicted exclusions the council are requesting a transfer 0.5% from DSG Schools Block to DSG High Needs Block (£608k).

If members are in agreement to transfer 0.5% from DSG Schools Block to DSG High Needs Block, two options were discussed and considered:

Option 1- transfer 0.5% of the DSG to the High Needs Budget, affecting Secondary Schools only. Drawdown £195.8k from schools block reserve and apply 0.5% MFG

Option 2- transfer 0.5% of the DSG to the High Needs budget, affecting primary and secondary schools. Drawdown £195.8k from schools block reserve and apply 0.5% MFG.

The growth fund was discussed and the School Management Forum members were advised that funding for 30, year 7 places from September 2022 was required to be set aside. The SMF members were advised that this could be funded from reserves and there is no requirement to reduce the NFF rates further to accommodate this request.

	<p>RESOLVED:</p> <ul style="list-style-type: none"> • SMF noted the indicative school supplementary grant. • Option 2- transfer 0.5% of the DSG to the High Needs budget, affecting all key stage schools, drawdown £195.8k from reserves and apply 0.5% MFG was approved by School Management Forum members. • The Budget for Growth Fund 2022-23 for 30, year 7 places to be funded from reserve was approved. • SMF members approved the submission of the APT pro-forma to the ESFA.
7.	<p><u>DSG Early Years Block 2022-23</u></p> <p>Mrs Nielsen, Senior Accounting Officer, provided an update to the forum regarding 2022/23 Early Years Block Indicative Budget. The following points were made:-</p> <ul style="list-style-type: none"> • The DSG Early Years Block, 3 & 4 year old funding allocations are based on a unit rate of £4.97 per an hour. This is an increase of 17 pence per hour from 2021/22. The rate received for 3 & 4 year olds must cover the universal hourly rate, extended hourly rate, supplements, central allocation and SEN inclusion funds. Therefore, the full rate of £4.97 cannot be passed onto providers • The DSG Early Years Block, 2 year old allocation is based on a unit rate of £5.57 per hour. This is an increase of 21 pence per hour from 2021/22. • The 3 & 4 year old rate is a universal hourly rate paid to all providers for all qualifying children. This rate covers payments for both the universal 15 hour entitlement and the 30 hours enhancement for working parents. The hourly rate paid to providers will increase by 7 pence per hour over and above the 17 pence per hour increase from the DfE, to make the increase from 2021/22 to 2022/23 to 24 pence per hour, providing a 5.8% increase. • The flexibility payment is also a supplement in the formula, however this is not mandatory. It is paid to providers who offer flexibility in their offer, this will be paid at 81 pence per hour. • The two year old rate of £5.57 per hour is paid to all providers. This is an increase of 17 pence per hour over the 21 pence increase from the DfE to make the increase from 2021/22 to 2022/23 to 38 pence per hour which is a 7.3% increase from 2021/22. This means that the full rate received from the DfE is now paid across to providers. • SEN inclusion fund is a mandatory requirement of the early year's formula. Due to the overspend in 2021/22 an allocation of £250,000 has been set aside for SEN inclusion in 2022/23, of which £150,000 funded from DSG Early Years and £100,000 funded from DSG High Needs. This is an increase of £50,000 from 2021/22. This allocation covers children accessing universal entitlement and also children accessing the 30 hour entitlement. • The Local Authority to retain an element 3 & 4 year old to be held centrally to contribute towards the Early Years' and Primary Support

	<p>service and SEN Inclusion Fund. This central allocation represents 3.17%, (compared to 2021/22 3.25%) of the 3 & 4 year old funding, 2022/23 funding allocation and is therefore within the maximum 5% allowable for 2022/23</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> • Central allocation was approved • Proposed early years' formula and rates for 2022/23 were noted • Potential risk of the increase in rates for 2022/23 were noted • SEN Inclusion Fund total budget of £250k was approved
<p>8.</p>	<p><u>De-delegation 2022-23</u></p> <p>Mrs Nielsen informed Members of the forum that due to the timing of setting the budget for de-delegation and organisations providing their costs for 2022/23, she is unable to confirm the rates for CAPITA ONE, Technology Forge and CLEAPSS. An assumption has been made for the uplift in rates for 2022/23. Dianne therefore advising that actual rates will be charged, once they are confirmed. From 2021/22 Technology Forge has not been offered to academies and therefore only maintained schools are able to purchase this service.</p> <p>CLEAPSS - where a secondary school or special school wishes to buy in to this service. CLEAPSS charge to the LA includes post 16 pupils, therefore the charge to these schools will include post 16 pupil numbers.</p> <p>The LA proposes that the above licences are de-delegated in 2022/23. Maintained Primary representatives were offered to vote on which budgets are to be de-delegated in 2022/23:-</p> <ul style="list-style-type: none"> • Trade Union Facility Time • Capita ONE • Technology Forge • CLEAPSS Membership and RPA Service <p>RESOLVED:</p> <ul style="list-style-type: none"> • Trade Union Facility Time agreed to be de-delegated • Capita ONE - not to be de-delegated • Technology Forge - not to be de-delegated • CLEAPSS Membership and RPA Service - not to be de-delegated <p><i>Rob Brown left the meeting at 10.30am</i></p>
<p>9.</p>	<p><u>Union Facility Time (Verbal Update)</u></p> <p>Mrs Nielsen, informed the forum that during the last financial year we implemented a Union Facility Time process and criteria. There were some issues with Union representatives not wishing to provide certain information in order to make the reimbursement payments to the schools where they</p>

	<p>have Union reps. Since last SMF claims are now submitted with the information that is required to ensure a clear audit and to release the funding. At this point there is requirement for further work by SMF members.</p> <p>RESOLVED that the Forum agreed on that decision.</p> <p>THANKS: Members of the forum recorded their gratitude to Mrs Nielsen, for all her hard work and commitment during these unprecedented times.</p>
<p>10.</p>	<p><u>DATE AND TIME OF FUTURE MEETINGS</u></p> <p>The next meeting be held virtually on Microsoft Teams at 9.15am on Wednesday 2nd March 2022. The Chair recorded his thanks to everyone for their attendance. Meeting Closed: 10:38 am</p> <p>Approved on _____ (date)</p> <p>Signature (Chair) _____</p> <p>Name _____</p>

DRAFT