

SCHOOLS MANAGEMENT FORUM

Notes of meeting held on Wednesday 15th January 2020, 8:15am at Acklam Grange Community Learning Centre

Attending:

Andrea Crawshaw	Chair / Acklam Grange School
Judi Libbey	Head of Resources and SEN – Middlesbrough Council
Dianne Nielsen	Senior Accountant – MBC
William Guthrie	PVI
Afzal Kushi	PVI
Rob Brown	Director of Prevention and Partnerships – MBC
Beverley Hewitt-Best	Newham Bridge Primary School
Mary Brindle	Macmillan Academy
Helen Malbon	Viewley Hill Primary School
Julia Rodwell	
Amy Young	Captain Cook Primary School
Joanne Smith	
Jackie Walsh	Green Lane Primary School
Jo Smith	Beverley School
Sarah Lymer	Linthorpe Primary School
Emma Watson	
Andy Rogers	
Caroline Thomas	
Barrie Cooper	
Nathan Bulley	
Helen Dalby	
Sheila Marley	

1.	<p><u>Apologies for Absence / Any Items for AOB</u></p> <p>Leanne Chilton – RTMAT Jenni Cairns – Middlesbrough College Helen Steele Adam Cooper – Abingdon Primary School</p> <ul style="list-style-type: none"> • WG wished to have a document reviewed within today’s meeting. Chair feels that SMF would not be the appropriate forum in which to do this. RB agreed to forward the document to Sarah and Sheila for review. • WG added that he would also like to request for the Department of Education to attend future SMF meetings. BC will discuss this with Deputy Mayor Anthony High.
2.	<p><u>Minutes of Previous Meeting / Matters Arising</u></p> <p>The admissions process has caused considerable disappointment. It is thought that primary schools and nurseries should work on the expectations of parents. AK furthered that some schools have 40 nursery places and only 30 primary school places which is disappointing for parents. SM stated that it is a mistake for parents to assume that a child</p>

	<p>who attends a school nursery will automatically continue onto the primary school. Chair noted that there needs to be an emphasis on this in the future.</p> <p>WG requested an update on the model agreement that is mentioned in point 7 of the previous minutes. RB will provide this in writing following today's meeting.</p> <p>WG raised that school nurseries are not funded in the same way as PVI settings as stated in the previous minutes. WG added that the comment describing PVI setting as expensive is not reasonable and believes that PVI settings are affordable. DN stated that PVI settings and school settings are funding identically via the DSG grant as required. WG stated that PVI settings and school settings work under varying business models and are not funded in the same way.</p>
<p>3.</p>	<p><u>Decision / Action Log</u></p> <p>De-delegation will be covered in today's meeting. The Growth Fund Criteria has been agreed. Items 2-6 are agreed by SMF. Item 7 will be delayed until the meeting of the next SMF due to time constraints.</p>
<p>4.</p>	<p><u>Terms of Reference / Constitution</u></p> <p>Chair noted that Joanne Smith from Beverley School is retiring. JS was thanked for her contribution to special schools and for representing special schools at SMF. JS has identified Janice French as a possible replacement. SMF is in agreement that JF should replace JS.</p> <p>HM will also be leaving SMF to relocate to a school on Stockton. HM was thanked. A replacement is to be identified. HM queried how a replacement will be identified. There are already two representative from her cluster. Chair stated that due to the number of children under HM's cluster, another primary head needs to be allocated. HM is unsure if this means that any primary head can be nominated or a primary head from her cluster will need to be allocated? HM stated that the primary academy cluster included Newham Bridge Primary, Acklam Whin Primary, St Claire's Primary, Kader Primary, Green Lane Primary, St Gerard's Primary, Whinney Banks Primary.</p> <p>The Terms of Reference lay out powers and responsibilities of SMF members. The term of office will span three years from August 2020 until August 2023.</p> <p>Item 5 – It is felt that each representative should have a substitute that will attend SMF in their absence. This would prevent delayed votes. Chair noted this to be a good idea however should be in agreement that the absentee can brief the attendee. JR queried if the substitute representative could be a school business manager. This was agreed. Each full member should nominate a substitute that will be named in the terms of reference. Business managers often attend under role of observer and can contribute appropriately.</p> <p>Item 14 – If a representative is absent for a number of consecutive sessions their membership will be terminated. SMF need to vote for a Chair and Vice Chair. This is tabled for the September meeting.</p> <p>NB noted that attendees of meetings needs to be accurately reflected within the minutes.</p>

	<p>The Department for Education has written into the constitution that SMF's can be held remotely until 31st March 2021. SL queried if members will have the opportunity to attend meetings virtually in the future once physical meetings are continued. Chair explained that there is a possibility that this will be offered in the future and the Community Learning Centre can accommodate this.</p> <p>The terms of reference will be reviewed annually to include Government guideline changes.</p>
<p>5.</p>	<p><u>DSG Outturn</u></p> <p>The total variance for the High Needs Block for 2019/20 was an in-year overspend of £1,191,859.90. Due to ongoing pressures of demand and support needs of children.</p> <ul style="list-style-type: none"> • £516k due to a change in funding provided by DfE – SSF Maintained Element 2 • Additional £107k made on top up funding payments • Home & Hospital Teaching additional £81k • Secondary KS3 & KS4 turnaround places additional £205k • Year 7 places from September 19 – March 20 £74k <p>There has been an increase of children with an EHCP by 200. The increase is due to the capacity of services to deliver to children with SEN. Chair explained that when previously discussed, this was in a much better position. An overspend was not expected and a decision was made not to transfer money. There has been recoupment issues with AP funds in terms of disputes. A policy was put in place in September 2019 that has been ignored to some degree by some academies. This is as a result of additional places for Year 7 students.</p> <p>DN and JL agree that there were some unexpected expenses at the end of the 2018-2019 year in terms of costing and accounting. DN stated that at the end of 2019 there were some areas that should have been paid but had not. There has been a number of pressures in terms of AP funding and finding additional support for young people with complex needs. This has been disappointing for the SEN team. The budget for 2019-2020 is better understood.</p> <p>There is no longer a requirement for the budget recovery plan to be submitted to the Department for Education on 30th June 2020, but the DfE still expect us to have a recovery plan in place.</p> <p>£336,000 was made available to the Local Authority over the next two years which is helpful with the budget. There will be focus on reducing the number of private providers. The budget will invest in local provision with additional ASE classes with Horizons, additional resources at Hemlington Hall and additional classes at Priory Hall that will reduce the need for use of Percy Hedley. There will need to be significant support for SEN children that have been impacted by the closure of schools as a result of COVID-19. There are concerns for children that may have fallen behind in learning and have anxieties about returning to school.</p> <p>HD raised the issue of trouble with recoupment and queried if this will worsen if invoices are not addressed. JL explained that this will not get worse and there are procedures and interventions in place so that the Local Authority and schools are in agreement. Local Authority will not provide intervention if invoices are not paid. It is the responsibility of</p>

schools to provide alternative provision when required and a contract needs to be signed to say the outstanding invoices will be paid. The disputes are significant and cannot continue.

Early Years Block

The total underspend for the Early Years Block is £1,065. This is explained in more detail below: -

- The budget for 3 and 4 year old funding in mainstream schools and PVI settings has overspent by £285,264.82 of which £134,845 relates to the 2018-19 deprivation payment and £151,626 summer 18 payment, made in 2019-20. Therefore, the 3 & 4 year old in year position is underspent by £1,206.
- The budget for 2 year old funding for 2019/20 was underspent by £189,536.66 based on payments paid. This is mainly due to the summer 19 take up being low.
- The Early Years SEN Inclusion Fund was underspent by £42,524.89.
- Overspend on the Early Years Pupil Premium Budget of £13,074.30 and a saving on Disability Access Fund of £24,015.

These are included in the outturn currently, but it is anticipated that these will be reclaimed by the DfE when they complete the In-Year adjustment for 2019/20 in July 2020.

The in-year adjustment for 2018-19 was a payment of £43,328 received in July 2019. This forms part of the overall underspend.

The cumulative position for Early Years is an underspend of £321,757.69 is to be carried forward for Early Years purposes, however the forum should note the figure is provisional because we haven't received the final allocation for 19-20, as this isn't received until July 20 and there are some outstanding payments which may adjust this balance. Any balances remaining will be used to balance the future Early Years funding formula.

DN agreed to a discussion outside of this meeting with WG.

Central School Services Block

There are one off savings on IT, copyright licences, admin officer and DSG Combined Services totalling £93,513.68. There has been a small overspend on Admissions of £2,518. Net underspend of £90,995.

The CSSB underspend is to be carried forward. This is due to the opening balance for the CSSB reserve is overspent by £120,081.24. The in-year underspend will reduce the reserve to a closing balance overspend of £29,085.90.

It is recommended that a draft outturn of £1.1million is carried forward to High Needs, Early Years, Central Services and Union Facility Time.

De-Delegation – Union Facility Time

In 2019-20, Union Facility time has underspent by £27,835.47, I have rolled this balance forward in 2019-20. The balance will be held until the outcome of the Union Facility Time

is resolved. Once resolved, any remaining balances will be repaid to schools who originally paid in in 2019-20.

SMF agreed to the following recommendations:-

- Note the DSG draft outturn position
- SMF note the carry forward of High Needs balance, Early Years balance and CSSB balance
- SMF note the carry forward of the Union Facility time balance.

6. De-Delegation Decisions

A paper was presented by DN on seeking a vote from Primary Maintained members regarding the following de-delegation:

- FSM Eligibility Checking Service
- Union Facility Time
- CAPITA One
- Liquid Logic
- Technology Forge
- CLEAPSS Membership and RPA Service

Three of the four members were present at the meeting at the time of taking the VOTE. It was agreed by JR, Park End, BHB, Newham Bridge and AC, Abingdon (who provided is vote via email).

A discussion took place regarding Union Facility Time. DN sought clarity from other local authorities on the administration of Union Facility Time. DN presented a paper based on Darlington Borough Council criteria and the admistration of Union Facility Time. There is a clear criteria that explains what Union Representatives can claim.

- The Union Representative must work at an education establishment.
- Claims cannot be paid to third parties.
- Representatives must be part of a recognised trade union.
- Claims will be paid leave during the normal school working day to cover supply costs, while a member of staff is working on union facility duties
- Union Representatives can be paid for supporting a member of the union with a disciplinary matter, terms and conditions of employment or physical working conditions.
- Union Representatives cannot claim for recruitment, canvassing or political activities.

Chair added that this has been discussed at SMF for a period of time and needed to come to a conclusion. Using a tested method from other Local Authorities would be positive. There are issues and concerns in terms of the NASW team representative who attends Hollis Academy three days a week. The NEU is happy to be refunded certain costs. It needs to be taken into account that Hollis Academy's budget stretches from September to August. Many academies are signing up to agency supply which will support savings.

	<p>Chair proposed the following:</p> <ol style="list-style-type: none"> 1. Middlesbrough adopts the Darlington Model based on a supply rate rather than an M6 hourly rate. This was agreed on the supply rate. DN confirmed that the supply rate had been built in to the budget model. 2. There is a limit to this pot. 3. This will begin in September 2020. <p>AY added that the amount of time and number of teachers in the Union was going to be discussed to decide if this was the equivalent to three days of work. The report provided was not a true report and there is an overspend on NEO.</p> <p>NASW Representative would need to detail who has been supported if the Darlington model is to be accepted. It needs to be known what support is being provided.</p> <p>Two schools have confirmed that they do not wish to buy into this. For schools that do not buy into this service, the rep supporting that school will not be able to claim from Union Facility Time.</p> <p>If schools don't buy in, one requirement of the end of year accounts is that schools submit a report detailing Union Facility Time.</p> <p>Ten in favour of this proposal. Majority agreement.</p> <p>DN to circulate the claim form and criteria of what can be claimed to schools.</p>
<p>7.</p>	<p><u>2021-21 SMF Dates</u></p> <p>Venue – Community Learning Centre, Acklam Grange School Farndale Room</p> <p>Start Time – 08:15</p> <ul style="list-style-type: none"> • Wednesday 16th September 2020 • Wednesday 18th November 2020 • Wednesday 13th January 2021 • Wednesday 24th February 2021 • Wednesday 19th May 2021 <p>Above venue is subject to COVID19.</p> <p>It is noted that a new representative may not be in place at the time of the next SMF as this will be two weeks into the new school year.</p>
<p>8.</p>	<p><u>Department for Education / ESFA Update</u></p> <p>DN provided an update from the Department for Education who attended a regional finance meeting.</p> <p>The national funding formula will continue to be set by the LA in 20/21. The Department for Education are still committed to a hard formula, which will mean the DfE calculating the NFF in the future. Teaching pensions and pay grants will be combined into the national funding formula for 21/22. No other grants were mentioned. The DfE high lighted that</p>

	<p>there maybe a possible change to business rates, where this maybe taken out of the NFF. This will not change for 21-21 formula.</p> <p>DfE advised that the current flexibilities applied for Early years will continue for the remainder of the financial year (31 March 21). The Department for Education are looking at funding due to sustainability issues within Early Years. No time frame for this or further information provided at the time.</p> <p>The Year 7 Catch Up Premium has been discontinued and replaced with a Catch Up package.</p>
<p>9.</p>	<p><u>DATE OF NEXT MEETING:</u></p> <p>Venue – Web Ex Meeting Start Time – 08:15 Date – Wednesday 16th September 2020</p>