

MINUTES OF SCHOOLS FORUM
Tuesday 24th January 2012

Present:



Primary School Headteacher
Primary School Headteacher
Primary School Headteacher
Secondary School Headteacher
Secondary School Headteacher
Special School Headteacher
Academy School Headteacher
Primary School Governor
Primary School Governor
Secondary School Governor
Early Years Representative
Staff / Teacher Associations
CSA Nomination
Blackburn CE Diocese
14-19 Partnership

In attendance:



Head of Finance and Business Support, Children, Adult and Family Services



Finance Manager, Resources Directorate




Senior Democratic Services Adviser, Chief Executive's Directorate

Action


1. MEMBERSHIP

The Forum were informed that the term of office for each Member expired on the 13th January 2012. The new membership was noted.






2. APPOINTMENT OF CHAIRMAN

 was appointed Chairman of the Forum for the forthcoming year.


3. APPOINTMENT OF VICE CHAIRMAN

 was appointed Vice Chairman of the Forum for the forthcoming year.

4. APOLOGIES

Apologies for absence were received on behalf of  (Voluntary Aided Headteacher),  (Primary School Governor),  (Secondary School Governor),  (Staff/Teacher Associations) and  (Children, Adult and Family Services).

5. MINUTES OF THE SCHOOLS FORUM MEETING HELD ON 4th OCTOBER 2011

The minutes of the meeting held on 4th October 2011 were, with the following amendments, agreed as a correct record; (1) that Schools Services Board should read School Services Group; and (2) that the attendance be amended to show  present.

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6. MATTERS ARISING FROM PREVIOUS MINUTES

Item 3 – Revised Schools Forum Constitution and terms of reference

Following circulation of the revised constitution at an earlier meeting, the Chairman advised that the balance of the membership may need to change in the future if more schools became academies.

Item 8 – Management Improvement Factor

The Chairman advised that he would be circulating a proposal to schools regarding the continuation of investment into the fund by those schools who wished to continue.

Item 12 – Carbon Reduction

The Chairman requested that [REDACTED] provide the Forum with an update about the scheme at the next meeting.

Matters Arising – SERF Review

[REDACTED] summarised the recent SERF review. She explained that the recommendations proposed that the Service Level Agreements be rewritten and the funding arrangements tailored to ensure value for money; that the behavioural SERFs operate over 5 days instead of the current 4 with one SERF to close to provide the additional resource for this change; and to establish 3 behavioural SERFs.

[REDACTED] explained that if the Forum agreed all recommendations would be undertaken with full consultation with stakeholders.

Following a detailed discussion of the proposals, the Forum agreed to support a short life working group to look at the recommendations. A further update would come to a future meeting of the Schools Forum.

7. MINUTES OF THE EXTRAORDINARY SCHOOLS FORUM MEETING HELD ON 13th DECEMBER 2011

The minutes of the meeting held on 13th December 2011 were agreed as a correct record.

The Chairman advised that the Forum had agreed to a minimum £1 million contribution to Combined budgets in 2012/13.

8. BUDGET MONITORING 2011/12

[REDACTED] gave a detailed update upon the budget for 2011/12.

He explained the areas of overspend particularly the take up of 3 & 4 year old nursery places which was higher than expected.

9. BUDGET SETTING 2012/13

9a. INDIVIDUAL SCHOOL BUDGETS

[REDACTED] advised that schools had been provided with their indicative budgets for 2012/13 in December. Amendments to be made to the budgets before finalisation included up to date pupil numbers, which

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would be taken from the January PLASC figures.
The Schools Forum were asked to approve a PFI factor which would be incorporated into the funding formula.

The Schools Forum approved the PFI factor, but noted its concern about setting a precedent for future PFI funded schools. The Forum also approved the transfer of the School Lunch Grant from the centrally-retained budget to schools delegated budgets.

9b. EARLY YEARS SINGLE FUNDING FORMULA

██████████ explained that the Early Years Single Funding Formula had been introduced in April 2011 and it was felt that a review of the formula was prudent prior to the 2012/13 budget. The Early Years Strategic Group conducted the review and found that the formula remained fair and equitable.

The Schools Forum noted the review and approved the proposals for 2012/2013.

9c. SPECIAL SCHOOL FUNDING

██████████ advised that no significant changes were proposed for the Special School funding as the Authority was mindful of changes proposed by the Government for future years.

9d. CONTRIBUTION TO COMBINED BUDGETS

Further to the Forum decision on 13th December to allocate £1 million to Combined budgets ██████████ advised there was £1 million to be released back into DSG funded areas. A number of options had been drawn up by the Special Purpose Group for consideration by the Schools Forum.

A number of the options included reinstating some resource to services cut in 2011/12 that directly affected services to schools.

Following a detailed discussion by the Forum it was agreed that the options would be taken to the Forums representative groups for further discussion. Their conclusions would be fed back at the next meeting of the Forum.

10. PUPIL PREMIUM GRANT

██████████ explained that in 2012/13 the eligibility for the Pupil Premium would be extended to those pupils who had been eligible for Free School Meals at any point over the previous 6 years.

It was also reported that the level of Pupil Premium for Looked After Children and Service Children would increase.

██████████ also advised that £50 million of the Pupil Premium would be available to support a Summer School Programme to assist the most disadvantage pupils make the transition from primary to secondary school. This was likely to be accessed via a bidding process.

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11. ACADEMY FUNDING

██████████ advised that the Government had been challenged for incorrectly charging the Local Authority for the transfer of responsibilities to academies. The amount was being looked at, it was likely that the 2012/13 amount would be reduced to correct the overcharging.

12. SCHOOL FUNDING REFORM

██████████ reported that, at the Fair Funding Conference held in York in November 2011, the Department For Education (DfE) provided details of the responses received during the recent consultation. An indication of the reforms was also provided.

It was indicated that ministers were broadly in favour of notional budgets at school level, as were half of the consultation respondents. It was likely that Ever 6 Free School Meals would continue to be used as a deprivation indicator, however the DfE were also evaluating the use of the Income Deprivation Affecting Children Indicator.

Other factors being considered by the DfE to be incorporated into the National Funding Formula included pupil mobility. Blackpool had asked to contribute to this being considered as transience was a town wide issue.

A further consultation on DfE proposals was likely to be held in summer 2012.

13. PAY REVIEW UPDATE

██████████ advised that letters had been sent to staff and conciliation events had been arranged.

The Forum was asked to agree to continue to provide funding to facilitate those trained for the Pay Review process to support the conciliation events and appeals processes.

The Forum agreed in principal but requested figures from HR for the next meeting.

14. SCHOOL SERVICES GROUP

██████████ reported that the January meeting had been postponed, but work had been undertaken by the Authority on the SLAs with all now on templates. Some SLAs had seen minor changes and the advice to Headteachers and Governors was to read the SLAs carefully.

One major change was in regards to waste services where the recycling element had reverted to being free, this had had a significant impact on schools' waste budgets.

██████████ advised it was still not clear whether European tendering was required specifically in regard to catering providers. Conflicting advice had been given and clarification was being sought.

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15. CHILDREN'S SERVICE AUTHORITY UPDATE

██████████ informed the Forum that the Executive Director of Children, Adult and Family Services, ██████████ was to take voluntary redundancy in August 2012. The Directorate would be restructured and the Chief Executive would be deciding where within the restructured department the statutory duties lay. ██████████ advised that a clearer idea of that new structure would be available at the next meeting.

The Forum agreed through the three head teacher groups to arrange a meeting with the Chief Executive to discuss the restructure prior to the next meeting of the Forum.

16. DATES OF FUTURE MEETINGS

The Forum noted the dates for future meetings of the Schools Forum:

- Tuesday 13th March 2012
- Tuesday 19th June 2012
- Tuesday 2nd October 2012
- Tuesday 22nd January 2013
- Tuesday 12th March 2013

All meetings would be held at 9.15am at Devonshire Primary School.

The meeting ended at 12.15pm.

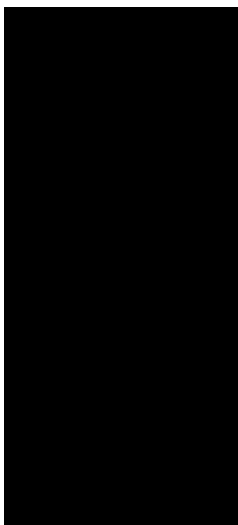
Any queries regarding these minutes, please contact:

██████████ Senior Democratic Services Adviser

Tel: (01253) 477153 E-mail: ██████████

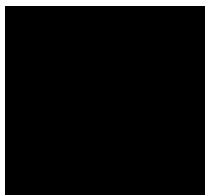
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Tuesday 13th March 2012

Present:



Primary School Headteacher (in the Chair)
Primary School Headteacher
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Secondary School Headteacher
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Special School Headteacher
Academy School Headteacher
Primary School Governor
Primary School Governor
Secondary School Governor
Staff / Teacher Associations
CSA Nomination
14-19 Partnership
Staff / Teacher Associations
Secondary School Governor
Voluntary Aided Representative

In attendance:



Head of Finance and Business Support, Children, Adult and Family Services
Service Director: Learning, Schools and Communities
Finance Manager, Resources Directorate
Principal Surveyor, Built Environment Directorate
Senior Democratic Services Adviser, Chief Executive's Directorate

Action

1. APOLOGIES

Apologies for absence were received on behalf of [REDACTED] (Voluntary Aided Headteacher), [REDACTED] (Early Years Strategic Group) and [REDACTED] (Children, Adult and Family Services).

The Chairman welcomed [REDACTED] (Voluntary Aided Representative in place of [REDACTED]) and [REDACTED] (Secondary School Governor) to the Forum.

2. MEMBERSHIP UPDATE

[REDACTED] reported that there were currently no changes to the Membership of the Forum required but that this could change when Montgomery became an Academy. The potential for shared voting rights for the two Academies was discussed.

3. MINUTES OF THE SCHOOLS FORUM MEETING HELD ON 24TH JANUARY 2012

The minutes of the meeting held 24th January 2012 were agreed as a correct record.

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4. MATTERS ARISING FROM THE PREVIOUS MEETING

SERF Review

Members of the Forum noted that the SERF Review was ongoing and that the working group had not yet met. It was agreed that an update report on progress on the Review would be brought to the next meeting of the Schools Forum.

Pay Review

██████████ provided the Forum with an update on the costs associated with the pay review. She advised that the funding set aside for the current year was adequate to meeting costs. Further funding would be required to be factored in for next year but the cost of this would depend on the number of appeals to be heard.

5. CARBON REDUCTION COMMITMENT

██████████ updated the Forum with an overview of the Carbon Reduction Commitment (CRC) allowances for school premises.

He reported that Blackpool Council required an annual purchase of £300,000 of allowances and that schools' qualifying emissions accounted for approximately £90,000 of this amount. He added that there was £80,000 available from the Dedicated Schools Grant (DSG) in 2011/12.

██████████ presented the Forum with a summary of the options that had been considered and that Option i) Distribution of CRC budget to schools was the preferred option.

Graphs were circulated to Members showing the level of detail that would be provided to schools to monitor and track performance against target.

Responding to concerns raised, ██████████ confirmed that schools would not be expected to fund the relatively small amount of overspend this year and that the proposal was to delegate a portion of the allowance to each school from 2012/13 dependant on the baseline calculation for this year with the purpose of incentivising schools to further reduce carbon emissions.

Following concerns raised relating to the necessity for all Head Teachers and Governors to be aware of the CRC, it was agreed that a briefing would be given at the meetings of the Chairs of Governors and the Federation with the option of one to one follow up meetings if required. It was also suggested that a review of the lettings procedures be undertaken for those schools that have letting arrangements.

Following a lengthy discussion, the Forum agreed to the rightsizing of the CRC allowances budget 2011/2012 emissions and that this could be used as a baseline for determining future CRC allowance purchases.

6. BUDGET MONITORING 2011/12

██████████ presented the Forum with an overview of the Dedicated Schools Grant budget Monitoring Report as at January 2012. She

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reported a net improvement in the budget of £45,000, mainly due to reduced redundancy costs and some contingency funding not being required.

She advised the Forum of the overall budget position and that the Children, Adults and Family Services would meet the current overspend which would result in no overspend being carried forward into the next year.

7. CONTRIBUTION TO COMBINED BUDGETS

The Chairman reminded the Forum that it had approved the reduction of the Contribution to Combined Budgets from £2million to £1million and that further work would be undertaken to consider options for the redistribution of the £1 million to be released back into the budgets funded by the DSG. He presented the two options that had been put forward for consideration by the Schools Forum.

Concerns were raised regarding the responsibility for funding equal pay claims and the length of time that claims could be submitted. [REDACTED] confirmed that it was unclear at present who would be responsible for funding the claims and that advice was currently being sought to clarify the situation. She agreed to keep the Forum updated on progress on the issue.

Members of the Forum voted in favour of a proposal to defer a final decision on the redistribution of the £1 million pending clarification on the financial implications of the equal pay review on schools. Members considered the risk to individual schools and to the Schools Budget as a whole too great to allocate this funding for other purposes.

8. ALLOCATION OF DEDICATED SCHOOLS GRANT

[REDACTED] presented the Forum with an overview of the proposed allocation of the DSG 2012-13.

He reported that the School Lunch Grant budget had merged with the Individual School Budgets which would make it easier for schools to manage the budget. He reported that the pupil premium grant had almost doubled and [REDACTED] explained that the main reasons for this were the increase in the number of eligible pupils and an increase in the amount allocated to each child.

Responding to concerns raised relating to the amount budgeted for incremental increases for Special Support Assistants, [REDACTED] confirmed that this had been achievable through savings elsewhere within the Council.

Following a lengthy discussion the Forum agreed that the following reports would be brought back to the next meeting:

1. Confirmation on whether the £100,000 allocated towards the SERF review had been spent and if so, where it had been spent;
2. A detailed breakdown of the Schools Contingency Funding;
3. More information on the Extended Schools Grant.

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9. PAY REVIEW UPDATE

██████████ updated the Forum on the current situation in regard to the Pay Review. She reported on the number of employees that had signed up to the outcome letter and the number of employees that had been booked on to a conciliation event. She advised Members of follow up activity that would be undertaken on those employees who had not yet responded although it was accepted that some of those might have been included in group conciliation events. It was confirmed that all appeals would need to be submitted by the end of April 2012 and that all appeals would be heard between 1st May 2012 and 31st March 2013 with the aim of having all appeals heard prior to the expiry of the pay protection, with priority being given to those employees at risk of losing pay.

██████████ advised the Forum of the members of the appeals panel, the training that would be provided and the timeline for a decision on the appeal.

In response to questions, ██████████ confirmed that appropriate backdated pay would be given to employees following receipt of a signed outcome letter.

Responding to concerns, it was agreed that ██████████ would provide clarification on how the pay review funding would be carried forward if not used during this financial year.

██████████ gave an update on the equal pay claims affecting a number of schools. A lengthy discussion took place regarding potential second generation claims and ██████████ outlined the options available and the potential costs.

Following a discussion regarding the liability for equal pay claims, ██████████ confirmed that this was still being discussed and agreed to provide the Forum with an update on the outcome of this at a future meeting.

10. ACADEMY UPDATE

██████████ updated the Forum on the current situation with regard to conversions to Academies.

It was noted that the following schools were currently consulting on becoming an Academy:

Collegiate
Norbreck
Hawes Side
Waterloo
Claremont

██████████ confirmed that Montgomery was due to become an Academy in the near future. She also confirmed that the extension of Westcliff in the South of the town would meet the requirement for all new schools to become Academies.

██████████ agreed to keep the Forum updated on progress on

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Academies.

11. PUPIL PREMIUM GRANT ACCOUNTABILITY

██████████ circulated a paper that gave the background for the Pupil Premium Grant and confirmed that each school had the ability to determine how the funding should be allocated as well as the accountability for demonstrating how it had been used to support low income families. Schools would also be expected to publish how the funding had been allocated from September 2012.

Following a discussion regarding the role of the Schools Forum in monitoring accountability for the Pupil Premium Grant, Members agreed to receive a report in October on how many schools had published data on how the funding had been allocated and to consider the published data at a future meeting.

12. AMENDMENTS TO SCHEME FOR FINANCING SCHOOLS

The Forum was reminded that each year the Scheme for Financing Schools was updated and the proposed revisions to the Scheme for 2012 were outlined.

Following a general discussion, the Forum agreed that it was satisfied with the changes and approved the publication of the scheme.

13. AMENDMENTS TO SCHOOL FINANCE REGULATIONS 2012

██████████ advised the Forum that the Department for Education had issued revised School Finance Regulations 2012 in light of policy changes.

The Forum noted the amendments to School Finance Regulations 2012.

14. SCHOOL SERVICES GROUP

██████████ presented the minutes from the School Services Group and asked that the Forum note that these were draft minutes as they had not yet been approved by the School Services Group.

She reported on a key discussion point relating to potential legal challenges due to non compliance with the EU tendering process.

Responding to questions from the Forum, ██████████ confirmed that service specifications were being drafted for Academies and that it was expected that these would be in place by September 2012.

██████████ reported that a major concern raised at the Schools Services Group was centred on the equality of provision from the Council's Catering Services and ██████████ had been invited to a future meeting of the Schools Services Group to discuss this concern.

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15. CHILDREN'S SERVICE AUTHORITY UPDATE

██████████ reminded the Forum that the Executive of Children, Adult and Family Services, ██████████ was to take voluntary redundancy. She reported that his responsibilities had been split between herself as Director of Children's Services and ██████████, Director for Adult Services with an agreed handover date of 1st May 2012. The roles had yet to be finalised and it was agreed that a further update on progress on the transfer of responsibilities would be provided at the next meeting.

16. DATES OF FUTURE MEETINGS

The Forum noted the dates for future meetings of the Schools Forum:

- Tuesday 19th June 2012
- Tuesday 2nd October 2012
- Tuesday 22nd January 2013
- Tuesday 12th March 2013

All meetings would be held at 9.15am at Devonshire Primary School.

The meeting ended at 12.15pm.

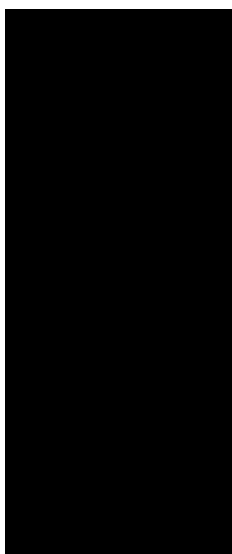
Any queries regarding these minutes, please contact:

██████████ Senior Democratic Services Adviser

Tel: (01253) 477157 E-mail: ██████████

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Present:



Primary School Headteacher (in the Chair)
Primary School Headteacher
Primary School Headteacher
Secondary School Headteacher
Secondary School Headteacher
Special School Headteacher
Academy School Headteacher
Primary School Governor
Primary School Governor
Primary School Governor
Secondary School Governor
Secondary School Governor
Early Years Strategic Group
Staff / Teacher Associations
Staff / Teacher Associations
CSA Nomination
14-19 Partnership

In attendance:



Head of Business Support and Resources
Children and Adult Family Services Funding Officer
Senior Accountant
Democratic Services Adviser, Chief Executive's Directorate

Action

1. APOLOGIES

Apologies for absence were received on behalf of [REDACTED] -
Voluntary Aided Headteacher and [REDACTED] - Finance Manager.

2. MEMBERSHIP UPDATE

The Chairman welcomed [REDACTED] (Highfield) to the Forum. [REDACTED]
[REDACTED]s would be the Secondary School Headteacher representative in
place of [REDACTED] (Montgomery).

[REDACTED] reported that [REDACTED] (Montgomery) would take
over the Academy School Headteacher representation on the Forum.
The Chairman, on behalf of the Forum thanked [REDACTED] (Westcliff)
for her contribution to the meetings.

[REDACTED] reported that following changes to the Council's structure
and increased pressure on workload, [REDACTED] (Assistant Chief
Executive/Director Children's Services) had stepped down as 14-19
Partnership representative, [REDACTED] (Head of School
Improvement) would take over that role.

**3. MINUTES OF THE SCHOOLS FORUM MEETING HELD ON 13th
MARCH 2012**

The minutes of the meeting held 13th March 2012 were agreed as a
correct record.

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4. MATTERS ARISING FROM THE PREVIOUS MEETING

SERF Review

Members of the Forum noted that the SERF Review was ongoing and that the working group had not yet met. It was agreed that an update report on progress on the review would be brought to a future meeting of the Schools Forum.

Carbon Reduction Commitment Update

██████████ apologised to the Forum as she was unable to provide and update at that time. An update would be given at the next meeting of Schools Forum.

Queries on DSG allocation

██████████ answered questions raised at the last meeting of Schools Forum regarding the DSG Allocation;

1. ██████████ explained that the £100,000 allocated towards the SERF review in 2011/12 had not been spent. However, it had been agreed that the budget set aside for 2012/13 would be used to fund a trial for Key Stage 3 SERF's in the near future. ██████████ explained that since this element of the budget sits in the centrally-retained part of the Dedicated Schools Grant, the Local Authority had discretion as to how the money would be spent.
2. ██████████ provided the Forum with a detailed breakdown of the Schools Contingency Funding;

Schools Contingency Analysis 2011-12

Description	Budget £000's	Actual £000's	Variance £000's
SERF Review	100	0	(100)
ICT Datalines	120	120	0
Non-Teaching Staff Supply	30	55	25
Pay Review Management Working Group	25	25	0
General Contingency	20	0	(20)
	<u>295</u>	<u>200</u>	<u>(95)</u>

3. ██████████ gave more information on the Extended Schools Grant.

DSG - Extended Schools Breakdown 2012/13

	2012/13 Budget
PSCO Contribution	80,000
Culture and Communities post	20,000
Contribution to Pupil Welfare	100,000
Total	200,000

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5. FINANCIAL OUTTURN REPORT 2011 / 2012

██████████ gave a detailed update regarding the Financial Outturn Report for 2011/12.

She reported that an overall overspend of £340,000 against the Dedicated Schools Grant would be underwritten by Children and Adult Family Services budget.

6. SCHOOL BALANCES AS AT 31ST MARCH 2012

██████████ reported that the balances held by schools at 31st March 2012 amounted to £5.982m (inclusive of £370k of extended school balances).

She explained that it equated to an increase of £1.941m on the £4.041m of balances held at the end of the previous financial year.

██████████ notified the Forum that at a recent Conference they had seen a similar pattern in other Local Authorities, which could be explained due to uncertainty of future budget allocations and the current climate.

It was recognised that schools had planned to set aside some of the balances to cover costs such as equal pay claims and capital works, and schools were asked to detail these commitments. ██████████ explained that at the time of writing the report there had been a lack of returns and detailed review of commitments, therefore it had been difficult to put a value on 'uncommitted' balances.

██████████ explained that, while there was no pressure to claw back any excess balances, the Local Authority had a responsibility to scrutinise and challenge.

The Forum agreed that the Local Authority, when all the returns were received, would undertake the first level of scrutiny and bring to the next meeting of the Forum if there were any concerns.

7. BUDGET 2012 / 2013

Equal pay

██████████ reported that following concerns raised at the last meeting of Schools Forum regarding the responsibility for funding equal pay claims, an email had been distributed to all Head Teachers detailing the Department of Education's advice. Since equal pay claims relate to historic underpayments of salary, the Department's advice is that claims should be paid from the same funding source as the original salary payments, i.e. Dedicated Schools Grant.

She reported that JSC had received a paper detailing an offer the Local Authority had made through Unison which had refuted some claims but acknowledged others.

It was the Authority's recommendation that Schools would meet the first element of claims from contingency funds that should have been set aside for equal pay for 2 previous years, following advice from the

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Local Authority., However concern was raised that advice was given to set funds aside for Pay Review and not equal pay.

Contribution to combined budgets

i The Admissions Team

The Forum was informed of recent changes in funding arrangements in relation to the timing of the school census (4th October), the implications would mean that Blackpool would lose £5k for every child who was not on the roll of a Blackpool school by census date.

██████████ reported that the School Admissions Team was a statutory service and must respond quickly and effectively to changes in legislation.

In recent years, in line with Government and Departmental financial constraints, the capacity of the service had been reduced significantly at a time when the demands on the team had continued to grow.

Following an intense debate the Forum agreed to allocate £82,956 from the £1 million contingency part of the budget, to support School Admissions and to optimise the take up of appropriate education provision.

The money would fund the development the role of the Pupil Tracking Officer to reflect local demand. This would include family liaison and some of the responsibilities previously undertaken by the Choice Advisor and to recruit an Admissions Support Officer to support all areas of the team's work, including customer interface, support for both routine and non-routine admissions data collection and validation, appeals related administration, and support for the Admissions Manager in collation of policy documentation.

It was agreed that the Forum be given details of how the appointments affect the Service, and a statement was sought to assure the Forum that no cuts to the Service would be made as a result of reductions in local authority funding.

ii Support for Foundation Stage and Key Stage 1 Pupils with Speech, Language and Communication Needs (SLCN)

A further request for funding from the contingency allocation of the budget had been received by the Forum. Although they acknowledged a need for the role, Members agreed that the request was not appropriate for the Schools Forum to consider.

It was agreed that a special meeting be convened in the future to discuss how the contingency part of the budget be distributed when the equal pay claims had been resolved.

Final DSG allocation

██████████ requested that the item be considered at the next meeting of Schools Forum, as final allocations had still not been announced from the Department for Education.



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8. SCHOOL FUNDING REFORM 2013 / 2014

██████████ gave an update following the Department for Education's consultation on schools funding reform which closed on 21st May 2012.

She detailed the key proposals and notified the Forum that the changes required were being looked at in Blackpool through two working groups: Schools Block sub-group, and High Needs sub-group. Both groups had met in May and were due to meet again in July.

██████████ notified the Forum that Membership of the sub-groups were open to any schools wishing to take part.

9. PROPOSED CHANGES TO SCHOOLS FORUM

██████████ distributed additional paperwork which had been received from the Department of Education with additional key proposals in relation to the operation of Schools Forum a copy of which is attached.

A revised Schools Forum Constitution would be required to be in place by October 2012. Forums in future will be required to include Pupil Referral Units as a separate group among school members, and a review of non-school members would also be required. As previously reported, all future meetings of the Forum will be held in public.

10. LOCAL AUTHORITIES' FINANCIAL MANAGEMENT ASSURANCE

██████████ reported that the Department for Education (DfE) had undertaken consultation on improving the way that local authorities were held to account for their assurance of the financial management in schools. They were seeking to implement changes to address weaknesses identified in the National Audit Report: *Oversight of financial management in local authority maintained schools*, published in October 2011.

The Forum noted the Blackpool approach to supporting schools in deficit, as outlined below:

- The Finance BSU would require the submission of interim budget statements by schools at the end of the autumn term each year, in order to identify any schools with projected deficits that may require support;
- In accordance with the Scheme for Financing Schools, any school with a deficit would be required to produce a deficit recovery plan that was licensed by the Director of Children's Services and the s.151 Officer.
- Quarterly budget monitoring meetings would be held between the school and representatives of the Director of Children's Services and the s.151 Officer, in order to monitor financial progress against the approved deficit recovery plan.

11. PAY REVIEW UPDATE

██████████ updated the Forum on the current situation in regard to the Pay Review.

She explained that the April deadline had not been met and that a small number of employees had still not responded, therefore the number of

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appeals may increase.

She explained that during the summer break HR would review all submissions to consider whether they met the grounds of Appeal and the 51% rule in readiness for Appeal meetings from October.

The Forum had previously agreed to allocate £25,000 towards the cost of the support for the schools working party during the Appeals Process.

The current estimated cost of this support was £9,000 and the Forum noted this figure.

12. ACADEMY UPDATE

██████████ updated the Forum on the current situation with regard to conversions to Academies.

It was noted that the following Schools were academies:

Westcliff

Montgomery

The following Schools were in need of a Sponsor:

Claremont

Mereside

Unity

The following schools had completed their consultation and would become Academies over the forthcoming months:

Hawes Side

Norbreck

Roseacre

Thames

Waterloo

The Forum noted that Revoe had started consultation on 11th June.

13. SCHOOL SERVICES GROUP

██████████ presented the minutes from the School Services Group and asked that the Forum note that these were draft minutes as they had not yet been approved by the School Services Group.

██████████ reported that following the meeting Cool Milk had been appointed to take over the administration for School milk, letters had been distributed to all Schools and the change will come into effect from September.

██████████ reported that ██████████ had attended the School Services Group to discuss the quality of provision from the Council's Catering Services.

At the meeting ██████████ identified the need for the Catering Service to undertake a review, the Schools Services Group members offered their support for the review but felt it would not be appropriate for them to lead the review.

MINUTES OF SCHOOLS FORUM
Tuesday 19th June 2012

14. CHILDREN'S SERVICE AUTHORITY UPDATE

██████████ reported that ██████████ had now commenced her role as Assistant Chief Executive/Director Children's Services.

She notified the Forum that the Service was undergoing an Unannounced Ofsted inspection.

15. DATES OF FUTURE MEETINGS

The Forum noted the dates for future meetings of the Schools Forum:

- Tuesday 2nd October 2012
- Tuesday 22nd January 2013
- Tuesday 12th March 2013

All meetings would be held at 9.15am at the City Learning Centre.

Members were asked to note the change of venue.

The meeting ended at 12.45pm.

Any queries regarding these minutes, please contact:

██████████ Democratic Services Adviser

Tel: (01253) 477153 E-mail: ██████████

MINUTES OF SCHOOLS FORUM MEETING - 16TH OCTOBER 2012

Present:

In attendance:

██████████ - Primary School Headteacher (in the Chair)
██████████ - Primary School Headteacher
██████████ - Primary School Headteacher
██████████ - Primary School Governor
██████████ - Primary School Governor
██████████ - Secondary School Headteacher
██████████ - Secondary School Headteacher
██████████ - Secondary School Governor
██████████ - Secondary School Governor
██████████ - Voluntary Aided Headteacher Representative
██████████ - Special School Headteacher
██████████ - Academy School Headteacher
██████████ - Academy School Headteacher
██████████ - Early Years Strategic Group
██████████ - Staff / Teacher Associations
██████████ - Staff / Teacher Associations

Also Present:

██████████ - Head of Learning, Access and Inclusion
██████████ - Head of Universal Services & School Effectiveness
██████████ - Finance Manager
██████████ - Head of Business Support and Resources
██████████ - Children and Adult Family Services Funding Officer
██████████ - Democratic Services Adviser

1. APOLOGIES

Apologies were received on behalf of ██████████ representative for the Pupil Referral Unit (PRU).

2. MEMBERSHIP UPDATE

██████████ Head of Business Support and Resources, Blackpool Council, gave a detailed update upon the Membership changes to the Schools Forum following changes to the Schools Forums (England) Regulations 2012.

She explained that a review of representation had taken place and as a result the Academy School representation would increase from one to two representatives, ██████████ Waterloo Primary School was appointed to this position.

The Primary School Governor representatives would decrease from three to two, ██████████ stepped down from the position.

MINUTES OF SCHOOLS FORUM MEETING - 16TH OCTOBER 2012

██████████ had been appointed onto the Forum to represent the Pupil Referral Unit (PRU)

██████████ explained that the new Regulations state that Local Government Officers were no longer eligible to hold a voting seat on the Forum. Therefore ██████████ 14-19 Partnership and ██████████ CSA Nomination, stepped down from those representations, but were appointed to attend as representatives of the Director of Children's Services.

The vacancy for the 14-19 Partnership would be appointed at the earliest convenience.

3. MINUTES OF THE SCHOOLS FORUM MEETING HELD ON 19TH JUNE 2012

The minutes of the Schools Forum meeting held on 19th June 2012 were agreed as a correct record, subject to the following amendment:

Page 2, Item 4, SERF Review

Members of the Forum noted that the SERF Review was complete. It was agreed that an update report on progress on the review would be brought to a future meeting of the Schools Forum.

4. MATTERS ARISING FROM THE PREVIOUS MEETING **Item 4, SERF Review**

██████████ Head of Learning, Access and Inclusion, reported that following the review, work was underway to implement the recommendations identified in the review process.

A meeting had been taken place with the Headteachers of the Schools involved and work had commenced on the production of a timeline for the introduction of changes for the new School Year, September 2013.

Item 4, Carbon Reduction Commitment Update

██████████ reported that Schools may be aware that they had been reimburse for the Carbon Reduction purchase allowance for 2011-12, as this was raised in error.

She explained that a letter would be distributed to all Schools to clarify the position for 2012-13.

MINUTES OF SCHOOLS FORUM MEETING - 16TH OCTOBER 2012

██████████ Montgomery, suggested that a two year period would be a more appropriate length of time to average the energy consumption. ██████████ would take this suggestion forward for consideration.

Item 6, School Balances as at 31st March 2012

██████████ Finance Manager, Blackpool Council gave a detailed update upon the School Balances and the level of commitments against Schools Balances at 31st March 2012.

There were still a small number of commitments to be clarified, but assuming that those were validated, they would all fall within the specified guidelines.

Item 7 i, The Admissions Team

██████████ reported that following the allocation of funding to increase the capacity of the Admissions Team, they had recently undertaken the School intakes for September 2012-13.

The Reception intake had 86 children who did not take up their allocated place in School. All 86 were tracked and traced. Only 13 families had chosen to defer their reception place.

The Secondary intake, there was 75 pupils who did not arrive at School and all had be tracked and traced.

The Service and schools had taken a proactive approach which had worked well. This had been acknowledged by the Director of Children's Services with Schools.

She explained that a robust system was in place to deal with non routine admissions and tracking children on the out of school register.

She explained that there were currently 41 children on the out of school register compared to 168 the year before.

Item 10, Local Authorities' Financial Management Assurance

Concerns had been discussed regarding the burden on Schools Administration. A risk matrix would be produced to identify certain school triggers. The matrix would be submitted to the next meeting of the Joint Steering Committee (JSC).

5. BUDGET MONITORING 2012/13

██████████ gave a detailed report upon the Budget Monitoring report distributed with the Agenda.

MINUTES OF SCHOOLS FORUM MEETING - 16TH OCTOBER 2012

He explained that for the financial year to 31st March 2013 the Dedicated School Grant (DSG) was forecast to over spend by £145k. Demand for 3 and 4 year old nursery places, supply pressure on Education Diversity, due to increased referrals and the cost of successful School Support Assistant (SSA) pay review appeals were to be offset by an increase in the DSG following the Pupil Level Annual School Census (PLASC).

The Forum scrutinised the report, and requested that the Schools Contingency area of the report be broken down in the interest of transparency for future meetings.

6. FINAL DSG ALLOCATION 2012-13

██████████ gave a detailed explanation of the report distributed to Members of the Forum.

The Forum noted the final allocation of DSG for 2012/13, and the increase in grant of £239k.

Forum agreed to the proposals for increases of budgets as set out below:

- i) An allocation of £35k had been made to Devonshire School to establish a 'bump' class for one year's intake, due to a shortage of places for reception pupils in September 2012. The Forum supported the local authority proposal that it would be funded from the additional DSG received.
- ii) The Forum agreed that, since the number of 3 and 4 year olds accessing the free entitlement to nursery education was higher than had been estimated, the 3 and 4 year old nursery budget would be increased £130k.
- iii) At its meeting of 19th June 2012, Schools Forum had agreed to release £83k from the £1 million contingency in order to increase the capacity of the Admissions Team. The Forum agreed that the remaining £74k of DSG would be used to partly reinstate the contingency.

7. EQUAL PAY UPDATE

██████████ Head of Universal Services & School Effectiveness, informed the Forum that a meeting had taken place on the 3rd October 2012 with the legal representatives, the Unions and the Local Authority, to consider potential solutions to challenges of claims.

8. PAY REVIEW UPDATE

██████████ reported that paperwork had been received from the 194 appellants.

MINUTES OF SCHOOLS FORUM MEETING - 16TH OCTOBER 2012

All dates for appeals had been set and would take place between 1st October 2012 and 29th March 2013.

9. SCHOOL FUNDING REFORM

Following a consultation on proposed changes to its schools funding formula,

Schools Forum voted on a number of proposals for the schools funding formula 2013/14, the outcomes are detailed below:

- Unit values for IDACI bandings to be as set out on page 7 of the consultation document.
- Looked after child factor to be included at the rate of £300 per pupil
- English as an Additional Language factor to be included at the rate of £600 per pupil for the two years following entry into compulsory education
- Split site factor to be included at £30k per school plus £300 for each mile of distance between sites, to be invoked for schools operating across sites that are more than one mile apart (shortest walking distance)
- Lump sum to be included at the rate of £176,990 per school
- Floor to be applied at 1 percent reduction in per pupil funding, with gains capped at level required to fund floor
- New delegations would be distributed using methodology set out on pages 15 and 16 of the consultation document
- Pupil growth contingency to support significant growth in pupil numbers of £286,200 to be created, with further consultation to be carried out to determine appropriate criteria for accessing funding
- No reception pupil uplift to be included in formula

10. DE-DELEGATION OF FUNDING 2013-14

De-delegation was approved by both primary and secondary phases in respect of Free School Meal eligibility checks, school licences and insurance;

De-delegation was not approved by either primary or secondary phases in respect of maternity leave, jury service, and contingencies for ICT data lines, non-teaching long-term sickness, and the Pay Review Working Party;

A decision on de-delegation in respect of union duties was deferred until the next meeting of Schools Forum.

11. ACADEMY UPDATE

██████████ reported that the following Blackpool schools have already converted to academy status:

Primary - Westcliff, Waterloo, Hawes Side, Norbreck, Roseacre

MINUTES OF SCHOOLS FORUM MEETING - 16TH OCTOBER 2012

Secondary - Montgomery

Thames Primary School were in the process of conversion and planned conversion dates was shown as 1st November 2012.

She explained that the following schools were considering converting in order to form a Multi Academy trust (MAT) with a view to sponsoring other schools:

Anchorsholme Primary
Devonshire Primary
Park School

She explained that Revoe Primary, has consulted on becoming an academy, however Governors had resolved not to pursue academy status at that time.

With regards to sponsored academies, the following schools had agreed to convert (likely conversion around Easter 2013) and were seeking a sponsor:

Claremont Primary
Mereside Primary

Unity College was beginning a consultation on becoming a sponsored academy with the Teaching School as the sponsor.

12. SCHOOL SERVICES GROUP

██████████ Chairman of the Schools Services Group, gave a detailed presentation upon the business at the last meeting which had taken place on the 18th September 2012.

13. CHILDREN'S SERVICES AUTHORITY UPDATE

██████████ reported that ██████████ Director of Children's Services had created a blog, which was available on the intranet and would be used to communicate the progress made on the Action Plan which addresses the findings from the recent inspection of Children's Social Care.

She reported that the interviews for the new Head of Children's Social Care post would take place on 29th November 2012.

14. DATES OF FUTURE MEETINGS

The Forum noted the dates of future meetings:

Tuesday 22nd January 2013
Tuesday 12th March 2013
Tuesday 18th June 2013

MINUTES OF SCHOOLS FORUM MEETING - 16TH OCTOBER 2012

All meetings will be held at The City Learning Centre at 9.15 am.

Chairman

(The meeting ended at 12:40 pm)

Any queries regarding these minutes, please contact:

[REDACTED] Democratic Services Adviser

Tel: 01253 477153

E-mail: **[REDACTED]**

Present:

In attendance:

- Primary School Headteacher (in the Chair)
- Primary School Headteacher
- Primary School Headteacher
- Primary School Governor
- Secondary School Headteacher
- Secondary School Headteacher
- Secondary School Governor
- Secondary School Governor
- Academy School Headteacher
- Academy School Headteacher
- Early Years Strategic Group
- Staff / Teacher Associations
- Staff / Teacher Associations

- Head of Learning, Access and Inclusion
- Head of Universal Services & School Effectiveness
- Finance Manager
- Head of Business Support and Resources
- Children Adult and Family Services Funding Officer
- Democratic Services Adviser

Also Present:

- Education Funding Agency

1. APOLOGIES

Apologies were received on behalf of [REDACTED] - Primary School Governor, [REDACTED] - Voluntary Aided Headteacher and [REDACTED] - Special School Headteacher.

2. MEMBERSHIP UPDATE

[REDACTED] Head of Business Support and Resources, Blackpool Council, reported that the vacancy for the 14-19 Partnership representative would be discussed at the next meeting of the Secondary Federation.

[REDACTED] Education Funding Advisor from the Education Funding Agency attended the Forum in an observer capacity, to help him widen his experience of different Schools Forums, and also with an aim to support the Forum and the local authority. He expressed that he would be happy to answer any specific questions or comment on what he had experienced at other Local Authorities.

3. MINUTES OF THE SCHOOLS FORUM MEETING HELD ON 16TH OCTOBER 2012

The minutes of the Schools Forum meeting held on 16th October 2012 were agreed as a correct record.

4. MATTERS ARISING FROM THE PREVIOUS MEETING

Page 2, Item 4: Carbon Reduction Commitment

██████████ reported that the Local Authority had decided not to push ahead with the previously discussed allocation of funding in respect of the Carbon Reduction Commitment and that the budget allocation would remain in the central budget as in previous years. It had been deemed that there were enough other changes happening to schools budgets at the present time. Furthermore, the Government had also made a recent announcement regarding proposed changes to the CRC scheme in schools, although full details are not yet available.

5. BUDGET MONITORING 2012/13

██████████ gave a detailed report upon the Budget Monitoring report distributed with the agenda.

He reported that the predicted overspend of £150,000 had improved by approximately £55,000.

The Forum requested clarification regarding the funding of school milk pilot, ██████████ committed to clarify the budget position at a future meeting.

The Forum thanked ██████████ for the report and for detailed breakdown under the schools Contingency section of the report.

The Forum agreed that the 'Contingency' line be renamed 'Equal Pay Contingency' for better understanding.

6. DSG ALLOCATION FOR 2013/14

██████████ Children and Adult Family Services Funding Officer, Blackpool Council gave a detailed overview of the Dedicated Schools Grant Allocation for 2013/14.

She explained that the Department for Education, in December, had announced details of the school funding settlement for 2013-14. While the Government had taken steps towards reforming the school funding system at a local level, the distribution of Dedicated Schools Grant to local authorities would continue to be based on the current "spend-plus" methodology for 2013-14.

She explained that the presentation of the settlement has been changed to show three notional spending blocks for each authority: a schools block, an early years block and a high needs block.

Blackpool's DSG allocation for 2013-14 had been announced as £104.4million with some potential changes to be made at a later stage. She gave a detailed breakdown of how the funding had been calculated.

The Forum would be given a further update at the next meeting.

7. SCHOOL FUNDING REFORM

██████████ gave a detailed summary of the the progress made since the last meeting of Schools Forum on the implementation of reforms to school funding.

i) School Budgets

She reported that indicative budgets for 2013/14 had been issued to head teachers. The budgets had been allocated using the new formula.

She notified the Forum that following submission to the DfE, the 1% floor to protect reductions in per pupil funding that Blackpool wished to apply was not compliant with the new regulations, consequently, reductions in per pupil funding could only be protected at the minimum funding guarantee level of 1.5%. A cap of 2% on per pupil increases is required to fund the floor, and this was reflected in indicative budgets.

Forum members raised concern that Schools that were already low funded, would now be worse off. It was suggested that work be undertaken to find the true cost of educating a child in Blackpool.

██████████ explained that those schools facing significant reductions in per pupil funding were being supported by the local authority to fully understand the implications of the changes.

ii) Pupil Growth Contingency

At the meeting on 16th October 2012, the Schools Forum agreed to the establishment of a Pupil Growth Contingency to support significant growth in pupil numbers. ██████████

██████████ explained that it had been agreed that further consultation be carried out to determine the appropriate criteria for accessing the contingency.

Engagement with a number of schools on this issue is underway, and a proposal would be brought to the next meeting of Schools Forum for approval.

iii) High Needs Funding

██████████ reported that six working groups had been established to tackle the detailed arrangements required to implement funding reform for pupils with high needs. The groups were focussing on:

1. Special schools
2. Pupil Referral Unit
3. SERF units
4. High needs pupils in mainstream settings
5. Post-16 students with high needs
6. Administrative processes

She explained that the working groups were at various stages of completion, and were making good progress to agree the arrangements that would be required to commence in April 2013.

A report would be submitted to the next meeting of the Forum in March 2013 and would detail the proposed new arrangements for pupils with high needs.

iv) Early Years Funding

██████████ pointed out that the only significant change in this area was regarding the transfer into Dedicated Schools Grant of funding for the education of two-year olds. The item would be dealt with under a separate report at agenda item 8.

v) Education Services Grant

██████████ explained that this new grant would come into effect in April 2013, and would replace the Local Authority Central Spend Equivalent Grant (LACSEG) which currently funded academies for responsibilities that transfer from the local authority.

She gave a comprehensive breakdown on how the grant would operate, and explained that the grant would be paid out at the same per pupil rate in each local authority and academy across the country. It was noted that the £116 per pupil rate for local authorities was much lower than the £150 per pupil rate for academies. ██████████ explained that this differential acknowledged the fact that academies cannot benefit from the same economies of scale that local authorities can. The allocations for local authorities would be reviewed on a quarterly basis throughout the financial year in order that funding could be adjusted for converting academies.

8. GRANTS FOR TWO YEAR OLDS

██████████ gave a comprehensive report upon grants for two year olds and future
C

Blackpool had been participating in a pilot for place for two years old, funded by the DfE, in three of its most deprived wards. The Forum was notified that new income-related eligibility criteria would come into effect from September 2013. Blackpool has been allocated £1,887,644 for 2013/14 which will allow the funding of 491 places, with a gradual build up of places from April 2013 in advance of the new entitlement in September 2013. The Government had consulted on a further expansion of eligibility criteria from September 2014, and further details are awaited.

The Forum approved the allocation of funding for the gradual introduction of 491 places for two year olds from April 2013 and to increase the places from April 2014 for expanded provision from September 2014.

9. DE-DELEGATION OF FUNDING - TRADE UNION DUTIES

i) Facility Time, Union Joint Proposal (ASCL / ATL / NAHT / NASUWT / NUT)

██████████ Branch Secretary for ATL and ██████████ Assistant Branch secretary ATL attended the meeting and gave a detailed presentation in support of the proposal.

De-delegation was approved by both primary and secondary phases in respect of De-Delegation of funding for Union facility time.

The teaching Union representatives present at the meeting thanked the Forum for their continued support.

ii) Funding Arrangements for Blackpool Local Government Unison (BLGU)

██████████ Assistant Branch Secretary Unison, notified the Forum that Blackpool Council's funding to Blackpool Local Government UNISON branch would be reduced by £12,300 (5%) for 2013-14.

He made a request that the Forum increase the De-Delegation amount by £7,800 for union duties in respect of UNISON support to schools.

The Forum voted against the proposal.

10. CONTRIBUTION TO COMBINED BUDGETS

██████████ notified the Forum that the Council's funding was being reduced by a further £14 million in 2013/14. Elected Members had carried out a prioritisation exercise, and had determined that a savings target of £2.2 million be applied to the Children's Services Department.

In addition, the Department for Education had reduced the Early Intervention Grant payable to local authorities, which would leave a further funding gap of £2.3 million which must be met by the Children's Services Department.

Furthermore, the Children's Improvement Board established following the recent Ofsted inspection of Children's Services had determined that Children's Social Care in Blackpool is under-resourced. An additional requirement of £0.5million p.a. had therefore been identified to increase resources and ensure that children in Blackpool remain safe, which adds further pressure on Children's Services budgets at a time when the Department is subject to significant cuts.

In light of the significant reductions in funding for Children's Services, the Forum approved the allocation of £1 million as a Contribution to Combined Budgets in 2013/14.

██████████ would seek to provide the Forum with impact measures on how the funding is allocated and what impact it had on the service.

11. EQUAL PAY UPDATE

██████████ Head of Universal Services and School Effectiveness explained that negotiations were still taking place and Head Teachers would be updated at the Federation meetings.

12. PAY REVIEW UPDATE

██████████ reported that all Pay Review appeals should have been heard by the 5th February 2013.

13. ACADEMY UPDATE

██████████ gave a detailed breakdown on the numbers of academies.

She explained that six primary schools and one secondary school had already converted to academies.

A group of three Schools had resolved to convert to a Multi Academy Trust. She explained that five Roman Catholic schools were consulting on becoming academies, however the decision would be ultimately be made by the Diocese. In addition two schools would become sponsored academies, with one being sponsored by the Multi Academy Trust.

██████████ notified the Forum that Collegiate and Bispham High School were in consultation with regards to merging into one academy school.

14. SCHOOL SERVICES GROUP

██████████ Chairman of the Schools Services Group, gave a detailed presentation upon the business at the last meeting which had taken place on the 20th November 2012.

15. CHILDREN'S SERVICES AUTHORITY UPDATE

██████████ reported that ██████████ had been appointed to the Head of Children's Social Care post.

The Forum were informed that the Council's Youth Offending Team were due to be inspected, she explained that the inspection would take two weeks to complete, however the weeks would not be consecutive.

16. DATES OF FUTURE MEETINGS OF THE FORUM

The Forum noted the dates of future meetings:

Tuesday 12th March 2013
Tuesday 18th June 2013

All meetings will be held at The City Learning Centre at 9.15 am.

Chairman

(The meeting ended at 12.50pm)

Any queries regarding these minutes, please contact: [REDACTED]

Tel: 477164

E-mail: [REDACTED]

MINUTES OF SCHOOLS FORUM

Tuesday 12th March 2013

Present:

- Primary School Headteacher (In the Chair)
- Primary School Headteacher
- Primary School Governor
- Secondary School Headteacher
- Secondary School Headteacher
- Secondary School Governor
- Academy School Headteacher
- Voluntary Aided Headteacher
- Special School Headteacher
- Academy School Headteacher
- Early Years Strategic Group
- Staff / Teacher Associations

In attendance:

- Head of Universal Services & School Effectiveness
- Finance Manager
- Head of Business Support and Resources
- Children Adult and Family Services Funding Officer
- Senior Democratic Services Adviser

1. APOLOGIES

Apologies were received on behalf of [REDACTED] - Primary School Headteacher, [REDACTED] - Secondary School Governor, [REDACTED] - Staff / Teacher Associations, [REDACTED] - Pupil Referral Unit and [REDACTED] Head of Learning, Access and Inclusion.

2. MEMBERSHIP UPDATE

[REDACTED] Head of Business Support and Resources, Blackpool Council, reported that [REDACTED] had resigned as a Governor from Revoe Primary School and was therefore no longer a member of this Forum. A new representative for Primary School Governors would be sought.

There was also still a vacancy for the 14-19 Partnership and a meeting would be held in the near future where this would be discussed.

3. MINUTES OF THE SCHOOLS FORUM MEETING HELD ON 16TH OCTOBER 2012

The minutes of the Schools Forum meeting held on 22nd January 2013 were agreed as a correct record.

4. MATTERS ARISING FROM THE PREVIOUS MEETING

Page 2, Item 4: Carbon Reduction Commitment

██████████ reported that the Government has announced that schools will cease to come under the Carbon Reduction Commitment allowances purchased by local authorities in the future. However, there were no specific details available yet to determine the new arrangements.

Page 2, Item 5, School Milk Pilot

██████████ reported that the funding for free infant milk would be delegated to schools from 2013/14. Primary Schools taking part in the free milk scheme would need to pass funding back to the local authority as the local authority was incurring the costs of the milk. There was no indication yet how long the scheme would last and this would be subject to an evaluation of the pilot.

Page 2, Item 6, DSG Allocation for 2013/14

██████████ advised that the settlement for 2013/14 had been announced as £104 million although additional adjustments could still be expected particularly with regard to early years and post 16.

Page 5, Item 10, Contribution to Combined Budgets

The Schools Forum had made a contribution of funding to services of the local authority of £1 million and had requested that the authority be accountable for the spending of the funding. It was suggested that a Heads' advisory group be established to liaise with Councillor Riding (Cabinet Member for Children's Services, Education and Schools) to discuss schools priorities and council priorities. ██████████ ██████████ ██████████ and ██████████ or ██████████ would take part in this group.

5. BUDGET MONITORING 2012/13

██████████ gave a detailed report upon the Budget Monitoring report distributed with the agenda. It was noted that the position had improved and that a small underspend was predicted for 2012/13. This underspend may increase further due to the reduced demand for early years places.

The Forum noted the significant increase in Behaviour and Education Other Than At School and requested that a detailed report be provided to the next Forum to explain these figures and the reasons behind the overspend. It was also important to identify whether needs were changing and if a review of behaviour management was required.

It was noted that the funding for Special Educational Needs was changing from April 2013, and that Special Support Assistants would have to be employed by schools directly in the future. There were many issues to consider with regard to this change including employment law, TUPE transfers and what would happen to the SSA when the child they were supporting left school. Schools would have to fund the first £6k per

annum for each pupil with high cost needs with the local authority providing the remaining funding.

6. PROPOSED ALLOCATION OF 2013/14 BUDGET

██████████ explained how the total budget of £104,773,722 had been broken down into the Schools Block, High Needs Block and Early Years Block.

The Forum raised concerns regarding charges made by the authority to academies for undertaking checks for free school meals suggesting that the charge to academies was more than the charge to local authority schools. ██████████ agreed to raise this with the Benefits Team.

Budgets for Early Years had been estimated based on current levels of demand and funding will be adjusted during the course of the year based on future Census information.

7. PUPIL GROWTH CONTINGENCY

At the meeting on 16th October 2012, the Schools Forum agreed to the establishment of a Pupil Growth Contingency to support significant growth in pupil numbers. ██████████ explained that it had been agreed that further consultation be carried out to determine the appropriate criteria for accessing the contingency. Consultation with interested parties had now taken place with recommendations made based on the consultation responses received.

The Schools Forum approved the criteria for the allocation of funding from the pupil growth contingency as follows:

“Funding will be allocated from the pupil growth contingency where a primary school or academy plans with the local authority to increase its planned admission number to incorporate an additional class or additional classes in response to basic needs requirements.

The allocation from the pupil growth contingency will be calculated as follows in respect of each agreed additional class due to commence from the forthcoming September:

$$30 \times 7/12^{\text{th}} \times \text{pupil-driven factors}$$

The pupil-driven factors to be included in the calculation are:

- Basic entitlement per primary pupil
- Total deprivation funding divided by number on roll
- Looked After Children funding divided by number on roll
- English as an Additional Language funding divided by number on roll
- Pupil Mobility funding divided by number on roll

Where a new school or site is opening, the pupil-driven factors will be taken from the average of the three closest schools until such a time as data becomes

available for the cohort of pupils at the new school or site.”

8. HIGH NEEDS FUNDING

██████████ reported that the work of the High Needs Sub Group had been carried out by six working groups to address the challenges of Special Schools, Pupil Referral Unit, Special Educational Resource Facilities, High Needs pupils in mainstream settings, Post 16 learners and Administrative Processes and gave an update of the progress on each group.

The Pupil Referral Unit had made two recommendations that the Schools Forum supported:

1. That charges for managed moves apply consistently across all schools and that the charges for 2013/14 be set at the amount of the basis per pupil entitlement. I.e. £2,638 for primary pupils, £3,960 for KS3 pupils and £4,421 for KS4 pupils.
2. That a weekly charge be raised for a dual-registered pupil after the first 13 weeks in the PRU.

9. SCHOOL FUNDING FORMULA 2013/14

██████████ reported that the final funding formula had been submitted by the local authority on 22nd January 2013. The impact of the new formula on Blackpool schools would range between a potential reduction of 16% funding per pupil and a potential increase of 13% per pupil. However, the minimum funding guarantee would ensure that schools would not actually lose more than 1.5% of their funding per pupil or receive an increase of more than 2%.

██████████ explained in detail how the formula had been applied and used a number of graphs and charts to demonstrate that there was no correlation between changes to budget and size of school or deprivation and to compare Blackpool with other authorities in the North West and nationally.

It was agreed that a review group would be established to consider the local authority formula in preparation for the financial year 2014/15.

10. EQUAL PAY UPDATE

It was noted that the Equal Pay claims had not yet been resolved and that the £1 million set aside to cover costs would be carried over to next years' budget.

It was agreed that the Schools Forum contribute a further £1 million from next year's budget to the contingency for Equal Pay.

11. PAY REVIEW UPDATE

██████████ Head of Universal Services and School Effectiveness explained that the pay review had almost concluded and that the project would be closed down during April 2013.

12. ACADEMY UPDATE

██████████ reported that six primaries and one secondary had now become academies. A further four Roman Catholic schools had agreed to become a multi-academy trust in principle and were awaiting diocese approval.

Palatine was likely to be required to be an academy due to a recent Ofsted inspection.

The consultation on the potential merger of Bispham and Collegiate had now closed and the outcomes were being considered.

Unity had obtained sponsorship from Fylde Coast Teaching School.

13. SCHOOL SERVICES GROUP

██████████ Chairman of the Schools Services Group, reported that the group had reviewed its purpose. It was proposed and agreed that the group be disbanded as there was no statutory requirement to have such a group in place and instead to hold an annual fair for academies and another for maintained schools where all Council services would attend to promote their services to schools.

14. CHILDREN'S SERVICES AUTHORITY UPDATE

There was no update for this item.

16. DATES OF FUTURE MEETINGS OF THE FORUM

The Forum noted the date of the next meeting as Tuesday 18th June 2013.

All meetings would be held at The City Learning Centre at 9.15 am.

Chairman

(The meeting ended at 12.30pm)

Any queries regarding these minutes, please contact: ██████████

Tel: (01253) 477123

E-mail: ██████████

MINUTES OF SCHOOLS FORUM MEETING - 18TH JUNE 2013

Present:

In attendance:

- Primary School Headteacher (in the Chair)
- Primary School Headteacher
- Primary School Headteacher
- Secondary School Governor
- Secondary School Governor
- Voluntary Aided Representative
- Special School Headteacher
- Academy School Headteacher
- Pupil Referral Unit
- Early Years Strategic Group
- Staff / Teacher Associations
- Staff / Teacher Associations

Also Present:

- Head of Learning, Access and Inclusion
- Head of Universal Services & School Effectiveness
- Finance Manager
- Head of Business Support and Resources
- Children Adult and Family Services Funding Officer
- Democratic Services Adviser

1. APOLOGIES

Apologies for absence were received from [REDACTED], [REDACTED] and [REDACTED]

2. MEMBERSHIP UPDATE

[REDACTED] Head of Business Support and Resources, Blackpool Council, provided an overview with regards to the Forum's membership. A review was scheduled for October 2013 which would take into consideration potential Academy conversions in September 2013 with the Constitution to be reviewed, if required.

[REDACTED] advised that [REDACTED] had been appointed to the vacant secondary leadership position. [REDACTED] would be leaving Woodlands School for a new appointment at the end of the academic year. The Forum thanked her for her contribution, and wished her the best for all future endeavours.

Primary School Headteachers were scheduled to meet on 26th June 2013 and opinions would be sought in relation to Primary School Headteachers representation and the National guidelines. She noted that there was a good balance between Headteachers and Governors but the guidelines provided for a broader representation.

MINUTES OF SCHOOLS FORUM MEETING - 18TH JUNE 2013

The Secondary Federation had voted that [REDACTED] fill the vacant 14-19 Partnership position. Under the new Schools Forum Regulations, it was anticipated that this position would be amended to become a Post-16 Representative and the position would need to be held by an individual from the further education sector. Since [REDACTED] is employed at the Blackpool Sixth Form, this appointment would remain appropriate under the amended Regulations.

It was suggested that in light of the membership review, the Blackburn Diocese be invited to send a representative to a future meeting.

3. MINUTES OF THE SCHOOLS FORUM MEETING HELD ON 12TH MARCH 2013

The minutes of the Schools Forum meeting held on 18th June 2013 was agreed as a correct record.

4. MATTERS ARISING FROM THE PREVIOUS MEETING

Page 2, Item 4: Carbon Reduction Commitment

[REDACTED] enquired as to the charging of schools for the provision, from their utilities budget. [REDACTED] was not aware but would investigate and report back to a future meeting.

Page 2, Item 5: School Milk Pilot

[REDACTED] reported that Primary Schools taking part in the free school milk scheme would be approached by Blackpool Council to refund the costs incurred by the authority. Schools would be invoiced for the amount they had been allocated through the school budget share. [REDACTED] Finance Manager, Blackpool Council, agreed to take this forward.

Page 5, Item 10: Contribution to Combined Budgets

It was noted that the Heads Advisory Group would liaise with Councillor Riding (Cabinet Member for Children's Services, Education and Schools) to discuss school and Council priorities. It was anticipated that this would take place in the Autumn term.

Page 2, Item 5: Budget Monitoring 2012/13

The Benefits Team at Blackpool Council had revisited the charges for academy schools in respect of free school meal eligibility checks. Additional costs had been incurred due to a scheduled system upgrade which impacted on the charges for 2012/13, but these would be reduced for 2013/14.

Page3, Item 7: Pupil Growth Contingency

MINUTES OF SCHOOLS FORUM MEETING - 18TH JUNE 2013

The criteria for accessing the Pupil Growth Contingency had been drafted based on the consultation responses received and allocation of funding was to be determined in September 2013.

5. SCHOOL BALANCES AT 31ST MARCH 2013

██████████ provided a detailed breakdown of balances held by maintained schools at the end of the 2012/13 financial year and the percentage of schools that are within or exceed the Department for Education guidelines. He explained that in comparison with balances at the end of 2011/12, there was a decrease of £537,000 in total school reserves. However, the balances of the six schools that had converted to academy status during the course of 2012/13 were no longer counted in school balances, and this had effectively reduced reserves by £877,000. The balances of the remaining maintained schools had therefore increased.

The Forum was referred to the scatter graph in relation to school balances as a percentage of school budget share which did not include committed funds data. The Forum commented that residual funds over the maximum amount as set by the Department for Education, was a recurring issue for some maintained schools, at the end of financial years.

A detailed discussion ensued which included possible reasons for the high level of some balances and allocation of funding towards various projects. Statements of commitments would be pursued, and governing bodies notified if these remained outstanding. ██████████ agreed to provide a report at the next meeting of the Schools Forum, to explain reasons for commitments.

In response to a question, ██████████ explained the importance of exploring good budget management and this included examining expenditure of reserves during the financial year.

The Forum highlighted the sensitivity of potential clawback of balances deemed to be excessive, as they would not wish this to influence a school's decision to seek academy status.

6. BUDGET MONITORING 2013/14

██████████ explained the revenue summary which listed the final 2012/13 year-end position for each budget line within the Dedicated School Grant. The Forum noted that due to the demand-driven nature of funding allocated to the 3 and 4 Year Old Nursery Education function, a £195,000 underspend was reported. However, a £105,000 overspend was reported in relation to the Behaviour and Education other than at School function. In total, the Dedicated School Grant was underspent by £139,000.

The underspend would be carried forward to 2013/14 and would be used to offset increased costs in relation to increased referrals, Schools insurance and the cost of

MINUTES OF SCHOOLS FORUM MEETING - 18TH JUNE 2013

successful School Support Assistant pay review appeals. The Forum's attention was drawn to the Equal Pay contingency whereby [REDACTED] clarified that due to financial reporting rules, the Council's statement of accounts would show the amount of £991,000 as being spent however, this is not the actual case and the allocation would be carried forward into the 2013/14 financial year.

7. DSG ALLOCATION 2013/14

[REDACTED] provided an overview of the current position which had altered slightly since the last update at the March meeting. It was reported that since the original allocation, the Education Funding Agency had reviewed the post-16 high needs student numbers, and further information and projections on high needs growth, had been submitted.

[REDACTED] confirmed that in response to this, an additional £277,167 for pupil growth within the High Needs Block had been awarded. The amount awarded to the post-16 high needs funding was a lower amount than anticipated at £68,318 but it was acknowledged that to truly gauge whether the budget would be sufficient, realistic numbers of post-16 high needs students would need to be gathered.

This gave an estimated total Dedicated Schools Grant allocation for 2013/14 of £104,746,903. [REDACTED] advised that there would be further changes in the early years block once funding adjustments had been made to the January 2013 census in the summer, and again at the end of the financial year using January 2014 pupil numbers.

8. PROVISION FOR EMOTIONAL, BEHAVIOURAL AND SOCIAL NEEDS AND ASSOCIATED FUNDING

[REDACTED] Head of Learning, Access and Inclusion, provided the Forum with a synopsis with regards to the current arrangements adopted by Blackpool Council for the provision of education for children and young people experiencing emotional, behavioural, social, medical needs, and the associated costs and budget implications.

It was reported that there was 91 statemented children for emotional, behavioural and social difficulties (EBSD), 20 of which were located within Blackpool mainstream schools and 9 within Educational Diversity (Pupil Referral Unit). The strategy of early intervention and prevention along with Educational Diversity has developed and maintained the principle of community inclusion. The focus has supported the reduction of permanent exclusions resulting in Blackpool being below the national average.

The Forum received information as to the service provision for children at both primary and secondary levels and the reduction of budget allocated to Educational Diversity and the Out of Borough education budget. To meet the expected targets, staffing levels at Educational Diversity were reduced but maintained adequate staffing:pupil ratios.

The Forum was referred to the appendices attached to the report which provided a detailed breakdown of the key budget lines that made up the overspend in the 2012/13

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financial year and the numbers of pupils placed within each continuum and the associated costs.

Arising from a detailed discussion, the Forum noted that the service aimed to emphasise preventative measures instead of reactive and in light of this, it was suggested that innovations could be implemented at key stages 1 and 2 as opposed to waiting until children are older and provision is more expensive. [REDACTED] acknowledged that intervention at key stage 2 was more effective.

9. SCHOOL FUNDING FORMULA REVIEW 2014/15

[REDACTED] Head of Business Services and Resources, presented a summary of the issues considered by the Funding Formula Review Group re-established at the last meeting of Schools Forum, to review the formula introduced in April 2013, to ensure the effective allocation of resources. The Group would consider two principles:

1. Levels of funding should be the same for all children, irrespective of age, unless there are sound educational reasons for variations.
2. The review will take account of the national picture, with the aim of avoiding a divergence away from a future national funding formula.

The group had its first meeting on 17th May 2013 to review the relative needs of schools and pupils with a further meeting arranged for 3rd July. Schools Forum would consider any changes to the Formula at its October meeting so that Blackpool could submit its funding proforma to the Department for Education. Taking into consideration published findings of the national review, it was anticipated that inevitable amendments would be made to Blackpool's formula. This would be considered in depth at October's meeting.

A detailed review of the proposed changes to the national requirements and their implications was provided by [REDACTED] of which the Forum was asked to note. A number of observations and concerns were raised.

10. EXCEPTIONAL CIRCUMSTANCES HIGH NEEDS FUNDING

[REDACTED] provided an overview of the three funding elements in place to support pupils with high needs in mainstream settings. She identified that some schools would have a disproportionate number of pupils with complex needs thus financially disadvantaged if their level of 'element 2' was insufficient to cover the number of pupils with high needs.

In recognition, the Department for Education gave Local Authorities the autonomy to define the circumstances in which schools with insufficient funding, had the option to apply to the Local Authority's High Needs block. As such, a working group has considered the most appropriate criteria for one year only (2013/14), which would then be considered by the Funding Formula Review Group for the establishment of criteria for 2014/15 and beyond.

A detailed discussion ensued regarding the Blackpool schools' notional SEN budgets and what was considered to determine the calculation. Additional funding has been allocated to schools to help them meet the initial costs of £6,000 for each high needs

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pupil with distribution based on the IDACI formula factor. However, distribution of funding would not be exactly matched to the incidence of high cost pupils in individual schools.

The Forum considered three options that had been developed to address the potential funding gap between newly delegated SEN funding received, and the additional costs associated with high needs pupils. The Forum shared concern that the estimated amount required, based on current figures of pupils with high needs, may not include pupils starting school in September. Following the discussion, it was suggested that it would be advantageous to produce guidance to clarify the criteria, then gather responses so that an informed estimate would be available.

In conclusion, the Forum agreed that the Funding Formula Review Group to look at the level and percentage of notional SEN budget relating to high needs pupils, and the distribution of funding, in advance of 2014/15. The Forum also voted to implement option 1 with the results to be reviewed in Autumn 2013.

11. SCHEME FOR FINANCING SCHOOLS

In line with legislation, local authorities were required to publish schemes for financing schools including the relationship between them and the schools they maintain. Directed revisions had been made which had changed some of the provisions in the Department for Education guidance. The changes would be reflected in Blackpool's Scheme for Financing Schools, which applies to maintained schools only, with effect from 1st April 2013.

██████████ explained that revisions had been made to the application of the scheme, instalments of the budget share, treatment of surplus and deficit balances and charging of school budget shares. In particular, the Forum discussed the requirement that does not allow an authority to write off the deficit balance of any school. It was suggested that a contingency would be appropriate for schools with financial difficulties.

With regards to charging of school budget shares, the Forum noted that there were instances where the authority did not need to seek the governing body's permission to charge such as the costs incurred to secure the provision of Special Educational Needs (SEN) when a school has failed to do so despite the delegation of funds in respect of low cost high incidence SEN and/or specific funding for a pupil with high needs.

██████████ clarified that this applied to all pupils with additional needs including those without statements and it would be best practice for every pupil who would be eligible for the assistance, to have a costed provision map.

12. EQUAL PAY UPDATE

The Forum heard that negotiations with regards to Equal Pay cases were still taking place and some progress had been made.

The Forum commented that the process had taken longer than anticipated and the lengthy negotiations had the potential to affect the care and service that Schools provide children by not identifying a resolution. ██████████, Head of Universal Services and

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School Effectiveness, agreed to take the Forum's concern to the Joint Consultative Committee.

13. PAY REVIEW UPDATE

Equality Impact Assessments had been completed therefore it was expected that the teaching staff Pay Review would be concluded imminently.

14. ACADEMY UPDATE

It was reported that three primary schools, Devonshire, Anchorsholme and Park, were on target to convert in September 2013 and an update was provided that Mereside Primary School had been judged as 'good' by the Department for Education thus the academy order had been rescinded.

██████████, Head of Universal Services & Schools Effectiveness, reported that sponsors were currently being sought for Collegiate and Palatine and it was likely that a sponsor would be required for Revoe Primary School. In light of the recent 'inadequate' rating of Marton Primary School, it was anticipated that the Department for Education would identify a sponsor in due course.

15. ACADEMY SERVICES MARKET PLACE REPORT

██████████, CAFS Funding Officer, provided the Forum with an overview of developments that had taken place since the disbandment of the Schools Services Group. It was reported that a questionnaire had been sent to head teachers and School Business Managers to obtain feedback on the services that schools currently purchase.

A market place event was held on 23rd May 2013 at the City Learning Centre with over thirty teams showcasing the wide ranging services Blackpool Council can offer to Schools and Academies. It was envisaged that further questionnaires and market place events would be planned for the future to ensure that services are providing what schools require. In light of this, ██████████ informed the meeting that an event would be scheduled for November 2013 to help schools make an informed decision with regards to choosing services for 2014-15.

The Forum acknowledged that representatives from 12 schools attended the last event. However, the majority of schools would have already entered into service level agreements for this financial year. The Forum raised concern that service contact information needs to be provided to enable concerns to be raised and accountability.

16. CHILDREN'S SERVICES AUTHORITY UPDATE

██████████ Head of Universal Services & School Effectiveness, highlighted recent developments and the ongoing Safeguarding Children Peer Review. She informed the meeting that ██████████, Director of Children's Services, was commissioning an

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independent review of School Improvement using meetings led by head teachers and school governors, to gain information.

It was acknowledged that a new framework for inspections to School Improvement Services, had been adopted by Ofsted with Isle of Wight and Norfolk County Council being the first authorities to be inspected using the new framework. Authorities would be inspected and categorised as either effective or not effective with the basis for selection focussing on authorities that were not meeting national standards.

██████████ would provide an electronic copy of the criteria to interested members of the Forum.

17. DATES OF FUTURE MEETINGS OF THE FORUM

The Forum noted the dates for future meetings of the Forum:

Tuesday 8th October 2013

Tuesday 14th January 2014.

All meetings will be held at the City Learning Centre at 9.15am.

Chairman

(The meeting ended at 12:45 pm)

Any queries regarding these minutes, please contact:

Tel: 01253 477164

E-mail |

MINUTES OF SCHOOLS FORUM MEETING - 8TH OCTOBER 2013

In attendance:

██████████ - Primary School Headteacher (in the Chair)
██████████ - Primary School Headteacher
██████████ - Primary School Headteacher
██████████ - Secondary School Headteacher representative
██████████ - Secondary School Headteacher
██████████ - Primary School Governor

██████████ - Secondary School Governor
██████████ - Pupil Referral Unit
██████████ - Post-16 representative

██████████ - Early Years Strategic Group
██████████ - Staff / Teacher Associations
██████████ - Staff / Teacher Associations

Also Present:

██████████ - Head of Learning, Access and Inclusion
██████████ - Deputy Head of Children's Services
██████████ - Head of Universal Services & School Effectiveness
██████████ - Finance Manager
██████████ - Head of Business Support and Resources
██████████ - Children Adult and Family Services Funding Officer
██████████ - Senior Democratic Services Adviser

1. APOLOGIES

Apologies for absence were received from ██████████ and ██████████.

2. MEMBERSHIP UPDATE

██████████ Head of Business Support and Resources, Blackpool Council, provided an overview with regards to the Forum's membership. She explained that the membership should be reviewed annually, at the first meeting of the academic year, to ensure representation of the Primary, Secondary and Academy sectors was proportionate based on pupil numbers.

██████████ advised that following four further conversions to academy status over the summer, the JSC had recommended that the membership should be broken down as follows:

Four Primary members, comprising of three headteacher representatives and one governor. three Secondary members, comprising of two headteacher representatives and one governor, and four academy representatives.

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In addition to this revision, [REDACTED] advised that it was also proposed that there should be no more than one representative per multi academic trust, federation or academy sponsor.

The Forum discussed the implications of the proposals for representations of academies. There were a number of reservations however the Forum agreed to the proposals with the caveat to revisit the issue at the next annual review of the membership.

3. MINUTES OF THE SCHOOLS FORUM MEETING HELD ON 18TH JUNE 2013

The minutes of the Schools Forum meeting held on 18th June 2013 were, with the following amendments, agreed as a correct record.

(1) That [REDACTED] name was spelt with an 'e' rather than an 'a'.

(2) Item 13: Pay Review Update

'...it was expected that the **non**-teaching staff Pay Review...'

4. MATTERS ARISING FROM THE PREVIOUS MEETING

Page 4, Item 4: Carbon Reduction Commitment

[REDACTED] advised that there was no update from the Government, however she advised that it was possible the budget would be top sliced. Therefore as provision for this possibility, £90,000 from the DSG had been set aside.

Page 4, Item 4: School Milk Pilot

[REDACTED] advised that the schools were to be billed. [REDACTED] advised this would happen imminently and she had asked that schools were notified prior to being billed.

Page 4, Item 4: Contribution to Combined Budgets

[REDACTED] advised that she would bring an update report to the next meeting.

Page 7, Item 10: Exceptional Circumstances High Need Funding

[REDACTED] reported that no allocations had yet been made for 2013/2014 but the payments would be made shortly.

Page 9, Item 15: Academy Services Market Place Report

It was reported that the market place had been very successful and would be repeated as planned in November 2013 for all schools and academies.

MINUTES OF SCHOOLS FORUM MEETING - 8TH OCTOBER 2013

5. SCHOOL BALANCES AS AT 31st MARCH 2013 - ANALYSIS OF COMMITMENTS

██████████ provided an overview of the school balances as at 31st March 2013 with information regarding the changes in the level of balances over the previous five years.

The Schools Forum were referred to a chart which demonstrated the level of school balances, with the total balance broken down into committed, uncommitted and extended services balances.

██████████ explained that there had been a net increase of £340,000 across the budgets of the maintained schools.

He advised that it was recognised schools would have programmed works with balances committed to these projects. Schools had been approached to provide further details of these commitments. Further clarification was required from a small number of schools but the information provided to date, showed that the value of uncommitted balances would be £1.92 million, and the cash balance over and above the maximum suggested Department for Education limits would be less than £77,000. This was not considered to be excessive and as such the authority was not recommending claw back.

██████████ commented that the Local Authority's Section 151 Officer had expressed concern about the level of school balances, so recommended that the Schools Forum shared the report findings with the Section 151 Officer.

6. BUDGET MONITORING 2013/14

██████████ reported that Dedicated School Grant for 2013/2014 was forecast to overspend by £127,000. However there was a brought forward underspend from 2012/2013 of £139,000, which would provide a forecast underspend of £12,000.

██████████ cautioned it was still early in the financial year and further monitoring was required, but it was anticipated that the budget would be in a better position by January 2014.

He advised that within the Dedicated School Grant £991,000 had been set aside as a contingency for Equal Pay. He further advised that £991,000 was also carried forward from 2012/2013. There was an assumption that the whole amount would be spent within the financial year, and had to be reported as such.

The Forum commented that until it was spent that there appears to be a large surplus and the reason for this surplus should be shared with the Section 151 Officer.

7. SCHOOL ORGANISATION - BUDGETARY IMPLICATIONS

██████████ advised that due to the planned merger of Collegiate and Bispham High Schools, there would be budget implications. She reported that Department for Education (DfE) rules for sponsored academies stated that budget surpluses stayed with the school, whereas budget deficits would be written off against the Dedicated Schools Grant.

MINUTES OF SCHOOLS FORUM MEETING - 8TH OCTOBER 2013

She advised that as at 31st March 2013 the deficit of Collegiate stood at £993,000. The costs of staff restructuring and redundancies needed to be factored in, in addition to the deficit figure.

██████████ further advised that the DfE could make a contribution to mitigate the costs of redundancy under certain circumstances. ██████████ advised that the Authority would be liaising with the DfE to ensure the maximum contribution was secured.

██████████ advised that the Authority had no choice but to run two sites for the next two years whilst the new school was built on the Collegiate site. In the mean time work was underway on the new staffing structure for the merged schools.

██████████ reported that there had been a windfall to mitigate the financial impact of the merger. She advised that schools who had converted to trust status were entitled to 80% charitable relief on their business rates. This relief had not been applied in respect of a small number of schools over recent years, however this has now been recovered. The resultant £800,000 would significantly offset the financial impact of the staff redundancy costs and budget deficit.

8. CATERING - TRANSITIONAL PROTECTION 2013/14

██████████ advised that the funding for free school meals had previously been allocated on a 'buy-back' basis, where total cost was allocated on to schools according to the number of free school meals provided by the school. The funding was then used to pay Blackpool Catering Services.

She explained that due to funding reforms, that took effect at the start of the 2013/14 financial year, catering could no longer be allocated separately. It was agreed before the start of the financial year to allocate funding using the deprivation factor through the free school meals data. However this has resulted in some schools receiving less than in previous years and it has not been enough to cover the provision of school meals.

From 2014/15 the funding would be allocated on the basis of 1/3 according to the size of the school and 2/3 according the number of free school meals provided. This would cover the cost of running the catering service within schools.

To ease pressure on school budgets this year it was proposed to put in place transitional protection. ██████████ laid out four options for this protection from 100% protection to 25% protection and the relative costs of these options.

The Schools Forum agreed that £188,000 from the Equal Pay Contingency fund should be allocated to provide 100% transitional protection to schools.

9. PROPERTY INSURANCE - TRANSITIONAL PROTECTION 2013/14

██████████ advised that the funding for schools property insurance had previously been allocated on a 'buy-back' basis, where total cost was allocated on to schools according to the number of pupils on roll. The funding was then charged back to the central account to pay for the individual school premiums.

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She explained that due to funding reforms, that took effect at the start of the 2013/14 financial year, insurance could no longer be allocated separately. Schools were therefore charged separately for their premiums.

As premiums are calculated on risk and past claims history, the distribution of costs was different to the funds previously allocated on pupil numbers. As a result of the change, one third of maintained schools had seen increases in their premiums, with some seeing significant increases.

For nine schools facing significant premium increases, above 20%, it was proposed to put in place transitional protection. [REDACTED] advised that a 75% protection was proposed at a cost of £68,421. This funding was available as the closing balance on the insurance holding account that was operated under the previous system.

This protection would mean that a primary school would need to pay a maximum increase of £2,200 and a secondary school, £5,700.

The Schools Forum agreed to allocate £68,421 as a transitional protection to those schools facing a 20% or more increase in insurance premiums.

10. PROVISION FOR EMOTIONAL, BEHAVIOURAL AND SOCIAL NEEDS AND ASSOCIATED FUNDING

[REDACTED] presented a position statement regarding the provision of emotional, behavioural and social needs and the associated funding. She spoke about the continuum of provision in Blackpool including the mainstream school offer, the Pupil Referral Unit (PRU) and the SERFs.

[REDACTED] talked in detail regarding the changes the Children and Families Bill would bring to the school based offer. She advised that a review of capacity within the SEN specialist advice service to deliver statutory duties was underway, the results would be reported to the Schools Forum. She stated that the transformation of SEN provision was a huge transition which needed careful provision mapping, to avoid pressures on the system. In terms of funding the government had awarded £85,000 to assist with the cost of transition.

[REDACTED] advised that following a review of SERF provision the referral process would be revisited, primary behaviour SERF provision would move to 5 days, and there would be a systematic review of commissioned places. She advised that a report regarding the provisioned places and a cost recovery mechanism would be brought to the Forum in due course.

[REDACTED] advised that in terms of transience support, the former Illuminate arrangements had been redesigned and a report monitoring the use of Illuminate funding, with headteacher feedback, would come to the Forum in Summer 2014.

[REDACTED] reported that a review of educational diversity provision was required, particularly the preventative measures provision. She advised there was a need to establish a Primary Partnership in the same way the Secondary Partnership had been

MINUTES OF SCHOOLS FORUM MEETING - 8TH OCTOBER 2013

established, and to bring forth an annual report from the Partnerships recommending the commissioning of places.

██████████ also provided updates regarding Out of Borough Specialist provision, the SSA review and Special School Review.

██████████ informed the Forum that this would be her last report as she was leaving the Council for a new post. She introduced ██████████, who would be continuing her work, as he took up the role of Deputy Director of Children's Services.

The Forum thanked ██████████ for her report and thanked her for her contributions to the Forum. The Forum wished ██████████ well in her new post.

11. SCHOOL FUNDING FORMULA REVIEW 2014/15

██████████ advised that the sub-group formed to review the school funding formula for 2014/15 had met three times since the last meeting of the Schools Forum.

She advised that they had approached the review with two principals in mind, namely that all children were subject to the same level of funding unless there were sound educational reasons for differences, and that the review had regard to the national picture in terms of the future national funding formula.

██████████ reported that the sub-group had started with the basic costs of running a school and then explored the costs of meeting the additional needs of children.

The sub-group had expressed concern that Blackpool was over-funded for deprivation through the funding formula, and schools with lower deprivation were experiencing shortages in funding.

The sub-group were considering the use of the prior attainment indicator as a way of providing for children with moderate learning difficulties and behavioural issues. The group was also exploring alternative options for reducing the amount of gains that schools could receive, with a view to funding the required protection for schools who stood to lose more than 1.5% funding per pupil.

██████████ advised that the schools would be consulted on the proposed changes to the 2014/15 school funding formula during October and November 2013. Details of the options and the implications of the losses and gains of each option would be given during briefing sessions for heads and school business managers, as well as in governor training sessions.

She reported that the outcome of the consultation would be reported to the Schools Forum at the meeting in January 2014.

The Forum noted the report.

12. EARLY YEARS FUNDING FORMULA REVIEW 2014/15

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██████████ advised that the Early Years Funding Formula, for the provision of places for 3-4 years olds, had been introduced in 2011/12, with annual uplifts being made in subsequent years. The Early Years Strategic Group had requested that it be reviewed prior to the 2014/2015 funding round. The Group expressed concerns that a number of providers, including school nurseries, were struggling to balance their budgets. ██████████ advised that the review group was considering the need to build the Local Authority pay award rates into the funding formula and apply it across all providers, including the Private, Voluntary and Independent (PVI) sector. The group was also considering whether funding should be allowed for in the formula so that PVI settings could employ an Early Years Professional, should they so wish.

██████████ advised that the Nursery Education Grant has increased by 19% in the 16 years since its introduction, yet inflation was nearly 60% resulting in financial pressures in the sector.

██████████ commented that PVI sector providers were struggling and it was increasingly difficult to sustain their nurseries. He advised that business costs had increased at rates well above the increases in the level of funding in the 16 years since the introduction of the nursery grant.

██████████ advised that the working group was continuing to explore the alternative options for amendments to the funding formula before consulting with providers across the sector. Recommendations for amendments would come to the Schools Forum in January 2014.

The Forum noted the report.

13. EQUAL PAY UPDATE

██████████ reported that matters were progressing with a decision on rejected claims expected before the end of October 2013. The schools could expect decisions with offers, shortly, and these would need to be considered by the Governors.

14. PAY REVIEW UPDATE

██████████ advised that work was being undertaken on the equality impact assessments on the conclusion of the appeals.

15. ACADEMY UPDATE

██████████ advised that Devonshire Primary, Anchorsholme Primary and Park Special School had formed a Multi Academy Trust.

She advised that St Nicholas' and St Georges' were currently consulting on academisation.

MINUTES OF SCHOOLS FORUM MEETING - 8TH OCTOBER 2013

██████ reported that Claremont and Mereside Primaries had been under pressure from the Department for Education to convert to academies. However following successful inspections the schools had requested that the academy orders be revoked.

She also reported that Unity had become a sponsored academy, sponsored by FCAT (Fylde Coast Academy Trust). She added that Bispham and Collegiate were also due to be sponsored by FCAT.

██████ advised that Palatine Sports College had had an academy order issued and was likely to convert by 1st November 2013.

She further advised that St Cuthbert's RC Primary, following an inspection, had been found to be inadequate with serious weaknesses and was now to become a sponsored academy, sponsored by the diocese.

16. CHILDREN'S SERVICE AUTHORITY UPDATE

██████ reported that, as the newly appointed Deputy Director of Children's Services, he would have overall responsibility for all services that support schools.

17. ANY OTHER BUSINESS

██████ circulated a copy of the Authority's supplier charter, which the Council wished to encourage other public sector bodies to sign up to. She advised that she would welcome comments from schools and suggested that the matter be discussed further at the next meeting of the Forum.

The Schools Forum agreed to discuss the issue under Matters Arising at the next meeting.

18. DATES OF FUTURE MEETINGS OF THE FORUM

The Forum noted the dates of the future meetings of the Forum:

Tuesday 14th January 2014

Tuesday 11th March 2014

Tuesday 17th June 2014

All meetings would be held at the City Learning Centre at 9.15am.

Chairman

MINUTES OF SCHOOLS FORUM MEETING - 8TH OCTOBER 2013

(The meeting ended at 12:18 pm)

Any queries regarding these minutes, please contact:

██████████ Democratic Services Senior Adviser

Tel: (01253) 477153

E-mail: ██████████

**MINUTES OF THE MEETING OF THE SCHOOLS FORUM
HELD AT THE CITY LEARNING CENTRE, DINMORE AVENUE
ON TUESDAY 14TH JANUARY 2014 AT 9.15AM**

Present:

Primary School Head Teachers/ Representatives

[REDACTED]

Secondary School Head teachers/ Representatives

[REDACTED]

Secondary School Governor

[REDACTED]

Voluntary Aided Head teacher/ Representative

[REDACTED]

Academy School Representatives

[REDACTED]

Pupil Referral Unit (PRU)

[REDACTED]

Non-schools Members

[REDACTED] Early Years Strategic Group
[REDACTED] Staff/ Teacher Associations
[REDACTED] Staff/ Teacher Associations
[REDACTED] Post-16

In attendance:

[REDACTED] Deputy Director of Children's Services
[REDACTED] Head of Business Support and Resources
[REDACTED] Children's Services Funding Officer
[REDACTED] Finance Manager
[REDACTED] Democratic Services Project Officer

		Action
1.	<p>Apologies</p> <p>Apologies for absence were received from [REDACTED] Special School Head Teacher, [REDACTED] Assistant Chief Executive/ Director of Children's Services and [REDACTED] Head of Universal Services and School Effectiveness.</p> <p>[REDACTED] welcomed members both new and old to the Forum and offered the Forum's appreciation to past members for their support and commitment. Around the table, introductions were provided.</p>	

		Action
2.	<p>Membership Update</p> <p>██████████ Head of Business Support and Resources, Blackpool Council provided the Forum with an update on the current membership, which as part of the annual review had changed due to the shift in the balance of academies and maintained schools. She reported that there had been a reduction in the number of Primary Head Teachers, ██████████ had joined the Forum and there remained one vacancy. There had been an increase in the number of representative for Academy Head Teachers and ██████████ would now be one of the four representatives, along with a new member ██████████ had taken over as representative for special schools.</p> <p>The Forum was advised that in addition there remained two further vacancies for the Primary School Governor and a representative for the Blackburn CE Diocese. She added that elections for the Primary School Governor were taking place and an appointment would be made shortly, discussions were on going with regarding to the Diocesan representative.</p>	
3.	<p>Appointment of Chairman</p> <p>██████████ was appointed to the position of Chairman of the Forum until January 2015.</p>	
4.	<p>Appointment of Vice Chairman</p> <p>██████████ was appointed to the position of Vice Chairman of the Forum until January 2015.</p>	
5.	<p>Minutes of the Schools Forum meeting held on 8th October 2013</p> <p>The minutes of the Schools Forum were agreed as a correct record.</p>	
6.	<p>Matters Arising from the previous meeting</p> <p>i. Carbon Reduction Commitment</p> <p>██████████ reported that the Government had announced prior to Christmas that the Dedicated School Grant (DSG) settlement would be top sliced before payment was made to the local authority by an amount of £106,000 compared to the budgeted £90,000. The Forum was advised that this would not affect schools as the Local Authority had retained money from the DSG.</p> <p>ii. School Milk Pilot</p> <p>██████████ confirmed that payments from all schools had been collected.</p> <p>iii. Exceptional High Need Funding</p> <p>██████████ Children's Services Funding Officer, Blackpool Council, reported that the Local Authority was currently preparing the figures for the periods April to August and September onwards, and payments would be made available imminently.</p> <p>She reported that the census included two new indicators, one for pupils in receipt of</p>	

		Action
	<p>top-up funding, and another for adopted children. Concerns were raised regarding the adoption indicator, in particular the issue of confidentiality. The local authority agreed to continue to look into this matter and advise schools as necessary.</p> <p>With respect to the top-up indicator, there was confusion around the category definitions. While this indicator does not currently drive out funding, there is the potential for this to be the case in future.</p> <p>A member of the Forum queried the lack of feedback from the costed provision maps provided for Special Educational Needs (SEN) and assumptions were being made that the schools had received the funding. [REDACTED] believed that the outcomes had been delivered, but agreed to investigate.</p> <p>iv. School Organisation Budgetary Implications</p> <p>[REDACTED] confirmed that the merger of Collegiate and Bispham High School was due to take place in May 2014. She reported that the Department for Education (DfE) had confirmed that the imminent restructure was considered to be a local authority matter and no assistance would be provided for the cost of staff restructuring and redundancies.</p> <p>A member of the Forum referred to the windfall, resultant from the conversion to trust status and the charitable relief on business rates. [REDACTED] confirmed that it was correct that the windfalls did not accrue to individual schools as, technically, the previous years' budgets of those schools would have been re-determined to allocate a lower level of business rates funding. Some Forum members were of the opinion that it was unfair for deficits to be written off in these circumstances, when other schools had had to recover from similar situations by themselves.</p>	<p>[REDACTED]</p>
7.	<p>Budget Monitoring 2013/ 2014</p> <p>[REDACTED] Finance Manager, Blackpool Council reported that the Dedicated School Grant (DSG) was forecast to break even although there were some elements of the budget that could not be accurately forecast, but more up to date information would be provided at the next meeting.</p> <p>He reported that there had been an adjustment from £17.4 million to £23 million to fund the conversion of maintained schools to academies (excluding Palatine Sports College).</p> <p>It was noted that those schools who had converted to academies part way through the financial year would be required to contribute to some de-delegated services.</p> <p>A member of the Forum asked to what the Early Years Central Services budget of £1.1 million related. [REDACTED] advised that this was not to fund Children's Centres, but to provide support such as staffing, training, speech and language therapy and educational psychology. A full breakdown had been tabled at the previous meeting of Schools Forum.</p> <p>In response to a question regarding the two-year-old grants for early years provision, [REDACTED] reported that the budget of 1.7 million was assumed spent, but was unsure of the actual take up figures. She added that the eligibility criteria was due to be extended in</p>	<p>[REDACTED]</p>

		Action
8.	<p>September 2014.</p> <p>School Funding Formula Review 2014/ 2015 – Outcome of Consultation</p> <p>██████ reported that the proposals were informed by the work of the Funding Formula Review Group, which had conducted a needs-led review. The consultation closed on 22nd November 2013 and there had been no overwhelming support to change the formula again as it had only been changed recently.</p> <p>The Forum was advised that the Local Authority was conscious of the implications of the initial proposals on the individual schools and in not wishing to add further pressure proposed to make a limited number of changes to the formula for 2014/ 2015.</p> <p>██████ highlighted the Local Authority's proposals:</p> <ul style="list-style-type: none"> • Transfer 2.5% of the total formula funding out of the Income Deprivation Affecting Children Index (IDACI) to create a new prior attainment (high incidence SEN) factor. • Use the <78 points data at Early Years Foundation Stage Profile. • Transfer £700,000 out of the Free School Meals deprivation factor into basic entitlement. • Increase the unit value for mobility factor to £755, only those pupils above a 10 per cent mobility threshold would attract the funding. • Limit the level of school gains through the use of combination of a cap and scaling. <p>██████ reported that the details of the 2014/ 2015 school funding formula would be submitted to the Department for Education (DfE) by 21st January and individual school budgets would be issued in February.</p> <p>The Forum noted the report.</p> <p>9. Early Years Funding Formula Review 2014/ 2015</p> <p>██████ advised the Forum that following a review of the formula to fund early education places, the Local Authority was in the process of consulting on some small changes, which would increase staffing funding across all sectors, provide lead professional funding for Private, Voluntary and Independent (PVI) settings and ensure further equity for childminders with respect to non-contact time.</p> <p>The consultation document, copies of which were circulated at the meeting, was released on 6th January and a briefing session for early years providers had been held on Monday 13th January. ██████ added that the consultation would close on 31st January, the results of which would be reviewed by the Early Years Strategy Group before the final proposals were presented at the 11th March meeting for the Forums approval.</p> <p>It was asked what guarantee there was that the funding for pay rates to be equitable across all sectors would be spent for that purpose. ██████ reported that the Local Authority could not impose staffing structures and each setting had the flexibility to use the funding accordingly.</p>	

		Action
10.	<p>A member requested that the full range of support services needs to be communicated to all early years providers. He commented that the loss of the early years co-ordinator role had had a detrimental impact on this information sharing and providers were not accessing the available services as a result.</p> <p>The Forum noted the report.</p> <p>Contribution to Combined Budgets</p> <p>██████████ reported that since 2011/ 2012 the Forum had supported an allocation of between £1 and £2 million from the Dedicated Schools Grant (DSG) as a contribution to combined budgets. However, it requested that a Heads Advisory Group be convened to review the arrangements as it felt the Local Authority needed to be able to demonstrate accountability for the services protected by DSG funding.</p> <p>It was reported that the Group, comprising of ██████████ (Anchorsholme), ██████████ (Highfield), ██████████ (Bispham Endowed), ██████████ (Devonshire) and ██████████ (Highfurlong) had met once to consider the current funding of the functions within Children's Services and the extent to which each was supported by DSG. Work was ongoing to examine the detailed implications on services as a result of further cuts to the Local Authority's funding and the outcome of their deliberations would be presented to the Forum at its meeting in March.</p> <p>Concerns were raised regarding the timescales, as the Council's budget was due to be agreed in February.</p> <p>The Forum noted the report.</p>	<p>██████████</p> <p>██████████</p>
11.	<p>Provision for Emotional, Behavioural and Social Needs and Associated Funding</p> <p>██████████ Pupil Referral Unit, presented a report to the Forum regarding the review of provision for the emotional, behavioural and social needs of young people in Blackpool. Following on from the report submitted to the Forum at its meeting in October 2013, consideration was given as to how increased early prevention support in schools, particularly at primary level, could be provided around behaviour and emotional wellbeing. She added that the key issues were the restructure of the emotional wellbeing team in schools and the restructure of Educational Diversity.</p> <p>The Forum was presented with the following proposals:</p> <ul style="list-style-type: none"> • Development of Key Stage 2/ Key Stage 3 provision on the present Christ the King site (following the relocation to the new site at St Mary's). • Relocation of Home and Hospital Education Services (HHES) to the Oxford Centre site. • Re- Commissioning of Stepping Stones transience provision. • Introduction of Primary Behaviour Partnerships. • Review of emotional, social and behavioural difficulties (ESBD) Special enhanced resource facilities (SERF). 	

		Action
	<p>██████ added that the development of the Key Stage 2/ Key Stage 3 provision would provide a consistent approach and provide firm structures and expertise to manage positive behaviour change at such a crucial time in the transition years.</p> <p>The Forum was advised that a pilot was currently operating at the Oxford Centre for four HHES pupils to support reintegration to mainstream schooling.</p> <p>The Chairman supported the proposal to develop a primary behaviour and attendance partnership (BAP) and suggested that a working group be established to discuss the partnership's remit.</p> <p>It was queried why the special enhanced resource facility (SERF) at Revoe had been closed when there was a clear need.</p> <p>██████ reported that the funding from Revoe SERF would be used to support a five-day provision, providing a more flexible and child centred approach that would alleviate the difficulties experienced when all students returned to their host schools on the same day. She hoped this would also increase contact between the SERF's and the host schools.</p> <p>██████ reported that the development of the Christ the King site was unlikely to occur until January 2015 for Key Stage 2 pupils and September 2015 for Key Stage 3.</p> <p>██████ concluded by reporting that a proposal paper around the re-inclusion from EBSD SERF/ Pupil Referral Unit (PRU) would be submitted to the Forum for consultation at the next meeting.</p> <p>The Forum agreed to:</p> <ol style="list-style-type: none"> 1. Support the development of Educational Diversity provision for KS2/ KS3 students at the Christ the King primary site. 2. Support the proposal for the relocation of the HHES from Whitegate Manor to the Oxford Centre site and the decommissioning of First Steps unit for teenage pregnant mothers and Tiny Steps nursery. 3. Approve the decommissioning of Stepping Stones provision within Unity and to approve the transfer of allocated funds to enable Outreach support for transient pupils as part of the Educational Diversity Service. 4. Support the principal of establishing a Primary Behaviour Partnerships (BAP). 5. Approve the redeployment of Revoe SERF budget in order to enable reconfiguration of EBSD SERF's and five-day provision. 6. Extend the pilot KS3 SERF facility at South Shore Academy for 2014/ 2015, but to rebalance the availability of non-Palatine places. 	<p>██████</p> <p>██████</p>
12.	<p>De-Delegation of Services</p> <p>██████ reported that the Schools Finance Regulations required the delegation to schools of the entirety of the Schools Block Funding, but maintained mainstream schools could choose to de-delegate (retention of funding by the Local Authority) some of the prescribed elements. She added that Academies could choose to buy into Local Authority Services.</p> <p>In 2013/ 2014 maintained schools agreed to de-delegate Free School Meal eligibility</p>	

		Action
13.	<p>checks, School licences, Insurance and Union duties and a decision was required whether to continue the de-delegation of services for the 2014/ 2015 financial year.</p> <p>██████████ presented the following proposals and the representatives from the primary school representatives ██████████ and ██████████ and the secondary school representatives (██████████, ██████████ and ██████████) were asked to vote on behalf of all maintained, mainstream schools for the continued de-delegation of services.</p> <p><u>Free School Meal eligibility checks</u> – increase from £10.02 to £10.58</p> <ul style="list-style-type: none"> • Primary – agreed • Secondary – agreed <p><u>School Licences</u></p> <ul style="list-style-type: none"> • Primary – agreed • Secondary – agreed <p>In response to a question whether schools were covered for all licences, it was agreed that a list of the relevant licences, including those that the Department for Education (DfE) had entered into collective agreements, would be circulated to all schools.</p> <p>Insurance – increase from £15.52 per pupil to approximately £47.00</p> <ul style="list-style-type: none"> • Primary – agreed • Secondary – agreed <p>██████████ reported that the procurement exercise for the provision of Insurance was ongoing, but since the publication of the agenda, the Local Authority’s insurance section had estimated that the likely cost per pupil would be significantly higher than expected due to market value increases and the reduction in number of schools included in the policy. On a positive note, there was an indication that there would be a slight reduction in premises insurance.</p> <p>A discussion was held regarding the merits of schools sourcing their own insurance and it was suggested that the Dedicated Schools Grant (DSG) budget needed to be reviewed to take into consideration the increased premiums.</p> <p><u>Union Duties</u>- increased claim value from £150 per day to £180, an increase per pupil of £1.07</p> <ul style="list-style-type: none"> • Primary – agreed • Secondary – agreed <p>The Forum questioned whether the current funding level of 400 days was appropriate. It was explained that the funding provided all maintained schools and academies, if they had bought into the service, access to a local union representative. If the union representative works at another school, then the providing school would be compensated for lost school time from the central funds. If all academies did not buy into the service, then the allocation of available days would be less than 400, but there would be fewer schools to support. ██████████ confirmed that normally there were no surplus funds at the end of the financial year.</p> <p>Pupil Growth Contingency</p>	<p>██████████</p> <p>██████████</p>

		Action
	<p>██████████ reminded the Forum that in 2013/ 2014 under the Schools Finance Regulations 2012 it agreed for £286,200 being set aside for primary pupil growth contingency. She reported that three schools had met the eligibility criteria in 2013/ 2014, Westcliff had 60 new Reception pupils at the Gateway campus, Unity had 60 additional pupils in Year 5 and St Nicholas had 30 additional pupils in Year 5. The total allocation, based on the 2013/ 2014 funding formula, was £318,000 resulting in a £32,000 overspend. ██████████ advised that the criteria for the contingency were being developed when the estimates were given for 2013/ 2014.</p> <p>It was proposed that in light of the proposal to introduce a new prior attainment factor to Blackpool's funding formula, this should be added to the existing pupil driven factors in the calculation for contingency allocations. The estimated requirement, based on the revised criteria for pupil growth contingency would be £310,000 for 2014/ 2015.</p> <p>██████████ noted that the contingency amount would need to be recalculated, as it did not include the expansion of Mereside and increase to the Pupil Admission Number (PAN). A revised figure would be submitted to the March meeting for approval.</p> <p>It was noted that increases to pupil growth in secondary schools would be gradual, as primary school calculations were based on increases at entry form a criteria would need to be developed with secondary schools in future years as the increased numbers would start to impact on the secondary sector.</p> <p>In response to a question, ██████████ confirmed that in the first year of expansion, funding was allocated based on the assumed capacity e.g. 60, but subsequent funding was based on actual figures.</p> <p>The Forum agreed:</p> <ol style="list-style-type: none"> 1. To approve the amendment of the criteria for the allocation of funding from the pupil growth contingency to include the new prior attainment factor. 2. To approve, in principle, the value of the pupil growth contingency at in 2014/ 2015. 3. That the amount of the fund and the criteria for allocation be reviewed annually as part of the budget process. 4. That Officers would provide an update to Schools Forum at the end of each financial year giving details of schools meeting the eligibility criteria and payments made from the fund. 	██████████
14.	<p>Notional Special Educational Needs (SEN) Budgets</p> <p>██████████ advised the Forum that Local Authorities were required to specify to the Department for Education (DfE) the percentage of each formula factor that made up the "Notional Special Educational Needs (SEN) Budget". She added that previously the calculation had carried no real meaning, but developments in school funding over the last year had brought a new significance to the assumptions.</p> <p>She explained that criteria were required to allow for the allocation to schools of additional funding in exceptional circumstances where they were providing for a</p>	

		Action
	<p>disproportionately high number of pupils with high cost needs relative to the available SEN funding.</p> <p>The Local Authority recognised that on occasions a school could be financially disadvantaged if they had a disproportionate number of pupils with more complex needs. In order to address this, it was proposed that the SEN Budget calculations be amended to allow them to be used as an appropriate determinant for exceptional circumstances funding. [REDACTED] reported that modelling, using the latest available data, showed that six schools would receive funding under the proposals, with an estimated total value of around £100,000. The figures would be calculated twice a year in April and September.</p> <p>The Schools Forum agreed:</p> <ol style="list-style-type: none"> 1. To approve the calculation of the Notional SEN Budgets for 2014/ 2015 in accordance with the table contained with the report at 3.6. 2. To approve the criteria and methodology for the allocation of exceptional circumstances high needs funding in accordance within the report at 3.7. 	
15.	<p>Equal Pay Update</p> <p>[REDACTED] reported that the Unions Solicitors had received a response to all their queries and were writing to the claimants with details of an additional offer and the recommendation for acceptance. It was anticipated that a formal settlement would be made in January/ February 2014.</p> <p>He added that [REDACTED] Head of Organisation and Workforce Development, Blackpool Council would be writing to all schools to advise them of the details for staff in their schools.</p>	
16.	<p>Academy Update</p> <p>[REDACTED] advised the Forum that the Academy Orders for St George's School was due to be made in February 2014 and for St Nicholas' Church of England Primary School in April 2014. He added that three Roman Catholic Schools were considering joining the multi-academy Lancaster Diocese.</p> <p>Following recent inspections, academy status was to be submitted to the Department for Education (DfE) Board in January for approval for St Cuthbert's RC and Marton Primary School, the former receiving sponsorship from the diocese and the latter from Bright Futures.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> • Revoe Primary School was seeking approval to join the Blackpool MAT (comprising of Anchorholme, Devonshire and Park Schools) from April 2014. • The merged Collegiate and Bispham High School would be sponsored by the Fylde Coast Academy Trust from May 2014. • Palatine Community Sports College had converted to Academy status in December 2013, sponsored by Bright Futures and had been renamed as South Shore Academy. 	

		Action
17.	<p>Children's Services Authority Update</p> <p>██████ reported that Children's Social Care was due to be re-inspected in January 2014 and the results of the Ofsted Inspection of the Authority's School Improvement Arrangements would be available on their website later in the week.</p>	
18.	<p>Changes to arrangements for Employers Pension Contributions</p> <p>██████ presented a briefing note produced by Lancashire County Council, as the Administering Authority of the pension fund of non-teaching staff, which described the proposed change and implications for schools and academies.</p> <p>It was reported that the number of contributors into the pension scheme was reducing due to Local Authority cuts and there was a need to protect schools from taking an unfair proportion of deficit repayments. Schools would therefore be treated separately from the Council in future, and applicable rates for future contributions and deficit repayment would be calculated.</p> <p>The Forum noted the report.</p>	
19.	<p>Dates of future meetings of the Forum</p> <p>The Forum noted the following meeting dates for 2014/ 2015:</p> <ul style="list-style-type: none"> • Tuesday 11th March • Tuesday 17th June • Tuesday 14th October • Tuesday 13th January 2015 	

The meeting ended at 12.47 pm.

**MINUTES OF THE MEETING OF THE SCHOOLS FORUM
HELD AT THE CITY LEARNING CENTRE, DINMORE AVENUE
ON TUESDAY 11TH MARCH 2014 AT 9.15AM**

Present:

Primary School Head Teachers/ Representatives

[REDACTED]

Secondary School Head teachers/ Representatives

[REDACTED]

Secondary School Governor

[REDACTED]

Academy School Representatives

[REDACTED]

Non-schools Members

[REDACTED]

Early Years Strategic Group
Staff/ Teacher Associations
Post-16

In attendance:

[REDACTED]

Deputy Director of Children's Services
Head of Business Support and Resources
Children's Services Funding Officer
Finance Manager
Democratic Services Project Officer

Observer:

[REDACTED]

Unison's Regional Officer

		Action
1.	<p>Apologies</p> <p>Apologies for absence were received from [REDACTED] Secondary School Head teacher/ Representatives, [REDACTED] Voluntary Aided Head teacher/ Representative, [REDACTED], Special School Head Teacher, [REDACTED] and [REDACTED], Academy School Representatives, [REDACTED], Pupil Referral Unit (PRU), [REDACTED], Primary School Head Teacher/ Representatives and [REDACTED], Head of Universal Services and School Effectiveness.</p>	
2.	<p>Membership Update</p> <p>[REDACTED], Head of Business Support and Resources, Blackpool Council provided the Forum with an update on the current membership, reporting that [REDACTED], Claremont Primary School had joined for Forum, but was unable to attend this meeting due to prior commitments.</p>	

		Action
	<p>The Forum was reminded that at the January meeting members had been advised that elections for the Primary School Governor were due to take place, but the outcome was unknown and [REDACTED] agreed to investigate and discussions were still on going with regarding to the Diocesan representative.</p>	[REDACTED]
3.	<p>Minutes of the Schools Forum meeting held on 14th January 2014</p>	
	<p>The minutes of the Schools Forum were agreed as a correct record.</p>	
4.	<p>Matters Arising from the previous meeting</p>	
	<p>i. High Needs Funding</p>	
	<p>[REDACTED] Children's Services Funding Officer, Blackpool Council, reported that 2013/ 2014 had been a transitional year and that processes/ information were now up to date and thirteen schools, who had been identified with insufficient notional SEN budgets in relation to the number of high needs pupils, would receive a share of approximately £200,000. She added that Special Schools had been advised of their final figures last week, but were awaiting details of their top up figures from Lancashire County Council.</p>	
	<p>[REDACTED] added that she had met with the Special School Head teachers to discuss the discrepancy between schools surrounding the "banding" of special schools and the funding allocated consequently. She added that the process would be reviewed to ensure it was logical and fit for purpose and an update would be presented to the Forum at a future meeting.</p>	[REDACTED]
	<p>In response to a question, [REDACTED] confirmed that exceptional circumstances funding for SEN statemented pupils would continue to be available through the Notional SEN Budget.</p>	
	<p>A Forum member asked due to the lateness of the allocation of the 2013/ 2014 funding, could it be carried forward into the new financial year. It was reported that the funding was intended to reimburse schools that were providing for a disproportionately high number of pupils with high cost needs relative to the available SEN funding. Whilst this was acknowledged, members felt that those who had managed their budget could be disadvantaged. It was confirmed, that under normal circumstances, funding would be confirmed earlier in the academic year, but it would be appropriate for schools to indicate that funding would be spent during the remaining academic year</p>	
	<p>[REDACTED] asked if a mechanism for Lancashire County Council payments had been developed. [REDACTED] reported that progress was being made regarding recoupment, but the Council was not ordinarily involved in payments to special schools.</p>	
	<p>ii. Schools Funding Formula Review 2014/ 2015 – Outcome of Consultation</p>	
	<p>[REDACTED] confirmed that the Local Authority's revised proposals had been incorporated into the formula for 2014/15 and the 28th February deadline for confirmation of individual school budgets had been met.</p>	

		Action
	<p>iii. De-Delegation of Services</p> <p>██████ reported that incorporated in the budget letter to schools were details of the relevant licences, including those for which the Department of Education (DfE) had entered into collective agreements.</p> <p>The Forum was advised that additional funding had been included in the per pupil element to cover the additional insurance costs.</p> <p>ii. Pupil Growth Contingency</p> <p>██████ confirmed that four schools had met the eligibility criteria for 2013/ 2014, Westcliff had 60 new places, Unity had 60 new places, St Nicholas had 30 places and Mereside had 30 new places requiring a pupil growth contingency of £388,000. She added that for 2014/ 2015 the estimated requirement for pupil growth contingency would be £384,000 to support Year 1 pupils at Westcliff and Mereside and Year 6 pupils at St Nicholas and Unity.</p> <p>██████ advised that criteria would need to be developed with secondary schools in future years as the increased numbers would start to impact on the secondary sector. It was suggested that the drop in birth rates could counter the effect on secondary schools, but it was recognised that secondary school pupil numbers were projected to start to increase from 2017/ 2018.</p>	
5.	<p>Budget Monitoring 2013/ 2014</p> <p>██████ Finance Manager, Blackpool Council reported that for the 2013/ 2014 financial year the Dedicated Schools Grant (DSG) was forecast to over spend by £75,000 however, as there was a brought forward under spend of £139,000 from 2012/ 2013 the forecast net position as at 31st March was a £64,000 under spend.</p> <p>██████ highlighted a number of key points from the Budget monitoring report at 31st January 2014, which had been circulated with the agenda. There was concern that due to delays in the financial administration of some budget areas it was difficult to accurately forecast costs.</p> <p>In response to a question regarding reserves, ██████ confirmed that in addition to the £1.8 million for Equal Pay contingency, money from the Business Rates redetermination was being held in reserve for the merger of Collegiate and Bispham High School as it was predicted there would be a deficit.</p> <p>██████ agreed to confirm how the redundancies from the Special Support Assistants would be funded.</p> <p>It was noted that the Dedicated Schools Grant showed a shortfall of £499,000. The Forum was advised that this was due to a fall in numbers in early years in January 2013, which the Department of Education (DfE) used to calculate the grant. However, the figures were reviewed in January 2014 and it was confirmed that if the numbers had increased the Department for Education would retrospectively increase the allocation, although timescales for this were unknown.</p>	██████

		Action
<p>6.</p>	<p>██████████ on behalf of the Forum, sought assurances from the Local Authority that resources were in place. ██████████ confirmed that a financial administration post had been created to support the SEN team.</p> <p>The Forum noted the report.</p> <p>Early Years Funding Formula Review 2014/ 2015</p> <p>██████████ advised the Forum that in preparation for the financial year 2014/ 2015, the Early Years Strategic Group had initiated a review of the formula taking into account issues that were raised following implementation of government reforms. She added that the Local Authority's proposals for changes to staffing funding allocations had received support from a strong majority of respondents. There were also high levels of support for the retention of the quality supplement and the central retention of funding for early years training.</p> <p>As a result of the consultation, the Local Authority made the following proposals:</p> <ul style="list-style-type: none"> • To align the funding for the staffing allocation as set out in the consultation paper; • To reflect the cost of a lead professional in funding for PVI (Private, Voluntary and Independent) settings; • To increase the non-contact time allowance for childminders to five weeks in line with the other types of setting; • To retain the quality supplement with the existing criteria; and • To retain funding for training in the central early years budget. <p>██████████ advised the Forum that the adoption of the outlined proposals would affect the hourly rates for providers, with an increase to £3.83 for maintained settings, £3.75 for Private, Voluntary and Independent settings and £3.44 for Childminder settings. She added that the required additional funding was estimated at £267,000, which would be funded from efficiencies in the central Early Years Block.</p> <p>The School members and the Private, Voluntary and Independent members voted on the Local Authority's proposals for changes to the Early Years Single Funding Formula (EYSFF) and taking into consideration the increased funding requirement agreed the proposals.</p> <p>In response to a question, it was confirmed that the Local Authority could not insist that Private, Voluntary and Independent or Childminder settings employed lead professionals who were qualified to degree level or as Early Years Professionals, as they were responsible for managing their own budgets and maintaining standards of provision.</p> <p>Contribution to Combined Budgets</p> <p>██████████ reported that since 2011/ 2012 the Forum had supported an allocation of between £1 and £2 million from the Dedicated Schools Grant (DSG) as a contribution to combined budgets. In 2013/ 2014, whilst agreeing to continue the contribution, the Schools Forum had suggested that a Heads Advisory Group was needed to explore how the local authority could demonstrate accountability for the services protected by Dedicated Schools Grant (DSG) funding. The Group had met and discussed which Children's Services functions that it was felt that schools most valued.</p>	

		Action
	<p>The Forum was advised that if it did not approve the continuation of the £1 million to the Combined budgets, the additional savings were likely to fall on Early Help for Children and Families, which included Children's Centres, Springboard and Getting it Right etc. [REDACTED] highlighted that the Local Authority's was concerned that a negative decision by the Forum could potentially affect the outcome of the Better Start funding bid. She added that if the bid was successful Blackpool could benefit from between £30 and £50 million over the next ten years. It was reported that Blackpool had been successful in reading the last 15 and a decision would be announced in June 2014.</p> <p>The Forum was provided with two alternative options for consideration:</p> <ol style="list-style-type: none"> 1. Contribution of £1 million to support Children's Centres 2. Contribution of £1 million towards Better Start programme <p>[REDACTED] advised that the Local Authority recommended the Forum support option two, as under the governance of a multi agency Board schools would be able to influence the direction of the work and input into the decision-making framework. She added that to provide a period of stability the Local Authority requested that the contribution be initially agreed for a three-year period.</p> <p>A discussion took place and a number of concerns were raised around Children's Centres, which had recently lost their dedicated outreach and family support workers and due to Ofsted criteria may be judged as "inadequate" in forthcoming inspections. [REDACTED] reported that he was meeting with Her Majesty's Inspectorate representatives regarding the de-designation of Children's Centres so they would not be subject to future Ofsted inspections.</p> <p>The Forum asked for confirmation of the cost of running the Children's Centres and a breakdown of where the £1.085 million savings were being made. [REDACTED] agreed to provide this information to Forum members.</p> <p>The Forum agreed to support a contribution of £1 million from the Dedicated Schools Grant (DSG) to combined budgets on the proviso that Forum members received:</p> <ul style="list-style-type: none"> • Details of where the £1.085 million savings within Children's Services were being made. • More information regarding the Better Start programme. • Details of the Children's Centres review. <p>It was also suggested that the Heads Advisory Group was reconvened to review the above information and an invitation be made to [REDACTED] to join this Group due to her experience of Children's Centres.</p>	<p>[REDACTED]</p> <p>[REDACTED]</p>
8.	<p>Dedicated Schools Grant 2014/ 2015</p> <p>[REDACTED] confirmed that the underlying schools budget would be kept at flat cash per pupil for 2014/ 2015 and to protect Local Authorities with falling pupil numbers, arrangements would continue to ensure that no authority loses more than 2% of its budget in cash terms.</p>	

		Action
	<p>The Forum was advised that Blackpool's initial allocation for 2014/ 2015 had been announced as £103.9million, compared to the current year allocation of £104.7 million. [REDACTED] added that the High Needs Block allocations were provisional and expected to be adjusted to incorporate Local Authority submissions on high needs places. There was some additional funding available for growth in places resulting from the Department for Education review and notification of this was expected shortly.</p> <p>It was reported that additional funding had been made available to extend the number of early education places for two-year-olds from lower income households. Furthermore, Blackpool was one of only three Local Authorities to receive funding from the cash floor because of significant falling rolls, an additional £93,000 of protection funding was incorporated in the Dedicated Schools Grant (DSG) allocation.</p> <p>Furthermore, all state funded schools in England would be withdrawn from the CRC Energy Efficiency Scheme from April 2014 and a deduction would be made from the 2014/ 2015 allocation to cover the costs of future national management of the issue.</p> <p>The Forum discussed the detailed proposed allocation of the Dedicated Schools Grant for 2014/ 2015 and concerns were raised that the £1 million, allocated in the last two years to the Equal Pay contingency, had been absorbed into several increased costs without consultation with the Forum. The Forum accepted that due to time constraints the budget had already been submitted to the Department of Education (DfE) and it was therefore not possible for changes to be made, but they requested that more consultation was required in preparation of the 2015/ 2016 budget.</p> <p>The Forum agreed to:</p> <ol style="list-style-type: none"> 1. Note the latest information on Dedicated Schools Grant funding to the Authority. 2. Approve the proposed allocation of the 2014/ 2015 Dedicated Schools Grant. 	
9.	<p>Provision for Emotional, Behavioural and Social Needs and Associated Funding</p> <p>This item was deferred to the June meeting.</p>	
10.	<p>Equal Pay Update</p> <p>[REDACTED] Head of Organisation and Workforce Development, Blackpool Council attended the meeting to provide the Forum with an update. She reported that the equal pay claims provisional offers made amounted to £266,000 (88 claimants) including additional employer pension liability. The majority of letters (200) had been issued at the beginning of March and to date we had been informed that 120 acceptances had been received.</p> <p>She explained that Unison's solicitors [REDACTED] were in the process of awaiting responses to the letters from claimants in order to establish the likelihood of a settlement. Once confirmation had been received that the majority would settle, the formal process would commence. [REDACTED] added that claims through other solicitors, which had been delayed due to the outcome of recent case law, were now progressing and schools affected would be contacted as soon as information was available.</p>	

		Action
	<p>██████████ had agreed in conjunction with ██████████ Principal Governor Services Officer, Blackpool Council, to contact those schools involved with details of the offers made and those claims that had been rejected. She confirmed that ██████████ had advised that there were no formal Governance arrangements required due to the decision to fund collaboratively.</p> <p>It was noted that there were ongoing risks in relation to equal pay and those would be outlined in Emails to schools. ██████████ advised the Forum that in view of this, contingency arrangements needed to be made for potential further claims, but also for legal expenses as those had previously been met by the Council.</p> <p>11. Academy Update</p> <p>██████████ advised the Forum that the Academy Orders for St George's School was due to be made on 1st April and for St Nicholas' Church of England Primary School in June 2014.</p> <p>He added that Revoe Primary School was seeking approval to join the Blackpool Multi-Academy Trust (MAT) (comprising of Anchorsholme, Devonshire and Park Schools) from April 2014 to become the Revoe Learning Academy. The merger of Collegiate and Bispham High School, sponsored by the Fylde Coast Academy Trust was scheduled for September 2014 and St Mary's Catholic College was seeking approval to form a Catholic MAT (name subject to change) with Christ the King Catholic and St Cuthberts Roman Catholic schools.</p> <p>12. Children's Services Authority Update</p> <p>██████████ reported that the Children's Services budget had been set and a Children's Social Care inspection was expected post April.</p> <p>In response to a number of questions, ██████████ confirmed that the Service was due to relocate to the new Council offices, Number One Bickerstaffe House in May/ June 2014. The appointment of School Improvement Officers to support the secondary sector would be in place post summer and for SEN and Early Years in July 2014. He added that it was intended to restart the Primary School Federation meetings to improve communications between schools and the Local Authority.</p> <p>13. Dates of future meetings of the Forum</p> <p>The Forum noted the following meeting dates for 2014/ 2015:</p> <ul style="list-style-type: none"> • Tuesday 17th June • Tuesday 14th October • Tuesday 13th January 2015 	<p>██████████</p>

The meeting ended at 12.08 pm.

**MINUTES OF THE MEETING OF THE SCHOOLS FORUM
HELD AT THE CITY LEARNING CENTRE, DINMORE AVENUE
ON TUESDAY 17TH JUNE 2014 AT 9.15 AM**

Present:

Primary School Head Teachers/ Representatives

[REDACTED]

Primary School Governor

[REDACTED]

Secondary School Head teachers/ Representatives

[REDACTED]

Secondary School Governor

[REDACTED]

Voluntary Aided Head teacher/ Representative

[REDACTED]

Special School Head teacher/ Representative

[REDACTED]

Academy School Representatives

[REDACTED]

Pupil Referral Unit (PRU)

[REDACTED]

Non-schools Members

[REDACTED] Early Years Strategic Group
[REDACTED] Staff/ Teacher associations
[REDACTED] Post-16

In attendance:

[REDACTED] Deputy Director of Children's Services
[REDACTED] Head of Business Support and Resources
[REDACTED] Children's Services Funding Officer
[REDACTED] Finance Manager
[REDACTED] Head of Early Help for Children and Families
[REDACTED] Senior Manager, Early Help for Children and Families
[REDACTED] Principal Educational Psychologist / Service Manager – Children with Additional Needs
[REDACTED] Senior Democratic Services Adviser

		Action
1.	<p>Apologies</p> <p>Apologies for absence were received from [REDACTED] Academy School Representative, [REDACTED] Secondary School Head teacher / Representative and [REDACTED], Primary School Head teacher / Representative.</p>	
2.	<p>Membership Update</p> <p>[REDACTED] Head of Business Support and Resources, Blackpool Council provided the Forum with an update on the current membership, reporting that discussions were still on going with regard to the Diocesan representative.</p> <p>The Forum was reminded that in September Bispham High School and St. Mary's Catholic College would become academies, which would have an impact upon the current membership of the Forum.</p>	
3.	<p>Minutes of the Schools Forum meeting held on 11th March 2014</p> <p>The Forum noted that, in relation to the action arising for [REDACTED] with regards to how the redundancies from the Special Support Assistants would be funded, he had actually been asked to provide details of the costs. He reported that the figure regarding costs was £16,966 and that this amount would be funded from the Dedicated Schools Grant.</p> <p>The minutes of the Schools Forum were agreed as a correct record.</p>	
4.	<p>Matters Arising from the previous meeting</p> <p>[REDACTED] reported that work was still progressing on the 'banding' of special schools and their subsequent funding. It was noted that this would be reported to the Forum at a future meeting.</p>	[REDACTED]
5.	<p>Budget Monitoring 2013/ 2014</p> <p>(i) Dedicated Schools Grant Year End</p> <p>[REDACTED] Finance Manager, Blackpool Council advised that expenditure for schools was funded by grant monies provided by the Department for Education, known as the Dedicated Schools Grant. He reported that for the financial year ending 31st March 2014 the Dedicated Schools Grant under spent by £372,000. The Forum noted that the main reason for this was an under spend of £514,000 as part of a High Needs Contingency fund, which had been set aside to provide funding for exceptional circumstances, but had not been spent. However, [REDACTED] noted that there had been an over spend in the Early Years Block.</p> <p>[REDACTED] also advised that there were several earmarked reserves carried forward into 2014/2015 and provided the Forum with details of those.</p> <p>The Forum discussed the Two Year Old Trajectory Funding, which was proposed to cover a future expansion in the number of places for two year olds. [REDACTED] advised that the number of places was increased from 500 to 1000 in April and capacity had nearly been</p>	[REDACTED]

		Action
	<p>reached already. It was noted that certain areas of the town required more capacity than others. It was considered that this issue should be discussed further at the Early Years Strategic Group and, following that, the Early Years Strategic Group representative, [REDACTED] should report that Group's considerations back to the Schools Forum.</p> <p>The Forum considered the Equal Pay Earmarked Reserve, of which £500,000 would be earmarked for the Collegiate deficit and £260,000 would be used for existing claims. It was reported that most schools had now been through a pay review, so that risks against future claims should have been mitigated to an extent.</p> <p>The Forum discussed the Insurance Holding Account and, responding to questions, [REDACTED] reported that the Council received no refunds from its insurers if schools became academies part way through the financial year. However, the Council had been through a procurement exercise and the insurance cost had remained best value.</p> <p>The Forum agreed to note the information and approve the proposals for the use of reserves as set out in the report.</p> <p>(ii) School Balances</p> <p>[REDACTED] reported the balance held by maintained schools as at 31st March 2014 was £4.224 million, which equated to an increase of £340,000 on the balances held at the end of the previous financial year by those same schools. The Forum was advised that the Department for Education guidelines suggested balances should not exceed five per cent for secondary schools or eight per cent for primary and special schools. It was noted that in Blackpool, three out of five secondary schools and 16 out of 23 primary and special schools exceeded those recommended limits.</p> <p>It was reported that schools were currently providing the Council with details of allowable commitments against balances and that a further update would be presented to the next meeting to set out the levels of uncommitted reserves.</p> <p>The Forum considered that it would be interesting to scrutinise those costs but agreed that it would not be appropriate for the Forum to be provided with individual schools level data.</p> <p>The Forum agreed to note the report.</p>	
6.	<p>Provision for Statemented Pupils in Mainstream Education</p> <p>[REDACTED] summarised a report to the Forum on the 'Provision for Statemented Pupils in Mainstream Education'. He explained that a review of Specialist Support Assistants had been completed in autumn 2013.</p> <p>It was reported to the Forum that, following consultations with the Specialist Support Assistants, Unions and Head teachers, an agreement had been reached for the continuation of a centrally employed pool of Specialist Support Assistants that would gradually reduce through natural wastage. It was reported that in March 2013 there were 65 Specialist Support Assistants employed centrally and, as at 22nd May 2014, there were 56.</p>	

		Action
7.	<p>Children Centres Update</p> <p>██████████ Head of Early Help for Children and Families, provided the Forum with an update on the review of Children's Centres, which began in August 2013.</p> <p>██████████ reported that since the publication of the agenda, the Big Lottery Fund had announced that the Better Start Blackpool bid, which had been led by the National Society for the Prevention of Cruelty to Children in partnership with the Council, had been successful. The Forum was advised that the £42 million funding over the next ten years was to deliver a new approach to service delivery for pre-birth to three years, in order to improve the life chances of disadvantaged babies and young children.</p> <p>The review of children's centres had found that funding across the centres was not currently linked to levels of need. The Forum noted that plans were in place to rectify this by redistributing funding to better reflect the levels of activity in each locality.</p> <p>██████████ advised the Forum of the key dates for the remainder of the Children's centre review and summarised the plans to develop positive outcomes for children and families in Blackpool's Children's Centres and therefore increase readiness for school of young children.</p> <p>The Forum agreed to note the report.</p>	
8.	<p>Contribution to Combined Budgets</p> <p>██████████ introduced a report on the Forum's Contribution to Combined Budgets. Forum members were advised that at their meeting of 11th March 2014, they had approved the continuation of the £1 million contribution to combined budgets for 2014-2015. ██████████ explained that the Heads Advisory Group had met to consider the options for the allocation of the £1 million contribution and four options had been considered:</p> <ol style="list-style-type: none"> 1. Contribution to Better Start Programme 2. Contribution to overall Children's Centres budget 3. Contribution to school-based Children's Centres budget 4. Contribution to Children's Services budget <p>██████████ explained that the reason for allocating the money into one of those options would be to increase accountability for how the Forum's money had been spent.</p> <p>The Forum members considered and discussed the potential options.</p> <p>It was agreed that the Forum would allocate £1 million to the school-based Children's Centres budget, with the condition that the Council did not cut provision in this area whilst the Forum continued to allocate funding, over a three-year period.</p>	
9.	<p>Provision for Emotional, Behavioural and Social Needs and Associated Funding</p> <p>██████████ presented a report to the Forum on the provision for emotional, social and behavioural needs and associated funding. She advised the Forum of proposals to complete a restructure of Educational Diversity, in order to provide increased support for</p>	

		Action
	<p>young people with emotional, behavioural, social and medical difficulties across Blackpool.</p> <p>██████████ summarised the key issues from the review and the Forum discussed the potential benefits of the restructure.</p> <p>██████████ discussed the proposal to develop a six-week provision programme for dual registered students to support positive behavioural change. It was explained that the object of the provision would be to identify those young people who present with challenging behaviours within their mainstream setting. It was noted that schools would be able to refer one at a time and referrals would be submitted through the Behaviour and Attendance Partnership for consideration.</p> <p>The Forum was informed of the objectives of the proposal, details of the proposed programme and its cost implications. It was explained that it was anticipated that the provision would be piloted as a traded service to secondary schools and academies commencing in the academic year 2014/2015.</p> <p>The development of a Primary Behaviour and Attendance Partnership involving all primary schools and academies across Blackpool was discussed. It was noted that a similar partnership had been established across secondary schools that enabled all eight settings, alongside Educational Diversity, to work collaboratively to meet the needs of all young people.</p> <p>The Forum, whilst broadly supporting the idea, raised a number of concerns with schools being asked to take on young people with challenging behaviour and also raised a number of questions relating to funding. ██████████ advised that the related funding issues associated with the Partnership would be reported to October's Forum meeting</p> <p>The Forum agreed to:</p> <ol style="list-style-type: none"> 1. Approve the new staffing structure of Educational Diversity; 2. Consider the outcome of the pilot for the six-week provision programme before making a decision on approving the model; and 3. Consider the Behaviour and Attendance Partnership further at the next meeting of the School's Forum 	██████████
10.	<p>Fairer Funding 2015/2016</p> <p>██████████ provided the Forum with a summary of the 'Fairer Schools Funding in 2015/2016' consultation, which had been launched by the Department for Education. She reported that the Department would allocate £350 million in 2015/2016 to the least appropriately funded local authorities.</p> <p>The Forum was advised that Blackpool had been identified in the consultation as being a potential beneficiary of additional funding, with an indicative allocation of £1.3 million. However, it was noted that this figure had been calculated using 2013/2014 data and that allocations would be re-calculated using 2014/2015 information and October 2014 census data.</p> <p>██████████ advised that the consultation had closed on 30th April 2014 and the Forum noted</p>	

		Action
11.	<p>the response from Blackpool Council.</p> <p>The Forum agreed to note the report and to support the work of the local authority in determining the allocation of any additional funding that might be available to Blackpool in 2015/2016.</p> <p>Education Services Grant 2015/2016</p> <p>██████ provided the Forum with details of the Department for Education issued consultation entitled, 'Savings to the Education Services Grant for 2015/2016.' It was explained that this grant funded certain education functions including school improvement and pupil welfare. The grant was allocated using national per pupil rates, according to the number of pupils in schools maintained by the local authority or in each academy.</p> <p>██████ reported that the Department for Education was seeking views on how it might achieve savings of £200 million in 2015/2016 from the Education Services Grant. It was explained that the current consultation asked for views to help best inform how those savings could be achieved.</p> <p>The Forum agreed to note the report.</p>	
12.	<p>Funding for Pupils in Free Schools 2015/2016</p> <p>██████ advised the Forum of the Department for Education issued consultation entitled 'Simplifying the administration of academies funding'. ██████ noted that the Department for Education proposed to bring local authorities' funding arrangements for free schools in line with those for academies in terms of recoupment of funding for pupils in those schools. It was noted that Blackpool Council, in its response had asked for greater clarity on the detailed mechanics, as well as the treatment of free schools that previously operated in the independent sector.</p> <p>The Forum agreed to note the report.</p>	
13.	<p>Equal Pay Update</p> <p>This item was considered with agenda item 5(i).</p>	
14.	<p>Academy Update</p> <p>██████ reported that St Mary's Catholic College had sought approval to form a Catholic MAT, to be known as Blessed Edward Bamber, with Christ the King Catholic and St Cuthberts Roman Catholic schools.</p> <p>He also reported that Marton Primary School was looking to convert to an academy and join Bright Futures, the merger of Collegiate and Bispham High School, sponsored by the Fylde Coast Academy Trust was scheduled for September 2014 and was on track. The conversion of St Nicholas' Church of England Primary School had been put on hold due to land issues.</p>	

		Action
15.	<p>Children's Service Authority Update</p> <p>██████ reported that ██████ Assistant Chief Executive - Director of Children's Services had accepted a position in another local authority. The Forum noted its gratitude for her work whilst in position.</p> <p>The Forum requested, following the imminent office moves of Children's Services, details be distributed to Forum Members as to where the various parts of the service were based.</p>	██████
16.	<p>Dates of future meetings of the Forum</p> <p>The Forum noted the following meeting dates for 2014/ 2015:</p> <ul style="list-style-type: none"> • Tuesday 14th October • Tuesday 13th January 2015 	

The meeting ended at 12.30 pm.

**MINUTES OF THE MEETING OF THE SCHOOLS FORUM
HELD AT THE CITY LEARNING CENTRE, DINMORE AVENUE
ON TUESDAY 14 OCTOBER 2014 AT 9.15AM**

Present:

Primary School Head Teachers/ Representatives

[REDACTED]

Primary School Governor

[REDACTED]

Academy School Representatives

[REDACTED]
[REDACTED]
[REDACTED]

Pupil Referral Unit

[REDACTED]

Non-schools Members

[REDACTED] Early Years Strategic Group
[REDACTED] Staff/ Teacher Associations
[REDACTED] Post-16

In attendance:

[REDACTED] Deputy Director of People (Children's Services)
[REDACTED] Head of Business Support and Resources
[REDACTED] Schools Funding and PFI Manager
[REDACTED] Finance Manager
[REDACTED] Democratic Services Project Officer

		Action
1.	<p>Apologies</p> <p>Apologies for absence were received from [REDACTED], Staff/ Teacher Associations, [REDACTED], Primary School Head Teacher/ Representatives and [REDACTED] Primary School Head Teachers/ Representatives.</p> <p>[REDACTED] introduced [REDACTED] had replaced [REDACTED] and around the table introductions were provided.</p>	
2.	<p>Membership Update</p> <p>[REDACTED], Head of Business Support and Resources, Blackpool Council provided the Forum with an update on the current membership, reporting that due to the recent conversion to Academy status [REDACTED] and [REDACTED] had resigned from the Forum and those positions would remain vacant until January 2015 when all positions would be reappointed. She reminded members that each represented Group needed to consult with their members and identify a nominee to sit on the Schools Forum and where necessary host an election. Governor Services would arrange the nominations for the Governor Representatives positions.</p>	

		Action
<p>3.</p>	<p>She added that the Diocese had provided a representative, but this would be discussed further under item 3 (Review of the Constitution).</p> <p>Review of the Constitution</p> <p>██████ reported that the Schools Forum Constitution required a review of its membership at the first meeting of each academic year, taking into account the proportion of primary, secondary and academy representatives to ensure proportions remained representative of pupil numbers in each phase.</p> <p>Due to recent academy conversions it was recommended that the balance of representatives between primary, secondary and academy mainstream schools be changed, with a reduction of one secondary head teacher representative, a reduction of one secondary school governor and an additional two academy head teachers.</p> <p>██████ reported that there was no requirement under the Schools Forum Regulations (England) 2012 for representation to be provided from Voluntary Aided Schools and the Dioceses. In addition, the business considered by the Schools Forum did not affect differently on Voluntary Aided schools compared to community schools. The Forum was mindful that there was no representative from the Voluntary Aided Schools at the meeting and the Forum felt it necessary to consult with the Group prior to making a decision. With regard to Diocese representation, it was agreed that this was not necessary, as the position had remained vacant for a considerable period, during which no issues had arisen.</p> <p>It was reported that due to the expansion of multi academy trusts and sponsors the existing Constitution was restrictive and could result in options being limited for appropriate Forum representatives. It was proposed that federations, multi academy trusts or academy sponsors representing three or more schools in Blackpool could nominate up to two members of the Forum.</p> <p>██████ reported that the Department for Education was consulting on the Schools Forum Regulations and one of the recommendations being considered was that a special academy must be represented on the Schools Forum.</p> <p>The Forum agreed to:</p> <ol style="list-style-type: none"> 1. Change the balance of the representatives as follows: <ol style="list-style-type: none"> a. Primary Head Teachers - 3 b. Primary Governor – 1 c. Secondary Head Teacher – 1 d. Academy – 6 2. Defer the decision on the requirement of a Voluntary Aided School representative on the Schools Forum until the Group had been consulted. 3. Accept the proposed changes to the Constitution, detailed in Appendix 3(a) of the report. 	

		Action
4.	<p>Minutes of the Schools Forum meeting held on 17 June 2014</p> <p>The minutes of the Schools Forum were agreed as a correct record and updates were provided on the following subjects:</p> <p><u>Banding of Special Schools.</u> [REDACTED] reported that work had started and examples of best practice were being sourced from other Local Authorities, with a view to providing the Forum with an update at its meeting in January 2015.</p> <p><u>Dedicated Schools Grant Year End.</u> [REDACTED] asked why the monies, set aside for High Needs Contingency Fund had not been spent as he had unsuccessfully applied for funding during the transitional period to academy status. [REDACTED] reported that some of the funding had been used to support pupils.</p> <p><u>Two Year Old Trajectory Funding.</u> [REDACTED] reported that the availability of early years places mirrored that of primary and secondary schools, with few vacancies in the North, none in the Centre of the Borough and a significant number in the South, although there had been a migration of service users from the Centre to the South, which was welcomed. He added that 463 places had been registered or taken up in the Summer 2014, with 761 places available with a potential of 1,000 places being required if all eligible two years old children attended Early Years provision. It was noted that the vacancies were not necessarily in the same location as where the child lived, but private and voluntary providers could expand if demand required. Concern was raised regarding the potential shortage of two-year old places in the central wards and the possibility of using trajectory funding to increase the supply of places was considered. It was agreed that the matter would be added to the Schools Forum agenda for its meeting in January 2015, for the position to be reviewed.</p> <p>[REDACTED] reported that the Authority was part of a pupil premium pilot for three/ four year olds, which would be expanded nationally in April 2015. He explained this would be cascaded to nursery and private settings and equated to £300 per annum for 15 hours per week, an extra 53 pence per hour for those eligible.</p>	
5.	<p>Matters Arising from the previous meeting</p> <p>i. Provision for statemented pupils in mainstream education</p> <p>A number of members expressed concern regarding the arrangements for the employment of Special Support Assistants in schools. The current situation was causing confusion as there was a mix of centrally employed SSAs and staff employed directly by schools. The Forum asked for their dissatisfaction with the situation to be recorded and that [REDACTED] Principal Education Psychologists/ Service Manager – Children with Additional Needs, be asked to review the matter.</p> <p>ii. Contribution to Combined Budgets</p> <p>[REDACTED] reported that the Leader of the Council, Councillor [REDACTED] had given his assurance that whilst the Forum continued to allocate funding, over a three-year period, the Council would not cut provision in the school-based Children’s Centres. It was noted that Local Elections would take place in May 2015, but the Schools Forum had the right to challenge any decision taken regarding funding.</p>	[REDACTED]

		Action
6.	<p>iii. Education Services Grant 2015/ 2016</p> <p>██████ reported that following a consultation by the Department for Education it had been agreed that the Education Services Grant for maintained schools would be reduced from £113 per pupil to £87 and for academies, the reduction would be from £140 to £87 per pupil. She added that there would be transitional protection for academy schools.</p> <p>Budget Monitoring 2014/ 2015</p> <p>i. Dedicated Schools Grant</p> <p>██████ advised the Forum that the purpose of his report was to outline the changes in the allocation of Dedicated Schools Grant, to provide a budget monitoring update as at 31 August 2014 and details of the current reserves and under spends.</p> <p>It was reported that there was a negative variance of £46,035,000 from the indicative figures presented to the Forum in January 2014, reducing the Grant to £57,820,000. This was primarily due to the recoupment of academy funding by the Education Funding Agency.</p> <p>The Dedicated Schools Grant as at 31 August 2014 showed a forecast overspend of £155,000. It was noted that there had been a reduction of £49,000 in the Schools Admissions budget and ██████ agreed to investigate the reasoning. It was also noted that the High Needs Block Contingency budget had been increased by £344,000 and the assumption was that this would be spent.</p> <p>It was agreed that charges for moves to the Pupil Referral Unit needed to be reviewed along with the funding/ charging methodology in comparison with other Authorities. It was noted that the costs had not been reviewed since changes to funding and were putting additional strain on the service.</p> <p>The Forum was advised that £2.8 million of the Dedicated Schools Grant reserves had been committed with a balance of £1.4 million remaining, including a brought forward under spend of £512,000. It was reported that a number of requests had been submitted for a contribution from the under spend and those would be discussed later in the agenda.</p> <p>██████ referred to the deficit, which would be taken from the Dedicated Schools Grant reserves, following the closure of Collegiate and Bispham High Schools and asked if the money could be recouped by the sale of the land. ██████ explained that the land was owned by the Local Authority and the School Organisation Committee would be considering the future of the site.</p> <p>The Forum noted the report.</p> <p>ii. School Balances</p> <p>██████ reported that the Department for Education guidelines suggested that school balances should not exceed 5% for secondary schools or 8% for primary and special schools. Balances held by maintained schools as at 31 March 2014 amounted to £4.224</p>	<p>██████</p> <p>██████</p>

		Action
7.	<p>million and in June, details of the schools commitments were requested. [REDACTED] advised that assuming the commitments outlined were valid, the value of uncommitted balances would reduce to £1.993 million and the cash value over and above the maximum suggested limited would be £220,000.</p> <p>[REDACTED] queried whether checks were made on the validity of the schools commitments. [REDACTED] explained that historically there had been a robust scrutiny process, but in recent years with the increase of academies , which were not subject to claw back by the local authority, this process had been relaxed. It was confirmed that academies also had to justify their balances to the Education Funding Agency and more trust should be placed on the school to manage their businesses effectively.</p> <p>The Forum noted the report.</p> <p>Section 251 Benchmarking</p> <p>[REDACTED] presented the Forum with tables of planned expenditure from the published Section 251 budget statements for the 2014/ 2015 financial year comparing the levels of expenditure per pupil in Blackpool against average national and regional expenditure.</p> <p>She highlighted a number of key points:</p> <ul style="list-style-type: none"> • Individual Schools Budget – Blackpool £4,482, England £4,300 and North West £4,459. • SEN support services – Blackpool £31, England £32 and North West £36 • Central expenditure on children under 5 – Blackpool 11%, England 11% and North West 12% • Contribution to Combined Budgets – Blackpool £49, England £15 and North West £10 <p>It was suggest that the figures would be more representative if benchmarked against Authorities with similar levels of deprivation as Blackpool and/ or its statistical neighbours. [REDACTED] offered to provide a revised report, using the suggested criteria, to the January 2015 meeting.</p> <p>The Forum noted the report.</p>	
8.	<p>Schools' Safeguarding Adviser</p> <p>[REDACTED] Principal Social Worker presented a report to the Forum requesting approval to establish the post of School Safeguarding Adviser at a cost of up to £70,000 per annum for two years, to be funded from the surplus Dedicated Schools Grant reserves.</p> <p>The Forum was advised that historically either a primary or secondary head teacher had been the representative on the Blackpool Safeguarding Board, but the workload commitment was considered too great for one person and since the beginning of the academic year in 2014, there has been no school representation on the Board.</p> <p>In response to a number of questions regarding the proposed role, [REDACTED] confirmed that a job description would be produced with the ideal candidate possessing senior</p>	

		Action
9.	<p>leadership experience in school and safeguarding expertise and would provide representation on the Improvement Board, liaise with schools, provide advice and guidance. The post holder would provide a voice for schools, including early years where there was a link with primary schools.</p> <p>The Schools Forum agreed:</p> <ol style="list-style-type: none"> 1. To approve the use of the surplus Dedicated Schools Grant Forum to establish the Schools Safeguarding Advisor post for a two year fixed term subject to the following: <ol style="list-style-type: none"> a. That schools had an input into the recruitment panel and the job description. b. The post was reviewed after 18 months and a report submitted to the Schools Forum. <p>Blackpool Schools Partnership</p> <p>██████████ Anchorsholme Academy and ██████████ Schools Brokerage, presented a report to the Forum seeking initial funding for three years (£300,000 in total) from the surplus Dedicated Schools Grant reserves to establish the Blackpool Schools Partnership.</p> <p>██████████ explained that the Partnership was a coalition of school leaders committed to leading improvement in Blackpool. Its vision was to ensure that every child in Blackpool reached their potential, was taught by a good or outstanding teacher and was given the best preparation for life during and beyond school.</p> <p>The Forum was advised that the partnership was currently operating on a voluntary basis, but needed a strategic structure and support mechanism. After reviewing how other Authorities operated, particularly in Liverpool, it was recognised that school-to-school support was highly effectively way of maximising school improvement. It was reported that in Peterborough within 12 month, the number of good/ outstanding schools had increased from 60% to 80%.</p> <p>██████████ explained that the funding would enable the recruitment of a Chief Executive, who would lead the development of the Partnership and facilitate school-to-school support, establish administrative support and act as a commissioner of Continued Professional Development (CPD) support. ██████████ added that a formalised CPD programme would be delivered ensuring opportunities were available for all, including the private and voluntary sector providers.</p> <p>██████████ reported that the Local Authority had a statutory duty to commission a school-to-school support mechanism and in recognition of the changing landscape was supportive of the proposals. Concerns were raised by some members that not all schools would wish to be part of the partnership and that further consultation with the sector was required.</p> <p>It was suggested that all providers should be consulted, key interest groups, academies and partnerships including the teaching school, as there were concerns around sustainability and overlap.</p>	

		Action
10.	<p>The Schools Forum agreed to defer the decision until the January 2015 meeting to allow further consultation to be undertaken and the provision of a five-year business plan.</p> <p>Provision for Emotional, Behavioural and Social Needs and Associated Funding</p> <p>██████████ presented a report seeking additional funding to support a long-term model for Educational Diversity due to consideration for increased numbers, complexity of needs and access to full time provision.</p> <p>The Forum was advised that during the summer of 2014, the Chrysalis model was piloted following consultation with secondary schools around the development of Educational Diversity. The model was devised in response to the need for earlier intervention and the need for long-term capacity rather than relying on extensive supply staff, thus increasing staff/ student ratios and allowing for increased pastoral support. The initial reports were positive, with the majority of students demonstrating a positive behaviour change.</p> <p>It was agreed that a total review of the recharging structure was required as the cost of sending a child to the Pupil Referral Unit was not a sufficient deterrent for some schools.</p> <p>The Forum agreed to transfer permanently transfer funding of £297,000 into Educational Diversity from the high needs contingency and requested that a review of the recharging structure be undertaken.</p> <p>The Forums decisions relating to agenda items 8, 9 and 10 were not taken until all the reports had been presented to the Forum.</p>	██████████
11.	<p>Fairer Funding 2015/ 2016</p> <p>The Forum was reminded that additional funding of circa £1.4 million was to be allocated to Blackpool in 2015/ 2016 because of the Department for Education's consultation on Fairer Funding. In order to inform the Local Authority's proposal for the distribution of the additional Schools Block funding for 2015/ 2016 a workshop was held in September 2014 and attended by a cross section of schools and a number of models were presented for discussion.</p> <p>Model 1 – use of the DFE's Minimum Funding levels in Blackpool's formula Model 2 – allocation of an additional £80 per pupil through the basic entitlement Model 3 – use of national median levels in Blackpool's formula Model 4 – move towards national median levels</p> <p>Following the workshop, a further model was devised taking into account the comments and views expressed by the participants, Model 5, revised move towards national median levels.</p> <p>The Forum agreed the Local Authority's proposal for the allocation of the additional £1.4 million of funding as set out in Model 5 by adjusting the following formula factors:</p> <ul style="list-style-type: none"> - Increase primary basic entitlement from £2,702 to £2,800 per pupil - Reduce lump sum from £175,000 to £170,000 per school 	

		Action
	<ul style="list-style-type: none"> - Increase primary prior attainment factor from £379 to £540 per eligible pupil* - Increase secondary prior attainment factor from £397 to £760 per eligible pupil* <p>(* subject to affordability when final 2015/ 2016 allocation confirmed).</p>	
12.	<p>Equal Pay Update</p> <p>It was agreed that this item should remain on the agenda indefinitely for the position to be regularly monitored.</p>	
13.	<p>Academy Update</p> <p>██████ confirmed that St Mary's Catholic College, St Cuthbert's Roman Catholic Primary School and Christ the King Catholic Primary School had formed a multi agency trust, Bispham and Collegiate High School had combined to form the Aspire Academy and Marton Primary was due to convert to academy status in November 2014.</p>	
14.	<p>Children's Services Authority Update</p> <p>██████ advised the Forum that following the departure of ██████ there had been a restructure within the Council and ██████ formerly the Assistant Chief Executive, Adult Services had been appointed as Director of People. ██████ had been appointed as Deputy Director for People (Children Services) and ██████, Deputy Director of People (Adult Services) and a structure chart would be circulated to schools shortly.</p> <p>██████ advised that the Authority was in the process of budget setting in response to the significant cuts the Authority was required to make and an update of any potential impact to schools would be provided.</p>	
15.	<p>Dates of future meetings of the Forum</p> <p>The Forum noted the following meeting dates:</p> <ul style="list-style-type: none"> • Tuesday 13 January 2015 • Tuesday 10 March 2015 • Tuesday 16 June 2015 	

The meeting ended at 12.30 pm.