

**Membership**

Membership with differentiated voting rights ~ Total Membership of 25, of whom 21 are entitled to vote on funding formula issues												
Sector Representation (21)	Appointed by the Council following election by:	Member	Dates and Attendance								Tenure Ends	
			22 March 2016	28 June 2016	27 Sept 2016	10 Jan 2017	2 March 2017	27 June 2017	3 October 2017	5 Dec 2017		
Maintained Nursery School Senior Staff (1)	Primary Headteachers Group	Jane Wilkie (JWil)	P	P	P	P	P	P	P	P		Jan 2020
Special School Staff (1)	Special School Headteachers Group	Mike Frost (MF)	P	S	P	P	P	P	P	P		Jan 2020
Special School Governor (1)	Governors Forum	Vacant ( <i>from 5 Dec</i> )	P	P	P	P	P	P	P	-		Jan 2020
PRU (1)	PRU Management Board	Sam Rigby-White (SRW) <i>from 3 Oct</i>	A	S	A	S	X	X	S	P		Jan 2020
Academy (4)	Academy Schools	Gwyn Williams (GW)	P	P	P	P	P	A	P	P		Jan 2020
		Tim Long (TL)	A	P	P	P	P	A	P	P		Jan 2020
		John Carlin (JC) <i>from 3 Oct</i>	-	-	A	P	S	S	A	P		Jan 2020
		Andrew Bent (AB)	P	A	P	X	X	X	X	X		Jan 2020
Maintained Primary School Sector (9)	WAPH (5)	Andrew Redman (AR)	A	P	P	P	P	S	P	P		Jan 2020
		Hazel Fryman (HF) <i>from 3 Oct</i>	-	-	P	P	A	A	P	P		Jan 2020
		Gary Cunningham (GC)	P	A	P	P	S	P	P	P		Jan 2020
		Lesley McGann (LM)	-	-	P	A	P	X	P	P		Jan 2020
		Lyndsey Glass (LG)	P	P	P	P	P	P	P	A		Jan 2020
	Governors Forum (4)	Stuart Munslow (SM)	P	P	P	P	P	P	P	P		Jan 2020
		David Hart (DH)	P	P	A	P	P	P	P	P		Jan 2020
		Janet Lazarus (JL)	P	P	P	P	P	P	P	P		Jan 2020
Maintained Secondary School Sector (3)	WASCL (2)	Bev Scott-Herron (BSH)	P	P	P	P	A	P	P	P		Jan 2020
		Chris Hunt (CH)	-	-	-	P	A	P	P	P		Jan 2020
	Governors Forum (1)		-	-	-	-	-	-	-		Jan 2020	
Private Voluntary and Independent Providers (1)	PVI Providers Forum	Ginny Taylor (GT)	P	A	P	S	P	P	A	P		Jan 2020

Representing	Member	22 March 2016	28 June 2016	27 Sept 2016	10 Jan 2017	2 March 2017	27 June 2017	3 October 2017	5 Dec 2017				Tenure Ends
<b>Non-Schools Members (4)</b>													
Anglican Diocese (1)	Jacqui Wightman (JWig)	P	P	S	P	P	P	P	A				Jan 2020
Roman Catholic Diocese (1)	Tim Warren (TW)	P	X	X	A	P	P	P	P				Jan 2020
16-19 Institutions (1)		S	X	P	A	X	A	-	-				Jan 2020
Parent Governor (1)	TBC	-	-	-	-	-	-	-	-				Jan 2020
<b>Independent Chair</b>	Maureen Banner (MB)	P	P	P	P	A	P	P	P				Jan 2020
<b>Representing</b>													
<b>Warrington Borough Council</b>													
Head of Education	Hilary Smith (HS)	P	P	P	P	P	P	P	P				
Chief Finance Officer	James Campbell (JC)	P	P	P	P	P	P	P	P				
Senior Accountant (Schools)	Garry Bradbury (GB)	P	P	P	P	P	P	P	P				
Executive Member for Children and Young People's Services	Clr Jean Carter (ClrJC)	A	P	A	A	P	P	P	A				

**Key**

**P** ~ Present

**A** ~ Apologies

**X** ~ Absent with no apologies

**S** ~ Substitute

**-** ~ Vacancy

**O** ~ Observer

**Non-School Member Representing Trades Unions**

Shaun Everett (NUT & ATL)

Gary Mogy (NASUWT)

**Presenting an Item:**

Steve Peddie (for Item 6)

Paula Worthington (for Item 6)

Sarah Whittaker (for Item 2)

Simon Bleckly (for Item 3)

**Minutes:**

Gill Sykes

	<i>Item</i>	<b>Action</b>
1	<p><b>Apologies and Welcome</b></p> <p>The chairperson welcomed everyone to the meeting and apologies were noted from Jacqui Wightman, Cllr Jean Carter and Lyndsey Glass. It was agreed to start the meeting with agenda item 6 due to Steve Peddie's commitment at another meeting.</p>	
2	<p><b>Facilities Time Briefing</b></p> <p>Sarah Whittaker (SW) presented her report, and noted that as a result of the known and anticipated withdrawal of some academy schools from the pooled arrangement there is a reduction of 0.25 FTE (shortfall of £1,500 this year). The options for 2018-19 were discussed.</p> <p>It is recommended that Schools Forum consider the options (noted below) as presented in the report and make a decision on an approach.</p> <p>Options for 2018-19:</p> <ul style="list-style-type: none"> <li>• Maintained schools continue to de-delegate funding for the purpose trade union facilities time for the 2018-19 financial year to the same level. <b>AGREED</b></li> <li>• Maintained schools continue to de-delegate funding for the purpose trade union facilities time for the 2018-19 financial year, but collectively agree to apply a cap to refunds paid to the schools of seconded officials. <b>DISMISSED</b></li> <li>• Maintained schools do not continue to de-delegate funding collectively. <b>DISMISSED</b></li> </ul>	
3	<p><b>Schools Annual Audit Report</b></p> <p>Simon Bleckly (SB) presented his report on the main findings from the school audits carried out by Internal Audit in 2017. It was noted that there were no critical or high priority recommendations made during the year. The report concludes that there is substantial assurance that Warrington schools have effective systems of governance and internal control in place.</p> <p>Schools continue to be a prime target for external fraudsters and a Schools Anti-Fraud Toolkit has been created, containing information on identifying fraud behaviours and other potential indicators, as well as recent national fraud cases in schools. The Toolkit has a checklist that will assist with the completion of the SFVS. The Toolkit and checklist are available via My School Services.</p> <p>It is recommended that Schools Forum:</p> <ul style="list-style-type: none"> <li>• Note and comment on the contents of the report. <b>NOTED</b></li> </ul>	
4	<p><b>Minutes From the Previous Meeting and Matters Arising</b></p> <p>The minutes were accepted as a true record.</p>	

	<i>Item</i>	<b>Action</b>										
	<p>Matters arising:</p> <p>(i) <u>Surface Water Charges Update</u> – schools need to check their United Utilities invoices and look for “Others – Owners Allowance (Manual)”, which should be a credit representing the rebate – contact GB if not sure and also to give your feedback.</p> <p>(ii) <u>Medical Needs</u> – Identified within High Needs are those children who are too ill to attend school, are high level CAMHS and we have a requirement to meet their educational needs. We have twelve tutors (on zero hours contracts) to provide support to these children, and this represents a very cost effective way of responding to their needs. Occasionally we may have to provide specialist training, or if all tutors are deployed then we may go to a teaching agency but this is rare. Some of the children have carried on into Post 16 provision, but as there is no legal requirement for this, a difficult decision has been made to cease this support Post 19. Although this was a difficult decision taken by HS for the start of the new academic year, the financial impact has been significant as the following figures show:</p> <table border="1" data-bbox="316 981 1225 1059"> <thead> <tr> <th>Year</th> <th>2014/15</th> <th>2015/16</th> <th>2016/17</th> <th>2017/18</th> </tr> </thead> <tbody> <tr> <td>Expenditure</td> <td>£578,037</td> <td>£791,117</td> <td>£688,744</td> <td>£271,401</td> </tr> </tbody> </table> <p>(iii) <u>Virtual School PEP Officer</u> – Melissa Young (MY) attended WAPH/LA as requested to discuss the PEP Officers. The role has been funded mainly from pupil premium and a small contribution from high needs. Going forward it will be funded entirely through pupil premium or some external funding. Possibly Educational Employment Adviser ESF funding could be used for supporting children in care. The use of the PEP Officers is considered best practice and other authorities are following suit.</p> <p>(iv) <u>FSM Eligibility Assessment</u> – Discussion took place around consistency of processes. Catherine Thompson (CT) is working with IT on a system that allows parents to provide information online, and this system may be available from the next academic year. It was noted that there had been an issue around NI numbers, but this has been resolved.</p>	Year	2014/15	2015/16	2016/17	2017/18	Expenditure	£578,037	£791,117	£688,744	£271,401	
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5	<p><b>Items and Feedback from Formula Funding Working Group:</b></p> <p>Garry Bradbury (GB) presented his report and the working group options were discussed. It was noted that the working group recommends implementation of NFF for 2018/19, which may require a small degree of modification when final allocations are available. If the Block settlement is more than £0.5m under or over expectation, then an extraordinary meeting will be called for early-January 2018 to decide whether this decision should be revisited.</p> <p>Recommendation for 2018/19 Mainstream Schools Formula</p>											

	<i>Item</i>	<b>Action</b>
	<p>It is recommended that Schools Forum:</p> <ul style="list-style-type: none"> <li>• Note the contents of the report. <b>NOTED</b></li> <li>• Consider whether to uphold the recommendation of the Formula Working Group as its own recommendation to the LA for formula implementation 2018/19. Or, to propose an alternative. <b>AGREED RECOMMENDATION</b></li> <li>• Agree to the principles suggested in section 3.13 to ‘match’ the formula to available Schools Block resources. <b>AGREED</b></li> </ul>	
6	<p><b>Update on High Needs</b></p> <p>Steve Peddie (SP) and Paula Worthington (PW) presented a report to the forum, gave an overview of the headlines and the paper was discussed.</p> <ul style="list-style-type: none"> <li>• The forecast overspend continues to rise and based on ongoing activity into the final quarter this takes us to £2m. This phenomenon is not unique to Warrington and the situation looks of average proportions when compared to some authorities.</li> <li>• This year the £2m overspend will be borne by the council, but it was noted that fundamental changes need to happen, and strengthening of governance and gatekeeping of the high needs budget is a major factor.</li> <li>• The vast majority of requests for an EHC assessment are from school settings (91%). Analysis shows that similar schools have a very different “ask” of the resources. There needs to be an alternative way of giving another level of additional support and dispelling the EHCP ‘golden ticket’ myth.</li> <li>• Post-16 provision is a key area.</li> <li>• There has been a successful bid to the LGA for behavioural insights funding to address the behavioural and cultural practices which may be driving demand for EHC Plans.</li> </ul> <p>PW noted that the action plan in Appendix A shows progress against some of the actions completed and relevant dates. A recent example was given around challenge where 18 requests were presented to the Resources and Allocation Panel, and of these 14 were refused and 4 were agreed. If all had been agreed it would have been at a cost of £250K whereas actual cost was £14K.</p> <p>The priority projects to reduce spend (paragraph 6.1 of the report) were noted and a request made for a forecast showing the impact of the projects going forward year by year.</p> <p><b>Action 1: PW agreed to provide projected costs and savings noted against the action plan.</b></p> <p>It was noted that data comparison school by school can be produced looking at referrals for EHC plans, but headteachers would need to be consulted for their agreement to share data. SP referred to data correlations by NWADCS, which does not include EHCP and SEND information, but is a rich data source.</p>	PW

	<i>Item</i>	<b>Action</b>
	<p>Discussion took place around the key issues and it was noted that there needs to be real change and consistent messages from all sectors with expectations being managed.</p> <p>We all have a responsibility and are accountable for any overspend. GC noted that there has already been lots of challenge and is more confident of there not being a recurrence of the overspend.</p> <p>Schools Forum is asked to:</p> <ol style="list-style-type: none"> <li>a) Note the projected overspend as of the end of period 7. <b>NOTED</b></li> <li>b) Agree to receive regular performance and financial information from the service to ensure that school leaders are sighted on the service and budgetary challenges in Warrington. <b>NOTED</b></li> <li>c) Support and commit to the programme of work around the SEND agenda including: <ol style="list-style-type: none"> <li>(i) Project work using behavioural insight techniques with different key stakeholders to address the behaviours which may be artificially increasing the number of EHC Plans</li> <li>(ii) A new approach to triaging and assessing children and young people for EHC Plans will be trialled in the New Year and will include the development of new documentation in conjunction with Warrington Inclusion Hub</li> <li>(iii) Necessary changes to the gatekeeping process and decision making forums to ensure that resources are allocated in the best interests of the child</li> <li>(iv) Continued collaboration to establish a shared solution to the service and financial challenges alongside WarrPAC and other parents to successfully manage expectations</li> <li>(v) Strengthened governance and accountability arrangements, including the establishment of a SEND Improvement Board, for which we seek your opinion about a non-local authority Chair.</li> </ol> </li> </ol> <p><b>Point (c) items (i)-(v) were all NOTED</b></p>	
7	<p><b>De-delegation Decisions 2018/19</b></p> <p>Garry Bradbury (GB) presented his report and noted that it is an annual requirement to review de-delegations. Representatives from the maintained sector were asked to decide whether to commit to the de-delegated functions for 2018/19.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> <li>• It is recommended that representatives from the maintained sectors are asked, for each phase, to decide which funding streams are to be de-delegated for 2018/19. <b>NOTED</b></li> <li>• For services not agreed for de-delegation, but for which it is recognised that a demand still exists (either collectively or individually), that Schools Forum suggests an alternative model of remuneration, service delivery, or both. <b>NOTED</b></li> </ul> <p><b>THE DE-DELEGATIONS WERE ALL AGREED AS RECOMMENDED IN THE REPORT.</b></p>	

	<i>Item</i>	<b>Action</b>
<b>8</b>	<p><b>Rates Funding</b></p> <p>Garry Bradbury (GB) presented his report and noted the proposals for 2018/19. In 2017/18 there has been a minor revision to the majority of schools' National Non-Domestic Rates (NNDR) and a small number of schools have significantly increased NNDR (due to recent construction/expansion). If we were to fund rates at current levels there would be a shortfall of funding (approximately £50,000) which would require modification of the 2018/19 funding formula to accommodate.</p> <p>Three options were considered and Forum agreed to Option B which is funding rates at 97.9% to support the shortfall in funding and to ensure no schools lose or gain disproportionately.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> <li>• That Schools Forum notes the contents of this report. <b>NOTED</b></li> <li>• That Schools Forum recommends one of the options a) to c) to address the current funding shortfall. <b>AGREED TO OPTION B (PARA 2.2 OF REPORT)</b></li> <li>• That Schools Forum recommends what, if anything, should be done to anticipate and resolve any requirement for funding changes during 2018/19. <b>NOTED</b></li> </ul>	
<b>9</b>	<p><b>Membership and Representation</b></p> <p>Membership and representation at Schools Forum was discussed. The 16 school reps are split by 9 maintained primary, 3 maintained secondary and 4 academy secondary. Based on current figures the representation should be 9 maintained primary, 2 maintained secondary and 5 for the academy sector. As there are primary conversions from January 2018, perhaps the representation should be 8 maintained primary, 2 maintained secondary and 6 for the academy sector.</p> <p><b>Action 2: HS agreed to contact Priestley College regarding representation.</b></p> <p><b>Action 3: It was agreed to consider Forum representation as schools convert.</b></p>	HS All
<b>10</b>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• John Carlin requested admission numbers and revised PAN for 2018 for Penketh High and Great Sankey High School. Also queried the situation with numbers going forward if there are revised projections. HS noted that projections are made annually and these could be brought to WASCL. The Omega housing development hasn't taken off as quickly as expected and although GSHS went further than asked, the impact on secondary is that there will still be a shortfall in 2020/21 as opposed to 2021/22.</li> </ul> <p><b>Action 4: HS to take projections to WASCL.</b></p> <ul style="list-style-type: none"> <li>• Gary Moge (NASUWT) raised a point on behalf of Shaun Everett (NUT &amp; ATL) regarding teacher pay policies. It was implied that Warrington schools have wide variations of interpretations of the STR document, and implied that industrial action may be a possibility. The Chair noted that this point is not for a</li> </ul>	HS

	<i>Item</i>	<b>Action</b>
	<p>Schools Forum decision, and acknowledged that it had been raised for representatives to take back to their schools.</p> <ul style="list-style-type: none"> <li>• The position on clawback was mentioned, and it was noted that schools cannot carry forward money because of statutory obligations.</li> <li>• The Chair noted that Peter Ashurst has been a member of Schools Forum for 15 years and is now stepping down as a Governor. He has been a stalwart of this and other meetings, made many contributions over the years and will be missed. The Chair thanked him and wished him a happy retirement.</li> </ul>	
<b>11</b>	<p><b>Meeting schedule:</b></p> <ul style="list-style-type: none"> <li>• Tuesday 6 March 2018      5.15pm</li> <li>• Tuesday 26 June 2018      5.15pm</li> <li>• Tuesday 2 October 2018      5.15pm</li> <li>• Tuesday 4 December 2018      5.15pm</li> </ul> <p><i>(All meetings at Sir Thomas Boteler CE High School)</i></p>	

The Chair thanked everyone for attending and the meeting was closed.