[](http://www.westminster.gov.uk/services/business/businessandstreettradinglicences/) **A1**

**Westminster Schools Forum Meeting - Minutes**

**Date and time of meeting: Monday 13th January 2020 at 4.45pm**

**Location: Westminster City Hall, 64 Victoria Street,**

**London**

**SW1E 6QP**

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| **Representing** | **Name** | **Organisation** | **Attendance** |
| **Primary Schools** | **6 Members** |  |  |
| Primary Head | Sandra Tyrrell (ST) | Christchurch Bentinck Primary | Present |
| Primary Head | Darren Guttridge (DG) | Edward Wilson CE Primary | Apologies |
| Primary Head | Louise Ritchie (LR) | Soho Parish CE Primary | Present |
| Primary Governor | **Vacancy** |  |  |
| Primary Governor | Andrew Garwood-Watkins (AGW) **(Chair)** | St James and St John CE Primary | Present |
| Primary Governor | **Vacancy** |  |  |
| **Secondary schools** | **2 Members** |  |  |
| Secondary Head | Eugene Moriarty (EM) | St Augustine’s High School | Present |
| Secondary Head | **Vacancy** |  |  |
| **Academies** | **5 Members** |  |  |
| Secondary Non-Recoupment Academy Principal | Richard Ardron (RA) | Marylebone Boys School | Present |
| Secondary Recoupment Academy Head | Peter Broughton (PB) | Westminster City School | Present |
| Secondary Recoupment Academy | Michael Bithell (MB) **(Vice Chair)** | United Westminster Schools Foundation | Present |
| Alternative Provision Academy | Wasim Butt (WB) | TBAP | Absent |
| Primary Recoupment Academy Head | Louisa Lochner (LL) | Gateway Academy | Present |
| **Maintained Nursery Schools** | **1 member** |  |  |
| Nursery Head | Liz Hillyard (LH) | Tachbrook Nursery | Present |
| **Special Schools** | **1 member** |  |  |
| Special Schools Head | Andy Balmer (AB) | Westminster Special Schools | Apologies |
| **Early Years (PVI)** | **1 member** |  |  |
|  | John Trow-Smith (JTS) | LEYF | Present |
| **14-19 Representative** | **1 member** |  |  |
| Secondary Head | Kathryn Pugh(KPUG) | The St Marylebone CofE School | Present |
| **Officers in Attendance** |  |  |  |
| Director of Education | Ian Heggs (IH) | Bi-Borough Children’s Services | Present |
| Assistant Director SEN Education | Julie Ely (JE) | Bi-Borough Children’s Services | Present |
| Director of Operations and Programmes | Andrew Tagg (AT) | Bi-Borough Children’s Services | Present |
| Lead Strategic Finance Manager | Anita Stokes (AS) | Bi-Borough Strategic Finance Education | Present |
| Senior Finance Manager | Amanda Anerville (AA) | Bi-Borough Strategic Finance Education | Present |
| Finance Manager | Nicholas Grey (NG) | Bi-Borough Strategic Finance Education | Present |
| Head of School Governor Services/Clerk | Jackie Saddington (JS) | Bi-Borough Children’s Services  Education | Present |
| **Observers** |  |  |  |
| Cabinet Member for Economic Development, Education and Skills | Cllr Tim Barnes (TB) | Councillor | Apologies |
| Deputy Cabinet Member for Economic Development, Education and Skills | Cllr Jacqui Wilkinson (JW) | Councillor | Apologies |
| Headteacher | Susanne Staab (ST) | The Greycoat Hospital | Present |
| Director of Finance and Administration | John McDonald (JM) | The St Marylebone CE School | Present |
| School Bursar | Marie Holmes (MH) | The Greycoat Hospital | Present |

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| Item |  | Action |
|  | **APOLOGIES FOR ABSENCE**  Apologies were received from Mr Andy Balmer, Cllr Heather Acton, Cllr Jacqui Wilkinson, Cllr Tim Barnes and Mr Darren Guttridge. |  |
|  | **DECLARATIONS OF INTEREST**  There were no declarations of interest. |  |
|  | **MINUTES OF THE PREVIOUS MEETINGS HELD ON 14 OCTOBER 2019 AND 2 DECEMBER 2019**  The minutes of the meeting held on 14 October 2019 were agreed to be a true and accurate record of the meeting.  The minutes of the extraordinary meeting held on 2 December 2019 were agreed to be a true and accurate record of the meeting.  **Matters Arising from the minutes not included elsewhere on the agenda:**  There were no matters arising from either meeting not covered elsewhere on the agenda. All actions had been completed. |  |
|  | **RESOLUTION: Noted** |  |
| **4.** | **DSG 2019/2020 BUDGET MONITORING**  AS referred to Paper A3, highlighting the Dedicated Schools Grant allocation for 2019/20 of £84.014m, which was arrived at after deductions for academies recoupment, funding of high needs places and copyright licences, which was explained in more detail at 3.8.  AS also highlighted paragraph 1.3 relating to adjustments to Early Years budgets resulting from the anticipated increase in numbers of children taking up both the universal free and extended working families entitlements.  Members were informed by AS that the High Needs Block is projecting an underspend of £238k. An overspend of £557k is forecast against targeted support, which includes £307k of backdated 2017/18 support, agreed with the Schools’ Forum in June 2019. It also includes £160k re payments to maintained Nursery Schools for SEND provision.  Speech and Language Therapy is forecasting an overspend of £483k to reflect the £468K that was previously charged to the LA’s general fund in error as in accordance with the school funding regulations this should be charged to HNBs of funding as it is educational provision.  AS informed members that in line with discussions at the high needs review group additional locum Occupational Therapy staff will be taken on between January and March 2020, giving an additional resource.  AS referred members to paragraph 4.1 in the paper and table 3, informing members that the Early Years adjustment may change as it needs to be refined. The High Needs 2019/20 underspend will be needed for increasing costs for the increasing number of pupils with EHCPs, as will the figure of £0.200k under High Needs pressures estimated for 2021/22.  Members were informed it is proposed to allocate £80k for primary schools and £80k for secondary schools with the allocation methodology being decided by the respective partnership groups and final agreement at the Schools’ Forum.  AS notified members there was an issue re SEND funding barrier, which had been identified by the Early Years reference group. In order to address this, it is proposed that £40k of the reserves is used to fund SEND training, which may be facilitated by backfilling staff attending training.  Members asked how the Early Years figures were arrived at. AS said that the finance team had looked at other areas first and that left £200k to be allocated. Last year the decision had been to split the funding evenly between the primary and secondary sectors and this year it was proposed that some was allocated to the early years sector, particularly as a need had been identified.  The Chair asked if it was felt the £0.5m remaining was considered as sufficient. AT said it was as it gives a contingency of between 0.3% and 0.4%. It was important schools received the proposed funding.  AT was asked if the finance team will provide the different groups with suggestions for use of the funds. AS confirmed, she, or a member of the finance team, would attend the meetings.  The Vice Chair queried when the remainder of funds would be agreed, if the Schools Forum agreed to allocating £200k. AS said it would be January 2021, although the Schools Forum would be kept up to date regularly, at least twice a year.  IH advised the next WSICC meeting was the coming Friday. He said he welcomed the allocation of £40k to fund SEND training as this supports the feedback from the parents. JTS said he appreciated the allocation. |  |
|  | **RESOLUTION: i) To note the revised 2019/20 DSG allocation of £83.902m and**  **forecast overspend of £245,000.**  **ii) To agree the allocation of £200,000 from the DSG Reserves as per**  **table 3 and paragraph 4.4 and 4.5.** |  |
| **5.** | **2020/21 DSG UPDATE AND LOCAL SCHOOLS FUNDING FORMULA ALLOCATIONS**  AS informed members that the Early Years and High Needs Block figures may change. Members were referred to table 1.  AS highlighted there was a 3.5% increase per pupil in the schools’ block and 10% in the High Needs Block. Early Years figures did not constitute the final position.  Members were referred to the table at 4.4, noting the falling rolls figure of £0.170m and the total of £115.381m for distribution. All schools are above the National Minimum Funding Level used in the National Funding Formula (NFF). Appendix A is as agreed in December 2019. AS was asked if this included the October census data and pupil characteristics and she confirmed this was correct. At Appendix B the figure of £115.381m was split across the funding formula factors and reflected pupil characteristics.  Members were reminded schools can only receive funding for falling rolls for one year. The largest potential allocation is to Sir Simon Milton UTC Westminster and all requests are subject to the submission of a business case. A member questioned the allocation of funding to Sir Simon Milton UTC Westminster given they have falling rolls and the LA is looking to expand the secondary sector. IH explained that there was on-going growth around 2 secondary schools, and this been agreed previously. Sir Simon Milton is a 14-19 provision with falling rolls this year. Members considered the capacity and viability of Sir Simon Milton UTC Westminster. IH informed them the DfE was encouraging the UTC to join a MAT. The DfE provide funds to the UTC as it is maintained by the DfE.  IH was asked if schools were being re-organised where they had falling rolls. IH said they were, and small amounts of funding were allocated to help the schools plan for changes. He was informed there must be transparency with access to the funds. AT informed members that any funding allocated must be to develop sustainable budgets with the aim of achieving a balanced budget. |  |
|  | **RESOLUTION: i) To agree the local funding formula distributes £115.381m**  **ii) To note that there is no transfer from the Schools Block to the**  **High Needs Block for 2020/21.**  **iii) To agree the continuation of the previously agreed methodology**  **(estimated to cost (£0.170m) for falling rolls subject to individual**  **schools submitting a falling rolls business case for approval by the**  **March Schools Forum.**  **iv) To agree the de-delegation to fund cover for trade union support**  **at £65,542 for maintained schools.**  **v) To bring a summary of applications for falling rolls funding to the**  **June meeting.** |  |
| **6.** | **HIGH NEEDS REVIEW OUTCOME**  JE gave an update on the High Needs Block Reference Group (HNBRG), reporting the group had met regularly and had reviewed every budget line. They were now making recommendations to the Schools’ Forum, in order that the budget can be set for the 2020/2021 financial year.  The Chair thanked everyone on the High Needs Block Review group for all their hard work. He commented that officers had been given a big challenge and thanked them for meeting the challenge. He reminded everyone that there was still a lot of hard work to be undertaken.  The predicted spend was set out in paragraph 2.2 of the paper and pages 2-10 contained the proposals, with a summary on page 10. The recommendations were made on page 14 of the paper.  JE highlighted the Education Banding Tool and explained that, should the recommendations be approved, all new plans will be assessed using the tool with the planned “go live” date being the last week of January 2020. It will take approximately three years to fully implement.  JE explained any reduction would be because the chid had made progress and any reduction could affect the school overall. Members were informed that because funding is generally tied up in staffing, transitional arrangements were being proposed. JE was asked if other Local Authorities were using banding. She said some were and others were also reviewing the impact. She was asked if there was any impact of spend. JE explained there was no national comparator, but some areas have made cuts. AT said with the numbers also increasing it makes it difficult to make comparisons.  A member commented that the £6k notional funding allocated was nowhere near what schools required. Members were reminded this was a national mandatory threshold, to cover pupils in the area previously designated at school action and school action plus. It was noted that the Schools’ Forum had already put in place targeted funding (£200k) but the general pressure was upwards.  JE explained that one of the recommendations was for a new group to be established to continue this work and the proposed terms of reference were appended.  JE was asked if observers could still attend and it was agreed that anyone interested in observing should contact the Chair. |  |
|  | **RESOLUTION: i) To approve the High needs Block budget for 2020/2021 as set out**  **in paragraph 4.1 of the report.**  **ii) To approve the proposed top up band values as set out in**  **paragraph 6.7 of the report.**  **iii)To approve the transitional arrangements for the**  **implementation of the Education Banding Tool as set out in**  **paragraph 7.1 of the report.**  **iv)To approve the Terms of Reference for the on-going High Needs**  **Block Reference Group.**  **v) To commend the work of Local Authority Officers supporting the**  **High Needs Block Review.** |  |
|  | JE left at 5.50pm. |  |
| **7.** | **EARLY YEARS FUNDING**  AA presented the paper on Early Years’ Budgets 2019-2020 and 2020-2021.  She highlighted that the budget for 2-year olds had reduced by £66k, reflecting reduced take up of this entitlement by families. Conversely, the budgets for universal and working family entitlements for 3 to 4-year olds has increased to reflect additional take up. The formula for the latter has also been reviewed and an additional £0.02 will be added to the hourly rate – taking it to £6.56.  An update on final 2019/20 spend will be brought to the meeting in June 2020.  The 2020/21 budgets for the 3 to 4-year old universal and working family entitlements are currently based on January 2019 census data.  The budget for 2-year olds has increased in line with the ESFA’s national hourly rate rise from £6.50 to £6.58, however the number of children from disadvantaged families accessing free provision is initially expected to remain the same.  Final 2020/21 rates will be brought to the Schools Forum in March for approval and providers will receive notification of their early years’ budgets by 31st March 2020. |  |
|  | **RESOLUTION: i) To agree to the application of an additional £0.02 per hour to**  **the current rate of £6.54 for 2019/20, in line with the ongoing**  **review of budgets and the formula used to administer funds to**  **providers.**  **ii) To agree to the initial 2020/21 budgets announced by the ESFA**  **in December 2019, and maintenance of the EYNFF hourly rate**  **for 3 to 4-year olds at £7.86 as per the 2019/20 rate.**  **iii) To note the 2020/21 increase to the EYNFF hourly rate for 2-**  **year olds, which increases from £6.50 to £6.58 per hour and**  **represents a direct increase to funds to be passported to**  **providers.**  **iv) To note that 2020/21 funding rates will be brought to the**  **Schools’ Forum in March for approval.** |  |
| **8.** | **MEMBERSHIP REVIEW PAPER**  JS reported that the composition of the Schools’ Forum had not been fully reviewed since 2012. There was now only one maintained secondary school in the Borough, and it was proposed to decrease the number of maintained secondary school places from two places to one place and increase the secondary academies places by one place from five places to six places.  Members asked how the Schools’ Forum should proceed if a members term of office has finished. AT advised it was for individual sectors to agree. Presently, members are deemed still to be members of the Schools’ Forum until the restructure is agreed. |  |
|  | **RESOLUTION: i) The Vice Chair and Clerk to liaise on proposed membership and a**  **paper to be brought back to the next meeting.**  **ii) JS to bring the updated constitution to the next meeting.**  **iii) To agree elections to take place in June 2020.** |  |
| **9.** | **ANY OTHER BUSINESS**  There was no other business. |  |
|  | **RESOLUTION: Noted.** |  |
| **10.** | **DATES OF FUTURE MEETINGS FOR**  23rd March 2020 – 4.45pm – Westminster City Hall  1st June 2020 – 4.45pm – Westminster City Hall |  |

Meeting closed at 6.07pm

**ACTIONS**

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| Item 5 | To bring a summary of applications for falling rolls funding to the March meeting. | AS |
| Item 8 | To liaise on proposed membership and bring a paper to the next meeting. | JS/MB |
| Item 8 | To bring the updated constitution to the next meeting. | JS |
| Item 8 | To Undertake elections in June 2020. | JS |