



# City of Westminster

## Westminster Schools Forum

### Minutes

Date and time of meeting: Monday 20 March 2017 at 4.45 pm

Location: Westminster City Hall, 64 Victoria Street, London SW1E 6QP

Representing	Name	Organisation	Attendance
<b>Primary Schools</b>	<b>6 Members</b>		
Primary Head	Sandra Tyrrell (ST)	Christchurch Bentinck Primary	Present
Primary Head	Joffy Conolly (JC)	Soho Parish	Apologies
Primary Head	Mary Wilson (MW)	St Mary of the Angels Primary	Present
Primary Governor	Aslam Merchant (AM) <b>(Chair)</b>	Hallfield Primary	Present
Primary Governor	Andrew Garwood-Watkins (AGW)	St Stephens CE Primary	Present
Primary Governor	Ti Chen (TC)	Christchurch Bentinck Primary	Absent
<b>Secondary schools</b>	<b>1 Member</b>		
Secondary Head	Eugene Moriarty (EM)	St Augustine's High	Apologies
<b>Academies</b>	<b>5 Members</b>		
Secondary Non Recoupment Academy Principal	James Wilson (JW)	Westminster City	Present
Secondary Recoupment Academy Head	Sian Maddrell (SM) (substitute)	Greycoat Hospital School	Present
Secondary Recoupment Academy	Michael Bithell (MB)	United Westminster Schools Foundation	Present
Alternative Provision Academy	Nathan Crawley-Lyons (NCL)	TBAP	Absent
Primary Recoupment Academy Head	Louisa Lochner (LL)	Gateway Academy	Present
<b>Maintained Nursery Schools</b>	<b>1 member</b>		
Nursery Head	Liz Hillyard (LH)	Tachbrook Nursery	Present
<b>Special Schools</b>	<b>1 member</b>		
Special Schools Head	Andy Balmer	Westminster Special Schools	Present
<b>Early Years (PVI)</b>	<b>1 member</b>		
	John Trow-Smith (JTS)	LEYF	Present
<b>14-19 Representative</b>	<b>1 member</b>		
	<b>Vacant</b>		
<b>Officers in Attendance</b>			
Tri Borough Director of Finance & Resources	Dave McNamara (DMc)	Tri Borough Children Services	Present
Tri Borough Director of Resources	Andrew Tagg (AT)	Tri Borough Children Services	Present
Clerk	Julie Farmer (JF)	Tri-Borough Children's Services	Present
<b>Observers</b>			
	Mr John McDonald	Westminster Academy	
Head of Finance	Mr Gary Savage	Westminster Academy	
	Helen Snowdon	DfE Policy Funding Unit	

Item		Action
1.	<p><b>APOLOGIES FOR ABSENCE</b> Apologies were received from Alex Atherton, Joffy Connolly Ian Heggs, Eugene Moriarty. Cllr Karen Scarborough. Sian Maddrell attended in place of Eugene Moriarty.</p>	
2.	<p><b>MINUTES OF THE MEETING HELD ON 16 JANUARY 2017 (A1)</b> The following amendments were made to the minutes -</p> <ul style="list-style-type: none"> <li>• Eugene Moriarty to be marked as given his apologies in the list of attendees given for the meeting.</li> <li>• Item 6 final paragraph on page 4 refers – the years referred to be amended to read 2016-2017 and 2017-2018 respectively.</li> </ul>	
	<b>RESOLVED</b>	
	Subject to the above amendments the Schools Forum agreed the minutes of its meeting held on the 16 January 2017.	
3.	<p><b>STAGE 2: NATIONAL FUNDING FORMULA UPDATE (A2)</b></p> <p>Consultation responses - Andrew Tagg introduced his report. He explained that the draft responses attached to the report are only a guideline. Proposed formula presented challenges to Westminster schools. The number of schools gaining was matched by those schools that will lose out. The indicative figure showed an increase in funding of £183k by 2019-20. Lobbying had focused on the costs of delivering education in London, whilst factoring in influences, such as, pupil mobility.</p> <p>In response to a question from a forum member he replied that it is important that stakeholders respond individually and that responses should be nuanced to reflect their own school.</p> <p>He stated that the LA had also asked if the area cost adjustment applied to all pupils, why didn't it also include pupil premium. High Needs Consultation - seemed to have been lost in the mix – need to get a robust response submitted.</p> <p><u>Engagement Strategy</u> – Response deadline - 22 March 2017 information to be received back by June/July – there will be a very short time period before the October pupil count. Need to engage with schools as soon as possible to develop a model. Meeting to be held in July to feedback information on allocations and to plan for 2018 – Autumn term would be hectic. Noted forum members request that the meeting to take place as early in July as possible.</p>	
	<b>RESOLVED</b>	
	(i) the consultation response detailed in Appendix 1 was AGREED (ii) the communication and engagement strategy with stakeholders, as set out above, was AGREED and noted.	
4.	<p><b>FINAL DSG ALLOCATION 2017/18 (A3)</b> Amended copies of tables (ii) –(iv) were tabled at the meeting.</p> <p>AT went through the report in detail. Changes to individual school budgets because</p>	

	<p>of drops in pupil numbers and that the service would be working with these schools. There would be a paper to a future meeting on the reserves being carried forward. May also need to support those schools with transitional arrangements going forward.</p> <p>Noted - recommendation from Westminster Secondary Schools Improvement Collaborative (WSSIC) <i>requesting that the Schools' Forum considers the proposal for balances to be released to the secondary sector to bring all secondary schools up to a minimum level of funding using the 2015-16 methodology (£6,549 per pupil). This would be in line with a similar request for this year from Primary Heads that Schools Forum has already agreed to.</i></p> <p>Dave McNamara replied that when the issue had originally been considered there had not been unanimous support for the proposal from the secondary school sector. He had only had sight of the proposal that afternoon and it would mean making an allocation outside of the formula. Time would be needed to look at and consider the proposal. At the end of the financial year officers could come back with balances and liabilities and then have a conversation of how that money could be allocated.</p> <p>In response to a query from AT, JW replied that the proposal is to mimic the proposal put forward last year. It was noted that the next meeting of the WSSIC is before the next meeting of the Schools Forum.</p> <p>Following discussions - Dave McNamara stated that he would draft a paper with costing for the next meeting of the Schools' Forum. Would need to have information on the collective reasoning for the request from secondary schools.</p> <p>(WSSIC – to hold an extra-ordinary meeting with one item agenda if required)</p> <p>It was AGREED that a report go to the next meeting of the forum.</p>	<p>DMc</p> <p>Agenda item for June meeting</p>
	<b>RESOLVED</b>	
	<p>i) The school's budgets for 2017/18 were reviewed and approved. and ii) Report for next meeting of the Schools Forum as detailed above</p>	
	<p>iii)</p>	
5.	<b>CHANGES TO FUNDING FOR 3 AND 4 YEAR OLDS (A4)</b>	
	<p>AT went through the report in detail. It was noted that the transitional arrangements referred to are for maintained schools. The proposal is for £6.40 an hour for all providers and would be applied to the both the initial 15 hours and the additional 15 hours.</p> <p>Current full time places at schools (paragraph 6.4 of the report refers) – AT explained that looking to fund from contingencies. Awareness events to be held in April and further info will be going to the June meeting of the forum.</p> <p>From April 2019 there would be no transitional support for maintained schools.</p> <p>In response to a question from a forum member as to how settings would be paid AT replied that providers would be required to complete returns form and that parent's would be provided with a reference number that could be used with different providers. The scheme would place an additional administrative burden on schools.</p> <p>Following a question from a forum member AT stated that LA permitted supplements</p>	

	in the formula are capped at 10% - deprivation is a mandatory supplement could lobby for more (paragraph 2.4 of the report refers). AT explained that flexibility for funding had been lost.	
	<b>RESOLVED</b>	
	<ul style="list-style-type: none"> <li>i) To approve the funding rates for 2017/18 financial year</li> <li>ii) To approve the transitional arrangements and continued funding of full time places.</li> </ul>	
<b>6.</b>	<b>DEDICATED SCHOOLS GRANT MONITORING 2016/17 – FORECAST OUTTURN (A5)</b>	
	<p>AT introduced the report, it gives the position as of the start of March. Noted overspend of £1.2 million and underspend in the high needs block (reduction of £1.1m)</p> <p>Noted that Peter Grey will be at the June meeting of the Schools forum - with the findings of his initial report. There would also be a more detailed report around SEN going forward.</p> <p>Difficulties in decommissioning places, had had to be creative with the local offer since there is no funding for growth. Had lobbied the DfE around special needs – this budget will be a major concern going forward</p>	Agenda item for June meeting
	<b>RESOLVED</b>	
	<ul style="list-style-type: none"> <li>(i) The Schools' Forum noted the DSG allocation and monitoring position.</li> <li>(ii) Noted that the projected carry forward is forecast to be £5.274m, down from £6.288m brought forward on 1 April 2016.</li> </ul>	
<b>7.</b>	<b>SCHEME FOR FINANCING SCHOOLS (A6)</b>	
	AT introduced the updated report. Key document for Forum members to look at. Happy to allow members to submit remarks until the Easter break -31 March 2017.	
	<b>RESOLVED</b>	
	<ul style="list-style-type: none"> <li>(i) Noted the consultation responses.</li> <li>(ii) Reviewed and approved the new policy in Appendix A.</li> </ul>	
<b>8.</b>	<b>WORK PLAN 2017/18</b>	
	<p>AT explained that he would presenting papers from July to the end of the Autumn term. Presenting findings to schools at a series of events. Including a 30 hours' introduction workshop. Autumn onwards would be looking at budgets and calculations going forward – it looks to be a challenging year. Schools are going to be in deficit for the first time.</p> <p>The Chair added that he had asked AT for an indicative list. In response to a question from ST he added that he would be focusing on key areas and changes.</p>	
	<b>RESOLVED</b>	
	Verbal report was noted	
<b>9.</b>	<b>ANY OTHER BUSINESS</b>	
	<u>WCC School Organisation and Investment Strategy 2017</u> the report was tabled at the meeting. If Forum members had any comments they were asked to submit them to either Wendy Anthony (Head of Admissions and School Place Planning)	Clerk

	<a href="mailto:wendy.anthony@rbkc.gov.uk">wendy.anthony@rbkc.gov.uk</a> or Alan Wharton Head of Asset Strategy (Schools and Children's Services) <a href="mailto:awharton@westminster.gov.uk">awharton@westminster.gov.uk</a> The Chair asked colleagues to go through the document carefully; he had spotted errors on map locations. Deadline for responses is Wednesday 29 March 2017. The clerk to send out the information electronically.	
<b>10.</b>	<b>DATE AND VENUE OF NEXT MEETING</b>	
	12 June 2017 at 4.450pm at Westminster City Hall. Papers to be circulated at least one week prior to the meeting.	
	The meeting ended at 5.55pm	