

Schools Forum Meeting Agenda

Friday, 29 January 2021 at 9.00 am
to be held via Zoom video conference

Membership

Stewart Biddles (*Chair & Primary Academy Head*)
Ken Kies (*Primary Academy Head*)
Maurice Codd (*Primary Maintained Governor*)
Adam Morris (*Primary Maintained Head*)
Sally Timmins (*Secondary Academy Governor*)
Jayne Jones (*Early Years*)
Dan Hallam (*Post 16*)

Lisa Finn (*Vice-Chair & Secondary Academy Rep*)
Tim Stephens (*Primary Academy Governor*)
Jim Piper (*Primary Academy Deputy Head*)
Clive Star (*Secondary Academy Governor*)
Mike Lock (*Special Schools Head*)
Steven Hulme (*PRU Head*)

1. **Apologies/Changes to Membership**
2. **Minutes of the last meeting** (Pages 2 - 7)
3. **Financial Report** (Pages 8 - 12)
4. **DSG Allocation 2021-22** (Pages 13 - 14)
5. **SEND Covid-19 update**
Verbal update from Dorothy Hadleigh
6. **Schools Forum Terms of Reference** (Pages 15 - 21)
7. **Items for next meeting**
8. **Future meeting dates**
Thursday 11th March
Thursday 6th May
Thursday 17th June

Thursday 14th October
Thursday 25th November

For information relating to this meeting or to request a copy in another format or language please contact:

Mike Freeman,
Clerk of Schools Forum

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Minutes of the Schools Forum

19th November 2020

-: Present :-

Stewart Biddles (Chairman), Primary Academy Head; **Lisa Finn (Vice-Chair)** Secondary Academy Rep; **Adam Morris**, Primary Maintained Head; **Ken Kies**, Primary Academy Head; **Tim Stephens**, Primary Academy Governor; **Lindsey Kings**, Secondary Academy Deputy Head; **Daneian Rees**, Secondary Academy Rep; **Clive Star**; Secondary Academy Rep; **Jim Piper**, Primary Academy Deputy Head; **Dan Hallam**, Post 16; **Mike Lock**, Special Schools Head; and **Jayne Jones**, Early Years Rep

-: Also in attendance :-

Rachael Williams, Assistant Director for Education, Learning and Skills; **Martin Phillips**, Head of Finance; **Rob Parr**, Principal Accountant; **Dan Hamer**, Head of Vulnerable Pupils; **Michael Freeman**, Clerk

1. **Apologies/Changes to Membership**

Apologies were received from Maurice Codd and Sally Timmins. Colin Horrocks, Assistant Headteacher at St. Cuthbert Mayne, attended the meeting as substitute for Daneian Rees.

2. **Minutes of the last meeting**

Rachael informed the meeting that as per item 5 of the minutes the Deficit Position Statement has now been sent to all Torbay Headteachers. Minutes were approved as a true record.

3. **Financial Report**

Rachael presented an updated financial report to the Forum. Since Octobers meeting there has been an upshift, creating an additional £386k of pressure. Officers warned that this could have been more for some underspends for planned contingency work that will no longer be needed.

The Early Years autumn headcount is currently being processed. The DfE announcements on funding post January 2021 have not been finalised, but a figure of 80% of the previous settlement has been proposed. Members felt that this offer is not appropriate, echoing the feelings of the national working group attended by Rachael, and agreed for the LA to write on behalf of Schools Forum to local MPs explaining their position.

Pressure remains in the Higher Needs Block. Torbay continues to see large numbers of students moving back in to the area, as well as more bespoke packages being offered as a result of children being unable to return to mainstream education. There has also been some additional funding for Brunel Academy to meet the increasing demand of a challenging SEMH cohort placed there.

The COVID pandemic has seen large numbers of Post 16 children lose their employment pathway, leading to 22 SEN students opting to stay on at college. There has also been students who have not been able to complete their exams during the pandemic, the LA has agreed to additional time within these placements. This has created an additional pressure of £212k on Post 16 budgets. Added to this, a Tribunal leading to high cost out of area placement has seen an extra £65k cost.

Members asked whether there is anything that we can do as a Forum to lobby the Government for additional schools funding. It was felt reasonable to write to Council leaders outlining the pressures experienced due to COVID, noting that regional colleagues have also done this.

Members noted the findings of the financial report, and requested that future reports include further detail around children moving out of Torbay as well.

Action – Rachael to write letter to local MPs detailing Forum’s Concerns on the proposed Early Years Offer.

Action – Officers to meet with Chair and write letter to the Chief Executive of Torbay Council, explaining members concerns.

4. De-Delegation and Centrally Retained Items

Rachael explained to members that each year a decision needs to be taken on money that is de-delegated back to the local authority to conduct activities for our maintained schools. Three separate votes are required, firstly for maintained Primary schools only, then maintained secondary schools, with the final vote open to all members.

De-delegations are the same as previous years, for Free Schools Meals, Insurance, ELA children and Travellers Education and Rates. The Chair agreed that the de-delegations be voted on individually. Votes were as follows:

For Maintained Primary schools to de-delegate services for 2020/21 to the LA:

	<i>Rates</i>	<i>EAL and Traveller Education</i>	<i>Insurance</i>	<i>Free School Meals</i>
<i>For:</i>	1	1	1	1
<i>Against:</i>	0	0	0	0
<i>Abstain:</i>	0	0	0	0

For Maintained Secondary schools to de-delegate services for 2020/21 to the LA:

	<i>Rates</i>	<i>EAL and Traveller Education</i>	<i>Insurance</i>	<i>Free School Meals</i>
<i>For:</i>	1	1	1	1
<i>Against:</i>	0	0	0	0
<i>Abstain:</i>	0	0	0	0

The next part of the vote was on Centrally Retained Items, and budget areas that can be retained with the agreement of the Schools Forum.

For Torbay this is Planned Pupil Growth, School Admissions Service, Servicing the Schools Forum, Centrally retained element of the Early Years Block (5%) and request to transfer funds from the School Block to High Needs. This vote was open to all Forum members:

	<i>Planned Pupil Growth</i>	<i>School Admissions</i>	<i>Schools Forum</i>	<i>Early Years Block</i>	<i>Virement</i>
<i>For:</i>	12	12	12	12	11
<i>Against:</i>	0	0	0	0	0
<i>Abstain:</i>	0	0	0	0	1

5. Special School Funding

A decision on the future funding of special schools was then discussed by Forum. Members were shown a paper modelling various options as a result of a working party between Officers and Mike Lock, Special Schools representative, as agreed at October's meeting.

Following decisions taken by members in Item Four of this meeting (De-delegation of funds and Centrally Retained items), members were asked to consider two options on funding for 2021:

Option 1 - a 3.09% increase to Special School funding in line with schools.

Option 3 - a 5.03% increase in line with schools, taking into account the historic allocation position (a deficit of 1.94%) as well.

After discussion, members were asked to vote on the above options. Results were as follows:

Option 1: 5
Option 3: 7

Members felt that it was time to readdress the balance in funding between mainstream and Special Schools, and felt that opting to make inroads into the

previous three years deficit, as well as addressing future funding, was the right thing to do.

Concerns were raised as to how we maintain parity moving forward. It was acknowledged that the upshift agreed upon today will add to pressures on the overall budget, but members felt that the debt belongs to all schools and therefore the increase agreed was fair for everyone.

An additional paper was then shared by Rachael, giving a breakdown of Early Years SEND Inclusion funding (ALFEY). It was noted that we are seeing increasingly complex needs, leading to an increase in both the amount of children in receipt of funding and the average rate of funding per child. This in turn has led to the ALFEY budget being an area of significant pressure.

Members noted the findings of the report, accepting that the pressure will need to be addressed before creating additional pressures further down the line. Members asked whether the Torbay Promise project could be of help, but it was thought that this has been delayed due to the ongoing COVID pandemic. Rachael will seek clarity on this and feedback at January's meeting.

Action – Rachael to gather information on Torbay Promise initiative.

6. Management Plan Update

Rachael gave an update on the management plan. Whilst the document is not robust yet, historic data has now been populated and officers are working on the future projections. It was felt that presenting the management plan to the Higher Needs Recovery Group would offer a greater level of scrutiny in understanding how to populate the plan, and Rachael asked for the permission of members to do this. Votes were as follows:

To present the Management Plan to Higher Needs Recovery Group:

For: 11

Against: 0

Abstain: 0

Unanimous

Action – Send updated Management plan to Forum members once the HNRG has met.

7. Audit Action Plan Update

As agreed at Schools Forum last year, members were presented with an updated Action Plan as a result of the audit of Schools Forum. Rachael updated members on two issues currently flagged as amber (ongoing):

Item 1.7.1, solutions on how to deal with the deficit – Work on this continues through the mechanism of the Higher Needs Recovery Group. As this work has not yet had an impact on budget positions it was agreed to leave this item as amber, with a view to revisiting next year.

1.9.1, Website accessibility – Members were in agreement that previous issues in finding links to the Schools Forum meeting have been addressed. It was felt that minutes and the terms of reference for the meeting were easy to find on the council website, and this item could now be rated as green.

8. Membership and length of office

Following enquiries from secondary schools colleagues, Membership of the Forum was discussed. With the exception of both Ken Kies and Sally Timmins, all members have exceeded their three year period of membership as outlined in the Terms of Reference. Whilst memberships have rolled over (as per Terms of Reference item 11) schools colleagues have raised concerns that some groups may be under represented on the Forum, and as such have asked the Forum to address this.

Whilst acknowledging the need for fairer representation, Members pointed to the good work being done by the current membership, and were keen not to destabilise the meeting by making lots of changes all at once.

Rachael agreed to seek representatives from Schools, members agreed that Secondary schools be contacted first, with a view to contacting the Primary and Early Years sectors in January. Any declarations of interest will be brought to January's meeting. Current members expressing an interest in remaining on the Forum were asked to write to Rachael directly.

Action – Rachael to seek Forum representatives from Secondary Schools Colleagues.

Action – Mike to update the Forum Terms of Reference to reflect agreed changes.

9. Any Other Business

Rachael informed members of a COVID winter fund, a £500k grant awarded to the LA to tackle food and fuel poverty. This is a catch all fund but after meeting with Adult colleagues Rachael explained that the majority of this money is expected to go to Children's services. This will include 2 year old children where eligible, Children on Early Years Pupil Premium and those in receipt of Free School Meals, and will be in the form of vouchers given to schools to hand out to eligible families.

Rachael is meeting with LA colleagues tomorrow to discuss the conditions of the grant, and invited representative of the forum to attend on behalf of schools. Lisa

Finn, Tim Stephens and Jayne Jones accepted and will feed back details of the meeting at January's Forum.

10. Items for next meeting

- Updates to the Schools Forum Terms of Reference
- Management Plan Update
- Meeting Dates for 2021

11. Future meeting dates

- Thursday 14th January 2021

Financial Report Schools Forum 29th January 2021

Introduction

The following report contains a detailed breakdown of the projected position of the Local Area for 2020/2021. The report enables members to note the outturn position and the significant factors contributing toward the spend. The report covers the following items

- Forecast outturn position 2020/2021
- Contextual information regarding Early Years Block
- Contextual information regarding Higher Needs Block
- Position and Recommendations

Forecast Outturn Position 2020/21

Dedicated Schools Grant (DSG) funded activities are currently forecast to **overspend by £2.600m**. This is an increased deficit position of £105k from November 2020.

The following table details the main areas of both over and under spend. Many of these budgets are demand led and will be monitored during 20/21 and revisions reported accordingly.

Budget Heading	Budget	Actuals to date	Projected Outturn	Over / (Under) Spend
Early Years 2, 3 & 4 yr old payments – PVI's & Academies	£5.638m	£4.334m	£5.638m	£0
Early Years – ALFEY	£265k	£191k	£265k	£0
Early Years – Pupil Premium & Disability Access Fund	£130k	£49k	£100k	(£30k)
Early Years – 5% retained element	£364k	£224k	£345k	(£19k)
Reclaim from ESFA of Early Years pupil no. adjustments between Jan 19 and Jan 20 higher than anticipated.				£45k
Joint Funded Placements	£600k	£524k	£575k	(£25k)
Recovery of funding from schools for Excluded Pupils, Medical Tuition Service and Elective Home Education	(£386k)	(£112k)	(£140k)	£246k
Independent Special School Fees	£2.685m	£1.977m	£2.919m	£234k
Other packages for EHCP pupils and SEND personal budgets	£1.125m	£783k	£1.455m	£329k
Payments to / recouplement from other authorities for Special School places	(£230k)	(£10k)	(£191k)	£39k
Medical Tuition Service / Virtual School / Hospital Tuition / Vulnerable Students Team	£1.404m	£993k	£1.330m	(£74k)
School contingencies (Rates, planned pupil growth, NQT induction etc)	£261k	£154k	£162k	(£99k)
EHCP in-year adjustments (see separate paper for details)	£350k	£281k	£297k	(£53k)
Special Schools / High Needs in-year adjustments (see separate paper for details)	£600k	£610k	£675k	£75k

School Intervention / Commissioning (includes School Improvement Grant)	£142k	£57k	£103k	(£39k)
Business Support	£190k	£126k	£161k	(£29k)
Other – including Admissions, EAL / Travellers, Advisory Teachers				(£31k)
Delay in opening of St Michael’s Primary, no ESFA recoupment of funds in 20/21.				(£217k)
High Needs in-year pupil number adjustment– Net import of pupils from other authorities reduced from 103 to 95 pupils				£48k
Deficit DSG budget set for 20/21	(£2.2m)	£0	£0	£2.2m

The two areas of significant volatility are within the Early Years Block and Higher Needs Block.

Early Years Block

The Early Years spring headcount is currently being processed. This is a critical census return to understand the current situation within the third lockdown. Clarity on the mechanism for the census return was issued late by the Department for Education. This caused significant anxiety and uncertainty to all parties within the early years education system. Having received this clarity our current understanding is that this will not negatively impact on the funds that would have been received as we are able to count children that are not in attendance. We will await the spring headcount collation to understand the impact on the budget position and commit to working with the sector to ensure the maximum amounts of funds are passed through directly.

We continue to make representation on the lost income from parental fees and the lack of grants to support additional cleaning and PPE.

Higher Needs Block

Torbay continues to have a greater number of children requiring additional support up to and including a special school place than the funds available in the higher needs block can meet. Although the normal pressures on additional requests for support remains, there are additional challenges that have been brought about by the pandemic.

The additional costs can be summarised into the following points:-

Bespoke packages

It continues to be necessary to maintain some bespoke packages as a result of children and young people not managing the return to school in September 2020. Due to the on-going situation some students continue to have serious anxiety issues regarding a return to school, and it has been necessary to maintain the bespoke packages longer than at first anticipated. Each of these packages continue to be reviewed on a half termly basis.

It has also been necessary to put in place 3 bespoke packages for students who have been permanently excluded from 2 mainstream schools and 1 special school.

Another student has required a bespoke package due to needs no longer able to be met at Chestnut.

Independent Special School

A student who 'transferred into Torbay' had an agreed place at the School for Inspiring Talent. There was no suitable provision for this student within Torbay, at such short notice. Therefore it has been necessary to maintain the placement, which is in the region of £55,000.

Also a Torbay CLA child placed out of area has needed an independent special school placement due to a mainstream school placement breaking down. This LA has hardly any maintained special school provisions therefore we had no alternative but to agree to a placement which will cost in excess of £50,000 per year.

These 2 unanticipated placements have increased the independent school budget by a further £118,000.

Reporting table on EHCP Allocation above £6k

Education, Health & Care Plan Funding for 19/20 & 20/21			
	19/20	20/21	Increase / (Decrease)
Number of pupils with EHCP	444	470	26.00
Number of FTE's with EHCP	401	429	28.00
	£	£	£
Funding below £6k allocated through school formula elements	2,383,233	2,554,879	171,646
Funding above £6k allocated as a top-up per eligible pupil	1,929,955	2,122,040	192,085
EHCP Contingency	500,000	350,000	(150,000)
In-Year adjustments			
April	89,037	16,946	(72,091)
May	(2,510)	(104)	2,406
June	21,302	(11,737)	(33,039)
July	12,688	4,062	(8,626)
August	4,248	42,398	38,150
September	84,471	89,367	4,896
October	32,871	72,833	39,962
November	24,573	50,539	25,966
December	35,172	16,915	(18,257)
January	9,789	9,789	0
February	5,291	5,291	0
March	591	591	0
Total - In-Year adjustments	317,523	296,890	
Projected (underspend) / overspend	(182,477)	(53,110)	
Notes			
Based on Apr 20 to Dec 20 in-yr adjustments, and the same allocation for the remainder of the financial year as 19/20, it is anticipated the EHCP contingency will underspend by			(53,110)

The following table demonstrates the numbers of Special School Commissioned Placements and Adjustments.

Special School and other High Needs funding adjustments for 20/21

	Combe Pafford	Combe Pafford	Mayfield School	Mayfield Chestnut	Mayfield Total	Brunel SEMH	Burton AP	B & B Total	Totals	Totals £
Number of places - January 20	252		217	33	250	56	50	106.00	608.00	
Number of pupils - January 20	248		216	33	249	47	60	107.00	604.00	
Number of places - September 20	262		231	32	263	56	55	111.00	636.00	
Initial Place led funding		2,578,333			2,575,833	560,000	529,167	1,089,167		6,243,333
Initial Pupil led funding		981,746			2,315,603	680,090	634,380	1,314,470		4,611,819
Initial pupil specific additional funding		25,362			54,176	51,967	0	51,967		131,505
Other funding - Outreach / exclusions / rent					235,921			0		235,921
Pupil Premium		153,025			152,205	62,553		62,553		367,783
Total initial funding		3,738,466			5,333,738	1,354,610	1,163,547	2,518,157		11,590,361
In-Year adjustments	Pupils	Funding £	Mayfield Pupils	Chestnut Pupils	Funding £	SEMH Pupils	AP Pupils	Funding £	Pupils	Funding £
April	248	22,645	216	34	15,691	49	64	182,065	611	220,401
May	248	0	216	34	0	50	63	3,572	611	3,572
June	248	4,607	216	34	0	51	65	38,013	614	42,620
July	248	0	215	34	(10,285)	53	50	(97,241)	600	(107,526)
August	248	0	215	34	0	53	50	0	600	0
September	258	38,944	227	31	37,741	49	43	(76,936)	608	(251)
October	257	(226)	227	30	(6,030)	50	44	12,522	608	6,266
November	256	3,788	227	30	0	50	44	0	607	3,788
December	257	7,854	225	30	(4,897)	51	50	25,969	613	28,926
January	255	(1,578)	225	32	6,030	50	50	(3,618)	612	834
February									0	0
March									0	0
Total In -year pupil / place led adjustments		76,034			38,250			84,346		198,630
Enhanced Provision (in-year changes in pupil numbers)										28,640
Excluded Pupils / 6th Day Provision Mayfield (Sept - Dec)										38,000
Excluded Pupils / 6th Day Provision Mayfield or other provision (Jan - Mar)										28,500
Additional outreach funding for Mayfield										17,868
In-year pupil specific additional funding		60,465			139,715			99,161		299,341
Total - In-Year adjustments		136,499			177,965			183,507		610,979
Special School / High Needs contingency budget										600,000
Current (underspend) / overspend										10,979

Position

The final outturn position of the Local Area continues to be of significant concern. The position remains volatile and continued actions need to be taken to try and mitigate spend.

The cumulative overspend of the DSG is now £3.778m

Recommendation and Decisions

It is requested that Schools Forum:

1. Note the financial position and continue to work with the Local Authority through the mechanism of the Higher Needs Recovery Group to enact the financial recovery plan.

Rachael Williams

Assistant Director Education, Learning and Skills

DSG Budget Position 2021-2022 School Forum 29th January 2021

Introduction

The following report provides School Forum with the budget overview position for 2021 – 2022. The following table demonstrates the breakdown of the DSG allocation compared to the previous year. The notes on the chart should be considered as not all information is currently available to the local area.

DSG Allocation Budget 2021/2022

Comparison of DSG funding between 20/21 and 21/22 before academy recoupment				
	20/21	21/22	Increase /	
	DSG	DSG	(Decrease)	
	as at 19/12/19	as at 17/12/20		
	from ESFA	from ESFA		
Funding type	£	£	£	Note
Schools Block	83,029,274	89,401,896	6,372,622	1
Central Schools Block	1,214,090	1,168,473	(45,617)	2
Early Years - 3 & 4 Yr Olds	4,414,588	4,242,887	(171,701)	3
Early Years - 3 & 4 Yr Olds (Increase to 30 hrs)	1,706,302	1,563,301	(143,001)	3
Early Years - 2 Yr Olds	1,158,275	1,101,889	(56,386)	3
Early Years Pupil Premium	85,921	86,685	764	3
Early Years - Disability Access Fund	43,665	46,740	3,075	3
High Needs Block	19,183,226	21,486,457	2,303,231	4
Total Initial DSG	110,835,341	119,098,328	8,262,987	
Notes				
1. Of the increase of £6.373m, £3.861m relates to the Teachers Pay & Pensions Grants being put into the Schools Block baseline in 21/22, instead of being paid as separate grants which was the case in 20/21.				
1. The pupil growth element is £283k.				
1. The Schools Block allocation for 20/21 was based on 17,568 pupils and for 21/22 is based on 17,515 pupils.				
2. Reduction in ESFA funding historic commitments relating to PFI costs.				
3. The Early Years allocations for 21/22 will be updated in-year by the ESFA once the Jan 21 & Jan 22 numbers are known.				
3. Funding from ESFA has increased 6p per hour for 3 & 4 yr olds and 8p per hour for 2 yr olds.				
4. Of the increase of £2.303m, £420k relates to the Teachers Pay & Pensions Grants being put into the baseline in 21/22, instead of being paid as separate grants which was the case in 20/21.				

The School allocation will be communicated to individual schools during the week beginning the 1st February 2021. The principles agreed at School Forum regarding the use of the funding drivers have been applied to the allocations.

The Early Years Sector will receive communication regarding the new funding rates within the same time period.

Anticipated DSG Outturn Position 2021- 2022

Using the information we currently hold and the anticipated spend within the system, we have calculated an early position of the DSG outturn for 2021 – 2022. Taking into consideration the pressures that have already been identified the budget remains in a deficit position. We have detailed the pressure areas for consideration.

Deficit DSG budget for 21/22	
The 21/22 DSG will be set with a deficit budget	
A summary of how this has been calculated is:	
Pressures	£
20/21 deficit budget for DSG	2,200,000
Special schools – full year effect of Sept 20 place increases and changes to category of pupil	204,000
Special Schools - increase in additional funding for specific pupils	40,000
Special schools – 5.03% increase in funding (agreed at Schools Forum)	599,000
Enhanced Provision – 5.03% increase in funding (agreed at Schools Forum)	40,000
EHCP bespoke packages (Emma Walton / YMCA / Evolve Psychotherapy / Simply Great Media / Inspire / Play Torbay etc)	290,000
Reducing the income target for clawback of EHE / MTS & Excluded pupils from schools	136,000
EHCP allocations to schools (increase between 20/21 & 21/22 budget setting)	85,000
Medical Tuition Service - transferring to Independent School	90,000
Reduction in Planned Pupil Growth Funding	214,000
Reduction in Central Schools Block in relation to historic commitments for PFI	46,000
South Devon College placements - increase in commissioned places recouped by ESFA	154,000
South Devon College placements - increase in element 3 top-up for more commissioned places & 12 bespoke places	365,000
Independent Special School Placements	50,000
Staffing / other	33,000
Total Pressures	4,546,000
Reductions	
Additional funding from ESFA for High Needs Block, excluding previous years Teachers Pay & Pension Grants	(1,883,000)
Additional 0.5% virement value above that of the 20/21 contribution of £415k from Schools Block (agreed at Schools Forum)	(13,000)
Joint Funded Placements - less reliance on Residential Placements	(50,000)
Total reductions	(1,946,000)
Deficit DSG budget for 21/22	2,600,000

Recommendation

- School Forum to note the budget allocation position for 2021 – 2022.
- School Forum to discuss any priority areas for reduction in the anticipated deficit position for 2021 – 2022.

Rachael Williams
Assistant Director Education Learning and Skills

TORBAY COUNCIL

TORBAY SCHOOLS' FORUM

Terms of Reference **January 2021**

For information relating to this meeting or to request a copy in another format or language please contact:

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Remit of the Torbay Schools Forum

1. By virtue of section 47A of the School Standards and Framework Act 1998 (as amended by the Education Act 2002), Torbay Council was required to establish a schools forum. These standing orders should be read in conjunction with appropriate legislation and relevant guidance.

The Schools Forum will be consulted on matters set out in the Schools Forums (England) Regulations 2012, that is:

- Amendments to the school funding formula
 - Arrangements for the education of pupils with special educational needs
 - Arrangements for the use of pupil referral units and the education of children otherwise than at school
 - Arrangements for early years provision
 - Administrative arrangements for the allocation of central government grants paid to schools via the local authority
2. Consultation must also take place when a local authority is proposing a contract for supplies and services which is to be funded from the Schools Budget and is in excess of the EU procurement thresholds. The consultation must cover the terms of the contract at least one month prior to the issue of invitations to tender.
 3. Specific delegated powers as outlined in guidance on matters such as the de-delegation of funding.

Membership of the Schools Forum

4. The majority of forum members must be “school and academy members” (see paragraph 5). Up to 33% of the forum’s total membership may be appointed from other organisations.
5. School and academy members must be Headteachers (or deputy Headteacher or bursar elected on behalf of a Headteacher) or governors. They must represent nursery, primary and secondary schools and the relative number representing each should take account of the relative numbers of pupils in those sectors. There must be representation of special schools and the PRU.

The membership of the Torbay Schools Forum will comprise 13 school members and 2 non-school members, as set out below:

School Members		
Sector	Headteacher	Governor
Primary*	1	1
Primary Academy*	3	1
Secondary	1	1
Secondary Academy	2	1
Special Schools	1	0

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PRU	1	0
<i>* at least one primary school member will also be a representative with a nursery</i>		
Non-School Members		
Sector	Representative	
Early Years PVI	1	
14-19 Provider	1	

6. No school shall be represented by more than one person on the Forum unless it is as a result of substitution.
7. Schools members will be elected by that group according to an agreed process.
8. Academy members will be elected by the proprietary bodies of the academies in the local authority's area.
9. In relation to the non-school members, the 16-19 representative will be elected by 16-19 education providers. The early years' representatives will be appointed by the local authority after consultation with the Early Years Advisory Board.
10. If a group is unable to provide an elected representative the LA, in consultation with the chair of Schools Forum, will appoint an appropriate representative.
11. The term of office for members of the Schools Forum will be a maximum of three years, subject to their eligibility. At the end of their term of office, individuals may stand down or the group they represent may replace them. Should an individual wish to stand down upon expiry of their term of office, the clerk should be notified of this in writing before the Local Authority seeks nominations from within the relevant sector. There is no limit to the number of consecutive terms of office an individual may serve, subject to their eligibility, however any individuals wishing to remain a Forum member must notify the Local Authority.
12. The Local Authority may end the appointment of any Forum member before the expiry of his or her term of office if the member concerned ceases to hold the office by virtue of which he or she became eligible for appointment to the Forum.
13. Any resignations must be given in writing to the Clerk of the Forum.
14. The EFA will be entitled to nominate an observer who will be entitled to attend all meetings of the Forum.

Quorum

15. The Forum will be quorate when 40% of the members (excluding vacancies) are present.
16. The Forum can continue to meet if it is not quorate, but any advice given to the Local Authority as a result of such a meeting would not have to be taken into account by the Authority.

Non-attendance at Meetings and Substitute Members

17. Any member who is unable to attend a meeting may send an eligible substitute (who will have voting rights, as appropriate) on their behalf provided that the Clerk (or the Clerk) is notified in writing prior to the commencement of the meeting. For the avoidance of doubt, a Headteacher who has chosen to be a governor may not act as a substitute for an absent governor.
18. Any member who fails to attend two consecutive meetings of the Forum in a six month period may be asked to resign unless the Forum determines that the absences were authorised. This Standing Order applies even if the member has opted to send a substitute on their behalf.

Chairman and Vice-Chairman

19. The Chairman of the Forum will be elected annually from within the membership of the Forum at the first meeting of the academic year.
20. The Vice-chairman will be appointed annually from within the membership of the Forum.
21. The term of office of the Chairman and Vice-Chairman will be one year although there is no limit on the number of consecutive terms of office that an individual may serve.
22. In the absence of the Chairman at any meeting, the Vice-chairman will preside at the meeting. In the absence of the Chairman and the Vice-chairman at any meeting, a chairman for that meeting will be elected.
23. The person presiding at any meeting of the Forum may exercise any power or duty of the Chairman.
24. The Chairman and/or Vice-chairman shall cease to hold office if they resign from, or cease to be members of, the Forum. The election/appointment of a Chairman/Vice-chairman will then take place at the next meeting of the Forum.

Clerk

25. A Clerk to the Forum will be appointed from nominations from the Local Authority.

Meetings of the Forum

26. A minimum of four meetings of the Forum must be held each year.
27. The Local Authority must arrange for meetings to be held to enable the Forum to be consulted on the issues listed in the Schools Forums (England) Regulations 2012

28. Meetings of the Torbay Schools' Forum will be held in public. However, there may be occasions when it is appropriate for the Forum to consider matters without the public and the press present. The Forum may by resolution exclude the press and public if a majority of those voting on the matter consider that because of the nature of the business to be considered it is appropriate to do so.
29. In addition, the Forum may, from time-to-time, invite the attendance of people with particular expertise to meetings. These people may speak but not vote.
30. Agendas, reports and minutes of the Torbay Schools' Forum will be published on the Council's website at www.torbay.gov.uk/education/schools/schoolsforum.
31. The Clerk will convene meetings of the Forum. Whenever possible, two weeks' notice of the date of meetings will be given. An agenda (together with any supporting documents) will be circulated at least five clear working days before the meeting, as far as is practicable.
32. The duration of the meetings will be a maximum of three hours unless agreed by the Forum.

Cancellation of Meetings

33. The Clerk will inform all parties concerned of the cancellation of any meetings of the Forum.

Voting

34. Unless these Standing Orders or the law provides otherwise, any matter will be decided by a simple majority of those members voting and present in the room at the time the motion was put.
35. If there are equal votes for and against, the Chairman (whether or not he or she has voted) will have a casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote.
36. The Chairman will take the vote by show of hands unless it is agreed that a secret ballot should take place, in which case the Clerk to the Forum will circulate voting slips to all members, collect and count the votes and announce the results immediately. The numbers of those voting for, against or abstaining will be recorded in the minutes.

Urgent Decisions Taken Under the Five-day Rule

37. With the agreement of the Chairperson, if an urgent decision is required and it is not practical to call a special meeting of the Forum a paper shall be circulated via email to all Members of the Forum. The circulation of the paper will trigger a period of five working days during which members can give consideration. If before the end of the five-day period any member wishes to raise an issue regarding the content of the paper they should inform the Clerk. If the issue cannot be resolved the paper will be deferred for consideration at the next meeting of the Forum. If there are no objections to the proposal(s) the paper will be deemed to be

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approved by the Forum on the expiration of the five working days period. All decisions taken under the five-day rule will be reported to the next available meeting of the Forum.

Record of Proceedings

38. The Clerk will provide minutes of the proceedings and decisions of the Forum. A copy of the minutes will be signed by the Chairman at the next meeting in order to approve them as a correct record.

39. Roles and Responsibilities

The constituent members of the Forum will be responsible for disseminating the decisions and consultation of the forum to the members they represent. Members will additionally be expected to seek the views of the group they represent, and communicate these effectively at meetings.

Conduct of Members of the Forum

40. Members of the Schools Forum are expected to act in accordance with the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
41. Individual members of the Schools Forum should consider their own position in relation to the declaration of interests and, in exceptional circumstances, may feel it appropriate to declare an interest and possibly withdraw from the meeting.

Expenses

42. Members of the Forum will be eligible to re-claim travel and other expenses in accordance with the Scheme of Allowances appended to these Standing Orders.

Indemnification for Members

43. The Local Authority will indemnify members against reasonable legal costs and expenses arising from recommendations made in good faith.

Terms of Reference

44. A copy of the Terms of Reference of the Torbay Schools Forum will be given to each member of the Forum.

TORBAY SCHOOLS FORUM

Allowances Scheme

1. Members of the Schools Forum who are Headteachers may claim any travel and subsistence allowance in line with their terms and conditions of employment
2. Members of the Schools Forum who are Governors must register as volunteers with Torbay Council in order to claim any travel and expenses allowance. The Council has no obligation to tax any payments to volunteers and does not send any returns to the Inland Revenue in this respect. Volunteers are responsible for reporting to the Inland Revenue any income which they have received that is taxable and it is recommended that they contact their local office if they have any questions.
3. Volunteers can only be reimbursed for actual expenditure and must submit a claim form including receipts (unless claiming for mileage).
4. Volunteers can claim 40p per mile for travel to and from Forum meetings.
5. An allowance of up to £5.84 per hour may be claimed by volunteers when a carer has to be engaged to enable that volunteer to attend meetings of the Schools Forum. The allowance will cover paid care for the following who live with the volunteer:
 - Children aged 15 years and under;
 - Elderly relative requiring constant care;
 - Disabled relative requiring constant care; or
 - Relative with learning disabilities requiring constant care.

The paid carer cannot be a member of the immediate family or household.

6. Any other members of Forum who are not entitled to claim under any other scheme (i.e. from the organisation they are representing) may claim travel and expenses allowances in line with paragraphs 2-5 above.
7. If there is a financial consequence to a school by a representative attending a meeting of the Torbay Schools Forum, a claim may be made under the relevant allowances scheme.

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