



## Minutes of the Schools Forum

5 December 2013

-: Present :-

**Schools: Primary** Roger Hughes, David Theobald, Debbie Main and Sean McKeown ,  
**Schools: Primary Governors** Frances Ward, Maurice Codd **Schools: Secondary:** Tony  
Jordan, Sue Foot **Schools :Special** Mike Lock **Non-School: Early Years** Jean Cook,  
**Schools: PRU:** James Evans , **Officers:** Matt Redwood, Suzie Franklin, Lisa Finn, Rob  
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(Also in attendance: John Cornish item 4, Daneian Rees, Observer, Theresa Scogings  
EFA Observer and Susan Moses (notes )

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### 1. Apologies/Changes to Membership

Apologies were received from Colin Kirkman who was represented by Tony Jordan.  
The Chair welcomed Daneian Rees as an Observer, Sean McKeown, Primary  
representative and Maurice Codd. He informed School Forum that Theresa  
Scogings would be in attendance as an EFA observer.

### 2. Minutes

The minutes of the School Forum of 17<sup>th</sup> October 2013 were agreed to be a true  
record.

Amendments to minutes were noted:

Item 4; page 2 paragraph 1: Budget should read £1,060m

Item 5 bullet point 2 ....lump sum should revert to the level of 2012/13

### 3. Matters Arising

Item 4: Update on SEN high cost places and joint funded placed: Updated report to  
School Forum October 2014 (Susan Moses)

Item 8: Securing appropriate representation on School Forum: It was noted that an  
invitation is to be sent to all schools for secondary academy governor and 14-19  
representative at South Devon College (Matt Redwood)

Item 9: Appropriate protocol for dissemination of information from school forum:

P014/15 School Forum dates to be arranged. Internet link to School Forum papers  
and agendas to continue on a monthly basis through the What's New newsletter  
(Rob Parr)

#### 4. 2014/15 De delegation

Optional de-delegation for maintained schools was discussed.

A5: Staff costs – supply cover (trade union) £10,000 – The Chair welcomed John Cornish, Torbay NASUMT Negotiating Secretary to the meeting.

The Chair asked the School Forum to consider whether to support the funding of Trade Union Facilities time for maintained primary and secondary schools.

School Forum agreed the recommendations and voted unanimously, on behalf of maintained schools for Primary and Secondary, for the financial year 2014/15 that the funding is managed centrally to provide services for:-

A5: Staff costs – facilities agreement time (trade union) £10,000

A1: Contingencies: NNDR re-valuation, £39,000 and

A2: Administration of free school meals (FSM) eligibility -£9,000 (primary and secondary)

A3: School Insurance £106,000 (primary and secondary)

A6: English as an Additional Language support service £32,000 (primary and secondary) and Gypsy Roma and traveller education £9,000

Schools Forum decided to delegate funding for Schools Supporting Schools Network, £165,000 and TGA (secondary) - £211

**B.1 Significant pre 16 pupil growth £134,000** – School Forum agreed to the recommendation that this funding continues to be held centrally and allocated to schools which have planned pupil growth.

Head of School Commissioning asked for School Forum's approval to agree to the budget amounts for School Admissions Service, Servicing the School Forum and Capital Expenditure funded from Revenue.

School Forum endorsed and approved the recommendation.

#### 5. 2013/14 DSG underspend

Head of School Commission informed School Forum of the forecasted DSG underspend £1.1m due to further DSG funding being received after April 13. He emphasised that this would be a one off occurrence and would not be repeated next year.

School Forum were asked for their views and advice on a range of options on which the Director of Children's Services was seeking on how best to manage this additional money for schools.

School Forum considered options 1, 2 and 3 within the paper. Option 3 was discussed and noted that, following some consultation, schools fully supported Option 3 and recognised by them to be a much needed service. It is proposed to

allocate £400,000 to schools on pupil numbers and £500,000 from the High Needs Block being used to develop services for supporting vulnerable children specifically with emotional and mental health difficulties.

Suzie Franklin, Head of Schools outlined the proposals for the new CAMHS service for schools which would be facilitated by the Local Authority. A CAMHS task group will be set up consisting of representatives from across all schools to work on the service level agreement. Review of the CAMHS service is planned for June/July 2015.

School Forum endorsed the recommendation in favour of option 3 that £500,000 should be used to develop services for supporting vulnerable children specifically with emotional and mental health difficulties.

School Forum asked that the Director of Children's Services re-consider further options for the £400,000 which could support a safeguarding role to schools in light of the recent structural changes.

The decision on the £400,000 will be deferred until the 9<sup>th</sup> January meeting pending further information.

**Actions:**

- i) **All school across Torbay to be invited for representation on the CAMHS task group (Suzie Franklin)**
- ii) **Director of Children's Services to be asked for proposals for a safeguarding role to support schools (Matt Redwood)**

**6. Outcome of Secondary lump sum consultation**

Proposed change to the Torbay School Funding Formula 2014/15

School Forum unanimously agreed to a single change to the Torbay school funding formula for 2014/15 that

**No change is made to the primary school lump sum but that the secondary lump sum should revert to the level of 2012/13 before the national changes imposed in 2013/14**

**7. School Budget Return 2**

Lisa Finn, Accountant, outlined the conclusions in the report of the School Budget Return (SBR2 for all maintained schools.

School Forum noted the balances shown for maintained schools only and that academy balances have been excluded.

**8. School Forum good practice guide**

The Chair asked School Forum to consider the contents of the EFA's operational and good practice guide.

School Forum agreed that the document would be a good guide for any new members of School Forum and should be included in an Induction Pack

**Action**

- i) **Clerk to compile induction pack and distribute to new members (Susan Moses)**

**9. Future Meeting Dates**

Date of next meeting: 9<sup>th</sup> January 2014 09.00 a.m. Boardroom Town Hall

**10. AOB**

School Forum thanked David Theobald for his valuable contribution to School Forum and wished him well in his new career in Somerset.

DRAFT