



## Minutes of the Schools Forum

6 March 2014

-: Present :-

**Schools: Primary** Roger Hughes, Adam Morris, Adam Tapp,  
**Secondary:** Sue Foot **Maintained:** Daneian Reeds **Special Mike Lock Early Years:**  
Jean Cook **14-19 Partnership:** Dan Hallam **Officers:** Suzie Franklin Head of Schools, Lisa  
**Governors: Primary** Maurice Codd **Secondary Academy:** Clive Star

(Also in attendance: Observer Amanda Hayley and Susan Moses noted)

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### 1. Apologies/Changes to Membership

Apologies were received from Debbie Main, Sean McKeown (represented by Adam Tapp). Adam will now attend School Forum following Sean's job move and will be a Primary Head representative. The Chair welcomed new members, Clive Star Secondary Academy Governor and Maurice Codd Primary Governor representative. Daneian Rees has been nominated by Kate Wills Davis as a representative for maintained secondary heads.

### 2. Minutes

The minutes of the School Forum held on 9<sup>th</sup> January 2014 were agreed to be a true record and actions noted

### 3. Matters Arising

#### 3. Matters Arising

Item 4 (i) Suzie Franklin Head of Schools updated the Forum on the progress of setting up of the CAMHS initiative. She reported that progress had been slow. A meeting with Jane English next week will address how to move the process forward.

School Forum were of the opinion that a realistic timescale should be attached to this initiative and that the Chair should be invited to any future CAMHS task group meetings.

#### Actions

- i) **Chair to be invited to future meeting of CAMHS task group (Suzie Franklin)**

- ii) **Report on the proposals for CAMHS initiative to be brought back to meeting in June 2014 for School Forum to discuss whether to support the proposal going forward or re-allocate money to schools (Suzie Franklin)**

**Item 8:** Induction Pack was sent to Sean McKeown who feedback that the contents of the documents were informative and suggested a covering letter to new members welcoming them would be useful.

**Item 7 (i) Revised Torbay Schools' Forum Standing Orders:**

School Forum noted the revisions to the Standing Orders.

**Actions**

- i) **Item 8: Induction Packs to be sent to Clive Star, Danien Rees, Adam Tapp and Maurice Codd for feedback on contents at meeting in June (Susan Moses)**
- ii) **Item 7 (i) Revision of School Forum Standing Orders:**
- **Constitution to be checked as to the regulations relating to school representation at School Forum.**
  - **Process of removal of a member from School Forum (RH/LF)**
  - **Internet link to School Forum agenda/papers to be checked (Susan Moses)**
- iii) **Item 7. (ii) Wakefield LA: Role of School Forum to be deferred to meeting in June (Suzie Franklin)**

**4. DSG £150k underspend**

The Chair circulated the Education Safeguarding Service paper which had previously been sent out to schools. It outlined proposals following the Safeguarding Officer's decision to accept redundancy. Following the recommendation from Schools Forum a Steering Group consisting of Headteacher's representatives from primary, secondary and special schools were tasked to look at alternative proposals for providing an Education Safeguarding Service.

The Local Authority Safeguarding Officer is currently working as a consultant for schools seeking out the views of all schools on their safeguarding processes; an early needs analysis of training has indicated the need for essential safeguarding training for new staff which will be held between 6<sup>th</sup> May -20<sup>th</sup> May. The audit responses from schools on safeguarding will be discussed at the Steering Group and fed back to School Forum.

The Education Safeguarding Service proposals will consist of a safeguarding training post overseen by two Education Social Workers independently employed by Mayfield School. Governance and supervision will sit with the Local Authority. Funding for this Service will be matched funded by schools from the DSG under spend of £150k and match funded by Local Authority over three years. No further

new money will be required by schools. Recruitment of the two Education Social Workers will be advertised soon with interviews being carried out in late April.

School Forum questioned what was available if help was needed in the interim around safeguarding issues. They were advised that referrals should continue to be processed via the Safeguarding Hub within Children's Services and that John Edwards is currently carrying out the LADO role for the Local Authority.

#### **Actions**

- i) Report outlining the progress of the developments of the CAMHS service and Education Safeguarding Service to be brought back to June meeting (SF/RH)**
- ii) Monitoring of projects: CAMHS and Education Safeguarding Service to be standing item on future agendas (Susan Moses)**

#### **5. DSG Forecast Outturn for 13/14 including the amount spent on statementing**

Lisa Finn, Finance Manager, outlined the Dedicated Schools Grant (DSG) forecast outturn 2013/14.

The under spend of £950k had already been allocated as agreed by School Forum and included £500k for CAMHS initiative; £250k allocated to schools based on pupils numbers and £150k set aside to fund safeguarding service for schools.

The latest forecasted positions were noted and discussed:-

- There is a further under spend of £62k, which will be transferred to the DSG reserve
- Statementing Contingency: volatile budget; approx £64k under spend
- Special Schools Contingency: due to in-year increase in places likely forecast to be overspent by £60k
- Hospital Tuition: dependent upon number of children who are in patients – likely overspend £34k
- Independent Special Schools Fees: forecast under spend £140k
- 3 and 4 year olds nursery education: due to increasing numbers likely overspend £50k

#### **Action**

- i) The final under spend will be transferred to the DSG reserve and will be reported to June Schools Forum meeting (LF)**

The Chair asked School Forum to consider a proposal by Suzie Franklin to improve attainment levels of our looked after children by the employment of a second virtual primary teacher. She highlighted the role currently being carried out by the Virtual Headteacher .

She pointed out that this funding would be match funded by schools and the Local Authority (£20k) and would run for one year only. It was noted that TAPS were very supportive of the proposal.

The Chair asked School Forum to vote on the proposal to match fund £20k from DSG under spend to support the employment of a virtual primary teacher on the proviso that this was a twelve month project and reviewed by Steering Group.

Voting results:

In favour = 7

Against = 2

Abstained = 3

School Forum agreed and endorsed the proposal.

### **Actions**

- i) DSG under spend: £20k to be allocated to employment of virtual primary teacher to be added to agendas as a standing item (Susan Moses)**

### **6. 14/15 School Allocations and comparison with 13/14**

Lisa Finn, Finance Manager, outlined the details of the provisional school allocations issued on 31<sup>st</sup> January 2014. School Forum noted the contents of the paper and that the number of pupils and that the final DSG will be finalised by the DfE at the end of July.

School Forum particularly noted the changes to the allocation of pupil premium which now includes £1,900 per pupil for those children who have been looked after for one day or more.

School Forum discussed the data within a spreadsheet which highlighted the increases and decreases in school allocations 13/14 and 14/15.

### **7. DfE Capital Resources for Kitchens to delivery free School Meals for KS1**

The Chair informed School Forum that the DfE has now allocated £150k of capital money for maintained and voluntary aided schools to deliver free school meals to key stage 1 pupils. This grant money is un-ring fenced and will involve a mayoral decision. Claire Talbot is currently overseeing the management of this capital grant.

### **8. DfE Consultation on National Funding Formula - update**

Information not available at present – deferred to future meeting

### **9. Secondary Academy Governor Reps**

Following consultation with Secondary School Academy Chair of Governors, Clive Star has been elected to be the representative for Secondary Academy Governors on School Forum

### **10. Any Other Business**

- i) Agenda item next meeting: School Forum to review Equal Pay reserve (Lisa Finn)**

- ii) Nursery Provision: Stephen Corline is due to send out an information completing exercise and confirming their responsibilities

**11. Future Meeting Dates**

The next meeting of School Forum is 26<sup>th</sup> June 2014 0900-1130 Boardroom Town Hall