



## Minutes of the Schools Forum

5 March 2015

**-: Present :-**

**Schools: Primary** Roger Hughes, Debbie Main, Adam Tapp, Adam Morris  
**Maintained: Daneian Rees Academy Secondary:** Sue Foot **Special/PRU** Mike Lock, **Early Years:** Jeanne Cook **Officers:** Elaine Redding, Interim Executive Head, Safeguarding and Wellbeing, Lisa Finn, Finance Manager, **Governors: Primary** Maurice Codd **Secondary Academy:** Clive Star, **14-19 Partnership:** Dan Hallam

(Also in attendance: Observers Rob Parr and Sue Joyce notes)

### 1. **Apologies/Changes to Membership**

Apologies were received from James Evans, Anne Derbyshire and Richard Williams (represented by Elaine Redding)

It was noted that Clive Star was not listed on the Membership on today's Agenda.

No changes to Membership of School Forum were recorded

### 2. **Minutes**

The Minutes of the meeting of the Schools' Forum held on 8<sup>th</sup> January 2015 were checked for accuracy and amendments made:

5 (ii) Should read £300 **not** £300k.

Date of 3<sup>rd</sup> March 2016 should be changed to 10<sup>th</sup> March 2016 which should be shown on future Agendas.

### 3. **Matters Arising**

School Forum noted the previous actions from the meeting on 8<sup>th</sup> January 2015:-

4 (i) Completed.

4 (ii) Funding found elsewhere.

5 (i) Completed

#### 4. Finance Reports

##### i) The 2015/16 School Funding Allocations and Comparison with 2014/15

Lisa Finn, Finance Manager, went through the above report and highlighted the following:-

- Allocations were all received by schools on 30<sup>th</sup> January 2015.
- Per Pupil Entitlement has increased slightly.
- English as an additional language has also increased.
- Minimum Funding Guarantee remains the same.
- The figures on Special Schools were based on an audit undertaken by the Head of SEN. A number of placements purchased are never filled.
- Pupil numbers in primary have increased but have dropped significantly in one secondary which has had an impact on funding.

##### Actions:

##### i) Comparative Analysis to be undertaken on Special Schools (SF)

##### ii) DSG Forecast Outturn

Lisa Finn, Finance Manager, went through the above report and highlighted the following:-

- Funded activities are forecast to underspend by £185k.
- Statementing contingency (in-year adjustments to statementing is forecast to overspend by £12k should read **underspend of £29k**).
- Interim Tuition underspend of £140k.
- School Forum to consider how they are going to use the underspend of £300k which relates to the Early Years cohort.
- School Forum to decide how they would like to use the earmarked reserve. Last time £200,000 was put into Early Years and £400,000 out to schools.

##### Actions:

- To be decided at the next meeting.**
- Discussion to take place with Elaine Redding in relation to the Early Years cohort.**

#### 5. Standing Items: Monitoring of Projects

##### i) CAMHS Service Update (Roger Hughes Verbal Update)

Roger Hughes read out the report he had received from Jackie Olsen, Torbay CAMHS Primary Mental Health Worker Team Leader and highlighted the following:-

- The Service Specification document will be sent out to all schools.
- It has become apparent that if the parents of a child going to school in Torbay are registered with a Devon GP (Virgin Care are responsible for Devon CAMHS) then Torbay CAMHS are unable to provide a service. This will be discussed at the next Safeguarding and CAMHS Steering Group to be held on 10<sup>th</sup> March 2015.
- Jane Inett is to attend the Safeguarding and CAMHS Steering Group in place of Richard Williams.

### **Actions**

#### **i) Discussion to take place at Safeguarding and CAMHS Steering Group on 10<sup>th</sup> March in relation to the CAMHS service (RH)**

#### **ii) Education Safeguarding Service (Roger Hughes Verbal Update)**

Roger Hughes read out the report highlighting the following:-

- The TESS Handbook has taken longer than expected to produce due to many problems including IT.
- Educational Social Workers have spent some time in the newly formed MASH. A high number of referrals emanate from schools.

#### **iii) Improving Outcomes for Vulnerable Children**

Discussion took place on Debbie Pritchard's report and it was agreed that:-

- School Forum would consider, review and agree the working principles of the following:-

Schools need to work together to achieve the desired result of better outcomes at less cost. This requires sign-up to a common approach and so the proposed **principles** to apply to the plans are:

- a) This is about improving outcomes for the most vulnerable children of Torbay.
- b) Early intervention is a good investment.
- c) There will be a right place for every child.
- d) To each child according to their needs.
- e) All schools play their part and wish to support and include vulnerable children.
- f) Investment is about increasing capacity in a sustainable way.
- g) Some children and some schools will need more support than others.
- h) The investment will lead to savings overall.
- i) We plan for the anticipated future nature of the school population.

- School Forum would consider and agree the direction of travel of the three strands:-
  - a) behavioural, emotional and social difficulties (BESD)
  - b) autistic spectrum condition (ASC)
  - c) future scoping.
- School Forum does not agree with making decisions about allocation of funds at the present time. It was agreed that a two different Task and Finish Groups should be set up by the Torbay Teaching School Alliance, with separate budgets, to come up with a plan by the next meeting of the School Forum (25<sup>th</sup> June 2015). Dorothy Hadleigh (Head of Service SEND) will be asked to sit on both groups. It was agreed that the following should sit on the Task and Finish Groups:-

Dorothy Hadleigh  
Mike Lock  
Adam Morris  
A representative from Preston  
Mark Eager  
Sue Foot  
Jane Young  
Jessica Humphrey  
James Evans  
An Educational Psychologist  
A representative from Children's Finance  
A representative from Communications  
A representative from the Clinical Commissioning Group

Once a report has been received from these groups, Elaine Redding will form a group to evaluate this feedback and prepare a paper for the School Forum on 25<sup>th</sup> June 2015. This paper to be completed by 15<sup>th</sup> June 2015.

It was suggested that a Clerk would be required to co-ordinate these groups.

#### **Actions**

- i) Torbay Teaching School Alliance to be approached to set up two Task and Finish Groups (RH).**
- ii) Once reports have been received, Elaine Redding to set up a group to prepare a paper for the next meeting. (ER)**

#### **6. Future Meeting Dates**

The Forum agreed the following future meeting dates:

