



## Minutes of the Schools Forum

26 June 2014

-: Present :-

**Schools: Primary** Roger Hughes, Adam Morris, Adam Tapp, Adam Morris, Debbie Main  
**PRU** James Evans

**Secondary:** Sue Foot **Maintained:** Daneian Rees **Special** Mike Lock **Early Years:**  
Jean Cook **14-19 Partnership:** Dan Hallam **Officers:** Suzie Franklin Executive Head of  
Schools, Lisa Finn Finance Manager **Governors: Primary Secondary Academy:** Clive  
Star

(Also in attendance: Observer Amanda Haley, Rob Parr and Sue Joyce notes)

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### 1. Apologies/Changes to Membership

Apologies were received from Frances Ward and Maurice Codd. As no one has come forward to represent Governors in the maintained secondary sector, it was agreed that Lisa Finn should approach the second person on the list and if that was unsuccessful then the third person on the list should be approached.

### 2. Minutes

James Evans said that he had attended the last meeting but was not shown on the Minutes. Apart from that amendment, the minutes of the School Forum held on 6<sup>th</sup> March 2014 were agreed to be a true record and actions noted.

### 3. Matters Arising

**Item 8:** Induction Packs had been sent to Clive Star, Daneian Rees, Adam Tapp and Maurice Codd. It was agreed that these packs were useful and very comprehensive.

**Item 7 (i):** Lisa Finn to circulate Schools' Forum Standing Orders and Schools' Forum matrix of responsibilities.

**Item 7 (i): School Representation at Schools Forum:** It was agreed that this ratio is about right and it should be left as it is. It was also agreed that this should be looked at once a year and enquiries should be made as to why representatives resign plus what mechanism there is to remove members.

**Item 7 DfE Capital Resources for Kitchens to deliver free School Meals for KS1:** Roger Hughes said that he had sent three e-mails to Clare Talbot and Isobelle Belcher but, to date, had received no reply. Lisa Finn to chase up.

**4. DSG Forecast Outturn for 13/14**

Lisa Finn went through this paper and said that £20,000 of the £110,000 underspend will be used to fund the Virtual Teacher.

Voting Results

In favour = 10

Abstained = 2

**5. School Budget Returns (maintained schools only) - confirmation of unspent balances and forecast Outturn 31st March 2015.**

It was noted that Torbay has the largest proportion of academies than anyone else in the country and balances are still significantly high in the maintained sector. It was felt that schools are managing their budgets well. Westlands have a high balance but this will be redressed when they become an academy. All significant balances were known about and were acceptable to Officers.

**6. Standing Item: Monitoring of Projects**

**(i) CAMHS service update**

Suzie Franklin said that CAMHS had committed to recruiting four staff but she had made it quite clear that she has the right to withdraw from this service should it not perform. Suzie Franklin said that she was working closely with Lyn Ware and Dawn Butler to make this work. Mike Lock asked that this item be brought back to the next meeting on 16<sup>th</sup> October, by which time the four staff should have been recruited. If they have not it was agreed that the £500,000 should be divided amongst schools. She said that the Safeguarding Steering Group was made up of Headteachers and when she left the employment of the Local Authority in September, Richard Williams would then attend these meetings as well as the School Forum. Suzie Franklin said that this group meets every six to eight weeks.

**(ii) Education Safeguarding Service**

Suzie Franklin said that the Education Safeguarding Service was meeting regularly to drive through the appropriate training. They had

appointed two Social Workers but unfortunately both of them had to give three months notice. This means that they will not start until the end of July but with effect from September they will be based within schools. A Best Practice Guide is being produced.

**(iii) Primary Teacher for the Virtual School**

It was agreed that a secondment may be considered and they will be based at Tor Hill House with Louise Kilshaw.

**7. Review of Equal Pay Reserve**

Lisa Finn said that out of the £887,000 reserved for equal pay, only £257,000 had been spent as most claims are only for a few thousand pounds. Discussion took place as to how long this money should be kept in reserve. It was agreed that £500,000 should be distributed to schools (on current pupil numbers) with the proviso that should any claims come in, this money would be clawed back. Lisa Finn to discuss this with HR and the Section 151 Officer (Executive Head of Finance) but it will be Richard Williams' decision.

Voting Results

In favour = 11

Abstained = 1

**8. Delegated Statmenting**

This has increased by 16. Total funding for 14/15 is £830k for statements over £6,000. Based upon current information, this budget should break even by March 15.

**9. Pupil Premium Plus - future arrangements**

It was agreed that it was up to the schools to ensure that PEPS, etc. are in place and that they can demonstrate that they are meeting the needs of LAC in order to claim this funding. Jane Inett to work with Lisa Finn to assist with this.

**10. DfE Consultation Fairer Schools Funding 2015/16**

Lisa Finn said that Torbay does not qualify for this funding and although she has challenged this, unless the formula is changed, Torbay will continue to not qualify.

**11. Future Meeting Dates**

Roger Hughes said that this would be the last meeting that Suzie Franklin attended and he wished to thank her for her commitment and loyalty.