



Rutland County Council

Catmose Oakham Rutland LE15 6HP
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Minutes of the **MEETING of the SCHOOLS' FORUM** held in the Council Chamber, Catmose, Oakham, Rutland, LE15 6HP on Thursday, 11th April, 2019 at 4.00 pm

PRESENT:		Representing
1.	Mr C Smith (Chair)	Academies
2.	Mrs A Chambers	Academies
	Mr B Gale	Trade Union
3.	Mrs F Wilce	Maintained Schools
4.	Mr J Woodhead	Diocese
5.	Mr S Cox	SEN Headteacher

IN ATTENDANCE:		Representing
6.	Mr D Wilby	Portfolio Holder for Lifelong Learning, Early Years, Special Educational Needs & Disabilities, Inclusion
7.	Mr M Andrews	Strategic Director for People, RCC
8.	Ms G Curtis	Head of Service, Learning and Skills, RCC
	Mrs B Caffrey	Head of Early Help, SEND and Inclusion
	Mr A Merry	Finance Manager, RCC
	Mr K Quinn	Service Manager, Early Help, RCC
9.	Miss J Narey (Clerk)	Business Support, RCC

APOLOGIES:		Representing
10.	Mrs S Milner (Deputy Chair)	Academies
11.	Mr B Solly	Academies (Deputy)
12.	Mr J Harrison	Post 16 Provision (Deputy)
13.	Mrs M Darlington	PVI
14.	Mr R Shore	Post 16 provision
15.	Mr R Gooding	Academies
16.	Mr S Williams	Academies

1 MINUTES AND ACTIONS FROM THE PREVIOUS MEETING

Item 7.3 was corrected from Mr Woodward to Mr Woodhead.

The remaining minutes of the meeting of the Schools' Forum held on the 24th January 2019 were confirmed as a true and accurate record of the meeting.

Action 1
Terms of Office

Ms Curtis to produce a briefing paper regarding which academies would have a 3 year term of office and which academies would have a 4 year term of office.

Item on agenda for discussion.

Action completed

Action 2

Ms Curtis, Mr Quinn, Mrs Milner and Mr Smith would meet to discuss how the LA should arrange the Head Teachers' Conference to specifically discuss High Needs, SEND and Early Years.

Meeting held on the 29th March 2019. Minutes of the meeting are included as Appendix 2 of the Recovery Plan: Update

Action completed

2 DECLARATIONS OF INTEREST

No declarations of interest were made.

3 PETITIONS, DEPUTATIONS AND QUESTIONS

No petitions, deputations or questions had been received.

4 FUNDING UPDATE

Reports from Mr Merry were received. During discussion the following points were noted:

A) THE DSG 2018/19 OUTTURN

- i. Total deficit carried over from 2017/18 was £26k. Total deficit to be carried over into 2019/20 was £116k. This equated to a total overspend of 0.4%
- ii. The position regarding the High Needs budget was not improving. However, a recovery plan was not required at this time but a plan was already being drafted due to funding position not improving.
- iii. Mr Merry reported that the position had improved by £94k since Q3 for 3 main reasons:
 1. An underspend of £35k of the high needs incentive fund due to delays in agreeing how this would be utilised
 2. Income of £15k from pupil premium funding allocated to pupils in special schools
 3. £15k reduction in spend on centrally held demand budgets (Education Otherwise, Special Needs Teaching and Early Years Inclusion) and minor adjustments to high needs packages since Q3.

AGREED:

- a. The Schools Forum noted the note the outturn position for 2018/19 Dedicated Schools Grant.

B) THE DSG 2019/20 BUDGET FORECAST

- i. Biggest pressure was from the high needs block.
- ii. When the deficit increases to greater than 1%, a recovery plan will then be required but this process has already begun based on current expenditure plans.

- iii. Early Years data was taken from the January 2019 census. Historically to complete the census data was taken earlier and not actually from January. For 2019/20 the data actually used was the data supplied in January 2019.
- iv. The numbers for Early Years tend to increase during the summer months.

AGREED:

- a. The Schools Forum noted the update on the 2019/20 Dedicated Schools Grant.

C) HIGH NEEDS FUNDING

- i. Covered in the 2018/19 and 2019/20 updates.

5 NEW FINANCIAL OBLIGATIONS

- i. Announcements had been made by the DfE on the two additional funding items for schools.

Teachers Pensions

<https://www.gov.uk/government/publications/teachers-pension-employer-contribution-grant-tpecg/pension-grant-methodology>

- Employer contribution rate of the Teachers' Pension Scheme (TPS) would increase from 16.4% to 23.6% from September 2019
- The grant covers the 7 months of financial year 2019 to 2020 from September 2019
- The Education and Skills Funding Agency (ESFA) would pay the funding for maintained schools to local authorities, who would be required to pay it to individual schools at the rates published.
- The DfE has calculated the total cost of this increase to schools from September 2019 to March 2020 to be £848 million, and would be making this sum available. Before dividing this funding, the Schools Forum set aside £22 million, in order to provide money for the Supplementary Fund.
- Schools would be able to apply to the Supplementary Fund if their grant allocation fell short of their actual pension cost increase between September 2019 and March 2020 by more than 0.05% of their overall budget for this period.
- Further guidance and allocations would be available in the autumn.

Teachers Pay

<https://www.gov.uk/government/publications/teachers-pay-grant-methodology/teachers-pay-grant-methodology>

- The teachers' pay grant was worth £187m in 2018 to 2019 and £321m in 2019 to 2020
- Allocations for financial year 2019 to 2020 would be published in April 2019
- There would be 2 payments, 1 in spring 2019 and 1 in autumn 2019

6 SEND CAPITAL GRANT: UPDATE

A verbal update was received from Kevin Quinn, Service Manager, Early Intervention, SEND and Inclusion. During the discussion the following points were noted:

- i. A project for Uppingham Community College to provide places for children with

- communication problems was now in the more detailed planning and finance stage. The college would initially provide 10 places for children with communication problems but in the longer term would have capacity for 15 places.
- ii. A proposal for Rutland County Council to provide £200k as a start-up fund would be put to Cabinet for approval on the 16th April 2019.
 - iii. The opening was planned for September 2020 but staff would be in place earlier in order to promote the facility.

7 RECOVERY PLAN: UPDATE

A report was received from Saverio Della Rocca, Strategic Director for Resources and Kevin Quinn, Service Manager, Early Intervention, SEND and Inclusion and presented by Andrew Merry. During the discussion the following points were noted:

- i. The DfE template for the recovery plan has been received. The completed template will be submitted to Schools' Forum for discussion and approval.
- ii. A very productive meeting was held with School Heads on the 29th March 2019, the summary of which was:
 - That, in principle, children with SEND should be supported as far as is possible and appropriate within the least restrictive education environment.
 - That the current funding and support interventions for children with SEND in Rutland were not appropriately distributed.
 - That additional support and funding was needed earlier in the education system with investment in different types of support within and across mainstream schools.
 - That the existing financial framework for schools and the use of 'top ups' for children with EHCPs within mainstream school does not best serve schools in helping meet need and as such require review.
 - To plan a number of intervention models to be presented to schools (as per recovery plan actions) which could be costed in order to demonstrate the potential impact on the high needs budget if implemented.
 - To progress the nurture pilot proposal as outlined, with a view to presenting a business case for school approval.
 - To undertake a financial review which includes exploring set funding models for schools to work together in order to maximise value for money of specialist interventions, this could potentially cross phases to support transition between settings.
 - To research and cost a small pilot project providing specialist education support across a school partnership.
 - To complete the review of DSPs and recommissioning of this provision.
- iii. Kevin and Andrew worked closely at a 5 year budget projection which confirms the anticipated future pressure and which can be used to model potential solutions through investment i.e. the impact a new approach could have on future expenditure within high needs.
- iv. Looking at employing a specialist teacher consultant (as yet to be identified) to work with schools and the Local Authority regarding inclusion in schools and the types of support and provision schools require. Timescales need to be finalised. Active SENCO group already established amongst schools and could feed in to the specialist teacher. It was agreed that further details with timescales where possible should be distributed to all head teachers.

ACTION: Andrew Merry, Kevin Quinn, Gill Curtis

- v. Andrew reported that the Uppingham Community College Project would not result in using the full capital budget.

AGREED

- a. The Schools' Forum noted the requirements of the Recovery Plan (1.6)
- b. The Schools' Forum noted that a draft Recovery Plan would need to be discussed in June and may need to be formally submitted to the DfE (1.12)
- c. The Schools' Forum noted the outcome of various meeting in 1.20 above and the full meeting record in Appendix 2.
- d. The Schools' Forum approved the pilot providing specialist education support across a school partnership.

8 SCHOOL CAPACITY (SCAP) RETURNS

A verbal update on pupil place planning assessment returns was received from Gill Curtis, Head of Service, Learning and Skills. During the discussion the following points were noted:

- i. A meeting was planned with the DfE representative for pupil place planning in order to support Rutland with ensuring pupil place predictions accurately reflect current trends. This would be followed by a meeting with secondary school head teachers to review current admission arrangements and consider alternative options to better reflect the current position. A meeting with primary school head teachers would be done at a later date during the admissions cycle.
- ii. A revised strategic plan would be drafted to reflect this year's SCAP outcomes, with alternative scenarios to reflect the potential impact of proposed housing developments in and around Rutland.
- iii. It was noted that primary schools tend to get increased in-year admissions during years 3 and 4. A number of these were cross-border input i.e. moving children in primary years in order to get places in secondary schools.
- iv. The impact of MOD deployment was difficult to predict accurately as more serving families would be living in the community rather than within the military base

9 NEW ACADEMY REPRESENTATIVE: UPDATE

A verbal update was received from Gill Curtis, Head of Service, Learning and Skills. During the discussion the following points were noted:

- i. The Constitution (approved November 2011⁵ and updated February 2019) states that 'Members of the Forum will serve for three years from the date of their full election to the Forum' so no change to the Constitution was currently required.
- ii. No response to the Academies governor representative had been received in the recent election so leaving the Schools Forum with no governor representative. The Constitution states that 'There must be at least one representative of head teachers and one representative of governors among the schools members' therefore the election process will be repeated at the start of the summer term.
- iii. It was requested that school members promote the vacancy within their own schools.
- iv. It was agreed to review the Constitution and Rules of Conduct at the next meeting.

AGENDA

10 ANY URGENT BUSINESS

Andrew Merry informed attendees that Dawn Greaves, Finance Manager, RCC would be leaving the local authority in May 2019 and that he would be covering for the interim period until a replacement was found. The Chair and the forum formally expressed great thanks to Dawn for all her hard work, expertise and support to the Schools Forum and the local authority.

11 FORWARD PLAN FOR 2019

It was agreed that the Review of the Constitution and Rules of Conduct should be added to the Forward Plan for June.

12 MEETING DATES

The meeting dates for 2019 were confirmed as follows:

- Thursday, 13th June 2019, 4.00 – 5.00 p.m., Council Chamber
- Thursday, 10th October 2019, 4.00 – 5.00 p.m., Council Chamber

SUMMARY OF ACTIONS

No.	Ref.	Action	Person
1.	7 iv	It was agreed that further details regarding the specialist teacher project to work with schools and the Local Authority regarding Early Help and High Needs should be distributed to all head teachers (with timescales where possible).	Andrew Merry, Kevin Quinn, Gill Curtis

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The Chairman declared the meeting closed at 5.03 pm.

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RUTLAND SCHOOLS FORUM: ATTENDANCE RECORD

MEMBERS	20/09/18	24/01/19	11/04/19	13/06/19	10/10/19
Mr C Smith (Chair)	yes	yes	yes		
Mrs S Milner (Deputy Chair)	yes	yes	no		
Mrs A Chambers	yes	no	yes		
Mr S Cox	no	no	yes		
Mrs M Darlington	yes	yes	no		
Mr B Gale	no	no*	yes		
Mr R Gooding	yes	no	no		
Mr R Shore	yes	yes	no		
Mrs F Wilce	yes	no	yes		
Mr S Williams	no	no	no		
Mr J Woodhead	yes	yes	yes		

DEPUTIES					
Mr A Menzies			NA		
Mr B Solly	NA	no	no		
Mrs C Johnston	NA	yes	NA		
Mr J Harrison		yes	no		

OFFICERS					
Mr M Andrews		no	yes		
Ms G Curtis	yes	yes	yes		
Mr A Merry			yes		
Mr K Quinn	no	yes	yes		
Mr D Wilby	no	yes	yes		

* sent deputy

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