



Rutland County Council

Catmose Oakham Rutland LE15 6HP
Telephone 01572 722577 Facsimile 01572 758307

Minutes of the **MEETING of the SCHOOLS' FORUM** held via Microsoft Teams on Thursday, 18th June, 2020 at 4.00 pm

PRESENT:		Representing
1.	Mr C Smith (Chair)	Academies
2.	Mrs S Milner (Deputy Chair)	Academies
3.	Mrs A Chambers	Academies
4.	Mr S Cox	SEN Headteacher
5.	Mrs M Darlington	PVI
6.	Mr B Gale	Trade Union
7.	Mr R Shore	Post 16 provision
8.	Mr G Thompson	Dioceses
9.	Mrs F Wilce	Maintained Schools
10.	Mr S Williams	Academies

IN ATTENDANCE:		Representing
11.	Mr D Wilby	Portfolio Holder for Lifelong Learning, Early Years, Special Educational Needs & Disabilities, Inclusion
12.	Mr M Andrews	Strategic Director People (DCS, DASS), RCC
13.	Ms D Godfrey	Deputy Director – Children, RCC
14.	Ms B Caffrey	Head of Early Help, SEND and Inclusion
15.	Ms G Curtis	Head of Service, Learning and Skills, RCC
16.	Mr A Merry	Finance Manager, RCC
17.	Miss J Narey (Clerk)	Business Support, RCC
18.	Mr K Quinn	Service Manager, Early Intervention, SEND and Inclusion, RCC

APOLOGIES:		Representing
19.	Mrs J Gilboy	Academies (Governors)
20.	Mr R Gooding	Academies

1 MINUTES AND ACTIONS FROM THE PREVIOUS MEETING

The minutes of the meeting of the Schools' Forum held on the 13th February 2020 were confirmed as a true and accurate record of the meeting.

Action 1

Andrew confirmed that the figures were based on December school pupil numbers and he would distribute the details to schools. He also agreed to send each school

details regarding the impact on their individual funding for moving 0.5% from schools block to the High Needs Block in 2020/21 and to show what the effects would be if the percentage increased to 1%.

Andrew confirmed that this action was still to be done as the lockdown situation had overtaken events. Carl requested that the data be sent to schools by the end of June.

ACTION: Andrew Merry

Action 2

Andrew confirmed that every LA in the East Midlands would be producing a recovery plan. It was agreed that Andrew would contact each LA for a breakdown regarding their spending of the High Needs Budget.

Andrew reported that he had contacted the other local authorities but had received no responses. However, he would look at the published outturn reports presented at the other Schools' Forums and send out the links for information.

ACTION: Andrew Merry

Action 3

It was agreed that Andrew would check to see what census figures the 2020/21 budgets were based on.

Andrew confirmed that the census figures used were from autumn 2019.

Action 4

The significant change in the mobility criteria was queried. Andrew confirmed that the National Funding Formula was used to calculate the value, but he would check to confirm

Andrew confirmed that the National Funding Formula was used to calculate the value.

Action 5

Andrew to give an update regarding funding for new developments at the next meeting.

Andrew reported that any future building needs must be identified up front before the Community Infrastructure Levy (CIL) funding can be used to fund any works regarding school places. However, the CIL was not a fixed amount and could be amended accordingly.

2 DECLARATIONS OF INTEREST

No declarations of interest were made.

3 PETITIONS, DEPUTATIONS AND QUESTIONS

None received

4 SCHOOLS FORUM OPERATIONAL AND GOOD PRACTICE GUIDANCE

- i. Attendees were informed that the guidance had been updated due to the current lockdown. As a result, the guidance now confirmed that Schools' Forum meetings could be held virtually as from the 18th June 2020 to the 31st March 2021.

5 FUNDING UPDATE

A report was received from Andrew Merry. During the discussion, the following points were noted:

- i. Overall deficit to be carried forward to 2020/21 was currently £268k (0.91%)
- ii. The High Needs budget had a reduction of £91k. This was due to:
 - A high cost education placement that ended and was not replaced.
 - A fall in placement fee's due to timescales for placements and children moving out of county.
 - SEND recovery projects being delayed due to lockdown.
- iii. The underspend of £19k on the schools' block funding was not expected. The Council was currently investigating the reasons why and Andrew confirmed that he would notify members once that information was found.
- iv. There was a surplus on the Admissions Service of £15k, due to a staff vacancy. This figure would be added to the brought forward position giving an overall surplus of £36k.
- v. The government had announced school funding for exceptional costs associated with Covid-19. Full details can be found on the government's website:

ACTION: Andrew Merry

<https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>

AGREED:

- a. The Schools Forum noted the outturn position for 2019/20 Dedicated Schools Grant

6 DSG RECOVERY PLAN: UPDATE

A report was received from Andrew Merry and Kevin Quinn. During the discussion, the following points were noted:

- i. Budget model would be updated to include some new factors including:
 - EHCP figures had risen. 37 new children would now be added to the 35 plans currently being done.
 - Cost savings incurred due to projects not starting because of lockdown
 - Additional funding provided to the High Needs Block
- ii. All primary schools are involved, and good feedback had been received with schools and staff all very positive.
- iii. The first meeting of the Education Inclusion Partnership had been cancelled due to Covid-19, but a new meeting was now scheduled for the 17th July 2020.
- iv. Additional support had been commissioned, through training packages and the educational psychology service, to support the re-opening of schools and the transition of children back into school.
- v. Commissioned SEND Consultancy have finished the first part of the review. Report was due at the end of June. Steve informed attendees that the consultants were very knowledgeable; that he had received good feedback and found the whole process very productive.

- vi. Changes had been made to the SEND Inclusion Fund so that children, who resided out of county but attended a Rutland early years' setting, would be funded by Rutland.

AGREED:

- a) The Schools' Forum noted the project progress to date.

7 SEND CAPITAL GRANT: UPDATE

A verbal update was received from Bernadette Caffrey. During the discussion, the following points were noted:

- i. The Uppingham Community College project was nearing completion and would be within budget. There had been very good joint working and the project had gone very well.
- ii. It was hoped for a completion sign-off to be made on the 19th June so that furniture can start to be installed.
- iii. All staff and children have been identified for a September 2020 start date.
- iv. Service delivery plan was in place and moving forward.
- v. Bernadette meeting with the DfE on the 22nd June to discuss how the SEND Capital Grant has been utilised so far and what we could use it for moving forward.
- vi. Carl requested that the SEN strategy be placed on the agenda for the next meeting. Stuart stated that full details could be found on his school's website: <http://www.catmosecollege.com/sen/>

AGENDA

8 FEES AND CHARGES: UPDATE

A report was received from Gill Curtis. During the discussion, the following points were noted:

- i. Annual review of the Learning and Skills Service annual charges was completed.
- ii. Charges to schools had not risen since 2016.
- iii. Charges now increased in line with inflation:

Service Level 1 – Support, Ranking and Distance Measurement

- Advice and support throughout the admissions round – £51.00
- Ranking – based on number of applications received for the school @ £38.00 per hour based on a processing time of 5 minutes per application
- Distance Measurement – £62.00 for primary schools and £87.00 for secondary schools.

Service Level 2 – Support and Distance Measurement

- Advice and support throughout the admissions round – £51.00
- Distance Measurement – £62.00 for primary schools and £87.00 for secondary schools.

Service Level 3 – Support only

- Advice and support throughout the admissions round – £77.00

- iv. Academies will be charged a fixed annual fee of £433.50 to cover both

moderation and monitoring activities and attendance at workshops for teachers new to Year 2 and Year 6.

9 ANY URGENT BUSINESS

- i. No official SCAP would be done in 2020 but the Local Authority would be compiling an unofficial SCAP as it would be a useful exercise for future place planning.

10 FORWARD PLAN FOR 2020

- i. There were no changes to the forward plan.

11 MEETING DATES

- Thursday, 1st October 2020, 4.00 – 5.00 p.m., Council Chamber
- Thursday, 10th December 2020, 4.00 – 5.00 p.m., Council Chamber

SUMMARY OF ACTIONS

No.	Ref.	Action	Person
1.	1	<i>Andrew agreed to send each school details regarding the impact on their individual funding for moving 0.5% from schools block to the High Needs Block in 2020/21 and to show what the effects would be if the percentage increased to 1%.</i>	Andrew Merry
2.	1	<u>Action 2</u> <i>Andrew confirmed that every LA in the East Midlands would be producing a recovery plan. It was agreed that Andrew would contact each LA for a breakdown regarding their spending of the High Needs Budget.</i> Andrew to look at the published outturn reports presented at the other Schools' Forums and send out the links for information.	Andrew Merry
3.	5 iii	The underspend of £19k on the schools' block funding was not expected. The Council was currently investigating the reasons why and Andrew confirmed that he would notify members once that information was found.	Andrew Merry

---oOo---

The Chairman declared the meeting closed at 17:02

---oOo---