



---

# NOTICE OF MEETING

---

## SCHOOLS FORUM

WEDNESDAY, 3 OCTOBER 2012 AT 4.30 PM

## CONFERENCE ROOM K - CIVIC OFFICES

Telephone enquiries to Richard Webb 023 9284 1203

Email: [richard.webb@portsmouthcc.gov.uk](mailto:richard.webb@portsmouthcc.gov.uk)

---

### Membership

#### Schools Members

One head teacher representative - nursery phase  
Three head teacher representatives - primary phase  
Three head teacher representatives - secondary phase  
One head teacher representative - special phase  
One academy representative  
Eight governors

#### Non School Members

Three Councillors from each political party  
One representative from the following organisations:  
The Anglican Diocese  
The Roman Catholic Diocese  
The 14-19 Partnership  
The Early Years providers (from the private, voluntary and independent sector)

---

(NB This Agenda should be retained for future reference with the minutes of this meeting.)

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

## AGENDA

- 1 Apologies
- 2 Declarations of Interest

- 3 Elect Chair**
- 4 Minutes and matters arising from last meeting on 11 July 2012 (Pages 1 - 10)**
- 5 Schools Forum Constitution (Pages 11 - 20)**  
Richard Webb, Finance Manager will present the attached report.
- RECOMMENDED:**  
**It is recommended that the schools forum approve the constitution attached at Appendix 1.**
- 6 AMS Matters (standing item) (Pages 21 - 24)**  
John Bean, Head of Building Maintenance and Susan Whitehouse, Acting AMS Education Business Partner will present the attached report.
- RECOMMENDED:**  
**It is recommended that Schools Forum note the content of this report and give consideration to appointing 2/3 head teachers to assist with the finalisation of:-**
- a) The Repair and Maintenance SLA for 2013/15**
  - b) The Catering SLA for 2013-15 (includes catering equipment repairs + maintenance)**
  - c) The 'Guide for Managing Premises'**
- 7 Pupil Place Planning**
- 8 Schools DSG 2012/13 and use of Contingency (Pages 25 - 28)**  
Richard Webb, Finance Manager, will present the attached report.
- RECOMMENDED:**  
**It is recommended that the Schools Forum:**
- a. note the final DSG settlement and the latest available contingency funding,**
  - b. agree the proposed usage of contingency funding.**
- 9 Review of Special Staff costs (Pages 29 - 30)**  
Richard Webb, Finance Manager, will present the attached report.
- RECOMMENDED:**  
**It is recommended that the Schools Forum note the basis of the centrally charged costs.**

**10 Review of Nursery Quality Assurance (Pages 31 - 32)**

Richard Webb, Finance Manager, will present the attached report.

**RECOMMENDED:**

**It is recommended that the Schools Forum note the basis of the centrally charged costs.**

**11 Any Other Business**

This page is intentionally left blank

# Agenda Item 4

## Schools' Forum

### Minutes of the meeting held on 11th July 2012 at the Civic Offices

#### Attendance

**Members:**

Derek Good  
Mark Mitchell (Chair)  
Jayne Pratt  
Justeen White

**Representative:**

Gov - Secondary  
Gov – Special  
Gov – Primary  
Gov - Primary

Alison Beane  
Jackie Collins  
David Jeapes  
Louise Linscott

HT – Special  
HT – Primary  
HT – Secondary  
HT - Primary

Carol Damper

EY – PVI

Cllr Ken Ferrett

Member – Labour

**Observers:**

Cllr Rob Wood

Cabinet Member

**Officers:**

John Bean  
Eric Bell  
Di Mitchell  
Bev Pennekett  
Maria Smith  
Richard Webb  
Susan Whitehouse  
Julian Wooster

Head of Building Maintenance  
Child Support Commissioning Manager  
Head of Education  
Finance Manager  
Senior Accountant  
Finance Manager  
Acting AMS Education Business Partner  
Strategic Director

**Item****Action**

1. Apologies: Irene Baldry, Tom Blair, Lynn Evans, Emily Fletcher, Bruce Marr

2. Declaration of interests:

Mark Mitchell declared an interest in item 7. Derek Good declared an interest in item 6.

3. Minutes of the meeting held on 25<sup>th</sup> April 2012

Actions:

Capital funding for schools considering academy status – Julian Wooster felt that it would be wrong to state that we would never allocate any capital funding to potential academies. As a local authority we have an obligation under pupil place planning to ensure that we have enough places available in the city. However there is no expectation that we would undertake any major works at academy schools.

Applications for grant support – Mile Stoneman has contacted the grant applicants and arranged payment.

Funding reform working group – Bev Pennekett has sought volunteers and set up the working group.

Funding reform consultation –Bev Pennekett produced a response to the consultation and emailed it to members.

Review of Harbour School provision – Eric Bell has brought a further report as requested which is discussed under Item 6.

Review of Sensory Impairment service – A paper with the additional information requested has been provided.

JW

Integrated Working and Safeguarding Training Programme – SLA information will be sent to schools around Christmas time and a list of options will be provided.

Scheme for Financing Schools – The revised scheme has been posted on Intralink and schools staff and governors advised accordingly.

Matters arising:

There were no matters arising

4. Asset Management Plan meeting programme 2012/13

John Bean presented a report informing Schools Forum of the changes being implemented to the annual Asset Management Plan (AMP) meeting process and to update members on associated matters in relation to landlord's approval for building works and standard specifications.

It was confirmed that AMP meetings with all schools will be concluded by the end of October 2012. In future years, all AMP meetings will be completed between September and November. This information will be used to inform the annual prioritisation of capital funds for schools.

Schools Forum were reminded of the need to gain Landlords's approval for

any building works which affect or alter the structure of the building, electrician services installation, heating services installation and below ground drainage. This is very important especially in light of the net capacity issues.

Schools Forum were also advised that standard specifications would be made available to all schools by AMS for toilet refurbishment, window replacement, external decorations and external paving.

Derek Good raised concerns that standard specification could inhibit innovation and design. John Bean confirms that the intention is not to impact on design but specifications.

AMS has introduced a new online property database through Concerto which will become available to schools from September 2012. Schools will be able to view and download key documents.

Justeen White questioned how this would work during the school holidays when for example a contractor would have to sign the asbestos register electronically. If the admin officer is not going to be available it would have to print off as a hard copy for the contractor to sign.

It was also confirmed that any documents printed off would have a date on them to show when they would no longer be relevant.

#### **Schools Forum noted the report.**

#### 5. DSG 2012/13, Central Expenditure Limit, Contingency Provision and Pupil Premium

Bev Pennekett presented a report informing and updating the Schools Forum of budget issues regarding the Dedicated Schools Grant, the Central Expenditure Limit, the level of contingency and Pupil Premium.

The final DSG allocation for 2012/13 has not yet been published. However given the level of contingency it is not envisaged that the final settlement will present an issue, should it be less than the estimated level.

At the April meeting the Schools Forum were reminded that it was expected that the Central Expenditure Limit would be breached and that this had been approved in principle. The Forum was now required to approve the actual breach.

The actual central expenditure increase is 11.42% compared to the "limit" of 1.92%. The Forum were reminded that they had previously approved all increases in central budgets which have led to this breach.

It was questioned what the implications of this breach would be. It was stated that if School Forum approve the breach there would be no implications. If it wasn't approved then the local authority could apply to the Secretary of State for approval or the central budgets could be reduced.

**The Schools Forum approved the breach of the Central Expenditure Limit.**

Contingency Provision

It was reported that the agreed DSG contingency provision of £500,000 has increased due mainly to a higher than expected balance brought forward.

The current position regarding use of the contingency is set out below:

	£'000's	£'000's
Contingency provision 2011/12		500
Add:		
Increase in DSG brought forward	560	560
Less:		1,060
Grants to voluntary organisations approved 27/04/11	-26	
Provision for reduced income hard to place pupils from out of city	-100	
		-126
<b>Retained contingency provision</b>		<b>934</b>

It was proposed to retain the above contingency until September when the final DSG allocations will be known.

It was also noted that there was an item later on in the agenda which proposes a use of the contingency.

**The Schools Forum agreed to retain the contingency provision.**

Pupil Premium

The Pupil Premium funding values for 2012/13 are £600 for Free School Meal and Looked After Children and £250 for Service Children. The total funding for Portsmouth is about £1m more than last years and arrangements for school allocations are being finalised.

It was noted that there would be greater scrutiny of Pupil Premium from September and that schools should report to Governors and the DFE and publish on their website on their use of the Pupil Premium.

**The Schools Forum noted the information on Pupil Premium.**

6. Funding for Exceptional Additional Pupil Numbers

Di Mitchell presented a paper informing Schools Forum of the current high level of demand for Primary School places across the City and the arrangements that have been put in place to provide the level of pupil places required to meet this demand.



Due to higher than expected numbers of pupils starting year R in September 2012 additional places have been sought in a very short period of time and every child has now been placed.

It was made clear that the increased places listed in paragraph 4.1 of the report had been agreed temporarily for the academic year 2012/13 only. The places listed in paragraph 4.2 were expected to be permanent increases.

Schools Forum were invited to consider whether additional funding should be made available to support schools where they experience significant and sustained increases in pupil numbers following the September intake. Funding cannot be released by reducing in-year allocations to schools experiencing a reduction in pupil numbers. Therefore any such funding would need to come from the DSG contingency.

Concern was raised that if additional funding were agreed then although it may be affordable in year 1 it may not be affordable in future years.

Bev Pennekett confirmed that the new draft regulations include provision to retain contingency funding for schools in financial difficulty.

**Schools Forum approved the recommendation in principle but reserved making a decision until various options are seen.**

7. Special Educational Needs Provision at the Harbour School for Permanently Excluded Pupils and Placements from ISP

Eric Bell presented a report seeking the support of Schools Forum to open a further Key Stage Two class of 8 pupils in the autumn term. It was also recommended that capacity is increased by 20 places in Key Stage 4 in the autumn term. The cost of this increased capacity for both aspects will be £155,577 in the current financial year.

The Harbour School currently has insufficient capacity to meet the demand and without these additional places pupils would have to be placed out of city at a much higher cost. Dual registered pupils at the Harbour may also have to be returned to their mainstream school.

Eric Bell informed Schools Forum that he was going to have to make changes to the management of places and the Inclusion Support Panel (ISP) help address the pressure on places.

The number of permanently excluded pupils has increased significantly in the last year. It was recognised that in an authority where there is pressure on raising standards that there tended to be an increase in permanent exclusions.

A question was raised on whether there was a group of children at the Harbour School who shouldn't be there. It was felt that there may be a very small group and they were predominately at Key Stage 4.

**The Schools Forum approved the recommendation for the Harbour School to open a further Key Stage 2 class of 8 pupils in the Autumn Term, and increase by 20 places at Key Stage 4 in the Autumn Term.**

8. School Funding Reform

Bev Pennekett presented a report updating Schools Forum on the progress being made towards implementing changes to our local funding formula which are required as a result of the overall national school funding reform and to seek agreement to the principles for change.

At the last meeting, Schools Forum agreed that a working group should be set up to help inform proposed changes, to include a Head, a Finance officer and a Governor from each phase. Since the changes are quite diverse for different phases, the funding group has been split into two (mainstream and special) in the first instance so as to make best use of people's time. The groups will come together in the autumn term to inform the final recommendations to Schools Forum.

The first task of the working group was to agree a set of principles which will guide and inform our modelling. The principles were attached to the report at appendix 1. It was recommended that Schools Forum review and agree these principles.

Modelling work will continue during the summer and final proposals will be brought back to the next meeting of Schools Forum.

More work is needed on the delegation of the maternity budget and this will be consulted on at the Heads Phase Conferences.

**Schools Forum approved the recommendations: (a) to note the progress made so far in implementing the changes, and (b) to agree the overall principles for changes as set out in Appendix 1 of the report as recommended by the funding working group.**

9. School Services Team

A report was provided to Schools Forum giving an update on the outcome of the trial transfer of the Schools Services Team to Asset Management Services (AMS) and to confirm the permanent move of the team to AMS.

The role of the critical friend to schools will be undertaken by a nominated Business Partner and/or project lead depending on the nature of the project and the relationship with the school.

A communication has already gone out to schools (Annex 1) introducing the concept of the Education Business Partner and providing contact details of the nominated Interim Education Business Partner (Susan Whitehouse, Head of Design).

**Schools Forum noted the report.**

10. Use of the Capital Expenditure from Revenue Account (CERA)

A report was provided advising the Schools Forum on how the budget for Capital Expenditure from Revenue Account (CERA) was used in the financial year 2011/12 and the protocol that is being used to allocate funds from this budget in 2012/13 and future years.

It was noted that the DfE has confirmed that CERA is properly attributable to the DSG and that future spend will be restricted to the amount budgeted for 2012/13.

To ensure that funds continue to be allocated in a fair and transparent way, the following protocol for the use of CERA funding is being applied in 2012/13

CERA will be used to address priority health and safety, safeguarding and emergency repairs that fall outside of the norms of reactive maintenance that a school would be expected to fund and are over £5,000 for a Primary and £10,000 for a Secondary School.

Where a project has been undertaken at a school without the prior approval of the Local Authority and as a result has led to unexpected emergency works being required, CERA may be used but the school will be expected to pay back the funding over an agreed period.

**Schools Forum noted the report and the basis of the centrally recharged costs.**

11. Review of Central Services Recharges

Bev Pennekett presented a report reviewing the Central Service costs recharged to the Dedicated Schools Grant.

The recharges reflect costs "attributable" to the various central DSG spending lines as defined by the Section 251 regulations. These include such things as SEN provision, school admissions functions, central expenditure on education of children under 5, education out of school and support for inclusion.

The recharged sum of £593,300 represents 7% of total central spending of Dedicated Schools Grant. The amount recharged is based on either an estimated time analysis or other appropriate apportionment basis, or has been the subject of specific Schools Forum approval.

**Schools Forum noted the report.**

12. Funding for Cluster Initiatives

Di Mitchell gave a verbal update on funding for cluster initiatives.

A small amount of funding has been given to each cluster in order to help improve standards and produce an action plan to make a difference to low attaining groups. Marie Heinst is visiting all clusters to help put their plan together. There are no parameters on what the money can be spent on.

The feeling from Schools Forum members was that although the level of funding was small it acted as a trigger to put effective plans in place as it was greatly appreciated.

**Schools Forum noted the report.**

13. School Milk Administration

Bev Pennekett presented a report consulting Schools Forum on changing the current arrangements for administering the school milk scheme for primary schools.

Cool Milk Ltd (CML) is a national company which currently manages the milk contracts of over 100 of local authorities across the UK. The proposal is to transfer the administration of the contract to this company. There is a range of benefits to schools and the local authority for doing so.

CML is able to provide this service to local authorities as it is able to claim a nationally agreed rate per pint of milk from NMRA and RPA. The purchase price will vary across the country, depending on the local contracts in place, but overall the purchase price is lower than the claim price.

Communication with schools will be necessary to ensure that they are comfortable with the change and confident in the administrator. It is proposed that the administration changes hands either after October half term or in January 2013 to allow adequate time for consultation and to change systems.

**The Schools Forum approved the recommendation to pass the administration of the school milk scheme to Cool Milk Ltd.**

14. Schools' Balances 31<sup>st</sup> March 2012

Bev Pennekett introduced a report setting out the schools' revenue and capital balances as at 31 March 2012 detailing overall levels of balances.

Schools' revenue balances at 1 April 2012 totalled £8.6m, including £0.9m of community related balances. Of the £7.7m "curriculum" balances, £4.2m has been committed to specific projects or initiatives, leaving uncommitted balances of £3.5m, or 4.46% of the 2011/12 budget allocation. This is an increase of 1.4% on the equivalent figure for April 2011 and exceeds the

CIPFA guideline of between 2-3% of budget for uncommitted balances.

Two schools had year end deficits on their curriculum accounts although a number of schools were carrying minor deficits on community activities.

Schools' capital balances totalled £2.6m at 1 April 2012. It was reported that as schools' Devolved Formula Capital allocations were reduced by around 80% for 2011/12 and with future funding uncertain, it is possible that schools may wish to apply to the local authority loan scheme if they have priority capital schemes they wish to undertake.

**Schools Forum noted the report.**

15. Any Other Business

Mark Mitchell gave a formal farewell to Derek Good who is standing down as Governor representative. Derek has been a member of Schools Forum since it began. He also wished au revoir to Bev Pennekett who is taking a two year secondment at DFE.

Schools Forum were reminded of the change to the date of the next meeting which will now take place on 3<sup>rd</sup> October. The next meeting includes the election of the Chair. Nominations are to be sent to Richard Webb.

The new catering contract has been let to ISS Education for four years with an option to extend for a further three years.

David Jeapes gave his apologies for the next meeting.

Bev Pennekett reminded members of the following vacancies on Schools Forum:

Governors – 3 primary and 1 secondary  
Head Teachers – 1 secondary

**Dates of Future meetings**

(all Wednesdays, 4.30pm – 6.30pm, to be held in the Civic Offices)

3<sup>rd</sup> October 2012 – Preliminary Budget meeting 2013/14. Elect Chair  
(n.b – this replaces the meeting scheduled for the 26<sup>th</sup> September)  
12<sup>th</sup> December 2012 – Budget update (Leader & S151 Officer invited)  
13<sup>th</sup> February 2013 – Budget setting  
24<sup>th</sup> April 2013 – Central Expenditure Limit  
17<sup>th</sup> July 2013 – Final DSG allocation

***Schools Forum members - please contact Richard Webb  
(023 9284 1203) if you would like to add any items to future agendas.***

This page is intentionally left blank

# Agenda Item 5

Agenda item:

5

**Report to:** Schools Forum  
**Subject:** School Forum Constitution  
**Date of meeting:** 3rd October 2012  
**Report by:** Julian Wooster – Director for Children’s Services  
**Written by:** Richard Webb - Finance Manager

---

## **Purpose of report**

1. The purpose of this report is to ensure that the schools forum is constituted in accordance with the ‘The Schools Forums (England) Regulations 2012 which come into force on 1<sup>st</sup> October 2012, and remains an effective and robust decision making forum.

## **Recommendations**

2. It is recommended that the schools forum approve the constitution attached at Appendix 1.

## **Background**

3. The Schools Forums (England) Regulations 2012 set out how the membership of schools forums should be constituted, the requirements relating to the meetings of the schools forum and their proceedings and financial issues on which forums must be consulted.
4. The 2012 Regulations, which were laid before parliament on 7<sup>th</sup> September and which come into force on 1<sup>st</sup> October 2012, revoke the Schools Forums (England) Regulations 2010.
5. These regulations reflect the changes that the Government proposed as part of the overall reform to the school funding system from the financial year 2013-14.

## **Proposed changes**

6. The main changes to these regulations relate to the membership and proceeding of schools forums.

### **Membership**

7. The requirement that schools and Academies should have broadly proportionate representation according to pupil numbers in each category

is maintained. However, there is no longer a requirement to have a minimum of 15 people on schools forum.

8. Currently, Schools Forum has 24 members and no changes are proposed to the membership at this time. However, the membership composition will need to be reviewed again if more schools convert to Academy status.
9. In the past it has been difficult to appoint sufficient governor representatives. Therefore the constitution has been amended to allow additional head teachers from the relevant phase to be appointed in their place where it has not been possible to appoint sufficient governors.
10. The regulations clarify the arrangements in relation to the composition of the non-school members of the Forum and the constitution has been amended to reflect this. In particular, it now clarifies that Authority may not appoint any executive member or relevant officer of the authority to their forum as a non-schools member.
11. There have been no specific changes proposed in relation to the length of term membership for members of the forum. The constitution has been updated, based on the new regulations, to reflect the events that would terminate a member's membership of the forum.

#### Meetings and proceedings

12. The following constitutional criteria remain valid:
  - schools forum are required to meet at least four times per year; and
  - schools forum is only quorate if 40% of the membership are present.
13. One of the main changes under the new regulations, is that all meetings of the schools forum must be public meetings and all papers considered by the forum and the minutes of their meetings will be published on the Council's website.
14. There will also be a restriction on local authority members and officers who are not members of the Schools Forum taking part in its meetings; participation will be limited to a Lead Member for education, children's services or resources, Director of Children's Services (or their representative), Chief Finance Officer (or their representative) or officers who are providing specific financial or technical advice to Schools Forum. Other officers will be able to participate where they are presenting a report, but their participation must be limited to their specific agenda item.
15. The Education Funding Agency (EFA) has been granted observer status at Schools Forum meetings. This is intended to provide support to the local process and provide a national perspective.



16. With regards to voting, all Members are entitled to vote on all matters put to a vote. However, only school members and those who represent early years providers, are able to vote on matters relating to the funding formulae.
17. In order to reflect the complete delegation of funding for some service, the requirement to consult Schools Forums annually about arrangements for free school meals and insurance has been removed.

### **Conclusion**

18. To ensure that the schools forum is constituted in accordance with the 'The Schools Forums (England) Regulations 2012 which come into force on 1<sup>st</sup> October 2012, it is recommended that schools forum approve the constitution at Appendix 1.

This page is intentionally left blank

TABLE 1 - SCHOOLS FORUMS: POWERS AND RESPONSIBILITIES FROM OCT 2012

APPENDIX 1

	Function	Local Authority	Forum	DfE Role
1	Formula Change (including redistributions)	Proposes and decides	Must be consulted	None
2	Contracts	Propose prior to invitation to tender, the terms of any proposed contract	Gives a view	None
3	Financial Issues relating to: arrangements for pupils with special educational needs; arrangements for use of pupil referral units and the education of children otherwise than at school; arrangements for early years provision; administration arrangements for the allocation of central govt grants;	Consult annually	Gives a view and informs the governing bodies of all consultations carried out in lines 1, 2 & 3	None
4	Minimum funding guarantee	Proposes any variations and can decide to set the MFG at a higher level than -1.5%	Agrees any variation relating to the early years single funding formula; must be consulted on other proposals	Approves any other variations and adjudicates if Forum does not agree LA proposal on early years
5	Breaches of central expenditure limit	Proposes	Decides	Adjudicates where Forum does not agree LA proposal
6	Increases in central spend on prudential borrowing, termination of employment costs, combined services, schools' specific contingency and special educational needs transport	Proposes	Decides	Adjudicates where Forum does not agree LA proposal
7	Scheme of financial management changes	Proposes and consults GB and Head of every School	Approves	Adjudicates where Forum does not agree LA proposal
8	Membership : length of office of members	Decides	None (but good practice would suggest that they gave a view)	None
9	Membership: appointment of Schools and Academies Members	Appoints those elected by members of the relevant sub groups. Facilitates election where required and appoints member if there is a tie or the election does not take place by a date set by the LA	None	None
10	Membership: Non Schools Members	Seeks nominations from the relevant bodies then appoints	None (but good practice would suggest that they gave a view)	None
11	Voting Procedures	None	Determine voting procedures	None
12	Chair of Forum	Facilitates	Elects <i>(may not be an elected member of the council or officer)</i>	None

This page is intentionally left blank



Portsmouth  
CITY COUNCIL

## SCHOOLS FORUM CONSTITUTION with effect from 1 October 2012

### 1. Composition

Membership of the Schools Forum should be as follows:

#### Membership:

##### Schools Members

Head teacher representative - nursery phase	1
Head teacher representative - primary phase	3
Head teacher representative - secondary phase	3
Head teacher representative - special phase	1
Academy representative	1
*Governors	<u>8</u>
<b>Total School Members</b>	<b>17</b>

##### Non School Members

Councillors – a non-executive representative from each political party	3
Anglican Diocese	1
Roman Catholic Diocese	1
14-19 Partnership	1
Early Years providers (from PVI sector)	<u>1</u>
<b>Total Non School Members</b>	<b>7</b>

**Total membership** **24**

Named substitutes may be nominated for each representative in case of unavailability. Substitutes will be named by the appropriate electing body and will have full voting rights.

#### Schools members:

The appropriate Phase Conference should elect head teacher representatives.

\*Governor representatives should be in the same proportion over phases as head teacher representatives where possible and in any case there should be no more than 4 primary or 4 secondary representatives. The Governors Forum should elect representatives. If it is not possible to appoint sufficient

numbers of Governor representatives, then the additional head teachers from the relevant phase can be appointed in their place.

### **Non-schools members:**

The local authority will be responsible for seeking nominations from relevant bodies.

The Authority may not appoint any executive member or relevant officer of the authority to their forum as a non-schools member.

“executive member” means— any elected member of the authority appointed to the executive of that authority.

“relevant officer” means—

- (a) the director of children’s services of the authority,
- (b) any officer employed or engaged to work under the management of the director of children’s services, other than one who directly provides education to children or who manages such a person, or
- (c) any officer whose work involves management of, or advice on, school funding.

## **2. Term of Membership**

The term of membership for any member, the Chair and Vice Chair shall be two years, but members may hold office continuously if nominated by their appropriate forum.

A forum member remains in office until—

- (a) the member’s term of office expires;
- (b) the member ceases to hold the office by virtue of which the member became eligible for election, selection or appointment to the forum;
- (c) the member resigns from the forum by giving notice in writing to the authority; or
- (d) in the case of a non-schools member, the member is replaced by the authority, at the request of the body which the member represents, by another person nominated by that body
- (e) whichever comes first.

## **3. Powers and Responsibilities**

The powers and responsibilities of the Schools Forum are set out in appendix 1 attached

## **4. Sub groups**

Two sub groups shall meet as necessary to discuss in detail the key responsibilities of the Schools Forum and to report back:

- (1) Service Level Agreements / contracts
- (2) Capital and revenue funding / funding formula issues

Membership of sub groups will be agreed by Schools Forum and may include non-Schools Forum members.

#### **4. Meetings**

The Schools Forum shall meet at least 4 times a year and are quorate if at least 40% of the total membership is present.

All meetings of the schools forum must be public meetings and all papers considered by the forum and the minutes of their meetings will be published on the Council website.

The members of the forum must elect a person as chair from among their number.

The following persons may speak at meetings of the forum, even though they are not members of the forum-

- (a) the director of children's services at the authority or their representative;
- (b) the chief finance officer at the authority or their representative;
- (c) any elected member of the authority who has primary responsibility for children's services or education in the authority;
- (d) any elected member of the authority who has primary responsibility for the resources of the authority;
- (e) any person who is invited by the forum to attend in order to provide financial or technical advice to the forum;
- (f) an observer appointed by the Secretary of State; and
- (g) any person presenting a paper or other item to the forum that is on the meeting's agenda, but that person's right to speak shall be limited to matters related to the item that the person is presenting.

#### **5. Voting procedures**

All Members are entitled to vote on all matters put to a vote, except that non-schools members, other than those who represent early years providers, must not vote on matters relating to the formulae to be used by the local authority to determine the amounts to be allocated to schools and early years providers in accordance with regulations made under sections 47 and 47ZA of the Schools Standards and Framework Act 1998.

Voting will be based on the majority vote of those present (subject to quorate rules) with the Chair holding the casting vote if voting is equal.

This page is intentionally left blank



# Agenda Item 6

Agenda item:

6

**Report to:** Schools Forum

**Subject:** AMS Matter October 2012

**Date of meeting:** 3<sup>rd</sup> October 2012

**Report by:** John Bean, Head of Building Maintenance, Susan Whitehouse, Acting AMS Education Business Partner

---

## 1.0 Purpose

1.1 Purpose of this report to inform Schools Forum of the following:

- a) Proposed 2013/15 SLA for Servicing and Repairs
- b) Proposed re-issue of 'Guide for Managing Premises'
- c) Salix funding for Energy Projects
- d) Servicing and Maintenance of kitchens
- e) Restructure of AMS
- f) Delivery of 2012 Summer Construction Projects

## 2.0 Recommendations

2.1 It is recommended that Schools Forum note the content of this report and give consideration to appointing 2/3 head teachers to assist with the finalisation of:-

- a) The Repair and Maintenance SLA for 2013/15
- b) The Catering SLA for 2013-15 (includes catering equipment repairs + maintenance)
- c) The 'Guide for Managing Premises'

## 3.0 SLA for Building Maintenance and Servicing

3.1 The 2011/13 SLA document was prepared with 3 head teachers' assistance.

3.2 The 2013/15 SLA should be prepared and tabled to the Schools Forum in December 2012. 2/3 head teachers are sought to assist with the SLA review.

## 4.0 Managing School Premises

4.1 This guide was issued to schools in 2008 and is being re-drafted to take account of changes in legislation and PCC Corporate Standards.

4.2 Consultation/assistance from secondary and primary HTs would be welcome prior to re-issue in 2013.

## 5.0 Changes to Energy Contract

5.1 Attached to this report, for information, is a letter that has been sent to schools outlining the changes to the Laser contract arrangements for gas and electricity supplies that became effective from 1<sup>st</sup> October 2012.

## 6.0 Salix Funding for Energy Projects

6.1 Salix Limited have announced a new wave of funding for energy projects (not Photo Voltaic panels). An interest free loan is available with no capital upfront expenditure. Repayment of the loan will be based on the energy savings. The closing date for applications to Salix is the 31<sup>st</sup> October. Alan Barber, AMS Energy Engineer will assist schools with application calculations (telephone 9283 4255).

## 7.0 Kitchen Equipment and Repairs

7.1 Under the terms of the new Kitchen Catering SLA contract, Churches Limited are responsible for servicing equipment and responding to any equipment failures. KKA are responsible for any fabric/drainage reactive repairs.

7.2 Any failures in kitchens should be reported to the AMS Help Desk 92841311.

7.3 The Catering SLA will be reviewed during Autumn and tabled at the Schools Forum meeting in December. 2-3 Head teachers are sought to assist with the SLA review.

## 8.0 2012 Summer Programme of Building Works

8.1 During the summer holiday period AMS undertook and satisfactorily completed 42 education projects at a cost of c£2.571m.

8.2 This included Capital, Revenue and school funded projects.

8.3 The average level of school satisfaction with AMS was 92.5% and 85% satisfaction with contractors.

**Asset Management Service  
(Maintenance)**

Civic Offices  
Guildhall Square  
Portsmouth  
PO1 2AY

Phone: 023 9268 8439

Email:  
utilities@portsmouthcc.gov.uk

Date: 28<sup>th</sup> August 2012

**Changes to Laser Energy Contract**

To whom it may concern:

I am writing to inform you of a change within the contract that PCC hold with Laser (Kent County Council) for electricity and gas supplies. From 1st October 2012, the contract level will change so that Laser are only responsible for negotiating our tariff rates with the supplier and Laser will no longer deal with any supplier/invoice issues. As a result, any issues with your invoices should be raised with the Utilities Team at PCC who will deal directly with the supplier on your behalf to rectify any issues. Payments will continue to be made automatically through Oracle and your invoices will still be available on SystemsLink.

From this date, your supplier may also change as follows:

<b>Utility</b>	<b>Previous Supplier</b>	<b>New Supplier</b>
Monthly billed electricity	Npower	Npower
Quarterly billed electricity	EDF	SSE
Gas	British Gas	Total Gas & Power

The purpose of these changes should lead to more favourable tariff rates and help reduce costs. Please note however, that from October it is possible that energy prices could increase across all suppliers. The proposed changes should help to reduce these impacts.

A meter reading will be required when the change of supplier occurs on 1st October. This is not necessary for monthly-billed electricity meters as the supplier will continue to be Npower. There is a five-day window either side of this date to submit readings and the PCC Utilities Team will endeavour to

contact you during this period as a reminder. A meter reading should not be necessary where an Automatic Meter Reader (AMR) is installed.

Please contact Utilities if you have any meters that are not under the Laser contract that need to be transferred.

Please send all queries relating to any Laser issues to:  
[utilities@portsmouthcc.gov.uk](mailto:utilities@portsmouthcc.gov.uk)

Should you have any further queries, please do not hesitate to get in touch.

Yours faithfully,

**Damian Williamson**  
Energy Technician

# Agenda Item 8

Agenda item:

8

**Report to:** Schools Forum  
**Subject:** DSG 2012/13 and use of Contingency Provision  
**Date of meeting:** 3<sup>rd</sup> October 2012  
**Report by:** Julian Wooster – Director for Children’s Services  
**Written by:** Richard Webb

---

## **Purpose of report**

1. The purpose of this report is to inform and update the Schools Forum of the final Dedicated Schools Grant settlement and the latest position regarding the contingency funding available. It also seeks the Schools Forum approval to the intended use of the available funding.

## **Recommendations**

2. It is recommended that the Schools Forum :
  - a. note the final DSG settlement and the latest available contingency funding,
  - b. agree the proposed usage of contingency funding.

## **Dedicated Schools Grant (DSG)**

3. The DSG is a ringfenced grant for education, which is allocated to local authorities based on pupil numbers. Whilst the Guaranteed Unit of Funding (GUF) is published in advance to allow an estimate of DSG to be calculated, the final allocation can vary significantly from the estimates. This variation is often due to the calculated “full time equivalent” numbers of pupils in Early Years provision. The estimate of Portsmouth’s DSG allocation for 2012/13 is £123.138m (excl. Charter) and the approved budget has been based on this estimate.
4. The final DSG allocation for 2012/13 was published on the 4<sup>th</sup> September at a value of £123.171m [excluding Academy recoupment]. This meant that there was very little variation between the settlement and the budget figure – additional funding of £33,000.

## **Contingency provision**

6. At its meeting on 11<sup>th</sup> July 2012, the Schools Forum noted the revised contingency level of £934,000, following an increased underspend in 2011/12, approval of grants to voluntary organisations and provision for pressures through hard to place pupils. It was also agreed to review the position once the final settlement was available.

7 The current position and proposals for the use of the contingency are set out below:

	£'000's	£'000's
Contingency provision 2012/13		500
Add:		
Increase in DSG brought forward – previously explained	560	
Additional DSG from final settlement	33	
		593
		1,093
Less:		
Grants to voluntary organisations approved 25/04/12	-26	
Provision to meet central LACSEG recoupment	-28	
“underspend” brought forward relating to “Every Child a Reader” allocation	-82	
Provision for reduced income and growth in requirements for “out of city” placements	-221	
	-357	
<b>Remaining contingency provision</b>		<b>736</b>

8. As can be seen from the table above and based on information available, there is currently an uncommitted balance of around £736,000 within the contingency fund. Whilst the £33,000 has added to the contingency value, there has been a further increase in the pressures caused by hard to place pupils, an allowance to meet the anticipated recovery of central LACSEG and the element of the brought forward balance related to “Every Child a Reader” activity.
9. The budget report to Schools Forum in January 2012 identified that the budget, and hence the allocation to schools, incorporated the balance brought forward of £1.6m and identified the risk this posed by incorporating “one off” funding into a core allocation to schools.
10. The school funding reform proposals are also going to present a period of funding instability for schools and it is proposed that the remaining contingency, together with any additional savings that may materialise during the year, should be carried forward to 2012/13 to assist the introduction of the new arrangements.

### Conclusion

11. The final allocation of DSG has not affected the budget arrangements for 2012/13.
12. The future funding situation for both schools and the local authority remain uncertain at this point. Consultation on proposals for school funding reform, with initial changes to the current system intended for 2013/14, in line with Government requirements has been issued and will be presented to the Schools Forum at its next meeting.

13. In these circumstances it is considered prudent to retain any available funding and carry it forward to assist in the implementation of the new funding arrangements during 2013/14.

This page is intentionally left blank



# Agenda Item 9

Agenda item:

9

**Report to:** Schools Forum  
**Subject:** Review of Special Staff Costs  
**Date of meeting:** 3<sup>rd</sup> October 2012  
**Report by:** Julian Wooster – Director for Children’s Services  
**Written by:** Richard Webb

---

## Purpose of report

1. In accordance with the programme agreed by Forum at its April meeting, this report explains the Special Staff Costs that are charged to the centrally held element of Dedicated Schools Grant.

## Recommendations

2. It is recommended that the Schools Forum note the basis of the centrally charged costs.

## Background

3. The budgeted level of charge for 2012/13 is £247,800, representing 2.75% of the total central spending of £8,983,957 identified in the Central Expenditure Limit calculation.
4. The provision meets a variety of costs that do not fall evenly across schools. As identified below :

	Budget 2012/13	Actual 2011/12
Salary Protection	£ 35,000	£22,116
Staff Suspension	£ 100,000	£113,618
Jury Service	£ 3,500	£1,439
Union Representation	£ 82,900	£ 76,172
Long Service Awards	£ 5,000	£ 6,012
Headteacher Conference	£ 10,500	£ 10,500
Staff Counselling	£ 10,000	£ 6,280
Other	£ 900	£ 0
<b>TOTAL</b>	<b>£ 247,800</b>	<b>£ 236,137</b>

5. Whilst there is an “indicative” split for the overall budget it is intended that it be flexible to accommodate variance between the demands placed on it across the headings. In some instances (protection; suspension, long service awards and staff counselling fees) costs are charged directly to

this provision whilst in others the amount is passed to schools to help offset the costs they incur in covering for missing staff.

- 6 The following provides an indication of the type of costs met from this provision:
- Salary protection – where structural changes required by the local authority [for example the merger of schools] result in a need for temporary salary protection.
  - Staff Suspension – to meet salary costs during a period of Local Authority supported suspension.
  - Jury Service – school claims for supply cover during a period of notified jury service. The claim is reduced by any loss of earning payments received.
  - Union Representation – school claims for staff time spent on Union duties on the Teacher's Liaison Panel.
  - Long Service Awards – celebratory certificates and vouchers to school staff completing 25 years of service
  - Headteacher Conferences – a contribution of £3,500 per phase towards costs
  - Staff Counselling – meeting the costs of counselling fees associated with school staff using the City Council contracted service.
  - Other – ad hoc costs involved with attendance at statutory meetings and agreed by the Head of Service.

### **Conclusion**

7. The sum of £247,800 represents less than 3% of total central spending of Dedicated Schools Grant and relates directly to spending for schools. It provides a means of meeting the irregular payments.

# Agenda Item 10

Agenda item: 

10
----

**Report to:** Schools Forum  
**Subject:** Review of Nursery Quality Assurance  
**Date of meeting:** 3<sup>rd</sup> October 2012  
**Report by:** Julian Wooster – Director for Children’s Services  
**Written by:** Richard Webb

---

## **Purpose of report**

1. In accordance with the programme agreed by Forum at its April meeting, this report explains the Nursery Quality Assurance costs charged to the Dedicated Schools Grant.

## **Recommendations**

2. It is recommended that the Schools Forum note the basis of the centrally charged costs.

## **Background**

3. The budgeted level of recharge for 2012/13 is £105,200 and is part of the central spending on Under 5’s. It represents just over 1% of the total central spending of £8,983,957 identified in the Central Expenditure Limit calculation.
4. The costs relate to 3 employees [1.9 fte] together with associated contributions to costs for transport, telephones, office supplies etc. The total staffing costs amount to £93,800 [89%] of the total costs.
5. These staff ensure that nursery provision is fully inclusive, of sufficient quality and meets the needs of all vulnerable groups. This will includes the new requirements within the Early Years Foundation Stage and OFSTED inspection criteria in addition to supporting individual nurseries and cluster based training and e-learning signposting.

## **Conclusion**

6. The sum of £105,200 represents 1.2% of total central spending of Dedicated Schools Grant. The amount charged is based on direct staff costs with a small contribution to associated working expenses.

This page is intentionally left blank