

Schools' Forum

Minutes of the meeting held on 13th February 2013 at the Civic Offices

Attendance

Members:

Suzy Horton
Mark Mitchell (Chair)
Jayne Pratt
Steve Sheehan

Representative:

Gov – Primary
Gov – Special
Gov – Nursery
Gov - Primary

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

Early Years - PVI

Member - Labour
Member – Conservative
Member – Liberal Democrat

Jackie Collins
Margaret Dunford (*For A Beane*)
David Jeapes
Sarah Sadler
Mike Smith
Sue Wilson

Carole Damper

Cllr Ken Ferrett
Cllr Neill Young
Cllr Lynne Stagg

Observers:

Cllr Rob Wood

Cabinet Member

Officers:

Eric Bell
Catherine Kickham
Di Mitchell
Maria Smith
Richard Webb
Susan Whitehouse
Julian Wooster

Commissioning Manager
Commissioning Manager
Head of Education
Senior Accountant
Finance Manager
Education Business Partner
Strategic Director

Item

Action

1. Apologies: Tom Blair, Bruce Marr, Justeen White, Lynn Evans.

2. Declaration of interests:

Jane Pratt and Margaret Dunford declared an interest in item 6.
David Jeapes declared an interest in item 8.

3. Minutes and Matters Arising from last meeting on 12th December 2012

Minutes

Item 6 – School Funding Reform page 8 paragraph 2. Steve Sheehan requested that the minutes be amended in relation to permanent exclusions and should read as follows:

*‘Julian Wooster stated that the lower the penalty, the more funding that **may** need to be withheld from schools collective budgets.’*

Matters arising

Item 2 – Declaration of interests.

- Richard Webb was continuing to collect outstanding forms.

Item 3 – Minutes and Matters Arising.

- Richard Webb has circulated details on the cost of out of city placements.
- Julian Wooster stated that progress is being made in developing water safety advice and materials.

4. AMS Matters

Susan Whitehouse presented a report updating members of current AMS issues. AMS has transferred to the Housing Service – now re-named as Housing and Property Services.

Schools were reminded that landlords approval is required before they undertake any projects that affect or alter the structure of the building, electrical services installation, heating services installation and below ground drainage.

Previously CERA (Capital Expenditure from the Revenue Account) funding was held centrally and used to address priority health and safety, safeguarding and emergency repairs that fell outside of the norms of reactive repairs that schools would be expected to fund. However due to changes in school funding this has now been delegated to schools. As a result, responsibility for these works will fall to schools unless they are included in the council’s planned capital works. Examples of the type of work that this fund had covered in the past were requested. It was stated that it had covered items such as boilers repairs and ceiling repairs.

Radon is a naturally occurring radioactive gas that can seep out of the ground and build up in houses and workplaces. The Health Protection Agency has advised that they have produced a Radon atlas which has initially identified 17 schools across the city that will need to assess their Radon risks.

The HPA have indicated that the estimated costs for the installation of monitoring equipment will cost circa £200 per primary school and £400 per secondary school. Should high levels be discovered, the estimated costs for the installation of a mitigation system would be in the region of £5,000 per primary school and £10,000 per secondary school.

Julian Wooster stated that if radon was detected that as a local authority we would make sure that the school was operational. The issue would be how the work would be paid for. It would have to fall on the school or the capital programme would have to be revisited and reprioritised.

It was stated that the 17 identified schools had not yet been informed. Lynne Stagg asked how the schools had been identified. Susan Whitehouse stated that the HPA have data on areas where radon is potentially high.

Mark Mitchell requested that reports were brought to schools forum as the radon issue progressed.

Schools Forum noted the report.

5. Pupil Premium and Year 7 Catch Up Premium

Richard Webb presented a report informing and updating the Schools Forum regarding the levels and arrangements for 'Pupil Premium' and 'Year 7 Literacy and Numeracy Catch-Up Premium' in 2013/14.

The rates for 2013/14 are shown below in comparison with the 2012/13 values shown in brackets.

Pupil Premium funding stream	Value per pupil £
Free School Meals Children	900 (623)
Looked After Children (provisional)	900 (623)
Service Children	300 (250)
Total for 2013/14	
Year 7 "Catch up" Support	500 (500)

Schools Forum noted the report.

6. 2 Year Old Funding

Catherine Kickham presented a report outlining the proposed arrangements for the use of the new funding stream for 2 year olds.

From 1st April 2013, 2 year old funding will form part of the Dedicated Schools Grant (DSG). Portsmouth has been allocated £1,783,665 of place funding and £700,219 of trajectory funding.

The place funding is intended to fund the DfE target of 617 places by March 2014, whilst the trajectory funding is to support market growth and infrastructure.

For 2013-14 it is proposed to continue to fund each place at £4.85 per hour for a maximum of 15 hours a week for 38 weeks. The figure remains broadly in line with other local authority rates across the region.

It is crucial that the target numbers are achieved in 2013-14 because these numbers will form the baseline for future funding calculations. If the local authority fails to achieve these numbers, subsequent funding allocations may be reduced.

In order to achieve these targets it is proposed that £79,000 is used to ensure the programme delivers sufficient places of the highest quality.

One-off trajectory funding has been allocated to local authorities to enable them to meet the target growth in numbers for their area. The proposals for the use of the trajectory funding are £30,000 to support workforce development and £670,000 towards market development. The market development includes a grants scheme to support capacity building through incentivising growth, a parent's awareness raising programme and the capital investment in accommodation to meet growing demands.

Carole Damper raised a concern over the expectation to reduce ratios along with maintaining high quality provision, when the funding received for NEG and 2 year old funding was less than what was received by paying customers. It was suggested that there should be an agreement that if you were in receipt of 2 year old funding that you did not reduce ratios.

Catherine Kickham agreed that there was a tension between ratios and quality however it was crucial to reach the required number of 617 in order to ensure adequate funding for 2014-15. She stated that there was always an expectation of quality when creating 2 year old provision. It was suggested that Catherine get a group together to come to an agreement regarding the ratios and quality issues.

Action: Catherine Kickham to bring back to a future meeting with further proposals.

CK

Schools Members agreed:

- **to continue place funding at £4.85 per hour, for a maximum of 15 hours a week for 38 weeks. (9 Members agreed, 1 abstention).**
- **the proposed use of the trajectory funding as set out in paragraph 5.2. (7 Members agreed, 1 against, 1 abstention).**

Schools Forum also agreed:

- **that providers would not be able to offer 2 year old provision if they did not meet certain quality standards (details yet to be agreed). (All agreed)**

7. Schools Budget 2013-14

Richard Webb presented a report updating Schools Forum on the schools budget for 2013/14, providing details of the Dedicated Schools Grant (DSG) for 2013/14 and informing Schools Forum of the initial determination of the schools budget for 2013/14 and seek their agreement to this and the other appropriate approvals required.

The DSG funding that Portsmouth will receive in 2013/14 is shown below:

	£m
Early Years Block*	8.026
Schools Block	104.614
High Needs Block*	14.632
<i>Additional Funding in 2013-14:</i>	
2 Year Old Funding	2.484
Newly Qualified Teachers	0.035
TOTAL	129.790

** provisional allocations for 2013-14*

In addition to the DSG for 2013/14, there is likely to be a carry forward balance from 2012/13 and indications are that this could be in the region of £1m. It is considered necessary to retain this carry forward to assist with the continued introduction of the funding reform changes and to address financial pressures identified for 2013/14.

The new responsibilities and potential budget pressures for 2013-14 in paragraphs 15 to 21 were highlighted and explained to Members. The responsibilities relating to Hospital Tuition and Medical Education out of school have been updated in relation to the amount of teaching time required for these pupils. To meet these requirements, additional one-off funding of £220,000 is required for 2013-14, with a proposed review of these arrangements during the year to ensure future sustainability.

Details of centrally retained items were given including indicative top-up 'Element 3' rates for special schools, resource units and alternative provision places.

A question was raised regarding the level of CERA (Capital Expenditure funded from the Revenue Account) funding delegated to special schools. It was felt that £105,400 (which was based on historic spend patterns) was a disproportionate level for the number of schools. It was confirmed that it was too late to move any funding back into the mainstream formula. However the CERA allocation to special schools could be reduced and the 'saving' could be go towards the other pressures that had been highlighted.

It was suggested that the CERA funding to special schools should be reduced to £30,000.

The mainstream funding formula pro-forma was submitted to the DfE on the 22nd January 2013 and details of which were provided in Appendix 2 to the report.

There were no significant changes to the early years funding formula or rates. A minor change was required relating to the funding for mainstreamed standards fund grants.

Details of the agreed high needs place numbers were provided in the report.

Due to the uncertainty within the high needs budget it was requested that reports were brought to each Schools Forum meeting to look the numbers of children and the funding attributable to them.

The next steps in implementing these new funding arrangements were highlighted to Members. These included new procedures being developed and implemented to support the operation of the new funding arrangements.

Richard Webb offered an additional meeting to confirm the new processes however Schools Forum members were happy to have any information circulated.

Schools Forum:

- a. **Noted the estimated DSG funding available for 2013/14 of £129.791m (Including Academy Funding).**
- b. **Agreed that any carry forward balances from 2012/13 be used to assist with the continued introduction of the funding reform changes and fund any financial pressures arising during 2013/14.**
- c. **Acknowledged the new responsibilities and potential pressures for 2013/14 in paragraphs 15 to 21.**
- d. **Agreed the schools budget as set out in Appendix 1, including the central expenditure budget - except that CERA delegation to Special Schools is reduced from £105,400 to £30,000 and the funding instead be allocated to meet the High Needs funding pressures.**

School Members:

- e. **Endorsed the school funding pro-forma at Appendix 2.**
- f. **Agreed that there will be no significant changes to the formula or rates used to fund early years provision for three and four year olds in maintained nursery school, nursery classes and early years providers for 2013/14, noting the adjustment to the lump sum.**

Schools Forum:

- g. **Agreed the proposed place provision for the Special Schools, Resourced Units and Alternative Provision included in the table at paragraph 37.**
- h. **Endorsed the indicative top-up rates, included within the report for the Special Schools, Resourced Units and Alternative Provision in the tables at paragraph 27 (adjusted for the reduced CERA delegation), and agree that following the internal moderation process, officers can finalise the top-up rates and circulate these to Schools Forum Members and Schools.**
- i. **Agreed a one-off funding allocation of £220,000 in 2013/14 for Hospital Tuition, with a review of these arrangements during the year to ensure future sustainability.**
- j. **Noted the composition of the Notional SEN Budget set out at paragraph 38.**

All of the above were voted in unanimously.

8. Ensuring there are sufficient Primary School Places 2013/16

Di Mitchell presented a report setting out the background to the acute shortage in school places in the primary sector in Portsmouth and the plans that are recommended to address the shortfall.

The report detailed plans at schools level to increase Planned Admission Numbers (PAN) in order to address sufficiency issues required for September 2013 and September 2014 and identified where capital resources would be required.

Di Mitchell stated that the plans needed to be flexible and may be expanded or reduced if required.

Schools Forum endorsed the need to expand Primary School places and noted the investment of circa £5m that the Council will make over the next three years to address the shortfall.

9. Schools Modernisation Capital Programme 2013/14

Di Mitchell presented a report providing Schools Forum with an update of the Council's Schools Capital Modernisation Programme 2013/14 and to determine the methodology that should be used to secure a contribution from schools that are included in the programme.

Four options relating to the schools contribution were explained and discussed.

Due to a number of Schools Forum members leaving, the meeting was no longer quorate therefore the item would need to be brought back to a future meeting.

10. Any Other Business

None.

Dates of Future meetings

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

1st May 2013

17th July 2013

23rd October 2013 – provisional date

18th December 2013 – provisional date

15th January 2014 – provisional date

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