



# NOTICE OF MEETING

---

## SCHOOLS FORUM

WEDNESDAY, 23 OCTOBER 2013 AT 4.30 PM

## CONFERENCE ROOM A - CIVIC OFFICES

Telephone enquiries to Jane Di Dino 023 9283 4060

Email: [jane.didino@portsmouthcc.gov.uk](mailto:jane.didino@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 **Minutes and Matters Arising From the Previous Meeting (Pages 1 - 4)**

**4 School Funding Reform (Pages 5 - 28)**

Richard Webb, Finance Manager for Children's Services will present the attached report.

**RECOMMENDED that the Schools Forum:**

- a) **Agree that following confirmation of the 2014/15 Dedicated Schools Grant (DSG), officers will amend the unit values to minimise the impact of fluctuations in funding at the school level. In order to provide schools with some certainty, where possible any changes will be limited to the following formula factors:**
  - **Prior attainment**
  - **Basic Per Pupil Entitlement**
  - **Lump Sum**
  - **The percentage of the financial cap**
- b) **Agree the proposed changes to the mainstream formula factors, together with the choices that the Council has made in implementing these factors locally, as detailed at paragraph 4.7.**
- c) **Approve the submission of the draft proforma to the DfE as the first stage of the 2014-15 school's funding formula process.**

**5 Proposed Changes to Management of School Kitchens (Pages 29 - 32)**

John Bean, Head of Building Maintenance will present that attached report.

**RECOMMENDED that the Schools Forum note that liaison will be taken with school Governing Bodies to amend the terms of the existing 2013/14 Service Level Agreement (SLA), such that:**

- a) **The responsibility for the management of kitchen/servery fabric (walls, floor and ceilings) and services (lighting, power, heating and ventilation) is transferred from schools to Housing and Property Services (HPS) and managed within the existing catering SLA budget from January 2014.**
- b) **The responsibility for the repair and replacement of dining tables (hot meals) is transferred from the existing catering SLA budget managed by HPS to schools from January 2014.**

**6 Traded Services (Pages 33 - 40)**

Mike Stoneman, Strategic Commissioning Manager will present the attached report.

**RECOMMENDED that the Schools Forum note the report.**

**7 Any Other Business**