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| People & Communities Department | | **3** | |
|  | Civic Centre, Keynsham, Bristol  Tel: 01225 394195 | |

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| **B&NES-PC-Spot** | Description: Bath and North East Somerset Clinical Commissioning GroupCOL |

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| **Meeting title** | **SCHOOLS FORUM** |  |
| **Date** | Tuesday 4th July 2017 – Keynsham Community Space (above the Library) | |
| **Forum Members Present** | Richard Vanstone, Mark Everett, Colin Cattanach, Claire Hudson, | |
| **Forum Members Not Present** | Annie Smart, Justin Philcox, Alun Williams, Ed Harker (Chair), Jim Crouch, Kerrie Courtier, Gareth Beynon, Sue East, Susan Robbins, Roz Lambert | |
| **Officers Present** | Richard Morgan, Cllr. Michael Evans, Chris Jones, Marion Miller (NAHT observer), Margaret Simmons-Bird, Mike Bowden, Richard Baldwin | |
| **Officers Not Present** | Cllr Emma Dixon, Chris Wilford, Philip Frankland | |
| **Distribution** | As above; Theresa Gale; Colleen Collett; Cllr Charles Gerrish; Cllr. Tim Warren, Tim Richens; Jeff Wring;  Wendy Jefferies, All Headteachers | |
| **Next meeting** | **Tuesday 12th September 2017,  Keynsham Community Space (above the Library)** | |

**ACTION**

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| **1.** | **Apologies Received** |  |
|  | CC (Vice Chair), chaired the meeting in the absence of EH (Chair), introductions were made; following apologies it was noted the meeting was not quorate.  Ed Harker (Chair), Annie Smart, Sue East, Susan Robbins, Alun Williams, Gareth Beynon, Kerrie Courtier, Chris Wilford and Jim Crouch.  Christine Jones attended on behalf of Chris Wilford.  Marion Miller NAHT joint branch secretary for BANES, attended on behalf of Kevin Burnett as an observer.  Susan Robbins sent her best wishes to the Forum for the future; this would have been her last Forum meeting. |  |
| **2.** | **Declarations of Interest** |  |
|  | The following Declaration of Interest and Positions Held were recorded:  Claire Hudson – Diocesan Representative – Chair of Governors at a BANES School. |  |
| **3.** | **Minutes of the last meeting (9th May 2017)** |  |
|  | Minutes were checked for accuracy and agreed with following amendments/actions.  ***4 –******Schools Forum Membership*** *–* covered under item 4 RM further explained the nomination and election process for new members.  Cllr ME requested the following: ‘***include a representative from the Private Sector’*** be added to: *There is an opportunity to enhance the Forum membership, by the LA appointing another person*  ***5 – Early Years Local Funding Formula*** –KB asked question via MM: “Was there a point raised by Early Years providers for possible new allocation formula and didn’t Cllr ME put forward a view that this should be considered at the earliest opportunity?”  RM explained - The formula introduced for the 17/18 financial year may require change after review of next financial year.  ***9 – A.O.B.*** *- Observers felt the Forum should have a letterhead –*ML circulated the 2-draft versions of the letterhead with members via email; 4-replies were received all in favour of ‘version 2’ (attached).  MM on behalf of KB asked: Has anything happened on point about School Crossing patrol funding? [Minutes; from meeting dated 17-01-17, raised by EH under AOB]. “*EH mentioned his concerns regarding the funding of the School Crossing Patrol in the hope that MB could raise this issue at corporate level; MB informed clarification has already been requested”.*  MB has raised this with the Highways Department who will be invited to send a written statement to the Forum. | ***MB*** |
| **4.** | **Schools Forum Membership and Terms of Reference** |  |
|  | RM updated the Forum with the Terms of Reference as discussed at the last Forum meeting of 9th May 2017.  The members present were asked to check for completion and make any further comments. RM requested to make the following changes:   * KB asked via MM: “Should anything be included that refers to the declaration of interests taken at the start of each meeting?” RM will insert a short sentence to cover Declarations of Interest. * 1.1 - ….. to highlight issues relating to ~~insufficient~~ funding ….. insert ***‘changes to’*** * Management Arrangements – in the last paragraph insert after Divisional Director ***‘or their representatives’*** * MB suggested to include under ‘Voting’ a short paragraph to legitimise decisions made via email * Current Membership – new positions are proposed to start from September 2017; due to the Forum not being quorate today, a vote of acceptance for these positions will have to be taken at the next meeting in September: * Dawn Elliott from Saltford C of E Primary School will replace Annie Smart as the Primary Heads Representative * Susan Robbins – Secondary Governor Representative will be replaced by John Delaney of St Gregory’s, Bath * Roz Lambert – Early Years and Childcare Representative – continuing * Clare Crowther of Atelier Nursery in Bath has been approved by MB as a member from September 2017 | ***RM*** |
| **5.** | **SEN Funding Update** |  |
|  | RB updated the Forum on the progress CW’s team are making in terms of an action plan to meet the challenges; the SEND Demand and Financial Pressures Update paper illustrates the main points for information:   * Details of the threshold will be disseminated to schools in the near future * 3. High Need top-up allocation – benefits of moving to a banded allocation should be more effective * 5. SEN Support Services review – joint understanding on approach   KB had sent in the following observations via MM which the Forum discussed:   1. High needs budget still appears underfunded with projected demand 2. If this underfunding continues High Needs pupils will be receiving less – either fewer children meet the funding in the first place or there is less per pupil funding when they do meet core criteria both of which mean additional pressures for school budgets 3. When will a letter be going from Schools Forum to set out this case   RV gave an update from the Union perspective; noting in September 2017; the NUT and ATL go into the newly formed National Education Union, although, local level will remain until 2019. |  |
| **6.** | **Medical Funding Policy** |  |
|  | CJ introduced the Medical Funding Policy advising the Forum; the Local Authority (LA) is drafting a Medical Policy related to the funding of children with medical needs in school; and is also reviewing all children who receive funding for medical support.  The reason for this work-stream focus, which schools will apply for via a panel is the medical funding budget rising year-on-year.  The update of December 2015 – supporting pupils at schools with medical conditions sets out how Sally Beckley worked with schools to deliver a policy which schools are using.  The present situation is not equitable; a policy is to be set-out and brought to the Forum in September 2017. At present schools are not asked for funding as is the case with some LA’s; the proposal is to ask schools to fund the first £6,000 with a decision on the top-up contribution made by Panel.  KB observed (via MM):   1. How do children with these medical needs currently apply for funding? 2. Does this paper refer to children who only have an Individual Health Care Plan and not an EHCP? 3. Will children on an EHCP / Statement who have medical needs (presumably as well as SEND) be included under this Medical Policy or only be part of the EHCP review process?   CJ further explained this would be for children who do not have Education Health and Care Plans (EHCP) which are contributed towards only those children with medical needs. |  |
| **7.** | **2016 – 2017 Budget Outturn** |  |
|  | RM took the Forum through the 2016/17 Budget Outturn paper drawing attention to the additional pressure being observed within the SEN Service as the growth in pupils receiving funding through new EHC plans.  Also, the Forum to note the Utilisation of the Carry Forward, to try not to predict the use of this money - in previous years this has been used to support current year pressures. |  |
| **8.** | **Excessive School Balances** |  |
|  | RM introduced the maintained Schools excessive revenue balances as at 31.3.17 paper; to inform the Forum of the revenue balances held by maintained schools; to ratify retention of excessive balances as at 31st March 2017 and to consider this process for the financial year 2017 – 18 onwards.  RM further explained voting is to be made by maintained schools only. The Forum discussed the need for the excess, especially in the light of the number of schools converting to academies. Individual schools will need to be informed of any decisions made as soon as possible.  The Forum not quorate on this occasion will need to make a decision via electronic forms. | ***RM*** |
| **9.** | **A.O.B.** |  |
|  | MB mentioned CJ is retiring soon – the Forum wished her a long and happy retirement.  RB gave an update to give a sense of the potential impact the budget reductions across the Council could have on the Youth Connect Service; further updates will be made as details are released.  CC expressed thanks on behalf of the Forum to Cllr ME this would be his last meeting.  The Forum briefly discussed the rise in cost of school meals in September 2017 from £2.30 to £2.60 it was felt this discussion should be for a meeting outside of the Forum. |  |
| **10.** | **Date of Next Meeting** |  |
|  | Tuesday 12th September 2017, Keynsham Community Space (above the Library) |  |