

SLOUGH SCHOOLS FORUM

SCHOOLS GROUP:

Maggie Waller (Chair), John Constable (Vice-Chair), Tracey Bradshaw, Gillian Coffey, Sally Eaton, Philip Gregory, Valerie Harffey, Kathleen Higgins, Helen Huntley, Richard Kirkham, Jo Matthews, Navroop Mehat, Angela Mellish, Eddie Neighbour, Carol Pearce, Jon Reekie, Jo Rockall and Nicky Willis

ATTENDEES

Councillor Madhuri Bedi

LOCAL EDUCATION AUTHORITY

Catherine Cochran (Clerk), Domenico Barani, Cate Duffy, Sarah Forsyth, George Grant, Michael Jarrett, Johnny Kyriacou, John Voytal and Neil Wilcox

**DATE & TIME: THURSDAY 9TH NOVEMBER, 2017 AT 8.00AM FOR 8.15AM
BEECHWOOD RESEARCH AND CONFERENCE CENTRE, LONG
READINGS LANE, SLOUGH, BERKSHIRE, SL2 1QE**

AGENDA

Page

1. Apologies

2. Declarations of Interest

All Members who believe they have a Disclosable Pecuniary or other Pecuniary or non pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 3 paragraphs 3.25 – 3.27 of the Councillors' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 3.28 of the Code.

The Chair will ask Members to confirm that they do not have a declarable interest.

All Members making a declaration will be required to complete a Declaration of Interests at Meetings form detailing the nature of their interest.

3. Minutes of Previous Meeting on 10 October 2017

(Pages 1 - 8)

4. Langley Hall Primary Academy Trust (LHPAT): **(Pages 9 - 14)**
Proposed Change to the Funding Formula for Exceptional Circumstances Factor
Langley Hall Free School Consultation Exceptional Circumstances
5. Schools National Funding Formula 2018-19 Preparation **(Pages 15 - 18)**
6. Update from Task Groups: 5-16, HNB and Early Years
7. Schools Forum Constitution Update: latest DfE Schools Forum Guidance **(Pages 19 - 28)**
8. Academies Update
9. Updated Key Decisions Log **(Pages 29 - 30)**
10. Schools Forum 2017/18 Forward Agenda Plan and Dates and Venues of Future Meetings **(Pages 31 - 32)**

Slough Schools Forum - Meeting held on Tuesday 10th October, 2017

Present: Maggie Waller, Holy Family Primary School (Chair)
John Constable, Langley Grammar School (Vice-Chair)
Sally Eaton, Private, Voluntary and Independent (PVI) providers
Philip Gregory, Baylis Court Nursery School
Kathleen Higgins, Beechwood Secondary School
Helen Huntley, Haybrook College / PRU
Navroop Mehat, Wexham Court Primary School
Eddie Neighbour, Upton Court Grammar School
Carol Pearce, Penn Wood Primary School
Jon Reekie, Baylis Court Trust MAT / Godolphin Infant School
Jo Rockall, Herschel Grammar School
Nicky Willis, Cippenham Primary School

Observers: None

Officers: Catherine Cochran (Clerk), Domenico Barani, Cate Duffy, George Grant, Vikram Hansrani, Michael Jarrett and John Voytal

Apologies: Jo Matthews, Angela Mellish and Neil Wilcox

PART I

574. Apologies

Apologies had been received from Jo Matthews, Angela Mellish and Neil Wilcox.

No apologies were received from Tracey Bradshaw, Gillian Coffey or Richard Kirkham.

575. Membership Update and confirmation of Chair and Vice Chair

John Constable explained that the terms of office for a number of members had ended in the summer or at the beginning of the current academic year. Following a proposal agreed at the July Forum meeting, a letter had been written to the Headteachers and Chairs of Governors of Slough maintained schools seeking their agreement to extend their terms and, as a result, Carol Pearce, Navroop Mehat, Angela Mellish and Maggie Waller had been reappointed as members for a term of two years until July 2019.

A similar letter had been written to academy proprietors and, as a result, Gillian Coffey, John Constable, Helen Huntley, Jo Rockall and Nicky Willis had been reappointed for a term of two years ending July 2019.

Of the three remaining vacancies on the Forum for academy representation, agreement had been received for two of these to be filled by Kathleen Higgins and Valerie Harffey, School Business Manager at Ryvers Primary School. The one further vacancy was open until 20 October, 2017.

One school response had commented that only one of the Forum maintained members was a headteacher. Cate Duffy queried the membership balance as

governor representation was low from the academy sector. It was noted that this was not the case for the maintained sector where, as the number of academies had increased, the current maintained provision had decreased and maintained school members now comprised one Headteacher, one School Business Manager and two governors. John Reekie was also a governor, representing an academy school: all agreed this was an issue to be mindful of.

One academy response also emphasised that having the capacity for full attendance was particularly important given the likely discussions around the impact of the national funding formula arrangements.

It was felt it was important that governors had an understanding of Schools Forum, particularly during this challenging period for schools. Members were asked to encourage their governors to attend meetings of the Forum, in the role of observer.

It was felt there was an issue around communication as emails sent to school general or enquiry email addresses did not always reach their destination. The Clerk would create an accurate list of Headteachers and Chairs of Governors and Cate Duffy indicated that the LA is drawing up an up to date list of academy proprietors.

Due to reappointments, nominations were invited for the position of Chair and, following due process, Maggie Waller agreed to take the Chair until June 2018.

Maggie Waller in the Chair

Nominations were invited for the position of Vice Chair and, following due process, John Constable agreed to take the position of Vice Chair for a one year term.

576. Declarations of Interest

Sally Eaton declared an interest in item number 11 on the agenda.

577. Minutes of meeting held Thursday 6th July, 2017

The minutes of the meeting of the Slough Schools Forum held on 6 July 2017 were approved as a correct record.

Item 562: it was noted that there were still plans to hold regular meetings between the Council and Headteachers, Bursars and Business Managers.

The meeting moved to item number 11 on the agenda:

578. Langley Hall Free School - Exceptional Circumstances Business Case

8.25pm: Mr Eaton and Mr Carlton joined the meeting

George Grant outlined the supporting report, which was a request to consider a change to the local funding formula to include an exceptional circumstances (premises) factor with effect from 2018-19 on behalf of Langley Hall Primary Academy (LHPA).

Members noted the Local Authority (LA) was in a neutral position and it was for Schools Forum to decide the outcome, taking account of a consultation with all schools. .

Mr Eaton introduced himself as Advisor to Governors on Commercial Strategy and Mr Carlton as Chair of Governors of LHPA. The Chair invited Mr Eaton and Mr Carlton to present their case:

Mr Eaton explained LHPA had grown quickly and, in order to meet demand, a business case had been submitted to the DfE to open another site. Approval had been received, with the second site opening to Reception, Years 1 and 2. The annual rent was £271,000 (lease cost for the lower school site of £216,000 per annum and the catering facility lease of £55,000 per annum). The school had been able to meet this at the time of opening but this was now proving difficult.

It appeared that the rental cost of other free school buildings was met by the ESFA, thereby placing the school at a disadvantage. The original business case had indicated the rental cost could be met by the school and, due to this; the ESFA had rejected the school's application for financial support. The site had been completely refurbished and it had been necessary to acquire a further site to provide the catering facilities, all at additional cost to LHPA. Since submitting the original business case GAG funding had been reduced and the financial situation had changed. The ESFA had proved difficult to deal with but the school would continue to press them. It was reported that this issue was impacting on finances although the budget was managed well and the lease represented 9.7% of the budget.

It was asked if the expansion had been part of SBC's strategy at the time and it was not.

Sally Eaton confirmed that LHPA had been the first free school to open in the area and the original business case showed that the school had consulted with SBC, who had been fully aware of the planned expansion. It was understood that other free schools claimed back such rental monies.

George Grant highlighted the impact to schools on the appendix (page 42) which was based on the current formula. Cate Duffy pointed out that the outcome could result in funding being removed and transferred to LHPA. It was agreed the list of schools provided should be checked to ensure that it contained accurate details.

The purpose of the report was to obtain the agreement of Schools Forum to consult with all schools and feed back to the November Schools Forum meeting. It was agreed this issue should be consulted upon.

It was suggested it would be worth establishing what the arrangements were for free schools elsewhere and that there should be a joint approach by the LA and Schools Forum to the ESFA. Cate Duffy proposed the LA could contact both the ESFA and Regional Commissioner and offered to progress this, parallel with the consultation.

It was agreed the consultation should contain reference to the matter being progressed with the ESFA and should include further financial information from LHPA which would be forwarded to Nic Barani or George Grant. The time frame was tight with SASH due to meet the following week.

It was confirmed there was 23 years rental left to run for the main lease. Concern was expressed about the amount of money over 23 years and about revenue funding an essentially capital cost. One member asked who owned the land and it was stated that it was a private landlord.

It was pointed out that a number of schools were now in a deficit position and it was questioned whether LHPA was in a similar situation. Mr Eaton confirmed there had not yet been a need to submit a deficit budget but the school had cut back on educational resources which were all documented. It was stressed that such savings were having to be made by a number of local schools who were already in deficit.

It was noted that the name of the school needed to refer to Langley Hall Primary Academy.

It was agreed that a 'Survey Monkey' survey would be circulated to all schools with the necessary supporting information and that the outcome would be reported back to Schools Forum at the November meeting for decision.

9.00am: Mr Eaton and Mr Carlton were thanked for their presentation and left the meeting

The meeting returned to the running order of the agenda:

579. Schools DSG Outturn 2016/17

George Grant explained that the supporting report showed an overall surplus of £3.6M, monies which Slough maintained schools had collectively not spent. The budgets were considerably underspent for 2017/18 but the supporting breakdown provided to the LA showed these funds were committed.

Maintained schools appeared to be going against the trend of diminishing balances but it was confirmed these schools were currently carrying significant amounts for planned capital projects and George Grant confirmed that, of the top five, only one had a variance of more than 5% the previous year.

It was agreed it would be helpful to supply Schools Forum with the background information of these school plans and how the funds were to be spent.

The report was welcomed and George Grant was thanked for his work. It was agreed the report would be presented as a regular item at Schools Forum.

580. Early Years Block Funding

George Grant explained that the report showed how Early Years funding had been spent in the previous financial year.

The year-end variance showed an over spend but there was a carry forward from the previous year which left a close to break even situation. It was confirmed that a surplus of £6,000 was carried into 2017/18.

A proposed timetable of activity had been included in the report for the development of the 2018-19 budget and other key issues.

Michael Jarrett added that the Early Years Task Group was being reinstated. Future meetings dates would be circulated, with the first meeting proposed for Thursday 23 November.

581. High Needs Block

George Grant explained that the report gave a final outturn in terms of funding and a service update of progress, priorities and plans for the future.

Vikram Hansrani, newly appointed permanent Head of SEND was introduced.

Progress was reported, having transferred SEND back to SBC the week before this meeting. The deadline was 31 March 2018 to have a permanent team in place.

Linda Calverley confirmed that as well as the High Needs Block Group, Task Groups would be created to focus on local provision and banding. It was requested that the Task Groups contain representation across all sectors, to include governors.

A meeting of the High Needs Block Group was scheduled to take place on Tuesday 17 October and would continue the ongoing scrutiny of all budget lines.

It was explained there had been challenges concerning the top up allocation and it was suggested this should be consolidated to be reviewed termly as day to day was not manageable.

It was noted the expenditure line labelled 'PFI contribution' was still subject to clarification.

Helen Huntley queried why £17M had been quoted for income when there had previously been approximately £22M. George Grant requested that these queries be emailed to him before the end of the current week for response.

It was noted that part time places at KS4 were of concern.

It was asked that where there were intentions to expand and capital was available the impact on revenue be considered fully and funding clarified.

It was queried where the carry forward to 2017/18 of a £1.5M loss had come from as this figure was a great deal higher than previously predicted. George Grant explained HNB updates had indicated there would be a significant overspend but the figure was higher than anticipated. That amount was to be investigated further and likely to be brought into balance over two years. A Schools Forum member endorsed the approach being taken to analyse the budget in detail at the HNB Group.

Cate Duffy added that the pressures faced by Slough were being experienced by other LAs, who also had significant overspends on HNB. There had to be assurances that the funds were being spent in the most efficient way, that banding and the mix of provision was right. There was a need to put an argument to central government about funding matching need but SBC did not yet have all the evidence necessary to support that. Cate Duffy indicated that she was minded to instruct officers not to seek any transfer from Schools Block to HNB but to take a pronged approach to balancing the budget. Further information was required about the NFF.

It was suggested it would be useful to note in the LHPA consultation that there were other pressures on the Schools Block.

The HNB Group would discuss budget and other issues further.

The report summarised the 2016-17 centrally retained DSG outturn and the reasons for the main variances with the budget. There was currently an underspend of £433,000. It was noted that two substantial amounts had yet to be paid which would bring the account closer to a break-even position.

It was confirmed that a saving had not been made on services supporting behaviour, as these were costs to be paid at a later stage.

583. Update from Task Groups: 5-16, HNB and Early Years

It was noted that none of these groups had met.

584. National Funding Formula (NFF) Update

It was noted that the National Funding Formula (NFF) would be implemented from 2018/19 with transitional arrangements, with the 'hard' NFF implemented from 2020/21 when schools would be funded directly by the ESFA., Provided in the supporting report were links which detailed changes. John Voytal drew attention to the timetable for development of the budget. This would include the 5-16 Formula Task Group meeting to consider the implications and detailed modelling.

The 2019/20 targets for per pupil funding of at least £3,500 for primary and £4,800 for all secondary schools by 2019/20 were highlighted, showing the transition and impact. It was noted there would be a great deal for the Task Group to work through.

It was suggested by the Chair that the figures stated in paragraph 4.3 for 2017/18 were AWPU (Basic Entitlement) and that the ESFA targets were for total pupil led funding and therefore comparisons were not being made like with like. John Voytal would revise the table and circulate to members of the Schools Forum.

Details of NFF summary changes had been circulated and it was queried whether schools were able to access details of their likely individual funding under the NFF. It was understood the information could be extracted from a DfE spreadsheet but only a notional model was available at this stage at:

<https://www.gov.uk/government/publications/national-funding-formula-tables-for-schools-and-high-needs>

9.45am: Helen Huntley left the meeting

585. Scheme for Financing Schools

It was confirmed that the Scheme for Financing Schools was reviewed regularly. A summary of planned changes was highlighted. It was noted that there would be a consultation with maintained schools about the proposed changes and the outcome of the consultation would then be reported to Schools Forum proposing approval of the changes in light of the consultation.

A consultation was to be held with maintained schools highlighting the specific changes proposed within the text. George Grant would email a copy to Schools Forum members.

586. Schools Improvement and Education Services Grant 2017/18 - Clarification Report

Cate Duffy explained that funding reports presented to Schools Forum in December 2016 had been inaccurate. The Government had announced the end of the Education Services Grant, to which there were two elements, the General and the Retained.

It had been requested that the Retained element move to the Schools Block and be held centrally.

Cate Duffy had discussed the anomalies with the Finance Department and the table included in paragraph 4.5 had been re-profiled with an accurate picture provided in the table in paragraph 4.7. As a result, funding for School Improvement would be greatly reduced in 2018/19. This was of concern but the report had to amend the error to ensure transparency to Schools Forum. Cate Dufy confirmed there were no further service implications.

Schools' Forum noted the error in the December 2016 reports and the action that the Council had taken to remedy this for the 2017-18 financial year.

587. Academies Update

The LA was not aware of any academy conversions at the current time.

It was noted that Arbour Vale was in Special Measures and academisation would be the solution. Updates were awaited on the situation.

588. Updated Key Decisions Log

The Chair and Clerk would draw up a new Key Decisions Log.

589. Schools Forum 2017/18 Forward Agenda Plan and Dates and Venues of Future Meetings

The Schools Forum received the draft Forward Agenda Plan.

It had been agreed to hold an additional meeting on Thursday 9 November 2017

The dates of the meetings of the Schools Forum, having previously been agreed, were noted:

Wednesday 6 December 2017

Thursday 11 January 2018

Tuesday 6 March 2018

Wednesday 16 May 2018

Thursday 5 July 2018.

All meetings to be held at 8.00am for 8.15am start at Beechwood School.

Nothing had been tabled for discussion under Any Other Business.

(Note: The Meeting opened at 8.15am and closed at 10.00am)

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**SLOUGH SCHOOLS' FORUM (SPECIAL)
9 November 2017**

Directorate of Children Learning and Skills

**Langley Hall Primary Academy Trust (LHPAT)
Proposed Change to the Funding Formula for Exceptional
Circumstances Factor**

1 PURPOSE OF THE REPORT

This report considers a proposed change to the National Funding Formula (NFF) in 2018-19 to include an exceptional circumstances factor for LHPAT.

Background

- 1.1 Schools Forum (SF) is reminded that the October meeting received a presentation from LHPAT making a business case for the council to apply for the above factor to be included in the 2018-19 schools funding formula, or NFF.
- 1.2 SF agreed that all schools should be consulted on this proposal and this report presents the outcome from the consultation to inform SF in its making its decision.
- 1.3 SF will be aware that under the Education Funding Agency's SF Powers and Responsibilities schedule it is for the council to propose and ultimately decide on changes to the funding formula.
- 1.4 The Council will make this decision taking into account the recommendation from SF.

2 RECOMMENDATIONS

- 2.1 That Schools' Forum:
 - Decides whether to recommend a change to the formula having regard to the feedback from the consultation.

3 REASONS FOR RECOMMENDATION

- 3.1 The consultation closed on 31 October and 27 schools replied to the single question:

Based on the information provided do you support the application to the ESFA for an exceptional premises factor to be included in the 2018-19 Slough schools national funding

formula, funded from a top slice of the Schools Block, to cover the additional rental costs incurred by Langley Hall Academy school?

- 3.2 Of the 44 schools eligible to participate 27 schools (61%) replied as follows:

Response	Number of Replies	% of Replies
Yes	0	0%
No	27	100%
Total	27	100%

- 3.3 The full list of schools who replied is listed at Appendix A.

4 SUPPORTING INFORMATION

- 4.1 The 10 October SF report 'Langley Hall Free School – Exceptional Circumstances Business Case' contains details regarding the request for an exceptional premises factor to fund the additional lease costs through a top-slice of the schools block. The report also included a business case from LHPAT in support of the application. School representatives made a verbal presentation at the meeting.
- 4.2 19 schools added comments in support of their answer and some of the comments are reproduced at Appendix B. Given the overwhelming rejection to making an application schools' comments were strongly against such a proposal.

5 ALTERNATIVE OPTIONS CONSIDERED

- 5.1 Not applicable.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

- 6.1 Monitoring Officer
The relevant legal provisions are contained within the main body of this report.
- 6.2 Section 151 Officer – Strategic Director of Resources
The financial implications of the report are outlined in the supporting information.
- 6.3 Access Implications
There are no access implications.

7 CONSULTATION

7.1 Not applicable

Contact for further information

John Voytal
Schools finance team

John.voytal@slough.gov.uk

Appendix A: Respondents to Consultation (27)

St Joseph's Catholic High School
Wexham School
Beechwood
Wexham Court Primary School
Ryvers
Willow Primary
Marish
Littledown School
Parlaunt Park Primary Academy
Haybrook College
The Langley Academy Trust
Holy Family Catholic School
Slough and Eton
Claycots School
Langley Grammar School
Pippins School
St Joseph's
The Westgate School
Foxborough Primary School
Upton Court Grammar School
Baylis Court School
Herschel Grammar School
Priory School
St Mary's CE Primary School
St Ethelbert's Catholic Primary
Colnbrook Primary School
St Anthony's Catholic Primary and Nursery School

Appendix B: Sample of comments from schools in support of their consultation response

1. School 1
 - a. For the school and the Academy Trust this will be financially unsustainable and will impact on the educational provisions for our pupils.
2. School 2
 - a. Money is tight for all schools and many in Slough have seen annual reductions for more than 4 successive years. This isn't a one off request, but something needed on an annual basis for the length of the lease. The expansion of the school, whilst providing places that were likely to be needed, was not part of the school place planning strategy for SBC. A number of schools have additional financial pressures - PFI, old buildings requiring more upkeep than others, low numbers of pupils attracting funding through the low prior attainment and deprivation factors (which Slough rightly puts significant sums through). The MFG could mean that some schools are hit significantly harder by an exceptional premises factor than others.
3. School 3
 - a. We support Schools Forum and the Council to continue to lobby the ESFA to fund this capital premises cost of taking the lease on behalf of LHPAT. We do not support the top-slicing from the schools DSG block for the 21 years of the lease.
4. School 4
 - a. I think this is not a matter for schools to resolve. We are facing our own cuts and constraints, which have already meant that we have cut back on staffing and other site expenses. This cost should have been included initially and if not then all circumstances should have been considered at that time.
5. School 5
 - a. The school entered into the agreement on the basis that they could afford to do so and to ask us to fund it for the next 21 years is not reasonable. I feel very strongly that School Forum should not agree to this proposal.

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**SLOUGH SCHOOLS' FORUM (SPECIAL)
9 November 2017**

Directorate of Children Learning and Skills

**Schools National Funding Formula 2018-19
Preparation**

1 PURPOSE OF THE REPORT

This report updates Schools Forum (SF) on the planning and preparation for the 2018-19 schools budget through the 'soft' National Funding Formula (NFF).

Background

- 1.1 The October SF received an update of on the NFF for 2018-19 that set out the proposed changes for next year and included a provisional timetable. This report confirms the date for the budget development Task Group and the approach in modelling the impact of any allowable local changes to the formula leading to final consultation with schools in January 2018 and submission of the APT by the 19th January.

2 RECOMMENDATIONS

- 2.1 That Schools' Forum:
- Notes the approach to the 2018-19 schools budget development.

3 REASONS FOR RECOMMENDATION

- 3.1 The next two financial years offer the opportunity to plan and prepare for the 'journey' towards the implementation of the 'hard' NFF in 2020-21. The Schools Block funding for 2018-19 and 2019-2020 will be the collated amount that schools would receive had the NFF been implemented immediately noting that the total funding is driven by the NFF rates, but will be distributed through the local formula.
- 3.2 In particular the planning and consultation with schools should ensure there is minimal turbulence arising from changes up or down to the amount of revenue funding schools will receive under the NFF. The DfE expect local authorities to transition towards the NFF during the next two years.

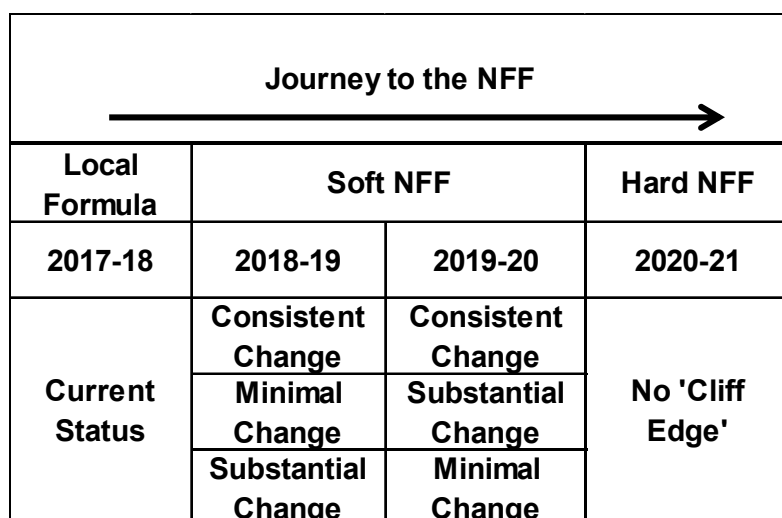
3.3 Within the DfE proposals for next year is the scope to model a number of outcomes under the auspices of the Schools Funding Task group. The first meeting is scheduled for 21st November as shown in the timetable below.

SUPPORTING INFORMATION

4.1 The revised budget preparation timetable is set out below:

Activity	Target Date/Completion
Build 2018-19 financial model	November
Consult schools	16 th to 30 th November
Schools Task Group meeting to consider consultation options	21st November
Collate consultation and Task Group responses	1 st December
Enter agreed model into APT	W/C 4 December
EFA publish initial schools block allocations	18 December
Complete final APT and check affordability	18 th December
SF consulted on final EYNFF rates post consultation	17th January
Submit final APT to DfE with agreed political ratification date if not already obtained	19 th January

4.2 The diagram below reflects the journey referred to in 3.1 above.



4.3 The diagram illustrates how change could be addressed and managed over the budget development period.

5 ALTERNATIVE OPTIONS CONSIDERED

5.1 Not applicable.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

6.1 Monitoring Officer

The relevant legal provisions are contained within the main body of this report.

6.2 Section 151 Officer – Strategic Director of Resources

The financial implications of the report are outlined in the supporting information.

6.3 Access Implications

There are no access implications.

7 CONSULTATION

7.1 Not applicable

Contact for further information

John Voytal

John.voytal@slough.gov.uk

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SLOUGH SCHOOLS' FORUM
9th November 2017
Directorate of Children Learning and Skills

Schools Forum Constitution Update: latest DfE Schools Forum Guidance

1 PURPOSE OF REPORT

This report provides an updated Schools Forum Constitution as amended in the light of recently revised DfE guidance.

2 RECOMMENDATIONS

- 2.1 Schools Forum is asked to note, comment upon and endorse the revised Schools Forum Constitution attached as **Appendix 1**.

3 REASONS FOR RECOMMENDATIONS

- 3.1 To ensure that the Schools Forum is compliant and operating openly within the latest DfE guidance.

4 SUPPORTING INFORMATION

- 4.1 In September 2017 the DfE published a number of updated guidance documents, namely: Schools Forums Operational and Good Practice Guide and Schools Forums Powers and Responsibilities. Both can be found at:

<https://www.gov.uk/government/publications/schools-forums-operational-and-good-practice-guide-2015>

- 4.2 The Schools Forum Constitution was last updated in 2015 when a number of changes were made. Much of the Constitution remains in place in the version presented with this report.

The main changes are:

- to update weblinks to ensure that the latest information is readily available
- to remove old appendices
- to clarify wording

There are no significant changes within this document and main changes are highlighted in yellow in the revised version at **Appendix 1**.

5 Alternative options considered

5.1 None

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

6.1 Borough Solicitor
Not applicable.

6.2 Section 151 Officer – Strategic Director of Resources
Not applicable.

6.3 Access Implications
There are no access implications.

7 CONSULTATION

7.1 Principal Groups Consulted
None.

7.2 Method of Consultation
Not applicable.

7.3 Representations Received
Not applicable.

7.4 Background Papers
None

Contact for further information
Maggie Waller, Chair of Slough Schools Forum
maggieeducation@aol.com

SLOUGH SCHOOLS FORUM CONSTITUTION 2017

1.	Introduction
	<p>The Government requires that each Local Authority (LA) maintains a Schools Forum.</p> <p>Slough Borough Council established a Schools Forum in accordance with the requirements of the Education Act 2002 and subsequent regulations and in line with the Schools Forums (England) Regulations 2012 (S.I. 2012/2261) (as amended): http://www.legislation.gov.uk/ukxi/2012/2261/contents/made</p> <p>It complies with the Department for Education (DfE) Schools Forum Structure March 2015: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417331/Schools_forums_structure.pdf</p> <p>It also complies with the Schools Forum Operational and good practice guide as updated September 2017: https://www.gov.uk/government/publications/schools-forums-operational-and-good-practice-guide-2015</p> <p>The Constitution will be reviewed every three years, or sooner should there be changes to the relevant regulations or DfE guidance which warrant this.</p> <p>The Forum shall be called the 'Slough Schools Forum' referred to in this Constitution as 'the Forum'.</p> <p>A brief guide to the operation of Schools Forums can be found here: https://www.gov.uk/guidance/schools-forum-a-guide-for-schools-and-academies</p> <p>Appendix A is a local framework for decision making and Schools Forum process.</p>
2.	Membership
2.1	<p>A written record of the membership of the Forum is maintained and is available on request from the Clerk to the Forum.</p> <p>A Forum must comprise:</p> <ul style="list-style-type: none"> ➤ schools members ➤ academies members ➤ non-schools members <p>Maintained schools members and academies members must together make up at least two thirds of the membership of the Forum.</p>

	<p>Academies and maintained primary and secondary schools must be broadly proportionately represented on the Forum, having regard to the total numbers of pupils registered at them.</p> <p>Vacancies will not be filled until it has been confirmed that the correct proportionality will be maintained by such a replacement.</p>
<p>2.1.1</p>	<p>Schools Members (maintained schools)</p> <p>Schools members have voting rights.</p> <p>At least one member must be a representative of the governing bodies of maintained schools and at least one member must be a representative of the Headteachers of such schools. Governors can include interim executive members of an Interim Executive Board (IEB).</p> <p>Where the LA maintains one or more primary school at least one schools member must be a representative of a primary school. If the LA maintains one or more secondary schools, at least one schools member must be a representative of a secondary school.</p> <p>This also applies to where the LA maintains one or more special schools, nursery schools or Pupil Referral Units.</p> <p>When elections take place, these are in line with maintaining broadly proportionate phase balance in the membership of the Forum (having regard to the total numbers of pupils in each phase). In addition, electing groups should be mindful of the types of school i.e. Community, Foundation and Voluntary Aided and to seek to maintain representation across these groups.</p> <p>The aim will also be to achieve a balance in the numbers of Headteacher members* and Governor members wherever possible.</p> <p>* Headteachers can be represented by other senior members of staff within their school.</p> <p>Schools members are elected by the relevant Headteacher groups or relevant Governing Bodies as appropriate.</p>
<p>2.1.2</p>	<p>Academies Members</p> <p>Academies members have voting rights.</p> <p>Academies members must be elected to the Forum by the proprietors of the academies in the LA's area.</p> <p>There are three sub-groups for academy members: mainstream academies, special academies and alternative provision academies and it is for the proprietors of academies within each of these sub-groups to elect their representatives.</p> <p>In the interest of proportionality, the Forum would wish to seek to maintain a balance in numbers between phases and when a vacancy arises, academy proprietors will be encouraged to take account of phase balance (primary and secondary) in electing members.</p> <p>Academies representation is not necessarily restricted to Principals, senior staff or</p>

	Governors.
2.1.3	<p>Non Schools – Members</p> <p>Non Schools Members have voting rights with some restrictions in place.</p> <p>Non-schools members must not number more than a third of the Forum’s total membership.</p> <p>The purpose of non-schools members is to bring greater breadth of discussion to Forum meetings and ensure that stakeholders and partners other than schools are represented.</p> <p>There must be representatives for 16-19 providers and the early years’ Private, Voluntary and Independent (PVI) sector.</p>
2.1.4	<p>Observers</p> <p>Observers do not have voting rights</p> <p>The Secretary of State can appoint an observer to attend and speak at Forum meetings, for example a representative from the Education and Skills Funding Agency.</p> <p>Other Attendees</p> <p>Attendees have no voting rights.</p> <p>The Lead Commissioner for Education and Children’s Services will be invited to attend all meetings.</p> <p>LA Officers will attend to present to the Forum and to provide advice and information. Regulations restrict attendance to the Director of Children’s Services (or their representative), Chief Finance Officer (or their representative) or other officers providing specific financial or technical advice (including presenting a paper to the Forum).</p>
2.2	<p>Substitutes</p> <p>Each member of the Forum may have one substitute from the same group. Substitutes will only be permitted where they have been nominated formally and approved by the Forum prior to attendance.</p>
2.3	<p>Attendance</p> <p>Where a member has not been in attendance for four consecutive meetings, the Clerk to the Forum shall write to the member seeking an explanation.</p> <p>The Forum reserves the right, with the LA, to recommend replacing that member where it is felt that it is not possible for the member to provide consistent attendance.</p>
2.4	<p>Period of Membership</p> <p>Each term of office for each member shall be a maximum of three years and shall be agreed with each new member, seeking to ensure that terms of office end at staggered intervals to maintain continuity of experience.</p> <p>Membership may be terminated by the LA in advance of the full term if the member ceases to act in the capacity for which s/he was appointed (e.g. ceases to be a</p>

	<p>Governor or Headteacher) or if the member communicates in writing to the Clerk a wish to resign.</p> <p>For non- schools members the member may be replaced by the LA, at the request of the body the member represents, by another person nominated by that body.</p> <p>Vacancies will be filled as soon as practicable through the appropriate group.</p>
2.5	<p>Proportionality and elections</p> <p>There will be an annual review of proportionality of pupil numbers in maintained schools and academies and within each phase, based on verified census pupil data (usually the October census), to take account of schools converting to academy status. Where this review shows an imbalance this will be addressed through the appropriate election procedures.</p> <p>In addition, where practicable, where a vacancy arises, the Chair will confirm the proportionality of pupil numbers in maintained schools and academies and within each phase and recommend filling the vacancy/ies.</p> <p>Representatives will be elected by their constituent groups.</p> <p>Maintained schools:</p> <p>For the election of Headteachers or their representatives this will be the maintained school Headteachers in the appropriate Headteachers' phase group</p> <p>For Governors, the Clerk will write to all Chairs of Governors of the relevant phase/s seeking nominations. Once nominations are received the Clerk will write again with nominations and the Clerk will manage the election process on behalf of the schools.</p> <p>For Academies:</p> <p>The Clerk will write to academy proprietors seeking nominations. Once nominations are received the Clerk will write again with nominations and the Clerk will manage the election process on behalf of the academies.</p>
2.6	<p>Election by the Local Authority</p> <p>If, for any reason, an election for a schools member or an academies member representative does not take place by any date set by the LA or any such election results in a tie, the LA must appoint the schools member or academies member to the Forum instead.</p>
2.7	<p>The Chair and Vice-Chair of the Forum</p> <p>The Chair and Vice-Chair will be elected from among the voting members of the Forum.</p> <p>Elections will take place as required at the first meeting of the academic year and the Chair and Vice-Chair will serve for a two-year term.</p> <p>The Chair may not make decisions on behalf of the Forum though s/he can give a view to the LA on an urgent issue.</p>
2.8	<p>Number required for Quorum</p>

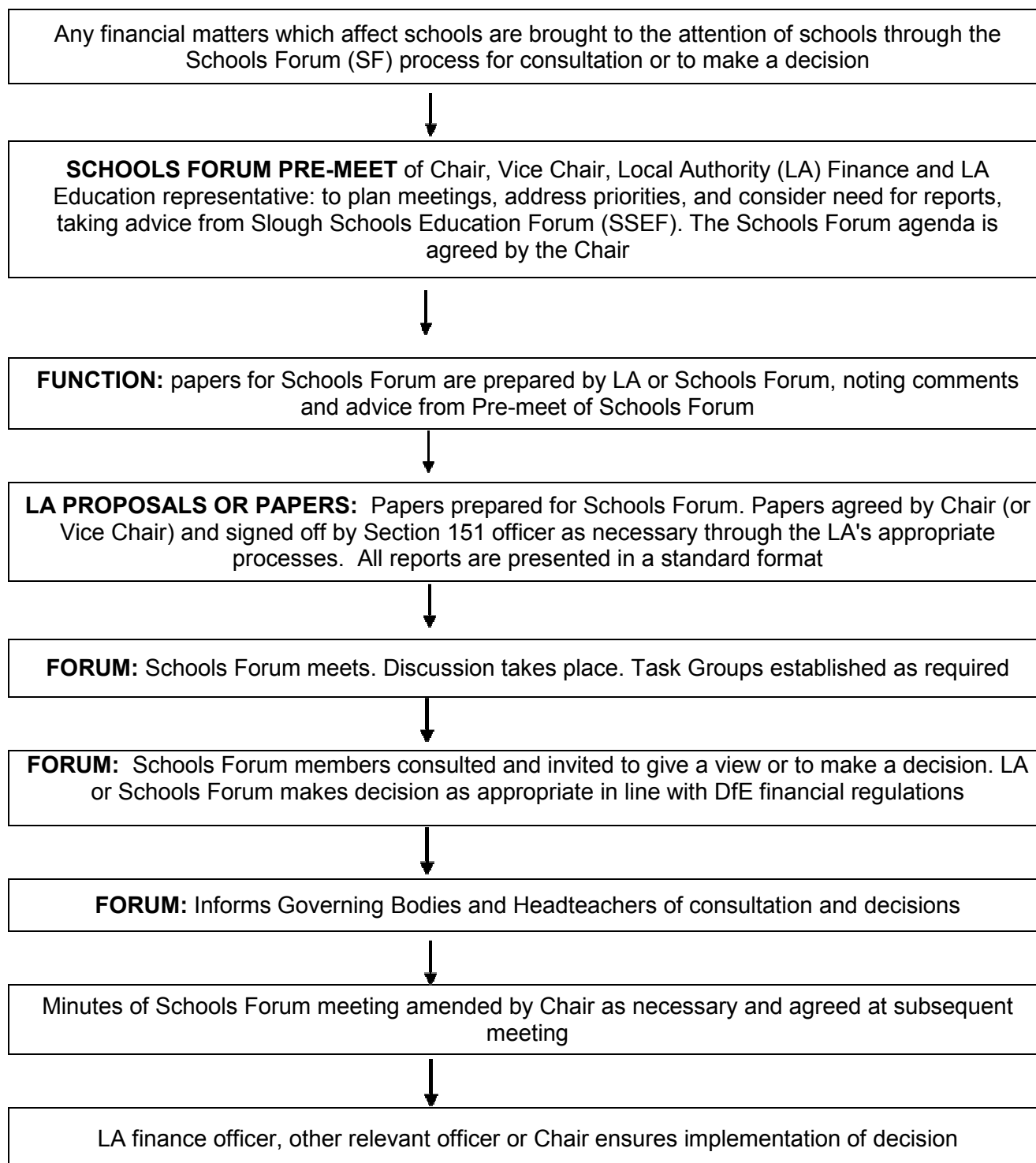
	<p>The Forum shall be quorate if at least forty percent (40%) of the current membership (excluding vacancies) is present at a meeting. A meeting may proceed if inquorate but cannot take decisions legally.</p>
2.9	<p>Voting Procedures</p> <p>Maintained Schools: Only primary representatives can vote on primary school de-delegation. Only secondary representatives can vote on secondary school de-delegation. Voting on retaining funding for statutory duties relating to maintained schools only is limited to maintained primary, secondary, special and PRU members. All schools members can vote on the Scheme for Financing Schools. All schools members can vote on any other Schools Forum business, including the consultation on the funding formula.</p> <p>Academies: Academy members may not vote on de-delegation, the Scheme for Financing Schools or retaining funding for statutory duties relating to maintained schools only. Academy members may vote on any other Schools Forum business, including the consultation on the funding formula.</p> <p>Non-school members: Non-school members may not vote on de-delegation or the Scheme for Financing Schools. Only PVI representatives can vote on the consultation on the funding formula. All non-school members can vote on any other Schools Forum business.</p> <p>Any matter will be decided by a simple majority of those members voting and present in the room at the same time the question was put.</p> <p>If there are equal numbers for and against, the Chair will have a second or casting vote.</p> <p>Unless a recorded vote is requested, the Chair will take the vote by a show of hands, or if there is no dissent, by the general affirmation of the meeting.</p>
3.	<p>Powers and Responsibilities of the Schools Forum</p>
3.1	<p>The Forum is both a consultative and decision-making body. Decision making responsibilities include: de-delegation from mainstream schools' budgets; creating and agreeing the criteria for any fund for significant pupil growth and /or falling rolls; agreeing other centrally retained budgets, including for LA statutory responsibilities</p> <p>Areas where the LA must consult the Schools Forum include: amendments to the school funding formula; arrangements for pupils with special educational needs in particular the places to be commissioned by the LA and schools and the arrangements for paying top-up funding; arrangements for early years provision.</p> <p>The Department for Education (DfE) table which provides an overview guide to the current main powers and responsibilities of the Forum as at September 2017 can be found at: https://www.gov.uk/government/publications/schools-forums-operational-and-good-practice-guide-2015</p> <p>The Forum has a duty to report to school governing bodies on the consultation in</p>

	which it has been involved.
4.	Conduct of Meetings/Expenses
4.1	<p>Meeting Schedule</p> <p>Meetings of the Forum will be scheduled for the academic year and agreed by the Forum in advance.</p> <p>The Forum must meet at least four times a year. Frequency and timing of meetings will take into account statutory requirements and the annual financial cycle. It is likely that there will be five or six meetings per year.</p> <p>A Work Programme will be determined for the year and updated throughout the year as necessary.</p> <p>These arrangements may be changed by a quorate meeting of the Forum.</p>
4.2	<p>Public Access to Meetings and Confidentiality</p> <p>Meetings of the Forum shall be open to the public. Any member of the public may attend but may only ask questions or join in the discussion if specifically asked to do so by the Chair.</p> <p>The Chair may require that an item of business is considered by the Forum in private and may therefore exclude the press and public. Any such items will normally be taken at the end of the agenda.</p> <p>Agendas, reports and minutes will be made available to the public by being published promptly on the Slough Borough Council website.</p>
4.3	<p>Task Groups</p> <p>The Forum will agree to establish, as and when appropriate, task related sub-groups to discuss specific issues, and to produce draft advice and decisions for the Forum itself to consider. These groups can, where it is considered appropriate, include wider representation to ensure that the necessary expertise is included in the group.</p>
4.4	<p>Declarations of Interest</p> <p>Forum members must declare an interest in any agenda items where the outcome may give them a personal advantage or avoid disadvantage (pecuniary or non-pecuniary).</p>
4.5	<p>Expenses and Budget</p> <p>The Forum maintains a budget which is used, for example, to commission research and to provide training; provide agreed and reasonable expenses for members attending meetings, the costs of producing and distributing papers; room hire and refreshments and for clerking of meetings.</p>
4.6	<p>Feedback:</p> <p>Members will commit to feeding back to and from their constituent groups. After each meeting a brief report will be circulated by the Chair and Vice Chair to all Schools Forum members and to all schools and academies. This will include key decisions and will draw attention to relevant minutes.</p>
4.7	<p>Minutes of meetings</p> <p>Agendas, reports and minutes (once approved by a meeting of the Forum) will be</p>

placed on the Slough Borough Council website.

Appendix A

PROCESS CHART FOR SBC SCHOOLS FORUM



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Schools Forum Key Decisions Log September 2016 and ongoing

Issue and Decision	Schools Forum date	Schools Forum agenda item no.	School Forum Minute
Membership Update			
Kathleen Higgins attending as an observer now that Beechwood is an academy	13/10/16	4	511
PFI Proposal			
Clarification of factor and SBC contribution to affordability gap deferred to December	13/10/16	5	510
High Needs Block			
Significant pressure on High Needs Block with overspend in range of 800k. Range of recovery options being considered by SBC	13/10/16	7	514
PFI Update			
£500k PFI contribution raised by the new finance officer (section 151). It was flagged up that the council may need to make a further request for contribution from the DSG. Other savings will be explored across the council but if a further request is made a full consultation will be employed with schools.	06/12/16	5	524
High Needs Block			
Overspend has been reduced to £300k at the current time. Figure can still fluctuate. Detailed recovery plan will be drafted.	06/12/16	6	525
Centrally Retained			
Recommendation agreed to retain £723,598	06/12/16	7	526
Education Support Grant			
School improvement and statutory services noted and Schools Forum agreed the transfer of the £430k from ESG to centrally retained. Total supported functions amount to £1.036 million. Includes bridging post between STSA and SBC	06/12/16	8	527
De-delegated items			
Behaviour Support Services (SEBDOS) approved but 5k for trade union activity NOT approved	06/12/16	10	529
Growth Fund 2017-18			
£900k centrally retained support for primary and secondary 2017/18 approved.	06/12/16	11	530
Matters arising			
SBC will not seek any portion of 500k PFI affordability gap for 2017/18. May present new proposals for 2018-19 following full consultation.	10/01/17	2	537
ESG de-delegation			
45k ESG de-delegation paper approved by maintained schools.	10/01/17	3	538
Schools Block Budget			
SBC consulted on requesting one-off 300k top slice from High Needs Block. Slough losing money overall as a result of change to National Funding Formula. Schools Forum encourages all schools to respond to Phase 2 of the DfE NFF consultation which closes 22nd March and will share response from Schools Forum once complete at March meeting.	10/01/17	4 and 5	539
Forum membership			
Updated membership in light of academy conversions meant deleting two vacancies from maintained schools and need to recruit two new academy members.	10/01/17	9	544
National Fair Funding Update			
DfE Stage 2 consultation: schools were encouraged to make individual responses (deadline 22nd March) in addition to collective Schools Forum response. https://consult.education.gov.uk/funding-policy-unit/schools-national-funding-formula2/	09/02/17	4	550
Growth Fund 2017-18			
2017-18 Growth Fund criteria agreed. Unit values were previously in line with 2015-16 AWPU values, but 2017-18 AWPU rates will now be used, with average of KS3 and KS4 for secondary. Agreed to fund numbers in bulge classes which open / fill after October census subject to costing and noted that Growth Fund criteria have to be confirmed by Schools Forum every year.	09/02/17	6	552
High Needs Block			
Schools Forum consulted on draft High Needs Block and some outstanding clarifications pending.	09/02/17	7	553

Schools Forum Key Decisions Log September 2016 and ongoing

Matters Arising			
A firm commitment was made by the LA to bring a detailed report to the October Schools Forum meeting to explain all PFI identified within the DSG, particularly relating to the Council's contribution and to the High Needs Block.	06/07/17	3	562
Review of Scheme for Financing Schools			
A review will be completed over summer with consultation (maintained schools only) in September and proposals for any amendments to come to Schools Forum in October.	06/07/17	4	563
Early Years Funding Formula			
The hourly rates for 2 year olds, and for 3 and 4 year olds have been implemented following consultation; consultation will be carried out with regard to 2018/19 formula; required to move to full implementation of universal base rate for 3 and 4 year olds by April 2019.	06/07/17	6	565
Membership			
Vacancies in academy membership and extensions of terms of office of a number of members to be progressed with relevant groups: academy proprietors and Chairs of Governors as appropriate.	06/07/17	7	566
High Needs Block Centrally Retained			
Centrally retained budget of £2.4 million: work in progress with savings of £100k identified to date; further review over the summer and detailed breakdown will be provided for October Schools Forum including all references to PFI in High Needs Block.	06/07/17	8	567
High Needs Group Terms of Reference			
Terms of Reference for High Needs Group were endorsed.	06/07/17	9	568
Membership			
The membership of a number of members of Schools Forum was confirmed for a further term of office to July 2019 following consultation with academies and maintained schools: Maggie Waller, Navroop Mehat, Carol Pearce and Angela Mellish (maintained) and Helen Huntley, Gillian Coffey, Nicky Willis, Jo Rockall and John Constable (academies). Three academy vacancies: Kathleen Higgins and Valerie Harfey proposals have been agreed; one further nomination had been made: Peter Collins and this will be followed up.	10/10/17	2	575
Chair and Vice Chair			
Election of Maggie Waller as Chair and John Constable as Vice Chair confirmed to June 2018	10/10/17	2	575
Schools' DSG Out-Turn 2016/17			
Report noted with the 13 maintained schools carry forward balances.	10/10/17	5	578
Early Years Funding			
Report noted and EY Task Group to meet as part of the development of the 2018-19 budget.	10/10/17	6	579
High Needs Block			
Report noted including 2016/17 overspend in High Needs Block on £1,468,700. Aim is to balance the spend over two years and work is ongoing with further detail and clarification to be covered in High Needs Block group due to meet in October.	10/10/17	7	580
National Funding Formula			
Update provided and Task Group to meet to look at modelling for 2018/19 transition to NFF.	10/10/17	10	583
Langley Hall Primary Academy: Exceptional Premises Factor Request			
A request from Langley Hall Primary Academy for the creation of an exceptional premises factor to support payment of a school buildings lease was referred to all schools for full and detailed consultation. Following the consultation, as proposed in the report, Schools Forum will make the final decision about the factor, taking account of the results of the consultation.	10/10/17	11	584
Scheme for Financing Schools			
Consultation with maintained schools to take place on changes to the Scheme for Financing Schools. Changes are to bring Scheme in line with DfE current guidance.	10/10/17	12	585
School Improvement and Education Services Grant 2017/18			
Report corrected inaccuracies from December 2016 reports and re-profiled the ESG elements correctly. Implication is that funding of School Improvement supported by Schools Forum could be reduced for 2018/19.	10/10/17	13	586

Slough Schools' Forum: 2017/18 Forward Agenda Plan

Meeting 3 – Wednesday 6th December 2017

No.	Description	Lead
1	Update on national funding issues/local funding issues	Nic Barani
2	Budget timetable for 2018/19	Nic Barani
3	Budget monitoring report (maintained schools)	Nic Barani
4	High Needs and SEN budget monitoring report including QA report	Nic Barani & Head of SEN
5	Early Years budget monitoring report	Nic Barani
6	Centrally retained budget 18/19 and 17/18 monitoring	Nic Barani
7	Draft Schools Block 2018/19 and proposed formula changes / consultation outcome	Nic Barani
8	De-delegated Budgets 2018/19	Nic Barani
9	Virtual School Headteacher's update with KPIs	Debby Rigby
10	Update from Task Groups: 5-16, HNB and Early Years (verbal)	Maggie Waller
11	PFI Unitary Charges Funding Support	John Voytal
12	Academies update	
13	2017/18 Forward Agenda Plan and Key Decisions Log	Maggie Waller / Johnny Kyriacou

Meeting 4 – Wednesday 17 January 2018

No.	Description	Lead
1	Update on national funding issues/local funding issues	Nic Barani
2	Funding Formula changes for 2018–19	Nic Barani
3	Budget timeline for 2018–19	Nic Barani
4	Schools Block and Schools' Budgets 2018/19	
5	School Improvement update on centrally retained items	Johnny Kyriacou
6	Growth fund allocations and issues	Tony Madden
7	Update from Task Groups: 5-16, HNB and Early Years (verbal)	Maggie Waller
8	Early Years Formula 2018/19	
9	Academies update	Johnny Kyriacou
10	2017/18 Forward Agenda Plan and Key Decisions Log	Maggie Waller / Johnny Kyriacou

Meeting 5 – Tuesday 6th March 2018

No.	Description	Lead
1.	Update on national funding issues/local funding issues	Nic Barani
2.	Confirmation of indicative budgets	Nic Barani
3.	High Needs Places	
4.	Annual consultation on 2018 –2019 High Needs Block	
5.	Annual consultation on 2017 -2018 Early Years Block	Nic Barani
6.	Update on centrally retained items: all blocks	Nic Barani
7.	Update from Task Groups: 5-16, HNB and Early Years (verbal)	Maggie Waller
8.	Growth fund allocations and issues update	Tony Madden
9.	Academies update	Johnny Kyriacou
10	2017/18 Forward Agenda Plan and Key Decisions Log	Maggie Waller / Johnny Kyriacou

Meeting 6 – Wednesday 16th May 2018

No.	Description	Lead
1.	Update on national funding issues/local funding issues	Nic Barani
2.	Update on Closure of Accounts including indicative outturns	Nic Barani
3.	Update from Task Groups: 5-16, HNB and Early Years (verbal)	Maggie Waller
4.	Update from Schools Improvement and centrally retained areas	Cate Duffy/Johnny Kyriacou
5.	Academies update	
6	2017/18 Forward Agenda Plan and Key Decisions Log	Maggie Waller / Johnny Kyriacou

Meeting 7 –Thursday 5th July 2018

No.	Description	Lead
1.	Update on national funding issues/local funding issues	Nic Barani
2.	Update on growth allocations and issues	Tony Madden
3.	Centrally retained outturn reports 2017/18 (High Needs, Early Years and Schools Block)	Nic Barani
4.	Review of the Scheme for Financing Schools 2017/18	Nic Barani
5.	Update from Task Groups: 5-16, HNB and Early Years (verbal)	Maggie Waller
6.	Special report on Early Years 30 hour provision – how it has worked so far	
7	The Impact of Quality Assurance	
8.	Academies update	
9	2018/19 Forward Agenda Plan	