

**LEEDS SCHOOLS' FORUM**
**Minutes of the Meeting held on Thursday 17<sup>th</sup> January 2013 at Civic Hall at 4.30pm**
**PRESENT**
**GOVERNORS**
**Primary**

Dorothy Charlesworth Queensway  
 Janice Rush Moortown  
 David Dewhirst Seven Hills  
 Fiona Walker Wetherby St. James'/Scholes  
 Carol Hoyle Westbrook Lane

**High**

John Thorne Priesthorpe/Southroyd  
 Doug Martin Pudsey Grangefield  
 Simon Revesai Mount St Marys

**Special**

Susan Morgan West SILC

**NON SCHOOL**

Keith Rogers Leeds Catholic Diocese

**IN ATTENDANCE**

Simon Darby Head of Finance (School Services)  
 Gail Webb Head of Schools Improvement  
 Sue Rumbold Chief Officer, Partnership Development and Business Support  
 Barbara Newton Head of Service (Complex Needs)

Sinead McGuinness Governance and Partnership Team (administrator to the forum)

**HEADTEACHERS**
**Primary**

Helen Stout Colton  
 Shelagh Henderson Rawdon Littlemoor  
 Joanne Fiddes Five Lanes  
 Danny Kenny Hollybush

**High**

Martin Fleetwood (Chair) Temple Moor  
 Ken Cornforth Pudsey Grangefield  
 David Gurney Cockburn  
 Mark Cooper Mount St Marys

**Special**

Diane Reynard (for Andrew Hodkinson NE SILC)

**PRU Member**

Barbara Temple

**ACADEMIES**

Ray Agar Horsforth Academy  
 Mike Gidley Leeds East and West  
 Dennis Fisher Woodkirk Academy

**APOLOGIES**

Roland Meredith Horsforth Academy  
 (Ray Agar attending)  
 Rod Ash St Matthew's VC  
 Allison Chin Swinnow  
 Sue Knights Little London/Alwoodley

Item Number	Item	Action
<b>1.0</b>	<b>Apologies, Introductions and Matters Arising</b>	
1.1	Martin Fleetwood welcomed everyone to the meeting and apologies were noted.	
<b>2.0</b>	<b>Minutes of meeting of 25 October 2012</b>	
2.1	<p>The minutes of the meeting held on the 25 October were agreed as a true and accurate record with the following amendments:</p> <ul style="list-style-type: none"> <li>• Item 4.1 (p.2) to record ‘responsibilities to schools that must be delegated from <i>April 2013</i>’.</li> </ul>	
<b>3.0</b>	<b>Matters Arising</b>	
3.1	<i>Item 1.1:</i> John Thorne stated that with the departure of Cyril Snell from the Schools Forum that a vacancy for a Schools Forum representative also existed on the Schools and Financial Difficulties sub-committee.	
3.1.2	Martin Fleetwood asked Schools Forum members for a volunteer to replace Cyril Snell. Sue Morgan volunteered for the post. Schools Forum agreed that Sue Morgan would fill this vacancy.	
3.2.1	<p><i>Item 6.3:</i> Sue Rumbold informed Schools Forum that a Task and Finish group had been established to review cluster governance and performance. Sue stated that the group had met once and a paper was circulated prior to the December Schools Forum meeting which was postponed. Sue added that the purpose of the group was to;</p> <ul style="list-style-type: none"> <li>-Ensure that appropriate performance measures are in place in clusters. Each cluster is required to complete a self-assessment prior to the end of the financial year.</li> <li>-Initiate a cluster governance action plan to establish appropriate cluster governance.</li> </ul>	
3.2.2	Schools Forum members welcomed this progress. Martin Fleetwood requested that these measures be completed in conjunction with the AIP report and that clear deadlines for reporting be put in place.	
3.2.3	Ken Cornforth re-iterated Schools Forum request that appropriate governance arrangements be put in place. Ken added that the governance of clusters needed to be the focus of the group.	
3.2.4	Martin Fleetwood stated that the assumption would be that if the clusters did not put sufficient governance and performance arrangements in place that Schools Forum would be informed and the consequence could affect their future funding.	

#### **4.0 Carbon Reduction – presentation on work with schools**

- 4.1 Polly Cook gave a presentation an ‘Overview of low carbon schools programme’. Polly summarised the benefits to schools of the low carbon programme, gave details of local schools initiatives and the challenges to the programme.
- 4.1.2 Polly noted that with rising energy prices and the levy on carbon emissions there was a particular need to reduce carbon emissions in schools. Polly added that a number of initiatives were in place to encourage lower carbon emissions. These include encouraging schools to put an eco-policy in place, highlighting potential savings, a whole school approach and cultural change. Polly stated that Aireborough, Morley and Brighshaw family of schools were involved. Polly added that there was more activity in primary than secondary schools and the aim was to target whole communities. Polly added that ad hoc support was provided as necessary.
- 4.1.3 **Salix Funding**  
Polly stated that Westerton primary school had taken an electricity sample over a 24 hour period. The energy usage data for the period was illustrative of the ‘big switch off’. Polly also noted that Kippax Greenfield had saved five per cent of energy through small scale investment and pupil engagement activities. Polly stated that the focus in secondary schools was to produce additional materials. Polly suggested that any Maths teachers’ assistance with this would be most welcome. Polly stated that the initiative also wished to engage governors through communications and training.
- 4.1.4 **Challenges**  
Polly stated that the main challenges of introducing the programme in primary schools were competing priorities, a whole school approach, sustaining the change and qualifying the impact. Polly stated that secondary schools needed to consider the energy baseline, saving achieved and capital spend. Polly stated that the PFI team were investigating potential funding avenues to support large scale roll outs in secondary schools.
- 4.1.5 **Energy generation**  
Polly stated that there was a Corporate scheme in place for solar panels. For further information schools forum members should email or call Polly on 0113 3952465.
- 4.1.6 Schools Forum members were invited to ask questions and provide feedback. Ken Cornforth raised the question of whether a large proportion of energy consumption in schools was due to the use of IT equipment. Polly stated that this was largely dependent on the equipment and its specification. Polly agreed to investigate this further and report back.

**Polly  
Cook**

4.1.7 Mike Gidley stated that the West Leeds Academy school had moved into a new building last year and in September 2012 the electricity bill had doubled. Mike stated that RM, the council preferred provider for ICT services to schools had installed computers without an automatic shutdown facility and this facility would need to be paid for separately. Mark Cooper added that the assumption with new builds is that they are energy efficient and this is not always the case. Mark added that service providers have removed some of the controls that were previously held by headteachers and super intendants.

4.1.8 Martin Fleetwood suggested that a centre for excellence that can support all schools in their bid to reduce carbon emissions was necessary. Martin agreed that this item should return to the Schools Forum agenda.

**Agenda**

## **5 School MIS Contract**

5.1 Simon Darby spoke to this item.

5.1.1 Simon stated that the recommendation of the paper was to request Schools Forum agreement that a mini competition be initiated with MIS suppliers to evaluate whether a more cost effective agreement be reached with an alternative supplier to the current SIMS Capita supplier. Simon added that the current agreement had been in place over the last twenty years and at the time the contract was agreed only two other MIS suppliers existed in the market.

5.1.2 Martin Fleetwood confirmed that the options considered for approval included A – C. Simon Darby summarised that the options included; Option A, continue with the current model, Option B, completing a formal procurement process for Leeds' schools and Option C, run mini competition against the GPS MIS framework. Simon added that the outcome of this recommendation would involve a 4 year commitment compared to the current arrangement which is renewed annually. Martin Fleetwood asked School Forum members for agreement to Option C.

5.1.3 Ken Cornforth requested clarification over what the 'appropriate financial cost to account for LCC's effort in this process made to schools' would be. Simon Darby stated that he was unclear as to these costs and that he would clarify this with Paul Ross and report back to Schools Forum. Danny Kenny also requested details on the amount of potential saving. Martin Fleetwood requested that Simon Darby seek clarification on the costs and whether there would be any flexibility in making shared savings in place of the costs involved.

**Simon Darby**

5.1.4 Schools Forum members also requested details of the time scales in place. Simon Darby stated that there was potential to begin to instigate the programme by 1<sup>st</sup> April 2013. Schools Forum members drew attention to item 3.7.3 which stated that 'a procurement by 1st April looks unlikely to be achieved at this point.' Martin Fleetwood stated that Schools Forum

members would consider the proposal in light of the potential costs and savings and whether these would warrant a change of supplier. Martin added that a decision would be taken at the next Schools Forum meeting.

## **6 Central Schools Budget Month 8 Report 2012/13**

6.1.1 Simon Darby spoke to this item. Simon informed School Forum members that the purpose of the report was to inform Schools Forum members as to the latest budget monitoring as at the end of November for the 2012/13 financial year. Simon summarised the report and noted that the month 8 projection was for an under spend of £305,000 against the 2012/13 budget.

6.1.2 Simon stated that the impact of Equal Pay claims is an on-going issue and that there is still no certainty over what the final position will be. Simon also requested that Schools Forum members consider that an additional £300,000 is provided within the 2013/14 budget for maternity costs. John Thorn asked if the £300,000 figure was an estimate. Simon Darby confirmed that this figure was a best guess estimate. Martin Fleetwood stated that the report was considered and there was agreement by Schools Forum that £300,000 be provided in the 2013/14 budget for maternity costs.

## **7 School Funding Reform: SEN Funding update**

7.1.1 Simon Darby spoke to this item. Simon stated that the purpose was to inform Schools Forum of the changes to the mechanism for delegating funding for additional and special educational needs.

7.1.2 Simon stated that under the new arrangements all Primary and Secondary schools will be required to meet the first £6000 of additional support for each pupil with Special Educational Needs (SEN) before any additional funding is provided. Simon added that the only exception would be when the local authority has more pupils with SEN then the budget can support.

7.1.3 Simon stated that assessments against the new framework of high need pupils was underway and that the local authority hopes to be able to support a form of transitional protection. Simon added that the high needs top up budget should be known by the next meeting.

7.1.4 Simon Darby invited Schools Forum members for any comments or questions. Martin Fleetwood asked if there had been any consultation regarding the changes. Simon Darby stated that there had been numerous meetings with SEN co-ordinators in schools. Sue Morgan added that a consultation on the issue of schools paying the initial £6000 had been carried out via Infobase.

7.1.5 Sue Morgan noted that the criteria were divided into Early Years, Reception to Year 11 and Post 16. Sue also noted that High Needs Top Up Funding criteria did not apply post 16. Sue added that there were

currently 260 learners attending colleges between ages 16 -25. Sue added that as there was no criteria post 16 a description of this provision had been requested. The guidelines currently state that Elements 1 and 2 of the funding will be given to institutions directly from the EFA for every student enrolled on a learning programme of around 600 hours.

- 7.1.6 Sue added that as the arrangements were completely different for schools and there would be a large impact on schools, especially special schools. Jo Fiddes requested clarification as to whether there had been any changes to Band D. Sue Morgan confirmed that only those bands with significant changes had been highlighted.
- 7.1.7 Sue Morgan noted the changes to F Band, Behaviour, Emotional and Social Development. Sue stated that a working group had completed a lot of work in this area to ensure that the criteria applied across all age ranges. School Forum members also welcomed the addition of trauma to the criteria.
- 7.1.8 Martin Fleetwood suggested that the changes would need to be worked through the system before the net affect will be clear. Schools Forum agreed that this area would require close monitoring.
- 7.1.9 Mike Gidley asked if FFI funding applied to Academies. Simon Darby stated that the current funding system would apply until the end of August 2013 and that Academies would move to the new system and have to meet the first £6,000 from GAG from September onwards.

## **8 Cluster Funding Allocations**

- 8.1.1 Simon Darby stated that following the commitment to funding clusters for the next three years it was necessary to determine the formula to allocate funding to the clusters for the next three years. Simon added that the Schools Forum was being consulted on that formula.
- 8.1.2 Simon stated that Schools Forum were being asked to consider whether the current formula should be maintained, or if the level of targeted funding should be reduced. The appendix to the paper informed members of the funding based on a nearest fit model, and reductions in the targeted funding to 70%, 60% and 50% of the total.
- 8.1.3 Barbara Temple raised a concern over the effect on cluster balances and whether any funding had been reserved for staff redundancies. Simon Darby stated that the balances which the clusters hold would allow them to manage any funding changes.
- 8.1.4 Simon Darby confirmed that the data provided applied only to Primary and Secondary schools and that PRU/SILC funding would have to come from the new High Needs budget.
- 8.1.5 Ken Cornforth raised some concern over the focus on deprivation in allocating funding. Ken added that the agenda for clusters for the next

three years was not solely focused on targeting deprived areas. Ken added that forum members should consider what would benefit the clusters overall.

- 8.1.6 Martin Fleetwood suggested that Schools Forum members should consider the impact of changing the budget stream on effective cluster working. For example, the impact on staff could undermine effective cluster work.
- 8.1.7 Ray Agar stated that whilst the proposed best fit formula provided the Horsforth cluster with relatively low funds he agreed that the funding should continue to target the most challenging pupils and the most vulnerable families.
- 8.1.8 Martin Fleetwood invited School Forum members to consider Options 1 – 4. David Dewhirst stated that it was clear that Option 1 would deliver the most benefit to vulnerable children.
- 8.1.9 Martin Fleetwood invited schools form members to vote on Option 1. A majority of Schools Forum members (of 22 votes, 21 in favour, 1 against and 0 abstentions) voted in favour of option 1. Martin Fleetwood confirmed that Option 1, to fund clusters on the simplified formula basis of a nearest fit to the current formula was carried and voting on options 2, 3 and 4 was not necessary.

## **9 Control of School Balances**

- 9.1.1 Simon Darby spoke to this item. Simon noted that the current arrangements within the Leeds Scheme for Financing Schools sets the threshold of 5% in Secondary and 8% in Primary Schools for the surplus balance after removing prior year commitments and funding set aside for particular purposes.
- 9.1.2 Simon added that due to the regulations issued to academy schools and the new DfE assurance system for financial management (appendixes 2 & 3) it was now appropriate for Schools Forum to review the arrangement. The DfE has now determined that the lower threshold for what would be classified as a very high uncommitted surplus would be where a school has carried forward 15 % of its budget for a period of 5 years. Schools Forum members discussed the benefits of increasing the surplus balance threshold to 15%.
- 9.1.3 Martin Fleetwood invited Schools Forum members to vote on the decision to increase the schools surplus budget threshold to 15%. Vote returned 20 in favour and 2 abstentions.
- 9.1.4 Simon informed members of the Schools Forum that he would consult all Schools on the proposal to increase the threshold.

## **10 Schools Funding Reform: Schools Budget Update**

- 10.1.1 Simon Darby presented a paper on 'Schools Funding Reform: Schools Budget Update' and the breakdown of the calculation of school funding allocations between 2012-2012 and 2013-2014. Simon stated that the purpose of the report was to inform Schools Forum of the latest position on the Schools budget for 2013/14. Simon added that Schools Forum were being asked to support the changes to the simple formula that was consulted on in October 2012.
- 10.1.2 Simon stated that the changes to the formula were due to the delegation of services, an increase in the growth fund and changes in the allocation of NQT assessment monitoring funds. Simon noted that there would be an increase of £5.77m in the primary budget and a decrease of £2.7m in the secondary budget.
- 10.1.3 Martin Fleetwood asked members for questions or comments. School Forum members enquired whether the allocation funding for 2013-2014 paper was a draft document. Simon Darby confirmed that this was a draft document with some missing detail. John Thorne requested if this document could be circulated electronically. Martin Fleetwood suggested that when circulating it needed to be clear that this was a draft version.
- 10.1.4 Martin Fleetwood invited Schools Forum members to vote to support the amendments to the initial budget proposal listed in 3.1, 3.2 and 3.3. Schools Forum returned a unanimous vote in support of the amendments to the initial budget proposal listed in 3.1, 3.2 and 3.3.

## **11 Future Meeting Dates**

- 11.1.1 The next meeting of the Schools Forum will take place on Thursday 28<sup>th</sup> March 2013, 4.30pm – 6.00pm (Budget 2013/14) at the Civic Hall.
- 11.1.2 23<sup>rd</sup> May 2013 - Outturn report 2012/13  
 11<sup>th</sup> July 2013 - Meeting if required

## **12 Items for future business**

- 12.1.1 Joanne Fiddes suggested that for a future agenda item Ken Hall could be contacted to report on the review of PE, Sport and Outdoor Education. **Agenda**
- 12.1.2 Schools Forum members agreed that a update on cluster governance arrangements be added to March's agenda. **Sue Rumbold**