

LEEDS SCHOOLS FORUM

Minutes of the meeting held on Thursday 17 January 2019, 4.30 – 6pm at Merrion House

Membership (Apologies in Italics)	
GOVERNORS	HEADTEACHERS
Primary (5 seats)	Primary (6 seats)
<i>Sue Knights</i> <i>Little London & Alwoodley Primary</i> Sara Nix Rawdon Littlemoor Primary Deryn Porter Cobden Primary <i>Ritchie Halls</i> <i>Windmill & Low Rd Federation</i> Vacancy	John Hutchinson St Theresa's Catholic Primary Claire Harrison Wetherby Deighton Gates Helen Stott Allerton C of E Primary Peter Harris Farsley Farfield Primary Julie Harkness Carr Manor Community School Jo Smithson Greenhill Primary
Secondary (2 seats)	Secondary (3 seats)
<i>Doug Martin</i> <i>Pudsey Grangefield</i> vacancy	Delia Martin Benton Park <i>Lucie Lakin</i> <i>Wetherby High</i> vacancy
Special (1 seat)	Special (1 seat)
<i>Amanda Jahdi</i> <i>East SILC</i>	Diane Reynard East SILC
Non School	Academies – Mainstream (9 seats)
Peter Best PVI Providers Susan Knowles PVI Providers Patrick Murphy Schools JCC Richard Noakes Diocese of WY & Dales Steve Kelly/Bill Jones 16-19 Providers Angela Cox OBE Catholic Diocese	David Gurney Cockburn School Ken Morton Brigshaw LP MAT & Ashtree <i>Adam Ryder</i> <i>Bruntcliffe Academy</i> <i>John Thorne</i> <i>Co-op Academy Priesthorpe</i> Emma Lester Woodkirk Academy Ian Goddard Ebor Gardens/Victoria Primary Siobhan Roberts Cockburn John Charles Joe Barton Woodkirk Academy <i>Andrew Whitaker</i> <i>White Rose Academies Trust</i>
	Academy – Special School (1 seat)
Andy Humphreys, ESFA	<i>Scott Jacques</i> <i>Springwell Leeds Academy</i>
	Academy – Alternative Provision
	Ben Mallinson Stephen Longfellow Academy
Local Authority Reps:	
Steve Walker, Director Children and Families	Louise Hornsey, Principal Financial Manager
Tim Pouncey, Chief Officer Strategy & Resources	Simon Criddle, Head of Finance
Phil Mellen, Deputy Director Learning	Val Waite, Head of Learning Inclusion
Minutes:	
Lesley Gregory, PA	

Item		Action
1.0	Apologies, introductions & future membership	
	Apologies noted. Welcome to new members Jo Smithson, Jo Barton and Andrew Whitaker.	
2.0	Membership Matters	
	<p>There have been a number of discussions and debates regarding the voting process for academy members.</p> <p>Dave Gurney will pick this up and liaise with Tim Pouncey to establish how academy representatives are chosen. Dave will report back to the group.</p> <p>The two new Academy representatives were confirmed as Joe Barton and Andrew Whitaker.</p> <p>The three replacement Primary Headteachers are Peter Harris and Julie Harkness both of whom have been re-elected and Jo Smithson.</p> <p>The Primary Governor and Secondary Governor seat vacancies have been advertised.</p>	DG/TP
3.0	Minutes of the 15 November 2018 meeting	
	The minutes were agreed as a true record.	
	Patrick Murphy pointed out that he was present at the last meeting. The minutes will be amended to reflect this.	LG
3.0	Matters arising	
	None.	
4.0	School Funding Arrangements 2019/20	
4.1	<u>Additional High Needs Block funding</u>	
	<p>After the meeting in November a decision was made around the funding formula which was to transfer funding from the Schools Block to the High Needs Block. However before Christmas the Government gave notice of additional funding provided in 2018/19 and 2019/20. Leeds will receive an additional £1.76m in both years.</p> <p>In the letter from the Secretary of State it was suggested that Councils may want to reconsider any transfers. The transfer from the Schools Block was previously agreed as £2.5m.</p> <p>In terms of the current financial year it is suggested that the £1.76m is used to improve the High Needs Block's overall financial provision which will result in a reduction in the overall deficit on the Dedicated Schools Grant.</p> <p>In 2019/20 the proposal is that the benefit of having the additional grant is passed back to mainstream schools in the form of a reduced transfer from the Schools Block from £2.5m to £1.5m. It is also proposed to increase the FFI unit rate from £600 to £650 for maintained schools.</p>	

	<p>There has been a large rise in the number of EHCP requests this year. It costs £7-8k to write a plan and maintain it and this does not include the cost to support the young person in school. Half of the plans written end up in specialist provision which means additional cost pressures on the High Needs Block. This is resulting in the need to create more special education placements.</p> <p>It takes time to process EHCPs due to the volume and not enough staff to cope with them. However this is being looked at how we can reconfigure and increase the number of staff in SENSAP.</p> <p>A question was asked whether there would be additional funding for SILCs, this will be subject to the outcome of the separate specialist funding review which is currently in progress.</p> <p>It was also noted that the High Needs budget for 2019/20 includes a contribution to repay the deficit balance. Given the additional grant and the improved position in 2018/19 it is also proposed to review the proposed contribution in 2019-20.</p>	
<p>4.2</p>	<p><u>Schools Block funding formula</u> As a result of the consultation in October, Schools Forum supported the Council's proposal for Option 1 but with some adjustments to address the concerns over a small number of schools which were adversely affected by this option.</p> <p>Given that we are looking at reducing the Schools Block transfer to £1.5m the funding formula has been reworked with the cap on gains increased to 2.7%. This will address the concerns raised previously.</p> <p>The decision on the final formula is taken by the Director of Children and Families. The information is included in the return to the ESFA.</p> <p>Helen Stott queried the percentage increase based on pupil funding. Louise Hornsey explained that some premises based funding is excluded from the calculation of the percentage increase in line with the ESFA guidance, as this would otherwise skew the figures and not provide a meaningful comparison between schools.</p>	
<p>4.3</p>	<p><u>PFI funding</u> Over the last few years there have been a number of issues around how funding is allocated and how some schools have seen increases in funding for PFI costs affected by the cap in the minimum funding guarantee. PFI contract costs can be unpredictable and vary year on year which can have an impact on school funding. The main issue is the affordability of those contracts and how they will be funded in the future. After a period of low inflation there has been an increase in the last couple of years and this has resulted in an increase in contract costs. There is currently a gap between the total cost of the contract and available funding and this is forecast to increase over the next few years. Discussions have taken place with the DfE and we are not the only authority with this issue. Leeds, however is particularly affected because we have a high number of PFI schools with five different contracts and financial models.</p>	

A review has been undertaken and as a result a funding issue was identified. After discussion with the DfE the Council will put an additional £1m funding into the PFI factor for 2019/20 which is part of the overall school funding formula. This will increase the overall Dedicated Schools Grant for funding and will also provide a revised baseline for the DfE in future years.

In order to prevent PFI schools being affected by the Minimum Funding Guarantee cap on gains the Council has submitted a disapplication request to remove the PFI factor from the MFG calculation. We are still waiting for a response from the DfE.

The Council has also been reviewing how contract deductions are dealt with. Leeds is not in line with the DfE's preferred policy which is that PFI contract deductions should be paid back to schools. It is proposed to change the policy and the DfE have acknowledged that this will result in additional cost pressures for the PFI factor and has agreed additional funding of £200k in school funding in 2019/20 to help.

How this change will work in practice needs to be agreed and PFI schools will be written to around the revised arrangements.

4.4

Growth Fund 2019-20

The proposed funding is £2.5m from the Schools Block supplemented by a further £0.4m from the projected underspend on the growth fund in 2018-19. It will be split between primary (£2,360k) and secondary (£565K) growth.

The growth fund is based on what we have from the October Census for the following year. The timing of this is based on the need for data to be returned to the ESFA by January the following year.

Pre-Opening costs: It was mentioned that the £3k allowance (£100 per pupil) to furnish a classroom is not sufficient. It was also raised that Primary schools do not get business manager or PA time.

It was recognised that new primary schools may need provision of up front costs similar to secondary schools and this will be picked up for next year.

With regards to the £100 per pupil allowance, the local authority puts this forward to the Schools Forum to agree or not. If the rate is increased it takes money out of the schools block.

4.5

Central School Services Block

In terms of Academies, the Central Schools Service Block funds some of the statutory duties for maintained schools and academies.

Education Services Grant: The retained duties element is increasing to £2.3m and Schools Forum are asked to approve £1.9M. The local authority will contribute the remainder.

Historic commitments: The amounts have stayed the same or reduced from 2019 e.g. the borrowing costs of capitalised equal pay claims which has now been paid off.

Ongoing central funding: Admission service proposing to increase funding, partly around the increase in the pay award. The remaining increase is because there is a requirement to treat maintained and academies equally when it comes to admissions.

Schools running their own admissions board are charged by the local authority. This will not continue and will be rectified going forward. Nothing can be done about the refund of historical costs.

SILCs: it was felt a little unfair that they get nothing from the additional High Needs Block funding. It was however highlighted that the council is proposing that the High Needs Block will be supported by £800k from the Central Schools Services Block and £1.5m from the Schools Block in 2019/20.

VOTING

Schools Forum is asked to note and provide a view on the proposed use of the additional High Needs Block funding to reduce the 2019/20 Schools Block transfer from £2.5m to £1.5m, increase the FFI unit rate for mainstream schools in 2019/20 from £600 to £650 and make a contribution to the DSG deficit.

- The ESFA has advised that Schools Forum members are not required to vote again on the Schools Block transfer as it is a reduction from the previously agreed amount.

Noted by Schools Forum.

Schools Forum is asked to note the arrangements for the school funding formula including the proposed additional PFI funding contribution by the council for 2019/20.

The final decision on the formula will be taken by the Director of Children and Families in accordance with the council's decision making framework

Noted by Schools Forum.

In relation to the Growth Fund for 2019/20, Schools Forum is asked to approve:

- a) The total Growth Fund of £2.9m, funded through £2.5m from the Schools Block in 2019/20 and £0.4m of a projected underspend of the 2018/19 Growth Funding that will be earmarked for use in 2019/20. The Growth Fund would be split between £2,360k for primary growth and £565k for secondary growth.

Agreed: 16 in favour, no abstainees or no's

- b) The proposed criteria, which remain unchanged from 2018/19 apart from annual uplifts.
- This is a Schools Forum decision. In the event that Schools Forum does not agree, the DfE is able to adjudicate if we request this.

Agreed: 16 in favour, no abstainees or no's

In relation to the Central School Services Block, Schools Forum is asked to approve the amounts summarised below for 2019/20 (apart from the ESFA central licence charge, which does not require approval).

- This is a Schools Forum decision. In the event that Schools Forum does not agree, the ESFA is able to adjudicate if we request this.

	2018/19 (for information) £	2019/20 (for approval) £	Vote
Former ESG Retained Duties	1,810,210	1,920,240	16 votes in favour, no abstainees or no's
Historic Commitments			
Equal pay borrowing	499,340	0	For information 16 votes in favour, no abstainees or no's
Prudential borrowing	515,000	515,000	16 votes in favour, no abstainees or no's
Headteacher support service	54,410	54,410	16 votes in favour, no abstainees or no's
School support staff training	46,330	46,330	16 votes in favour, no abstainees or no's
Carbon reduction officer	30,000	30,000	16 votes in favour, no abstainees or no's
Ongoing Responsibilities			
Admissions service	1,160,790	1,376,290	16 votes in favour, no abstainees or no's
Schools forum	29,740	30,330	16 votes in favour, no abstainees or no's
ESFA central licences (for information only, no vote required by Schools Forum)	525,180	552,700	For information
Total Central School Services Block	4,671,000	4,525,300	

	<p>In relation to the Central School Services Block, Schools Forum is asked to note that following confirmation of funding and costs, the proposed transfer to the High Needs Block will be £800k.</p> <ul style="list-style-type: none"> The final decision on this transfer will be taken by the Director of Children and Families in accordance with the council's decision making framework. <p>Noted by Schools Forum.</p>	
<p>4.0</p>	<p>De-delegation of funding for maintained schools 2019-20 Consultation took place with all maintained schools out of which only 22 schools responded. The majority of schools were in favour to de-delegate services.</p> <p>The recommendation to schools forum is to approve the continuation of de-delegation of funding for 19-20. Primary and Secondary will be asked to vote separately.</p> <p>A SIMS licences update was provided. The price is favourable but there are savings to make if there is a commitment to more than a year at a time.</p> <p>Peter Harris offered to explore the options and come up with a better plan for next year.</p> <p>Voting</p> <p><u>Contingency and support for schools in financial difficulty</u> The proposed amount per pupil for 2019/20 remains the same as the 2018/19 rate of £14.90. This would provide £954k of de-delegated funding in 2019/20, compared to £1,034k in 2018/19. In favour: Primary 7 Secondary 1; No abstainees and no no's</p> <p><u>Maternity and other cover</u> The total budget proposed for 2019/20 is £1,894k, which is a £24k increase compared to 2018/19 when the amount was the £1,870k. The equates to a 10% increase in rates due to increases in demand and costs, and further details on the reasons for this are provided in the attached consultation document. In favour: Primary 7 Secondary 1; No abstainees and no no's</p> <p><u>Suspended staff cover</u> The total budget proposed for 2019/20 is £40k, the same as for 2018/19. Due to a reduction in maintained school pupil numbers, the rate per pupil has increased from £0.36 to £0.52. Further details are available in the attached consultation document In favour: Primary 7 Secondary 1; No abstainees and no no's</p> <p><u>Trade Union facilities</u> The total budget proposed for 2019/20 is £359,000. This is a reduction in the total budget of £23,000 compared to the 2018/19 proposals, when the total de-delegated funding was £382,000. The amount per pupil has increased by 2%</p>	<p>PH</p>

	<p>compared to 2018/19 proposals to reflect some additional costs due to the pay award. In favour: Primary 7 Secondary 1; No abstainees and no no's</p> <p><u>School Library service – Primary schools only</u> The total budget proposed for 2019/20 is £277k, which is reduction of £23,000 compared 2018/19 (£300,000). The proposed amounts per pupil show a 2% increase for 2018/19 to reflect additional costs due to the pay award. Further details are available in the attached consultation document. In favour: Primary 7 Secondary 1; No abstainees and no no's</p> <p><u>Free school meals eligibility</u> The total budget proposed for 2019/20 is £168k. This is a decrease compared to 2018/19, when the total funding was £180,000. The individual rates have increased by 2% to reflect increases in costs due to the pay award. Further details of the amounts per pupil are provided in the attached consultation document. In favour: Primary 7 Secondary 1; No abstainees and no no's</p> <p><u>Licences – Primary schools only</u> The total budget proposed for 2019/20 is £227k. This is a reduction of £18k compared to the total 2018/19 figure of £245k, and a 2% increase in per pupil rates. In favour: Primary 7 Secondary 1; No abstainees and no no's <i>With the proviso that other options are explored for the future.</i></p> <p><u>Behaviour support services</u> The total budget proposed for 2018/19 is £108k, a reduction of £8k compared to the 2018/19 amount of £116k. The individual rates have increased by 2% to reflect additional costs due to the pay award. Further details are available in the attached consultation document. In favour: Primary 7 Secondary 1; No abstainees and no no's</p> <p><u>Support to underperforming ethnic minority groups and bilingual learners</u> The total budget proposed for 2019/20 is £393k. This is a reduction of £3k from 2018/19 where the de-delegated funding proposal was £396k. The rates for 2019/20 remain the same as in the 2018/19 and 2017/18 proposals, and no increase has been made for the pay award. In favour: Primary 7 Secondary 1; No abstainees and no no's</p>	
6.0	Any Other Business	
6.1	<p>Jonathon Hazelwood will be retiring at the end of March. Schools Forum thanked him for all the work he has done for the Forum over the years. He will be missed.</p> <p>Schools Forum thanked Officers for the good reports submitted at the meeting.</p>	
7.0	Forward Plan	
	<p><u>February 2019</u> High needs block budget 2019/20 including AIP claw back Information</p>	

	Free Early Education Entitlement rates and centrally re- tained funding 2019/20 DSG budget monitoring report 2018/19 Outside placements Schools Forum panel update <u>June 2019</u>	Consultation and decision Information Information Information	
	School balances 2018/19 outturn DSG 2018/19 outturn	Information Information	
7.0	Meeting dates for 2018-2019		
7.1	Date of Next Meeting: Wednesday 13 February 2019, 16:30 at Merrion House Dates of future meetings Thursday 13 June 2019		