

HILLINGDON SCHOOLS FORUM

Minutes of the meeting held on Wednesday 15 May 2019 at 2pm at the Civic Centre

Voting members

NAME	ORGANISATION	ATTENDANCE
Maintained Nursery (1)		
Ludmila Morris	McMillan Early Childhood Centre	PRESENT
Maintained Primary - Schools (4)		
Rachel Anderson	Dr Triplett's School	APOLOGIES
Duncan Greig	Breakspear Primary School	PRESENT
Kris O'Sullivan	Deanesfield Primary School	PRESENT
Sophia Shaikh	Grange Park Junior School	PRESENT
Maintained Primary - Governors (4)		
Jim Edgecombe (CHAIR)	Whiteheath Junior School	PRESENT
Tony Eginton	Minet Nursery & Infant School and Hillside Junior School	PRESENT
Phil Haigh	Cherry Lane Primary School	PRESENT
Jo Palmer	Hillside Infant School	PRESENT
Maintained Secondary (1)		
Liz Horrigan	Harlington School	PRESENT
Maintained Special (1)		
John Goddard	Hedgewood School	PRESENT
Academies (9)		
Bob Charlton	Charville Primary School	PRESENT
Joan Greening	Northwood Academy	PRESENT
Tracey Hemming	Middlesex Learning Partnership	PRESENT
Robert Jones	Haydon School	PRESENT
Helen Manwaring	Swakeleys School	PRESENT
Peter Ryerson	Guru Nanak Sikh Academy	PRESENT
(three vacancies)		-
Special Academies (1)		
Sudhi Pathak	Eden Academy Trust	APOLOGIES
Alternative provision (1)		
Laurie Cornwell	The Skills Hub	ABSENT
Private Voluntary & Independent Early Years Providers (2)		
Elaine Caffary	4 Street Nursery	PRESENT
Lesley Knee	Ruislip Methodist Preschool	PRESENT
14-19 Partnership (1)		
(vacant)		

Other attendees (non-voting)

Independent Non-Maintained Special School		
Debbie Gilder	Pield Heath School	APOLOGIES
Shadow Representative (Maintained Primary - Schools)		
Rachel Blake	Whiteheath Infant School	NOT REQUIRED
Shadow Representative (Maintained Primary - Governor)		
John Buckingham	Glebe Primary School	NOT REQUIRED
Mr Graham Wells	Colham Manor Primary School	NOT REQUIRED
Local Authority Officers		
Laurie Baker	Interim Head of School Improvement	PRESENT
Kate Boulter	Clerk	PRESENT
Steve Denbeigh	LA Finance	PRESENT
Emily Ellington		PRESENT
Peter Malewicz	Finance Manager - Children and Young People Services	PRESENT
Graham Young	Lead Finance Business Partner - School	PRESENT
Tony Zaman		PRESENT

		ACTION
1.	<p>ELECTION OF CHAIR AND VICE CHAIR</p> <p>The Forum AGREED to appoint:</p> <ul style="list-style-type: none"> • Jim Edgecombe as Chair of Schools Forum until the end of the 2020/21 financial year. • Phil Haigh as Vice Chair of Schools Forum and Chair of the working groups until the end of the 2020/21 financial year. 	
2.	<p>APOLOGIES</p> <p>Apologies were accepted and recorded in the attendance list (above).</p> <p>The Chair confirmed the meeting was quorate and could proceed to business.</p>	
3.	<p>MEMBERSHIP</p> <p>PM advised that nomination forms for the three academy representative vacancies had been sent out with a closing date of 24 May 2019.</p> <p>The Forum AGREED that Simon Hawley of Colham Manor Primary School be appointed as a Maintained Primary Shadow Reps.</p>	
4.	<p>MINUTES OF THE MEETING HELD ON 13 MARCH 2019</p> <p>The minutes of the meeting held on 13 March 2019, and the confidential annex, were agreed as correct records.</p>	
5.	<p>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 13 MARCH 2019</p> <p><u>Skills Hub funding update</u></p> <p>The public was excluded from the discussion of this confidential item and it is minuted separately.</p>	
6.	<p>FEEDBACK FROM SUB-GROUPS</p> <p>(a) DSGWG</p> <p>The Forum received the unconfirmed minutes of the DSG Working Group held on 24 April 2019. PH reported that:</p> <ul style="list-style-type: none"> • The DSG year end position 2018/19 was an overspend of £4.3million, of which £3.4million was in the High Needs block. • The 2019/20 deficit was likely to be higher. • A quarter of primary schools were at risk of deficit in 2019/20. • The Group had discussed potential areas for savings including the possibility of implementing a clawback system, which would be subject to political agreement and require a change to the current rules. • The Group would be seeking an explanation of why the educational contribution of young people with high needs over statutory school age was being funded by the DSG rather than FE income. <p>(a) HIGH NEEDS GROUP</p> <p>The Forum received the unconfirmed minutes of the HNG held on 1 May 2019. PH reported</p>	

that:

- At Month 1 there was already an overspend of £1million forecast, and it was anticipated this would increase.
- Any efficiency savings were unlikely to have an impact in the 2019/20 budget.
- There were a higher number of children with EHCPs in primary schools, which would move through to secondary schools, and lead to an overall increase in pupils requiring high needs funding in secondary special schools.
- Around £5million per year was spent on independent providers, and in 2018/19 there had been a £1million overspend against budget, due to lack of maintained capacity.
- The LA was proposing introducing a satellite model for secondary special provision

7. **INFORMATION REPORTS**

(a) 2018/19 DSG OUTTURN

The Forum **NOTED** a report on the Dedicated Schools Grant (DSG) 2018/19 outturn position which showed an in-year overspend of £4,367k. This was an adverse movement of £474k from the Month 11 position, due to continuing pressures in the cost of education placements for looked after children and pupils with SEN and an overspend on the provision of two year olds. When the £4,125k deficit brought forward from 2017/18 was taken into account, the deficit carried forward to 2019/20 was £8,492k.

(b) SCHOOL BALANCES

The Forum considered a report on the level of revenue and capital balances held by Hillingdon schools as at 31 March 2019 (maintained) and 31 August 2018 (academies):

Maintained

- Overall, maintained schools had total revenue balances of £11.1million as at 31 March 2019, an increase of £1.6m compared to 2017/18.
- 2 of the 54 maintained schools closed the 2018/19 accounts with a deficit.
- 13 maintained schools reported a decrease in revenue balances in 2018/19.
- The percentage of maintained schools with a surplus in excess of 8% of total income increased.

Academies

- Overall, academy schools had total balances of £31.8million, which was an increase compared with the previous year.
- 6 academy schools reported a deficit.
- 23 academy schools reported a decrease in revenue balances in 2018/19.

It was noted that the LA Finance Team was looking into the reasons why some maintained schools budgeted an in-year deficit and ended the year with an in-year surplus. It was important for schools to show good financial management and set realistic budgets.

Member of the Forum commented that:

- Schools at risk of deficit were extremely cautious in their financial management and cut costs where possible. This could result in better financial performance than was forecast when budgets were set, however there was an adverse impact on staff workload and wellbeing.
- Schools had seen unexpected increases in staffing costs due to new paycales and increased pension contributions, and were holding back money to cover rising costs.
- The change from statements to EHCPs had meant special schools were unable to budget accurately.
- Reductions in pupil numbers were having a negative impact on schools which had

	<p>previously been asked by the LA to expand.</p> <ul style="list-style-type: none"> There needed to be a mechanism to ensure funding provided to schools was spent in the year it was given. 	
	<p>(c) DSG DEFICIT RECOVERY PLAN</p> <p>The public was excluded from the discussion of this confidential item and it is minuted separately.</p>	
	<p>(d) DfE CALL FOR EVIDENCE CONSULTATION</p> <p>The Forum considered the DfE's Call for Evidence for 'Provision for children and young people with special educational needs and disabilities, and for those who need alternative provision: how the financial arrangements work', which had been launched on 3 May 2019 and closed on 31 July 2019.</p> <p>The Forum AGREED that PM/EE/LB would produce a model response on behalf of the LA and schools would be encouraged to respond individually.</p>	<p>PM/EE/ LB</p>
	<p>(e) SEND PATHWAY</p> <p>EE gave a presentation on the work being carried out by the LA to extend the role of SEN Officers in schools to provide a more coherent approach to supporting pupils with needs and prevent escalation to EHCPs.</p> <p>In response to questions from Forum members, it was confirmed that there would be more SEND Officer posts and the job description would change. Staff members currently in post would have an opportunity to apply for the new roles. A number of changes to services were being consulted upon, and overall there would not be an increase in staffing costs funded from the DSG.</p>	
	<p>(f) EDUCATIONAL PSYCHOLOGISTS</p> <p>EE reported that the LA would be offering to schools from September a multi-disciplinary advisory service including increased capacity for ASD support and advice.</p>	
	<p>(g) SEND CAPITAL</p> <p>EE reported that the LA was formulating a proposal to introduce a satellite model for secondary special provision. It was proposed that initially there would be two sites of 30 pupils each. The satellite sites would be staffed by special school staff with expertise in supporting pupils with SEN. Each satellite would accommodate 30 pupils. Pupils in the satellite sites would receive special school funding and would be on the roll of the special school. The special school would identify which pupils were best suited to the satellite sites, and it was anticipated that this would create space in the main school for pupils with more complex needs. Five potential locations in mainstream schools had been identified, and schools would be formally approached after the scheme had been endorsed by the Leader of the Council and Cabinet Member for Education and Children's Services. The LA aimed to open the satellite sites in September 2020, however this was dependent upon whether existing buildings could be repurposed, or there was a need to adapt space.</p>	
8.	<p>DSG BUDGET 2019/20</p> <p>(a) COMPARISON OF 2019/20 BUDGET TO 2018/19 OUTTURN</p> <p>The Forum considered a report which provided a comparison between the 2018/19 outturn position with the 2019/20 base budget, to identify what gaps were likely to exist in 2019/20</p>	

	<p>and to provide an indication of the impact on the DSG Budget and cumulative deficit position. The DSG Budget for 2018/19 had an in year overspend of £4,367k, which was an adverse movement of £1.1 million when compared to Month 9, which was the information used to set the 2019/20 budget. This indicated that the DSG budget for 2019/20 was already under pressure.</p> <p>The Forum AGREED that the DSG Working Group in June 2019 would consider what steps the Forum should take to address the projected overspend.</p>	PM
	<p>(b) REVIEW OF HIGH COST PLACEMENTS</p> <p>EE reported that the LA had engaged a consultant to review the healthcare contribution for the eighty highest cost placements in the Borough to ensure the CCG contribution was correct. It was anticipated that this would secure additional funding and agree a methodology for future placements.</p>	
	<p>(c) REVIEW OF FE COLLEGE PLACEMENTS</p> <p>EE reported that the LA had engaged with five FE providers to discuss the implementation of a banded funding model for FE provision. Feedback so far had been positive and updates would be provided as talks progressed.</p>	
9.	DSG BUDGET 2020/21	
	<p>(a) PROJECTED FUNDING GAP</p> <p>The Forum NOTED a report which provided an early assessment of the funding gap that would exist when setting the 2020/21 DSG Budget. The report assumed no new funding apart from pupil number growth, took into consideration the shortfall already identified for 2019/20 and the reinstatement of transfer from the Schools Block, and assumed growth in high needs continued at the current rate. Based on these assumptions, the estimated funding shortfall on the 2020/21 DSG budget was £6,008k, which equated to 2.75% of the total schools delegated budget. It was highly likely that the Council would need to submit a disapplication request to move funding from the Schools Block to the High Needs Block in order to set an in year balanced budget.</p>	
	<p>(b) IDENTIFICATION OF AREAS TO REVIEW</p> <p>The public was excluded from the discussion of this confidential item and is minuted separately.</p>	
	<p>(c) PUPIL GROWTH - PRIMARY AND SECONDARY</p> <p>The Forum considered a report on pupil numbers. Analysis of secondary transfer shrinkage and in-year shrinkage compared with previous years indicated that pupil numbers were falling. Any shrinkage over 0.5% would result in a reduction in the DSG. High Needs costs were predicted to increase and potentially the shortfall in High Needs would need to be funded by a transfer from a reduced DSG budget.</p> <p>PM would write to academies requesting information on pupil numbers be submitted to the LA to assist in early identification of whether shrinkage was continuing.</p> <p>The Forum requested a report on the work being carried out by the LA's place planning consultant be provided for the next meeting.</p>	<p>PM</p> <p>DK</p>

10.	ANY OTHER BUSINESS None.	
11.	DATE OF NEXT MEETING The next meeting of the Schools Forum would be held in the Civic Centre on Wednesday 26 June 2019 at 2pm.	

The meeting closed at 4.35pm.