

<b>Time</b>	4.00 pm	<b>Public Meeting?</b>	YES	<b>Type of meeting</b>	Partnership Boards
<b>Venue</b>	Committee Room 3, 3 <sup>rd</sup> Floor, Civic Centre				

## Membership

Barry Bond (Chair)	Special School Sector Governor Representative
Ian Browne	Vice Principal Student Success
Debbie Clarke	Non-School Member Early Years (PVI Sector) Representative
Louisa Craig	Academies Sector Representative
Ben Davis	Academies Sector Representative
Jon Dovey	Primary Sector Governor Representative
Raymond Green	Primary Sector Governor Representative
Susan Lacey	Nursery Sector Head Teacher Representative
Lynne Law	Academies Sector Representative
David Lewis	Academies Sector Representative
Ian Moore	Academies Sector Representative
Carroll McNally	Non-School Member Diocesan Schools Representative
Jeremy Parkes	Academies Sector Representative
Karen Preston	Academies Sector Representative
Zoe Rollinson	Primary Sector Head Teacher Representative
Stephen Smith	Primary Sector Governor Representative
Graham Tate	Academies Sector Representative
Arthur Thompson	PRU Sector Head Teacher Representative
Lisa Thompson	Headteacher - St. Andrew's CE Primary School
Lucia Jayne Turner	Nursery Sector Governor Representative
Matthew Welton	Primary Sector Head Teacher Representative
Sarah Whittington	Special School Sector Head Teacher Representative
Phil Williams	Academies Sector Representative

## Observer Status

Bill Hague	Head of School Organisation
Keith Howkins	ESFA Representative
Councillor Lynne Moran	Cabinet Member for Education and Skills
Claire Nye	Director of Finance
Meredith Teasdale	Director of Education

## Information for the Public

If you have any queries about this meeting, please contact:

**Contact** Shelley Humphries  
**Tel/Email** 01902 554070 shelley.humphries@wolverhampton.gov.uk

Copies of other agendas and reports are available from:

**Website** <http://wolverhampton.cmis.uk.com/decisionmaking>

**Email** [democratic.support@wolverhampton.gov.uk](mailto:democratic.support@wolverhampton.gov.uk)

**Tel** 01902 555043

Please take note of the protocol for filming, recording, and use of social media in meetings, copies of which are displayed in the meeting room.

Some items are discussed in private because of their confidential or commercial nature. These reports are not available to the public.

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# Agenda

## Part 1 – items open to the press and public

- | <i>Item No.</i> | <i>Title</i>  |
|-----------------|---|
| 1               | <b>Welcome and Introductions</b>  |
| 2               | <b>Apologies</b>  |
| 3               | <b>Declaration of Interest or Confidentiality</b>   |
| 4               | <b>Minutes of the Previous Meeting - 17 January 2019</b><br>[To approve the minutes of 17 January 2019 as a correct record] |
| 5               | <b>Matters Arising</b><br>[To consider any matters arising from the minutes of the meeting held on 17 January 2019]         |
| 6               | <b>Schools' Forum Membership 2018 - 2019</b> (Pages 1 - 4)<br>[To receive an update on Schools' Forum Membership]           |
| 7               | <b>Schools' Forum Forward Plan 2018 - 2019</b> (Pages 5 - 6)<br>[To note the Forward Plan]                                  |

### ITEMS FOR DISCUSSION OR DECISION

- |    |  |
|----|--|
| 8  | <b>Schools Funding Block 2019</b><br>[To approve the proposed funding allocations for Schools Block – <b>to follow</b> ]                     |
| 9  | <b>High Needs Block Funding 2019</b><br>[To approve the proposed funding allocations for the High Needs Block – <b>to follow</b> ]           |
| 10 | <b>Early Years Funding Block 2019</b><br>[To approve the proposed funding allocations for the Early Years Funding Block – <b>to follow</b> ] |
| 11 | <b>Central Services Block 2019</b><br>[To approve the proposed funding allocations for the Central Services Block – <b>to follow</b> ]       |
| 12 | <b>Any Other Business</b>  |
| 13 | <b>Dates for future meetings</b> <ul style="list-style-type: none"><li>• The next meeting of School's Forum will be on 4 July 2019</li></ul> |

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<p>CITY OF <b>WOLVERHAMPTON</b> COUNCIL</p>	<h2 style="margin: 0;">Schools' Forum</h2> <h3 style="margin: 0;">Minutes - 17 January 2019</h3>
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## Attendance

### Members of the Schools' Forum

Barry Bond (Chair)	Special School Sector Governor Representative
Stephen Smith (Vice Chair)	Primary Sector Governor Representative
Louisa Craig	Academy Sector Representative
Trisha James	Primary Sector Governor Representative
Susan Lacey	Nursery Sector Head Teacher Representative
James Ludlow	Secondary Sector Headteacher Representative
Karen Preston	Academy Sector Representative
Zoe Rollinson	Primary Sector Headteacher Representative
Arthur Thompson	PRU Sector Head Teacher Representative
Lisa Thompson	Primary Sector Headteacher Representative
Matthew Welton	Primary Sector Head Teacher Representative
Sarah Whittington	Special School Sector Head Teacher Representative
Phil Williams	Academy Sector Representative

### In Attendance

James Barlow	Senior Accounting Officer
Debra Boniface	Finance Manager
Bill Hague	Head of School Organisation
Shelley Humphries	Democratic Services Officer
Steven Hurdley	Finance Officer
Councillor Lynne Moran	Cabinet Member for Education and Skills
Meredith Teasdale	Director of Education

*Item No.*      *Title*

**1      Welcome and Introductions**

**2      Apologies**

Apologies were received from Schools' Forum members David Lewis, Jeremy Parkes, Jon Dovey, Graham Tate, Raymond Green, Lucia Turner, Debbie Clarke and Carroll McNally.

**3      Declaration of Interest or Confidentiality**

Three members representing PFI schools declared a pecuniary interest in item 10 and the report on Private Funding Initiative (PFI) and Unitary Charge.

4 **Minutes of the Previous Meeting**

Resolved:

That the minutes of the last meeting held on 6 December 2019 be confirmed as a correct record.

5 **Schools' Forum Membership 2018 - 2019**

Shelley Humphries, Democratic Services Officer provided an update on the Schools' Forum Membership 2018 - 2019 and highlighted that the current Substitute Representative for the Nursery Sector had been identified as Emma Smith of Eastfield Nursery.

It was clarified that steps had been taken to fill the current vacancies and the Membership would be updated in due course.

Resolved:

That the current status of Schools' Forum Membership 2018 – 2019 be noted.

6 **Schools' Forum Forward Plan 2018 - 2019**

Resolved:

That the Forward Plan for Schools' Forum 2018 - 2019 be noted.

7 **Deficit Budget Management**

Steven Hurdley, Finance Officer presented the Deficit Budget Management report. The report outlined the Authority's monitoring process for schools that either already had a deficit balance or had a predicted deficit.

It was reported that a list had been compiled of schools at risk, which was then compared to a list from previous periods. Schools on this list had been rated red, amber and green depending on the level of risk, with red being the highest. It was clarified that various measures would be taken to address these deficits which ranged from discussions with the headteacher to more rigorous monitoring methods or recommending that the school submit a licensed deficit application.

It was explained that regular reports and updates were presented to the Schools at Financial Risk Panel (formerly entitled Schools Under Notice of Concern or SUNC) and discussed on a case by case basis.

Resolved:

That the Deficit Budget Management report be noted.

8 **Dedicated Schools Grant and Schools Funding 2019 - 2020**

Debra Boniface, Finance Manager presented the Dedicated Schools Grant and Schools Funding 2019 – 2020 report. The report outlined that, on 19 December 2018, the Department for Education had made announcements which covered the Dedicated Schools Grant (DSG) 2019 – 2020 and information on the indicative Pupil Premium allocations for 2019 – 2020.

It was noted that some of the dates contained within paragraph 4.3 were incorrect and a revised version would be circulated following the meeting.

The report considered the anticipated DSG settlement for 2019 – 2020 and the makeup of the overall allocation as well as the overspend on the DSG in 2018 – 2019 that will need to be treated as the first call on the 2019 – 2020 allocation.

It was noted that further reports would be submitted to a future Schools' Forum meeting detailing the breakdown of High Needs, Early Years and Central Services Blocks budgets as recorded on the City of Wolverhampton Schools' Forum Forward Plan 2018 - 2019.

Focus was drawn to the 1.5% funding cap which had been consulted on with schools and approved at the last Schools' Forum meeting. Appendix 2 outlined the predicted adjustments to financial outcomes. Schools' Forum members were asked to consider and agree to a proposed revision to the funding cap from 1.5% to 2.92%

Schools' Forum members were asked to note the anticipated settlement for 2019 – 2020 and the makeup of the overall allocation.

Schools' Forum members then agreed to the following as set out in the report:

- The items of overspend that will be treated as first call from the 2019-2020 allocation.
- The proposed rates for de-delegation from maintained schools for 2019-2020.
- The proposed rates for maintained schools' contribution to Education Functions for 2019-2020.
- That the funding cap rate be revised from 1.5% to 2.92%

Resolved:

1. That the anticipated settlement for 2019 – 2020 and the makeup of the overall allocation be noted.
2. That the items of overspend to be treated as first call from the 2019-2020 allocation be agreed.
3. That the proposed rates for de-delegation from maintained schools for 2019-2020 be agreed.
4. That the proposed rates for maintained schools' contribution to Education Functions for 2019-2020 be agreed.
5. That the funding cap rate be revised from 1.5% to 2.92%
6. That the High Needs, Early Years and Central Services Blocks Budget Breakdown reports be provided at the Schools' Forum meeting on 25 February 2019.

## 9 **High Needs Funding Sub-Group Update**

It was reported that the last scheduled meeting of the High Needs Funding Sub Group had been postponed therefore no update was available. Schools' Forum members were advised that the next meeting of the Sub-Group had been scheduled for 7 March 2019, therefore it was agreed that the update would be provided at the Schools' Forum meeting of 4 July 2019.

Schools' Forum members were provided with an update on the High Needs Matrix Group, which had met to consider the special educational need; what was already in place and what was required. It was reported that a timeline had been established

and a model had been put in place for September 2020. A phased implementation had been agreed. Scope for children with SEN, pre-Education, Health and Care Plans and out of City children had been included.

It was advised to be mindful that the funding calendar began in April.

Resolved:

That a High Needs Funding Sub-Group Update be provided at the Schools' Forum meeting after 7 March 2019.

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### **Private Funding Initiative and Unitary Charge**

Bill Hague, Head of School Organisation presented the Private Funding Initiative (PFI) and Unitary Charge report. The report was tabled and it was highlighted that the letter and attached report at Appendix 1 had been sent to schools to offer an explanation to PFI arrangements in respect of the schools within the City. The report also outlined how the contract operated around the Unitary Charges and what was included.

It was highlighted that the two PFI schemes in Wolverhampton were:

- Highfields and Penn Fields (special) co-located in a single building on the Highfields site. The agreement was signed between Council and inspiredspaces Wolverhampton (ProjectCo1) Ltd in 2010.
- Heath Park and St. Matthias (formerly Deansfield) as separate schools on their original sites. The agreement was signed between Council and inspiredspaces Wolverhampton (ProjectCo2) Ltd in 2012.

It was noted that the Unitary Charges had an impact on a school's budget. It was highlighted that it was now understood that the school itself was not the client but the local Authority and members of Schools' Forum agreed that the report had offered a helpful explanation of a previously misunderstood subject.

It was requested that an annual update report be provided to Schools' Forum, which would be considered following a conversation with the schools currently involved.

Resolved:

That the PFI arrangements in place around the City be noted.

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### **School Representation in the Multi Agency Safeguarding Hub (MASH)**

Bill Hague, Head of School Organisation presented the School Representation in the Multi Agency Safeguarding Hub (MASH). The report outlined that an educational professional was being proposed to take up a position in the MASH, which was intended to provide valuable understanding and insight into school and educational operating procedures. It was highlighted that the highest number of referrals were made by schools and this appointment was intended to ensure the accuracy and quality of referrals to MASH.

The report also outlined the operation and responsibility of the MASH screening officers and the current referral procedure. It was explained that the high level of referrals being rejected had indicated that greater understanding was required. A 12-month secondment opportunity was being offered which would be subject to a six-



month and 12-month review. It was reported that this trial period would establish whether there was need for a permanent education role within the MASH.

It was proposed that the position would be funded through the Central Services Block of the Dedicated Services Grant.

In response to a query about whether one person was sufficient, it was clarified that it was funding for more than one position was an issue and it was hoped that one person would make a significant impact within the 12-month trial period.

In reply to a question about whether the appointed officer would have any power to do anything, it was clarified that the intention had been more focused on resolving the issues surrounding the rejected referrals.

Members of Schools' Forum agreed to the trial-basis appointment and to the proposed funding.

Resolved:

1. That the proposal to establish an Education Professional within the MASH be agreed.
2. That the proposal to fund the post through the Central Services Block of the Dedicated Services Grant be agreed.

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### **Any Other Business**

Transition from Primary to Secondary School

A member of Schools' Forum raised a concern around difficulties experienced by children in making the transition from primary to secondary school. Meredith Teasdale, Director of Education offered reassurance that this issue was being explored. It was reported that the ConnectEd Partnership had been looking into addressing the problem through Teaching Schools. A letter was to be sent to ConnectEd to clarify what work was being carried out. It was also explained that she and Councillor Lynne Moran had made visits to maintained primary schools to investigate how to improve the communication between the primary and secondary schools and ensure a smoother process.

Achievements

It was highlighted that Key Stage Two (KS2) attainment had been above the national average and that it was important to build on these successes for Key Stages Three and Four. Councillor Lynne Moran stated that these achievements were to be celebrated and commended Wolverhampton schools, headteachers, pupils and parents for all the hard work contributed.

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### **Dates for future meetings**

Next Meeting Date

It was highlighted that the next meeting of Schools' Forum was to be on Monday 25 February 2019. The reason for the unusual meeting day was that approvals for important procedures and funding were required before 28 February 2019 when figures would be passed for the Designated Funding Formula.

The meeting closed at 17:03.

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# Schools' Forum Membership

as at 05.02.2019

Primary sector						
Headteacher / Representatives	Nominated	Term ends	Governors	Elected	Term ends	Notes
Lisa Thompson (St Andrews C of E Primary)	06.09.18	Sep 21	Stephen Smith ( <b>Vice Chair</b> ) (Warstones)	03.03.17	Sep 20	5 representatives of maintained <b>Primary</b> Schools, of which at least 2 must be governors.
Zoe Rollinson (Lanesfield Primary)	24.03.18	Sep 21	Raymond Green (Fallings Park)	07.07.16	Sep 19	
			J Dovey (Warstones Primary)	03.03.17	Sep 20	
Substitutes			Substitute			
Samantha Walker (Wodensfield Primary)	01.02.19	Sep 22	Trisha James	03.03.17	Sep 20	
Karen Elliot (Long Knowle Primary)	04.02.19	Sep 22	VACANCY			

Secondary sector						
Headteacher / Representatives	Nominated	Term ends				Notes
James Ludlow (Headteacher - King's C of E School)	08.12.16	Sep 19				1 Representative of maintained <b>Secondary</b> Schools.
Substitute						
VACANCY						

Nursery sector						
Headteacher / Representatives	Nominated	Term ends	Governors	Elected	Term ends	Notes
Susan Lacey (Ashmore Park)	29.01.17	Sep 20	Lucia Jayne Turner (Windsor Nursery)	24.04.17	Sep 20	2 Representatives.
Substitutes			Substitute			
Emma Smith (Eastfield Nursery)	18.01.16	Sep 19	Linda Campbell (Low Hill Nursery School)	26.04.17	Sep 20	

Special school sector						
Headteacher / Representatives	Nominated	Term ends	Governors	Elected	Term ends	Notes
Sarah Whittington	10.03.18	Sep 21	Barry Bond ( <b>Chair</b> ) (Green Park)	05.05.17	Sep 20	2 Representatives. 1 Headteacher and 1 governor.
Substitutes			Substitute			
Elaine Stanley	29.01.17	Sep 20	Tim Gallagher	05.05.17	Sep 20	

# Schools' Forum Membership

as at 05.02.2019

<b>Pupil Referral Unit</b>			
Headteacher / Representatives	Nominated	Term ends	Notes
Arthur Thompson	28.11.16	Sep 19	1 representative
Substitute			
Jo Wood	28.11.16	Sep 19	

<b>Academies sector</b>			
Representatives	Nominated	Term ends	Notes
Jeremy Parkes (Perry Hall MAT)	06.04.17	Sep 20	Membership – 10 representatives Co-ordinated by ConnectEd.  *(Upon conversion)
Graham Tate (Highfields)	15.12.17	Sep 20	
Matthew Welton (Trinity*)	23.03.18	Sep 21	
Lynne Law (St. Martin's MAT)	11.10.18	Sep 21	
Phil Williams (CLPT)	11.10.18	Sep 21	
Louisa Craig (Pope John xxiii Catholic MAC)	11.10.18	Sep 21	
Ian Moore (Finance Officer - Manor MAT)	11.10.18	Sep 21	
David Lewis (Principal – S. Peter's Collegiate)	11.10.18	Sep 21	
Ben Davis Headteacher - Grove Primary (Part of St. Martin's MAT)	11.10.18	Sep 21	
Karen Preston (Director – S. Peter's Collegiate)	14.11.18	Sep 21	
<b>Substitutes</b>			
Amarjit Cheema (CEO - Perry Hall MAT)	06.04.17	Sep 20	
Kirsty Banks (Business Manager - St. Stephen's C of E Primary School)	14.11.18	Sep 21	
David Cooke (S. Peter's Collegiate)	11.10.18	Sep 21	
<b>VACANCY</b>			

# Schools' Forum Membership

as at 05.02.2019

## Non School Members

Sector	Representative	Nominated	Term ends	Notes
Diocesan Schools (x2)	Carroll McNally (Holy Trinity Catholic)	25.02.17	Sep 20	Membership: 4 representatives.  Each of the sectors to nominate representatives.
	VACANCY (CE)			
	Substitutes			
	VACANCY (Corpus Christi Catholic)			
	Gary Gentle (Bilston CE)	08.03.17	Sep 20	
Early Years (PVI Sector)	Debbie Clarke	13.02.17	Sep 20	
16-19 Education	Ian Browne	12.12.17	Sep 20	

## Observer Status Members

Sector	Representative	Notes
Councillor with cabinet responsibility for Education & Skills	Councillor Lynne Moran	
Director of Education	Meredith Teasdale	
Director of Finance	Claire Nye	
Head of School Organisation	Bill Hague	
ESFA	Keith Howkins	
<b>Clerk to the Forum</b>	<b>Democratic Support</b>	
Democratic Services Officer	Shelley Humphries	email: <a href="mailto:shelley.humphries@wolverhampton.gov.uk">shelley.humphries@wolverhampton.gov.uk</a> Tel: 01902 554070

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City of Wolverhampton Council

## **SCHOOLS' FORUM**

<b>Date</b>	<b>25 February 2019</b>
<b>Report title</b>	Schools' Forum – Forward Plan 2018 - 2019
<b>Contact Officer</b>	Bill Hague
<b>Telephone Number</b>	01902 555100

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### **Summary**

This report outlines the Forward Plan for Schools' Forum for 2018- 2019.

It is good practice to have a forward plan in order to ensure that Forum members are aware of the schedule of reports that need to be considered and decisions made.

### **Decision**

Members of the Schools' Forum are asked to note the Forward Plan.

**Wolverhampton Schools' Forum  
Forward Plan 2018 - 2019**

<b>Date of Meeting</b>	<b>Item Type</b>	<b>Responsible Officer</b>
<b>25 February 2019</b>		
Schools Funding Block 2019	Approval Item	Debra Boniface/James Barlow
High Needs Block Funding	Approval Item	Debra Boniface/James Barlow
Early Years Funding Block 2019	Approval Item	Debra Boniface/James Barlow
Central Services Block 2019	Approval Item	Debra Boniface/James Barlow
<b>04 July 2019</b>		
School Balances	Information Item	Debra Boniface
Dedicated Schools Grant Out-turn	Information Item	Debra Boniface
Surplus Balance Update	Decision Item	Bill Hague/Amanda Newbold

**Schedule of background papers (If applicable)**

Minutes of previous meetings

**financial** ✓ **governance** ✓ **educational** ✓ **other directorates** ✓