

Time	4.00 pm	Public Meeting?	YES	Type of meeting	Partnership Boards
Venue	Committee Room 3 - 3rd Floor - Civic Centre				

Membership

Karen Preston	Academies Sector Representative
Stephen Smith	Primary Sector Governor Representative
Daryl Asbury	Academies Sector Representative
Kirsty Banks	Academies Sector Representative
Rachael Brown	Pupil Referral Unit Headteacher Representative
Ian Browne	16 - 19 Education Representative
Vivienne Bunce	Special School Sector Governor Representative
Linda Campbell	Nursery Sector Governors Substitute
Kate Charles	Primary Sector Substitute
Amarjit Cheema	Academies Sector Substitute
Louisa Craig	Academies Sector Representative
Ben Davis	Academies Sector Representative
Lorraine Dawney	Special School Sector Substitute
Gary Gentle	Diocesan Representative Substitute
Trisha James	Primary Sector Governor Representative
Samantha Kemp-Marshall	Early Years (PVI Sector) Representative
Susan Lacey	Nursery Sector Head Teacher Representative
Carroll McNally	Non-School Member Diocesan Schools Representative
Bhaksho Raj	Academies Sector Representative
Zoe Rollinson	Primary Sector Headteacher Representative
Emma Smith	Nursery Sector Headteacher Substitute
Graham Tate	Academies Sector Representative
Lisa Thompson	Diocesan Schools Representative
Lucia Jayne Turner	Nursery Sector Governor Representative
Samantha Walker	Primary Sector Headteacher Representative
Lindsay Watson	Pupil Referral Unit Sector Substitute
Lisa-Anne Westwood	Academies Sector Representative
Sarah Whittington	Special School Sector Head Teacher Representative
Phil Williams	Academies Sector Representative

Observer Status

Emma Bennett	Executive Director of Families
Councillor Chris Burden	Cabinet Member for Education and Skills
Bill Hague	Head of Business and Support Services
Brenda Wile	Deputy 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

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.

Agenda

Part 1 – items open to the press and public

- | <i>Item No.</i> | <i>Title</i> |
|-----------------|--|
| 1 | Welcome and Introductions |
| 2 | Election of Chair and Vice Chair
[To elect and appoint a Chair and Vice-Chair of Schools' Forum for Academic Year 2022 – 2023.] |
| 3 | Apologies |
| 4 | Declaration of Interest or Confidentiality |
| 5 | Minutes of the Previous Meeting - 7 July 2022 (Pages 1 - 6)
[To approve the minutes of 7 July 2022 as a correct record.] |
| 6 | Matters Arising
[To consider any matters arising from the minutes of the meeting held on 7 July 2022.] |
| 7 | Schools' Forum Membership 2022 - 2023 Update (Pages 7 - 10)
[To receive an update on current Schools' Forum Membership.] |
| 8 | Schools' Forum Forward Plan 2022 - 2023 (Pages 11 - 14)
[To note the Schools' Forum Forward Plan for academic year 2022 - 2023.] |

ITEMS FOR DISCUSSION OR DECISION

- | | |
|----|---|
| 9 | Draft Schools' Forum Constitution 2022 (Pages 15 - 26)
[To receive the updated Schools' Forum Constitution 2022 for approval.] |
| 10 | Devolved Formula Capital and School Budget Update - (To follow)
[To receive the Devolved Formula Capital and School Budget Update Report for approval.] |
| 11 | Early Years Underspend Update
[To receive a verbal update on the Early Years Underspend options.] |
| 12 | Future Resourcing for Wolverhampton Exploitation and Missing Hub (Pages 27 - 30)
[To consider proposals to establish a dedicated Education post within the Partnership Exploitation and Missing Hub.] |
| 13 | Update on High Needs Block - (To follow)
[To receive the update report on the High Needs Block for noting.] |

- 14 **High Needs Sub-Group Update**
[To receive an update from the Chair of the High Needs Sub-Group.]
- 15 **Any Other Business**
- 16 **Date and format of the next meeting**

<p>CITY OF WOLVERHAMPTON COUNCIL</p>	<h2 style="margin: 0;">Schools' Forum</h2> <h3 style="margin: 0;">Minutes - 7 July 2022</h3>
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Attendance

Members of the Schools' Forum

Karen Preston (Chair)	Academies Sector Representative
Stephen Smith (Vice Chair)	Primary Sector Governor Representative
Daryl Asbury (v)	Academies Sector Representative
Louisa Craig (v)	Academies Sector Representative
Ben Davis	Academies Sector Representative
Trisha James (v)	Primary Sector Governor Representative
Samantha Kemp-Marshall	Early Years (PVI Sector) Representative
Susan Lacey	Nursery Sector Head Teacher Representative
Carroll McNally (v)	Non-School Member Diocesan Schools Representative
Bhaksho Raj (v)	Academies Sector Representative
Zoe Rollinson (v)	Primary Sector Headteacher Representative
Graham Tate (v)	Academies Sector Representative
Lucia Jayne Turner (v)	Nursery Sector Governor Representative
Samantha Walker (v)	Primary Sector Headteacher Representative
Sarah Whittington	Special School Sector Head Teacher Representative
Phil Williams (v)	Academies Sector Representative

Observer Status

Councillor Chris Burden (v)	Cabinet Member for Education and Skills
Bill Hague	Head of Business and Support Services

In Attendance

James Barlow (v)	Finance Business Partner
Shelley Humphries	Democratic Services Officer
Terry Shaw (v)	Finance Manager

Item No. *Title*

- 1 Welcome and Introductions**
 The Chair welcomed new Schools' Forum member, Samantha Kemp-Marshall representing the Early Years (PVI) Sector and Councillor Christopher Burden as an observer representing City of Wolverhampton Council as Cabinet Member for Education, Skills and Work.
- 2 Apologies**
 Apologies were received from Schools' Forum members Lisa-Anne Westwood, Kirsty Banks, Rachael Brown and Ian Browne.

Apologies were also received from Brenda Wile and Emma Bennett.

3 **Declaration of Interest or Confidentiality**

There were no declarations of interest or confidentiality.

4 **Minutes of the Previous Meeting - 17 February 2022**

Resolved:

That the minutes of the meeting of 17 February 2022 be approved as a correct record.

5 **Matters Arising**

In respect of minute 9, clarification was requested in terms of Disability Access Funding (DAF). It was noted that an application had been submitted by one setting expecting the increased rate of £800.00 (effective since April 2022) however only £615.00 was received. It was agreed that Sarah Reynolds, Head of SEN Early Identification and Support and Bill Hague, Head of School Business and Support Services would investigate this and provide clarification outside of the meeting.

In respect of minute 12, it was confirmed that the report detailing final proposals for the Early Years underspend had been deferred until September 2022 pending further information and the maintained nursery supplement would be included. In response to a query around further engagement on the options for the underspend, it was noted that Council officers were still analysing data on pupil numbers and updates would be provided once a stable picture was formed. It was acknowledged that monies should be used solely for the purpose of improving early years education.

In terms of the maintained nursery supplement, internal proposals were being finalised for the Authority to distribute funds through Schools' Forum once it had been determined how to apportion. It was anticipated payments could be made to settings by the start of the September term, subject to appropriate communication via Schools' Forum reporting.

Concerns were raised around the number of out of City placements and how to reduce them. It was noted that the rationale around these placements was often complex, however assurances were offered that it was a last resort option and agreed only if it was the most suitable solution for the child.

Resolved:

That Sarah Reynolds, Head of SEN Early Identification and Support and Bill Hague, Head of School Business and Support Services would investigate and provide clarification around the Disability Access Funding query outside of the meeting.

6 **Schools' Forum Membership 2021- 2022 Update**

Bill Hague, Head of School Business and Support Services presented the Schools' Forum Membership 2021- 2022 Update.

It was reported that work was ongoing to fill vacancies and it was projected that a Secondary Head Representative would be identified by the next meeting.

It was noted that Viv Bunce had expressed an interest in the Special School Governor vacancy which would be confirmed in due course.

Over the summer months, pupil numbers would be examined to determine the balance for Schools' Forum for the next academic year.

Resolved:

That the Schools' Forum Membership 2021- 2022 Update be received.

7 **Schools' Forum Forward Plan 2022 - 2023**

Bill Hague, Head of School Business and Support Services presented the Schools' Forum Forward Plan 2021 – 2022 and highlighted future agenda items. It was noted it had been updated to include dates for the full academic year.

In addition to the items within the published report, it was agreed that a paper linked to the Exploitation Hub be presented on the subject of knife crime within the City. It was acknowledged that regardless of the ask for funding, it would form an invaluable discussion and a relevant paper had already been prepared by Rachel King, Head of Service Specialist Support.

It was queried whether the Supplementary Grant Spending would be included in High Needs Block Funding and it was agreed that Bill Hague would update on this once confirmed.

Schools' Forum members were invited to suggest any items they wished to receive at future meetings by contacting either Bill Hague, Head of School Business and Support Services or Shelley Humphries, Democratic Services Officer.

Resolved:

1. That a paper related to knife crime prepared by Rachel King, Head of Service Specialist Support be presented at a future meeting of Schools' Forum.
2. That Supplementary Grant Spending be confirmed by Bill Hague, Head of School Business and Support Services.

8 **Dedicated Schools Grant Outturn 2021-2022**

Terry Shaw, Finance Manager presented the Dedicated Schools Grant Outturn 2021-2022 report and highlighted key points.

The report sought to inform Members of the Schools' Forum of the latest 2021 – 2022 Dedicated Schools Grant (DSG) allocation published by the Department for Education and the final expenditure against the DSG in 2021-2022.

Attention was drawn to the High Needs Block and it was noted that although the overspend was not ideal, it was minimal when compared to statistical neighbours.

Resolved:

1. That members of Schools' Forum note the latest 2021-2022 DSG allocation published by the Department for Education.
2. That members of Schools' Forum receive the report on the final out turn against the DSG in 2021-2022.

9 **Surplus and Deficit Budget Monitoring**

Terry Shaw, Finance Manager presented the Surplus and Deficit Budget Monitoring report and highlighted key points. The report provided Members of Schools' Forum

with an update on the Local Authority processes of monitoring schools having or forecasting a deficit balance and schools carrying excess surplus balances. Also noted were the balances held within Wolverhampton maintained schools as of 31 March 2022.

It was highlighted that there had been no clawback of surplus monies recently although that did remain a possibility.

It was reported that schools had now submitted plans spanning from 2022 - 2025. Four schools had been identified as holding deficit balances for 2021 – 2022, however one of these was anticipated to move into a surplus balance by 2022 - 2023. It was noted that numbers of schools holding deficit balances were predicted to increase across all sectors by 2024 - 2025, but it was acknowledged these were worst-case projections only and allowed time to make required changes.

It was highlighted that since the report was published, the school with a projected deficit balance in excess of £500,000 had set plans in motion to reduce this across 2022 – 2023.

It was reported that there were no immediate plans to claw back any of the surplus balances that had been identified, although further discussions with schools holding these would take place following submission of feedback. This prompted a concern raised in respect of the feedback form return deadline which was not felt to be attainable. It was agreed the finance team would be consulted so a revised date could be settled and communicated to schools.

Concerns around negative public perception of excess balances were allayed by the assurance that robust plans were in place for utilising monies to positively impact the schools holding these balances. It was noted that rising energy costs and the cost of living were likely to impact upon how surpluses might be spent. It was also acknowledged that school closures, staff fluctuations and recruiting issues caused by COVID had influenced spending in unexpected ways, for example setting aside funds for new staff then being unable to appoint.

In response to a query around monitoring trends and forecasting, it was noted many plans were based on worst-case scenarios to allow for unexpected occurrences as well as being influenced by uncertainty around long-term Government funding and figures often looked more positive towards year-end.

Officers pledged to continue working with schools in order to maintain budget monitoring mechanisms and provide realistic forecasting.

The opportunity was taken to acknowledge the supportive contributions of Terry Shaw, Finance Manager who would shortly be leaving the Authority for a new role and thanks were extended on behalf of the Authority and Schools Forum members.

Resolved:

1. That Officers consult with the Finance Team and a revised date for return of budget monitoring feedback forms would be communicated to schools.
2. That members of Schools' Forum note the level of balances in maintained schools as at 31 March 2022.

3. That members of Schools' Forum note the approach to challenging schools around the level of their balances and their plans for those resources.
4. That members of Schools' Forum note the monitoring and reporting methodology.

10 **High Needs Sub-Group Update**

In the capacity of Chair of the High Needs Sub-Group, Sarah Whittington provided a verbal update on work undertaken by the group.

It was reported that the Supplementary Grant Formula had been under discussion at local authority level and would be distributed to special schools and resource bases. £1.8 million had been set aside for this purpose.

A deficit was reported for the High Needs Block but it was anticipated that this would be cleared for 2023 – 2023. A steep rise in costs had severely impacted special schools and resources bases.

Workstreams around the Matrix Banding Review had temporarily stalled awaiting clarity around the Green Paper and national matrix banding. Matrix banding assessments were being carried out however with special schools and providers by Helen Bakewell and Debbie Beasley around needs of individual children.

It was reported that High Needs Sub-Group had considered the High Needs Block Additional Dedicated Schools Grant Funding 2022-2023 briefing note outlining three options for High Needs Block DSG Funding allocations and agreed upon the third option: to uplift the matrix banding on an individual level in schools by 3.5 %. It was noted that budget setting in special schools had proved challenging without first knowing the allocations beforehand. It was agreed that Schools' Forum would support this proposal on the proviso that a report be submitted to the September meeting to clarify what was agreed. The High Needs Block Additional Dedicated Schools Grant Funding 2022-2023 briefing note would be shared with Schools' Forum. It was also agreed that the uplift in the matrix be communicated to all schools for budgeting purposes.

It was reported that a decision had been made to retire the Education Health and Care (EHC) Hub system as it had not proved to be user friendly or cost effective. An exit strategy had been formed with an initial cost of £36,000 for the first year to recruit staff to extract all records from the system; this would be cost neutral each year and schools would be updated once completed.

Resolved:

1. That members of Schools' Forum would support the proposal to uplift the matrix banding on the proviso that a report be submitted to the September 2022 meeting for formal approval.
2. That the High Needs Block Additional Dedicated Schools Grant Funding 2022-2023 briefing note presented to the High Needs Funding Subgroup would be shared with Schools' Forum.
3. That details on the matrix uplift would be communicated to all schools for budgeting purposes.

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Any Other Business

Following a discussion on the hybrid format of the meeting, it was felt that the online element allowed those who would otherwise have not been able to travel to attend, whilst face to face engagement encouraged a more open discussion. It was suggested that a fully virtual format would benefit meetings with lighter agendas to avoid members travelling in only to leave shortly after. It was agreed that the September meeting would be hybrid and to review at the end of each meeting to agree the format of the next one.

Resolved:

That the September meeting of Schools' Forum would be in a hybrid format and to review at the end of each meeting to agree the format of the next one.

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Dates for future meetings

- 29 September 2022
- 01 December 2022
- 19 January 2023
- 16 February 2023
- 29 June 2023 (TBC)

Schools' Forum Membership

Last updated: September 2022

Primary sector						
Headteacher / Representatives	Nominated	Term ends	Governors	Elected	Term ends	Notes
Samantha Walker (Wodensfield Primary School)	01.02.19	Sep 25	Stephen Smith (Vice Chair) (Warstones Primary School)	09.09.20	Sep 23	4 representatives of which at least 2 must be governors.
Zoe Rollinson (Lanesfield Primary School)	24.03.18	Sep 24	Trisha James (Dovecotes Primary School)	01.09.20	Sep 23	
Substitute			Substitute			
Kate Charles (Stow Lawn Primary School)	16.09.19	Sep 22	Vacancy			

Secondary sector						
Headteacher / Representatives	Nominated	Term ends				Notes
Andrea Stephens (Headteacher – Colton Hills Schools)	17.02.2021	Sep 24				1 Representative
Substitute						
Vacancy						

Nursery sector						
Headteacher / Representatives	Nominated	Term ends	Governors	Elected	Term ends	Notes
Susan Lacey (Ashmore Park Nursery School)	03.09.20	Sep 23	Lucia Jayne Turner (Windsor Nursery)	01.09.20	Sep 23	2 representatives: <ul style="list-style-type: none"> • 1 Headteacher or their representative (e.g. bursar) • 1 Governor Representative
Substitutes			Substitute			
Emma Smith (Bilston and Eastfield Nurseries)	19.01.2022	Sep 25	Linda Campbell (Low Hill Nursery School)	13.11.20	Sep 23	

Schools' Forum Membership

Last updated: September 2022

Special school sector						
Headteacher / Representatives	Nominated	Term ends	Governors	Elected	Term ends	Notes
Sarah Whittington (Tettenhall Wood School)	10.03.18	Sep 24	Vivienne Bunce (Chair of Governors, Penn Fields)	Sep 22	Sep 25	2 representatives: <ul style="list-style-type: none"> • 1 Head teacher or their representative (e.g. bursar) • 1 Governor Representative
Substitute			Substitute			
Lorraine Dawney (Green Park School)	22.10.20	Sep 23	Vacancy			

Pupil Referral Unit				
Headteacher / Representatives	Nominated	Term ends		Notes
Rachael Brown (Executive Headteacher – Lawnswood Campus)	06.02.20	Sep 23		1 representative
Substitute				
Lindsay Watson (Lawnswood Campus)	20.01.22	Sep 25		

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Academies Sector				
Representatives	Nominated	Term ends		Notes
Darryl Asbury (Executive Headteacher - Perry Hall MAT)	18.11.19	Sep 25		11 representatives: <ul style="list-style-type: none"> • At least one must be a representative of a mainstream Academy • If there are any special Academies in the Authority's area at least one member must be a representative of a special Academy • If there are any alternative provision Academies in the Authority's area at least
Louisa Craig (St Francis and St Clare Catholic MAC)	11.10.18	Sep 24		
Ben Davis (CEO, St. Martin's MAT)	11.10.18	Sep 24		
Lisa Westwood (Headteacher – Villiers Primary)	24.02.20	Sep 23		
Vacancy				
Karen Preston (Chair) (Governing Board Member, Woodfield Primary)	14.11.18	Sep 24		
Bhaksho Raj	26.09.19	Sep 25		

Schools' Forum Membership

Last updated: September 2022

Academies Sector			
(St Francis & St Clare Catholic MAC)			one must be a representative of an alternative provision Academy
Representatives	Nominated	Term ends	
Graham Tate (Highfields)	01.10.20	Sep 23	
Phil Williams (CLPT)	11.10.18	Sep 24	
Kirsty Banks (St. Stephen's C of E Primary School)	14.11.18	Sep 24	
Substitutes			
Vacancy			
Amarjit Cheema (CEO - Perry Hall MAT)	10.09.20	Sep 23	
Vacancy			
Vacancy			

Non School Members

Sector	Representative	Nominated	Term ends	Notes
Diocesan Schools (x2)	Carroll McNally (Holy Trinity Catholic)	15.09.20	Sep 23	4 Representatives: <ul style="list-style-type: none"> • 2 representatives of Diocesan schools • 1 representative of Early Years Education (Private, Voluntary and Independent) (PVI Sector) • 1 representative of providers of 16-19 education.
	Lisa Thompson (St Andrews C of E Primary School)	25.02.21	Sep 24	
	Substitute			
	Gary Gentle (Bilston CE)	01.09.20	Sep 23	
	Vacancy			
Early Years (PVI Sector)	Samantha Kemp-Marshall	27.06.22	Sep 25	
	Substitute			
	Elizabeth Towner	27.06.22	Sep 25	
16 -19 Education	Ian Browne	13.09.20	Sep 23	

Observer Status Members

LA Role	Representative	Notes
Cabinet Member for Education, Skills and Work	Councillor Christopher Burden	
Executive Director of Families	Emma Bennett	
Deputy Director for Education	Brenda Wile	
Head of School Business and Support Services	Bill Hague	
Clerk to the Forum	Democratic Services Officer	Contact
Democratic Services Officer	Shelley Humphries	email: shelley.humphries@wolverhampton.gov.uk Tel: 01902 554070

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City of Wolverhampton Council

SCHOOLS' FORUM

Date	29 September 2022
Report title	Schools' Forum – Forward Plan 2022 - 2023
Contact Officer	Bill Hague, Head of School Business and Support
Telephone number	01902 555100

Summary

This report outlines the Forward Plan for Schools' Forum for Academic Year 2022 - 2023.

It is good practice to have a forward plan 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 and comment on the Forward Plan (Appendix 1).

**Wolverhampton Schools' Forum
Forward Plan 2022 – 2023**

Date of Meeting	Item Type	Responsible Officer
29 September 2022		
Election of Chair and Vice Chair	Decision Item	All
Draft Schools' Forum Constitution 2022	Decision Item	Bill Hague
Devolved Formula Capital and School Budget Update	Report	James Barlow
Early Years Underspend Update*	Verbal Update	Bill Hague/Phil Leivers
Future Resourcing for Wolverhampton Exploitation and Missing Hub	Decision Item	Rachel King
Update on High Needs Block	Report	James Barlow
High Needs Subgroup Update	Information Item	Sarah Whittington
1 December 2022		
Growth Fund Update	Information Item	David Kirby
2023 – 2024 Consultation on Schools' Funding Formula	Decision Item	James Barlow
2023 – 2024 High Needs Place Commissioning	Decision Item	TBC
Update on the Impact of the Education MASH Officer	Information Item	Louise Anderson
High Needs Subgroup Update	Information Item	Sarah Whittington
19 January 2023		
Dedicated Schools Grant and School Funding 2023 – 2024	Decision Item	James Barlow
High Needs Subgroup Update	Information Item	Sarah Whittington
16 February 2023		
High Needs Block Funding 2023	Approval Item	James Barlow
Early Years Block Funding 2023	Approval Item	James Barlow
Central Services Block Funding 2023	Approval Item	James Barlow
Schools Block Funding 2023	Approval Item	James Barlow
High Needs Subgroup Update	Information Item	Sarah Whittington

**Wolverhampton Schools' Forum
Forward Plan 2022 – 2023**

Date of Meeting	Item Type	Responsible Officer
29 June 2023 TBC		
School Balances Update	Information Item	James Barlow
Dedicated Schools Grant Out-turn	Information Item	James Barlow
High Needs Subgroup Update	Information Item	Sarah Whittington

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City of Wolverhampton Council

SCHOOLS' FORUM

Date	29 September 2022
Report title	Draft Schools' Forum Constitution 2022
Contact Officer	Bill Hague, Head of School Business and Support
Telephone number	01902 555100

Summary

The Constitution document for Schools' Forum (Appendix 1) and the membership has been reviewed for the 2022 - 2023 academic year.

Decision

Members of Schools' Forum are asked to:

1. Note that there are no changes required to the makeup of Schools' Forum.
2. Comment on the draft Constitution document and agree to adopt it subject to any agreed changes.

1.0 Membership of Schools' Forum

- 1.1 A review of the membership and Constitution has been undertaken. In terms of Forum membership there are currently:
 - 10 schools sector members,
 - 11 academy members,
 - 4 non-schools members.

- 1.2 The balance of pupils across the sectors has not changed in the last academic year. There are, therefore, no changes required to the makeup of the Schools' forum membership.

- 1.3 A copy of the draft Schools' Forum Constitution is accompanying this report. Forum members are asked to review the Constitution and to comment accordingly.

SCHOOLS' FORUM CONSTITUTION

SEPTEMBER 2022

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1. Introduction

1.1 What is the Schools' Forum?

The Schools' Forum is a partnership body linking the Local Authority and the school community in making decisions about school funding and roles and responsibilities. It comprises stakeholders of the school community, including head teachers and governors or their nominated representatives.

1.2 The legal basis:

Schools' Forums were established by the Education Act 2002, as a statutory consultative body to support local authorities on matters relating to school budgets. The Schools' Forum plays a critical role in representing the views of all the schools, providers of 16-19 and early education within the area.

This Constitution has been produced in accordance with the legal requirements referred to and those contained within The Schools Forums (England) Regulations 2012, Statutory Instrument 2012 No. 2261 which came into force on 1 October 2012 and as amended by the School and Early Years Finance (England) Regulations 2014 effective from 12 January 2015.

Further revision may be necessary arising from any additional statutory instruction.

1.3 Implementing decisions and recommendations made by the Forum:

Decisions and recommendations will be actioned on the basis of an action record produced by the Clerk to the Forum.

2. Membership of the Forum

The total membership of the Forum will be **25** comprising **10** school members, **11** Academies members and **4** non-school members. School members and Academies members must together constitute at least **two thirds** of the total membership with voting rights. For the avoidance of doubt, any Free Schools, University Technical Colleges and Studio Schools in the Local Authority area are classed as Academies for this purpose.

- Only school members, Academy members and the PVI member representing early year's providers shall be able to vote on matters concerning the funding formulae.

- Only members of the Forum representing maintained schools shall be able to vote on matters relating to changes to the Authority's Scheme for Financing Schools.
- Where the Secretary of State specifies in regulation that only certain members of the Forum may approve or decide other particular matters, for example, de-delegation, only those members will be entitled to vote.

In addition to membership of the Forum detailed below, the Education and Skills Funding Agency (ESFA) will have observer status at all meetings of the Forum. The ESFA representative will have the right to participate in discussions. However, this representative will not be required to attend every meeting but could be available if members thought it helpful or if there were any concerns about the running of the Forum.

Membership of the Forum shall be:

2.1 School members:

School members comprise of head teachers (or their representatives) and governors. The definition of 'head teacher representative' or 'governor' will be as provided in regulation.

- **4** representatives of maintained **Primary** Schools of which at least **2** must be governors
- **1** representative of maintained **Secondary** Schools
- **2** representatives of **Special Education** provision
 - Head teacher or their representative (e.g. bursar) x **1**
 - Governor representative x **1**
- **2** representatives of **Nursery** schools
 - Head teacher or their representative (e.g. bursar) x **1**
 - Governor representative x **1**
- **1** representative of **Pupil Referral Units**

2.2 Academy members:

- **11** representatives of **Academies**
 - At least one member must be a representative of a mainstream Academy
 - If there are any special Academies in the Authority's area at least one member must be a representative of a special Academy

- If there are any alternative provision Academies in the Authority's area at least one member must be a representative of an alternative provision Academy

2.3 Non-Schools members:

- **2** x representatives of **Diocesan** schools
- **1** x representative of Early Years Education (**Private, Voluntary and Independent**) (PVI Sector)
- **1** x representative of providers of 16-19 education.

2.4 School members are to be nominated by the relevant group or sub group which they represent. Where such group or sub group includes Academy members the voting arrangements should exclude these members from the vote as Academies members form a separate group.

2.5 Mainstream Academies members are to be elected by the proprietor bodies of the Academies in the area.

2.6 Special Academies members are to be elected by the proprietor body or bodies of the special Academies in the area.

2.7 Alternative provision members are to be elected by the proprietor body or bodies of the alternative provision Academies in the area.

2.8 Non-schools members are to be nominated by their host organisation.

2.9 Representation on Schools' Forum will be determined within 2 months of a vacancy arising. Each group is responsible for the method by which they elect and nominate their Forum member(s). The chosen method should be forwarded to and recorded by the Clerk to the Forum. If, for any reason, an election does not take place by the set date or an election results in a tie between two or more candidates, the Local Authority must make the appointment to Schools' Forum instead. The Clerk will advise the Chair or Vice Chair where action is required to seek nominees.

2.10 Within one month of the appointment of any non-schools member the Local Authority must inform the governing bodies of maintained schools and Academies of the name of the member and the body represented.

2.11 Appointments to the Forum shall be for a period of **3 years**, at which point nomination or re-nomination to continue on the Forum will be required from the constituent group.

- 2.12 **Substitution:** each member of the Forum shall identify a substitute from their constituent group. Details must be submitted to the Clerk of the Forum. Substitute members will have voting rights as identified in regulation for their constituent group.

The Local Authority will maintain a record of Forum Membership.

- 2.13 **Election of Chair and Vice Chair:** election will take place at the Forum's first meeting each Autumn Term. Election shall be for the period of one year. The members of Forum may not elect as Chair any member of the Forum who is an elected councillor or officer of the Local Authority.
- 2.14 Any member who fails to attend **3 consecutive meetings** of the Forum shall be asked to stand down and identify a replacement through their constituent group.
- 2.15 Any member of the Forum may resign their office by giving written notice to the Clerk of the Forum. A member must resign immediately if they cease to hold the position through which they became eligible for appointment to the Forum. In addition, a non-school member must resign, if the member is replaced by the Local Authority, at the request of the organisation which the member represents, or by another person nominated by that body.
- 2.16 The Local Authority may not appoint any executive councillor or relevant officer of the Authority to the Forum as a non-school member.
- 2.17 Membership of Schools' Forum will be reviewed regularly and may need to be reconfigured from time to time to ensure compliance with current legislation or statutory regulation as directed by the Secretary of State.

3. Conduct of Meetings

- 3.1 The Forum will meet at least four times per academic year.
- 3.2 The date(s) and venue(s) of meetings will be given to the Clerk by the Forum at its meeting before the start of the academic year. Variation to the dates or venue will require approval of the Chair or Vice Chair.
- 3.3 Additional / urgent meetings may be called by the Chair or Vice Chair giving a minimum of **7 working days' notice**.
- 3.4 The Chair or Vice Chair to decide the Agenda no later than **2 weeks** prior to the meeting date following consultation with members of the Forum.

- 3.5 No later than **1 week** prior to the meeting, the Chair or Vice Chair to agree a list of officers who may attend. The number of other Local Authority attendees participating in meetings will be limited unless they are a councillor with Cabinet responsibilities, a Director of the Local Authority (or their representative) or are providing specific financial or technical advice (including presenting a paper to the Forum).
- 3.6 The Chair or Vice Chair may also invite others to attend who may have particular knowledge or expertise.
- 3.7 Agendas and all reports will be distributed to Forum Members at least **1 week** prior to the meeting. Submission of late / urgent items may be considered – subject to the Chair or Vice Chair agreeing.
- 3.8 Meetings require **40%** of the total membership (this equates to 10 members) to be in attendance in order to be quorate.
- 3.9 Decisions and recommendations of the Forum will be undertaken by majority voting, by show of hands of those members entitled to vote as determined by regulation and declared by the Chair or Vice Chair. If required, the Chair or Vice Chair will have a casting vote providing that the Chair or Vice Chair has entitlement to vote on the matter under discussion. Where neither the Chair nor Vice Chair has such entitlement Forum members must agree and minute alternative voting arrangements prior to discussion of the item under consideration.
- 3.10 The Clerk to the Forum will keep a record of each meeting of the Forum.

4. Urgent Decisions Procedure

- 4.1 Issues can be raised under this procedure subject to the agreement of the Chair / Vice Chair but should only be used in exceptional circumstances. This procedure requires a report in the standard format, a timeframe of **5 working days** with the minimum voting response rate of the **40%**. On extremely limited occasions the Chair / Vice Chair can offer the Local Authority 'a view' on an urgent issue. Such matters must be reported at the next meeting of the Forum.

5. The Validity of Proceedings

- 5.1 The proceedings of the Forum shall not be invalidated by any:
- Vacancy
 - Defect in the election or appointment of any member, or

- Defect in the appointment of the Chair or Vice Chair.

6. Working Groups of the Schools' Forum

6.1 All working groups established or amended by the Forum will have clearly defined terms of reference. These terms will also identify whether the working group will:

- Report and make recommendations to the Forum, or
- Report and make recommendations directly to the Authority.

7. Forum Budget and Expenses

7.1 An annual budget will be made available for reasonable expenses incurred by the Forum. Specifically, expenses may be included for:

- Loss of earnings allowance
- Travel and subsistence payments for members
- The costs of commissioning specialist advice or guidance that may be required from time to time
- Cost of hire of premises
- Child care costs to enable members of the Forum to attend
- Supply costs.

7.2 Schools' Forum costs will be charged to the schools' budget.

8. Policies and Procedures of the Local Authority

8.1 In conducting its affairs, the Forum must have regard to the policies and guidelines of the Local Authority.

9. Interests

9.1 Members of the Forum must declare general interest arising from their being a teacher, governor or other employee of a school or one which their children attend. In addition, they must declare any personal or specific service contracts or similar issues in which they have personal involvement. If the personal interest is pecuniary or could be viewed as prejudicial, the member should withdraw from the discussion and take no part in the decision.

- 9.2 Where it is clear that a decision in which a member has such an interest is likely to arise at a particular meeting, the member concerned may wish to nominate an appropriate substitute to attend the relevant meeting.

10. Access and Communication

- 10.1 Meetings of the Forum will start from the presumption that they are open to the press and public but certain information and discussion may need to be restricted in line with current regulation governing meetings and access to information and the provisions of Schedule 12(A) of the Local Government Act 1972.
- 10.2 The duties of the Forum may involve having access to and sharing information of a confidential nature which may be covered by the Data Protection Act 1998. In such circumstances, confidentiality must be maintained at all times.
- 10.3 Agendas, reports and minutes, along with Forum membership and calendar of forthcoming meetings will be published promptly on the City of Wolverhampton Council website. In accordance with good practice, notes or draft minutes will be produced and placed on the City of Wolverhampton Council website as soon as possible after the meeting to enable Forum Members and schools to see the outcome of any discussions and decisions/votes. Final copies of the minutes will be published once ratified at the next meeting of the Forum. It should however, be noted that, certain issues may be exempt from publication in accordance with current regulation and Schedule 12(A) of the Local Government Act 1972.
- 10.4 Subject to the above restriction, Forum papers will be published promptly in a public area of the Local Authority website. In accordance with good practice, notes or draft minutes detailing the outcome of any discussions and decisions/votes will be produced and published as soon as possible after the meeting. Final copies of the minutes will be published once ratified at the next meeting of the Forum.
- 10.5 Any member of the press or public intending to attend a meeting of the Forum will be required to notify the clerk in advance of the meeting.
- 10.6 The following persons may speak at meetings of the Forum, even though they are not members of the Forum:
- A Director of the Local Authority having responsibility for Education / Children's Services or their representative

- The Director of Finance of the Local Authority or their representative
- Any elected councillor of the Local Authority who has primary responsibility for children's services or education in the Authority
- Any elected councillor of the Local Authority who has primary responsibility for the resources of the Authority
- Any person who is invited by the Forum to attend in order to provide financial or technical advice
- An observer appointed by the Secretary of State
- Any person presenting a paper or other item to the Forum that is on the meeting's agenda, but that person's right to speak shall be limited to matters related to the item that is being presented.

11. Indemnification

- 11.1 The Local Authority shall indemnify members of the Forum against reasonable legal costs and expenses arising from decisions or recommendations of the Forum made in good faith.

12. The Clerk to the Forum

- 12.1 The Clerk to the Forum will be nominated by the Local Authority with appointment subject to approval of the Forum.

13. Revisions to the Constitution

This Constitution will be reviewed on at least an annual basis and any necessary revisions will be agreed by the Forum in conjunction with the Local Authority.

City of Wolverhampton Council

SCHOOLS' FORUM

Date	29 September 2022
Report title	Future Resourcing for Wolverhampton Exploitation and Missing Hub
Contact Officer	Rachel King, Head of Specialist Support
Telephone number	07854 943254

Summary

This paper has been produced to request a dedicated education post within the Partnership Exploitation and Missing Hub. Given the potential benefits to having a dedicated education role with the Hub, the proposal is to establish a post to be initially funded for 12 months out of the centrally retained Dedicated Schools' Grant. A report will then be presented back to Schools' Forum in June 2023 to evidence the impact of the post and agree longer term funding.

Decisions:

Members of Schools' Forum are asked to:

1. Agree for a dedicated education post to be established within the Partnership Exploitation and Missing Hub and for this to be funded for 12 months from the centrally retained Dedicated Schools' Grant at a cost of £45,500.
2. Agree to receive an update report detailing the impact of the dedicated post in June 2023 in order to inform longer term funding for the post.

1.0 Background

- 1.1 The Wolverhampton Partnership Exploitation and Missing Hub was established on 22 February 2021 and brings together services that have contact with children and young people who are at risk of exploitation, to make use of their combined knowledge to increase their safety and protection.
- 1.2 Whilst the Hub has predominantly focused on children and young people, there have been discussions and activities regarding vulnerable adults who are at risk of or experiencing exploitation. This is an area of work that is developing including the introduction of an adult exploitation screening tool, adult MASH exploitation pathway and ongoing discussions regarding the possibility of increasing existing resources in the hub to support the work around exploited adults.
- 1.3 The Hub facilitates daily briefings which bring together a range of safeguarding professionals including representatives from Early Intervention; Children's Social Care; West Midlands Police; Education; Pupil Referral Unit; Community Safety Partnership; Adult Social Care; Violence Reduction Unit; Children's Services Placement Team; Health and third sector representatives.
- 1.4 The purpose of the daily briefing is to review all overnight missing episodes, ensure that the Hub is aware of anything significant that may have occurred the day before or overnight; facilitate multi-agency information sharing and gathering; decision-making; disruption planning; and intervention/support required around those individuals/places where there are exploitation concerns.
- 1.5 The Hub also has a wider role in leading and facilitating the broader exploitation structure which includes the Child Exploitation Missing Operational Group (CEMOG); Multi-Agency Child Exploitation meetings (MACE); Professionals' Meetings for groups of children and young people identified as at risk of or experiencing exploitation; contributing to Strategy meetings; providing information and intelligence to support MASH referrals; single point of contact for advice and information on exploitation; provision of multi-agency and single agency training; quality assurance process for the whole exploitation system; and ultimately co-ordinating the local operational and strategic response to all forms of exploitation.

2.0 Progress

- 2.1 A report presented to Wolverhampton Safeguarding Together (WST) in September 2021 clearly set out a range of data which demonstrated that since the introduction of a whole system response to exploitation and specifically since the Hub has been established, the number of young people and adults identified as being at risk of or experiencing exploitation has significantly increased. This has led to an increased demand on the Core Team within the Hub which initially consisted of a Hub Manager; Missing Returns Officer; Partnership Strategic Co-ordinator; Partnership Analyst; and a Police Team which consists of one Sergeant; four Police Constables; and two Intel Officers.

- 2.2 Since the Exploitation Hub was introduced, there has been a steady increase in the number of young people being identified and discussed. Between February 2021 and May 2022, 418 screening tools have been received and considered; 143 young people have been identified to have met the threshold for MACE, with 84 of these young people have risk levels reduced and the remainder still being supported. The increase in young people being supported via MACE meetings represents a 63% increase since the Hub went live.
- 2.3 In addition, there has also been a significant increase in reported Missing episodes. The average number of missing episodes per month during 2019 was 40, during 2021 the average was 67 with a peak of 98 in December. The average per month so far in 2022 is 71. All Missing Episodes are discussed in the daily briefing.
- 2.4 When the Hub was launched the core team initially consisted of:
- Local Authority Exploitation Hub Manager (Local Authority funding)
 - Strategic Partnership Exploitation Co-ordinator (Local Authority funding)
 - Missing Returns Officer (Local Authority funding)
 - Part-Time MACE Chair (Local Authority funding)
 - Part-Time Information Analyst (*WST funding)
 - Police – One Sergeant, four Police Constables (PCs) and two Intel Officers (Police funding)
- 2.5 Following an increase in demand and a review of the impact of the Hub, a decision was made in May 2022 for the Local Authority to increase its resourcing within the Hub. Additional investment of approximately £200,000 has been agreed in order to support the establishment of more specialist posts. This includes an additional Missing Return Officer, an additional Multi-Agency Child Exploitation (MACE) meeting chair, a Children's Social Worker, an Adult Social Worker and an Early Intervention worker.
- 3.0 Education Representation in the Hub**
- 3.1 The Education Inclusion Team are represented in most daily briefings and are an invaluable resource in providing information on individuals in terms of which school they attend, their attendance and behaviour record, etc.
- 3.2 An Education representative working in the core team would allow a more joined up and consistent approach between the different services and education. There is a role at the Hub Daily Briefings to be able to access the ONE database and to check the names, DoB, etc and personal details that have been recorded in Missing reports, Police Logs or screening tools. From this database education are also able to inform the panel of any involvements from Attendance, SEND, Inclusion, Specialist Teachers or Educational Psychology. If the young person is new into City and may not be recorded on ONE, this can lead to a referral to the Child Missing Education team to be followed up.
- 3.3 Currently there is limited capacity for the Education representative to follow up with the information in schools and this is usually just calling or emailing the school to ensure that the information presented at the briefing has been shared. This often has not been the case due to capacity and yet it is crucially important as the young person may present

with behaviour in school as a result of the incident discussed. This can lead to exclusions and subsequently further risk if the protective factor of school is not in place. If there was a full time Education representative in the hub core team, it would facilitate closer liaison with schools ensuring they are better informed of the vulnerable young people and then allow follow up work to take place.

- 3.4 The Education representative would be able to attend relevant Strategy meetings, MACE meetings and other extended panels to be the point of contact for the young person and schools. As many children and young people in care (CYPiC) are discussed, the Education lead would ensure a link to the Virtual School to ensure they are aware of any CYPiC who are discussed and may be vulnerable or at risk.
- 3.5 An Education representative would be able to visit schools to discuss and promote the role of the Exploitation Hub; and promote use of the screening tool. Schools in Wolverhampton would benefit from a named Education professional who has multi-agency knowledge and understanding of exploitation. The postholder will promote training with education professionals and parents. They will also provide a critical link into Pupil Referral Units and for children and young people who are not in any provision. Research highlights the lack of provision for excluded pupils as a major contributing factor as to why children fall through the net and become caught up in violence and criminal exploitation.