CITY OF WOLVERHAMPTON C O U N C I L

# **Schools' Forum**

5 October 2023

Time 4.00 pm **Public Meeting?** YES **Type of meeting** Partnership

Boards

Venue Committee Room 3 - 3rd Floor - Civic Centre

# Membership

Kirsty Banks Academies Sector Representative

Stephen Blower Secondary Sector Headteacher Representative Rachael Brown Pupil Referral Unit Headteacher Representative Vivienne Bunce Special School Sector Governor Representative

Kate Charles Primary Sector Substitute

Louisa Craig Academies Sector Representative
Ben Davis Academies Sector Representative
Lorraine Dawney Special School Sector Substitute

Louise Fall Deputy Principal, City of Wolverhampton College

Gary Gentle
Trisha James
Diocesan Representative Substitute
Primary Sector Governor Representative
Samantha Kemp-Marshall
Early Years (PVI Sector) Representative
Nursery Sector Head Teacher Representative

Carroll McNally Non-School Member Diocesan Schools Representative

Karen Preston Academies Sector Representative Bhaksho Raj Academies Sector Representative

Zoe Rollinson Primary Sector Headteacher Representative
Emma Smith Nursery Sector Headteacher Substitute
Stephen Smith Primary Sector Governor Representative

Graham Tate Academies Sector Representative
Laura Thackaberry Special School Headteacher Substitute
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
Phil Williams Academies Sector Representative

**Observer Status** 

Councillor Jacqui Coogan Cabinet Member for Jobs, Skills and Education

Bill Hague Head of Business and Support Services

Alison Hinds Director of Children's 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

### [NOT PROTECTIVELY MARKED]

Copies of other agendas and reports are available from:

Website <a href="http://wolverhampton.cmis.uk.com/decisionmaking">http://wolverhampton.cmis.uk.com/decisionmaking</a>

**Email** <u>democratic.support@wolverhampton.gov.uk</u>

**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

. ait i	items open to the press and public
Item No.	Title
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 2023 - 2024.]
3	Apologies
4	Declaration of Interest or Confidentiality
5	Minutes of the Previous Meeting - 29 June 2023 (Pages 1 - 6) [To approve the minutes of the meeting of 29 June 2023 as a correct record.]
6	Matters Arising [To consider any matters arising from the minutes of the meeting held on 29 June 2023.]
7	Schools' Forum Membership and Attendance Update (Pages 7 - 10) [To receive an update on current Schools' Forum membership and attendance.]
8	Schools' Forum Forward Plan 2023 - 2024 (Pages 11 - 14) [To note the Schools' Forum Forward Plan for academic year 2023 - 2024.]
ITEMS FO	OR DISCUSSION OR DECISION
9	Draft Schools' Forum Constitution 2023 - 2024 - (To follow) [To receive the updated Schools' Forum Constitution 2023 for approval.]
10	Devolved Formula Capital and School Budget Update - (To follow) [To receive the Devolved Formula Capital and School Budget Update.]
11	High Needs Sub-Group Update [To receive an update from the Chair of the High Needs Sub-Group.]
12	Early Years Subgroup Update [To receive a verbal update from the Early Years Sub-group.]
13	SEND Forecasting and Place Planning [To receive a presentation on SEND Forecasting and Place Planning.]
14	Any Other Business
15	Dates for future meetings

# [NOT PROTECTIVELY MARKED]

- 7 December 23

- 25 January 2429 February 202427 June 2024 (tbc)

CITY OF WOLVERHAMPTON C O U N C I L

# **Schools' Forum**

Minutes - 29 June 2023

### **Attendance**

#### Members of Schools' Forum

Karen Preston (Chair) Academies Sector Representative

Susan Lacey (Vice Chair) Nursery Sector Headteacher Representative

Stephen Blower Secondary Sector Representative

Louisa Craig Academies Sector Representative

Ben Davis Academies Sector Representative

Lorraine Dawney Special School Sector Substitute

Samantha Kemp-Marshall Non-School Member PVI Early Years Representative

Zoe Rollinson Primary Sector Headteacher Representative

Stephen Smith Primary Sector Governor Representative

Graham Tate Academies Sector Representative

Lisa Thompson Non-School Member Diocesan Schools Representative

Phil Williams Academies Sector Representative

**Observer Status** 

Brenda Wile Deputy Director of Education

In Attendance

James Barlow Finance Business Partner

Peter Green Finance Manager

Shelley Humphries Democratic Services Officer

Phil Leivers Head of Service Educational Excellence

Kully Sandhu Observer

# Part 1 – items open to the press and public

Item No. Title

#### 1 Welcome and Introductions

### 2 Apologies

Apologies were received from Schools' Forum members Vivienne Bunce, Amarjit Cheema, Bhaksho Raj, Kirsty Banks, Lucia Jayne Turner and Lindsay Watson.

Apologies were also received from Emma Bennett and Bill Hague.

# 3 Declaration of Interest or Confidentiality

There were no declarations of interest or confidentiality.

### 4 Minutes of the Previous Meeting - 16 February 2023

Resolved:

That the minutes of the meeting of 16 February 2023 be approved as a correct record.

# 5 **Matters Arising**

Minute 11

In response to a query around teachers' pay awards, it was confirmed that conversations were ongoing between Finance and Education colleagues within the Council to establish a basis to make the payments. It had been hoped to top-slice and pay out to school nurseries as had happened previously however on closer inspection, it was found it would need to be paid on a supplement basis. Further information was awaited on how this would be implemented before making a decision and an update would be provided once available.

In response to another query, it was confirmed that as per the arrangement outlined in the Scheme for Financing Schools, the LA still paid interest to maintained schools and nurseries on surplus balances attached to a school. Interest was not currently charged on deficit balances. The current Early Years balance was not attached to specific schools, although grant balances were typically spent in-year and this occurrence was unusual. Once the funds were allocated to specific settings, these would then gain interest in the usual way.

#### 6 Schools' Forum Membership and Attendance Update

Shelley Humphries, Democratic Services Officer provided a verbal update on Schools' Forum membership and attendance. It was noted all terms coming to an end were being reviewed and the usual steps were being taken to fill vacancies.

It was also requested to undertake a review of members who had not attended three consecutive meetings without a substitute.

It was noted that Schools' Forum members Sarah Whittington, Amarjit Cheema and Daryl Asbury would be stepping down and Carroll McNally would be retiring at the end of August. The Chair expressed thanks to all for their contributions to Schools' Forum during their respective terms. It was agreed to establish who would be chairing the High Needs Subgroup going forward.

It was also reported that Special School Headteacher Substitute Lorraine Dawney would be moving into the Representative role, whilst Laura Thackaberry would be joining Schools' Forum as the Special School Headteacher Substitute.

In terms of vacancies, a discussion followed around how to promote and raise awareness of Schools' Forum and its functions to governors and headteachers during which it was suggested to communicate vacancies in bulletins and to add a Schools' Forum overview to headteachers inductions. It was considered how to widen the scope of the Forum and involve other officers to offer further perspective.

#### Resolved:

- 1. That a review be undertaken of Schools' Forum attendance.
- 2. That an update be provided on the new Chair arrangements for High Needs Sub-Group.
- 3. That methods of raising awareness with education colleagues of Schools' Forum and its functions be explored.

#### 7 Schools' Forum Forward Plan 2023 - 2024

The Chair presented the Schools' Forum Forward Plan 2023 – 2024 and highlighted future agenda items.

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:

That the Schools' Forum Forward Plan 2023 – 2024 be noted.

# 8 Surplus and Deficit Budget Monitoring

James Barlow, Finance Business Partner presented the Surplus and Deficit Budget Monitoring report and highlighted salient points. The report provided an update to Schools' Forum on the Local Authority processes of monitoring schools having or forecasting a deficit balance and schools carrying excess surplus balances as well as the balances held within Wolverhampton maintained schools as at 31 March 2023.

It was noted that surplus balances had reduced although not as much as originally forecast in budget plans. Only three schools reportedly held deficit balances at the end of 2022-2023, which was positive. 33 schools held excess surplus balances and letters were going out to schools to request plans for these surpluses.

It was highlighted that the range of surpluses seemed wide and a query was raised around why this might be. This was acknowledged and it was noted that this would be examined further and narrative provided within the next report should there be any outliers or emerging trends.

A concern was raised around schools with deficit balances and if these may affect certain schools in the future in terms of budgeting, financing staff, etc. It was noted this was beginning to show already and assurances were offered that cost pressures were being monitored by the Authority who would work with schools wherever possible to provide support.

Concerns were raised around this year's funding being spent on children in this year's cohort.

#### Resolved:

- 1. That the level of balances in maintained schools as at 31 March 2023 be noted
- 2. That the approach to challenging schools around the level of their balances and their plans for those resources be noted.
- 3. That the monitoring and reporting methodology be noted.
- 4. That an analysis be undertaken of the range of surpluses and explanatory narrative incorporated into future reports.

#### 9 Dedicated Schools Grant Outturn 2022-2023

James Barlow, Finance Business Partner presented the Dedicated Schools Grant Outturn 2022-2023 report and highlighted salient points. The report sought to inform Members of the Schools' Forum on the final expenditure against the Dedicated Schools Grant (DSG) in 2022-2023.

It was noted that there was still another update to follow in July 2023 from government on the Early Years block funding figures based on census figures which may potentially result in a clawback.

In terms of the High Needs block, it was highlighted that the overspend had reduced by £300,000 by the end of the year.

In terms of the additionality overspend, it was noted that the education colleagues were aware this may be the case as there was a steadily increasing number of children with EHCPs and additional needs in the City currently attending mainstream school who may need to be in a special setting. The Chair requested that members share this discussion with colleagues.

A concern was raised around the impact of inflation on future budgets and schools' balances. It was acknowledged that the current financial climate was very changeable however officers were working hard to manage Schools Block excess surplus balances, passporting as much additional funding as possible through the High Needs Block as well as the uplift to matrix banding.

A query was also raised around a rise in energy costs as a large unplanned increase had been received at one nursery and whether this had been experienced across the board or if it was just an isolated case. James Barlow, Finance Business Partner and Peter Green, Finance Manager agreed to investigate the matter and provide feedback.

#### Resolved:

- 1. That Schools' Forum note the latest 2022-2023 DSG allocation published by the Department for Education.
- 2. That Schools' Forum receive the report on the final outturn against the DSG in 2022-2023.
- 3. That the query on increased energy prices be investigated and feedback provided.

### 10 Agreed Schools' Forum Meeting Formats

The Chair led on a verbal decision item and invited Schools' Forum members to vote on the format of meeting going forward.

The options presented were either:

1. to continue to meet in the hybrid format with members mainly attending in person and the option to dial in

or

2. to return to fully face to face with no option to dial in.

Members felt that the hybrid option often meant not all members were fully engaged and sometimes technical issues disrupted the meeting.

Following a vote, it was unanimously agreed that the meetings return to fully face to face going forward.

#### Resolved:

That Schools' Forum agree to return to fully face to face meetings with no option to dial in.

### 11 Early Years Subgroup Update

Phil Leivers, Head of Service Educational Excellence provided the verbal update on the Early Years Subgroup. It was reported that Susan Lacey had agreed to chair the Early Years Subgroup and there had been some interest expressed from other Schools' Forum members to join. Discussions had taken place with Subgroup members and Phil Leivers and a Terms of Reference document had been drafted. It was noted the funds had been sitting for some time therefore there was a call to determine how to allocate the funds as soon as possible.

The Chair extended thanks to all who had volunteered to participate.

#### Resolved:

That decisions on Early Years funding allocations be driven forward and an update provided at the next meeting of Schools' Forum.

### 12 High Needs Subgroup Update

#### Resolved:

That the High Needs Subgroup Update be deferred.

#### 13 **Any Other Business**

A query was raised around a possible Early Years Supplementary Grant and if there was any update on this. It was noted that an additional Schools grant had been announced after the budget had been set, which was being passported out at school level, as well as an additional grant for Special Schools. James Barlow agreed to clarify this outside of the meeting and provide an update.

#### Resolved:

That James Barlow, Finance Business Partner establish what new funding was available and provide an update.

# 14 Dates for future meetings

Dates for future meetings were confirmed as:

- 5 October 2023
- 7 December 2023
- 25 January 2024
- 29 February 2024

The Chair closed the meeting at 17:21 pm.

$\triangleright$
<i>-</i>
Ó
$\Theta$
$\supset$
$\mathbf{Q}$
a
<b>=</b>
$\mathbf{O}$
$\exists$

ه			2022-2023					2023 - 2024					
Members	minate	Term Ends	Hybrid	Hybrid	Hybrid	Hybrid	In person			2023 - 2024			
	40,	· •	29-Sep-22	01-Dec-22	19-Jan-23	16-Feb-23	29-Jun-23	05-Oct-23	07-Dec-23	25-Jan-24	29-Feb-24	29-Jun-23	
Primary Headteacher / Representatives	04.00.40	0 05									T		
Samantha Walker (Wodensfield Primary School)	01.02.19	Sep-25	Present	Present Apols - Other	Present (v) Apols - Other	Present (v) Apols - Other	Present						
Zoe Rollinson (Lanesfield Primary School)	24.03.18	Sep-24	Present (v)	Reps Present	Reps Present	Reps Present	Present						
Primary Headteacher Substitute													
Kate Charles (Stow Lawn Primary School)	16.09.19	Sep-23	Not Required - Rep Attended										
Primary Governor Representative													
Stephen Smith (Warstones Primary School)	09.09.20	Sep-23	Apols - No Sub	Apols - No Sub	Present	Apols - Other Reps Present	Present						
Trisha James (Dovecotes Primary School)	01.09.20	Sep-23	Absent - No Rep	Apols - No Sub	Absent - Other Reps Present	Present (v)	Apols - Other Reps Present						
Primary Governor Substitute													
Vacancy			Sub Vacancy	Sub Vacancy	Sub Vacancy	Sub Vacancy	Sub Vacancy	Sub Vacancy					
Secondary Sector Headteacher / Representative													
Stephen Blower (Colton Hills Community School) (Representative since 31 Jan 2023)	01.12.22	Sep-25	n/a	n/a	n/a	Present (v)	Present (v)						
Secondary Sector Headteacher Substitute													
Vacampy			Sub Vacancy	Apols - No Rep	Absent - No Rep	Sub Vacancy	Sub Vacancy	Sub Vacancy	Sub Vacancy	Sub Vacancy	Sub Vacancy	Sub Vacancy	
Nursery Headteacher / Representative													
Susan Lacey (Vice Chair) (Ashmore Park Nursery School)	03.09.20	Sep-23	Present	Present	Present	Present	Present						
Nursery Headteacher Substitute													
Emma Smith (Bilston and Eastfield Nurseries)	19.01.22	Sep-25	Not Required - Rep Attended										
Nursery Governors							A1				1		
Lucia Jayne Turner (Windsor Nursery)	01.09.20	Sep-23	Present (v)	Present (v)	Apols - No Sub	Absent - No Sub	Absent - No Sub						
Nursery Governors - Substitute	Nursery Governors - Substitute												
Vacancy			Not Required - Rep Attended	Not Required - Rep Attended	Absent - No Rep	Absent - No Rep	Absent - No Rep	Sub Vacancy					

#### Schools' Forum Membership and Attendance 2023 - 2024

				2022-2023								
Members	inated	orm ads	Hybrid	Hybrid	Hybrid	Hybrid	In person			2023 - 2024		
	HORI	40 th.	29-Sep-22	01-Dec-22	19-Jan-23	16-Feb-23	29-Jun-23	05-Oct-23	07-Dec-23	25-Jan-24	29-Feb-24	29-Jun-23
Special School Headteacher / Representatives												
Lorraine Dawney (Green Park School) Representative since June 2023)	19.6.2023	Sep-26	Present	Present	Present (v)	Present	Present					
Special School Headteacher Substitute												
Laura Thackaberry (Headteacher, Penn Fields)	29.06.2023	Sep-26		Not Required - Rep Attended								
Special School Governors Representative												
Vivienne Bunce (Chair of Governors, Penn Fields)	Sep-22	Sep-25	Apols - No Sub	Present (v)	Present (v)	Absent - No Sub	Apols - No Sub					
Special School Governors Substitute		<u>'</u>										
Vacancy			Sub Vacancy	Sub Vacancy	Sub Vacancy	Sub Vacancy	Sub Vacancy					
Pupil Referral Unit Headteacher / Representatives												
Rachael Brown (Executive Headteacher – Lawnswood Campus)	06.02.20	Sep-23	Present (v)	Present (v)	Absent - Sent Sub	Absent - No Sub	n/a					
Pupil Referral Unit Headteacher Substitute												
Linds Watson (Lawnswood Campus)	20.01.22	Sep-25	•	Not Required - Rep Attended	Present	Present	Apols - No Rep					
00												
Academies Representatives												
Vacancy			Present	Absent - Other Reps Present	Apols - Other Reps Present	Present (v)	Absent - Other Reps Present	Rep Vacancy				
Louisa Craig (St Francis and St Clare Catholic MAC)	11.10.18	Sep-24	Present (v)	Absent - Other Reps Present	Present (v)	Apols - Other Reps Present	Present (v)					
Ben Davis (CEO, St. Martin's MAT)	11.10.18	Sep-24	Apols - Other Reps Present	Apols - Other Reps Present	Present (v)	Present	Present					
Vacancy			Present (v)	Apols - Other Reps Present	Apols - Other Reps Present	Rep Vacancy	Rep Vacancy	Rep Vacancy	Rep Vacancy	Rep Vacancy	Rep Vacancy	Rep Vacancy
Vacancy	T	1	Rep Vacancy	Rep Vacancy	Rep Vacancy	Rep Vacancy	Rep Vacancy	Rep Vacancy	Rep Vacancy	Rep Vacancy	Rep Vacancy	Rep Vacancy
Karen Preston (Chair) (Governing Board Member, Woodfield Primary)	14.11.18	Sep-24	Present	Present	Present	Present	Present					
Bhaksho Raj (St Francis & St Clare Catholic MAC)	26.09.19	Sep-25	Present(v)	Present (v)	Absent - Other Reps Present	Apols - Other Reps Present	Apols - Other Reps Present					
Graham Tate (Highfields)	01.10.20	Sep-26	Present (v)	Present (v)	Present (v)	Apols - Other Reps Present	Present (v)					
Phil Williams (CLPT)	11.10.18	Sep-24	Present (v)	Present	Present (v)	Present	Present (v)					
Kirsty Banks (Ignite Learning Partnership)	14.11.18	Sep-24	Absent - Other Reps Present	Present	Present	Present	Apols - Other Reps Present					

#### Schools' Forum Membership and Attendance 2023 - 2024

	2022-2023						2023 - 2024					
Members	ninate	Term Ends	Hybrid	Hybrid	Hybrid	Hybrid	In person			2023 - 2024		
	HOL		29-Sep-22	01-Dec-22	19-Jan-23	16-Feb-23	29-Jun-23	05-Oct-23	07-Dec-23	25-Jan-24	29-Feb-24	29-Jun-23
Academies Substitutes												
Vacancy			Sub Vacancy	Sub Vacancy	Sub Vacancy	Sub Vacancy	Sub Vacancy	Rep Vacancy				
Vacancy						Not Required - Rep Attended	Sub Vacancy	Rep Vacancy				
Vacancy			Sub Vacancy	Sub Vacancy	Sub Vacancy	Sub Vacancy	Sub Vacancy	Rep Vacancy				
Vacancy			Sub Vacancy	Sub Vacancy	Sub Vacancy	Sub Vacancy	Sub Vacancy	Rep Vacancy				

#### Non School Members

NOT SCHOOL METIDERS												
Diocesan Schools Representatives (x2)												
Vacancy			Present (v)	Absent - No Sub	Present (v)	Rep Vacancy	Rep Vacancy					
Lisa Thompson (St Andrews C of E Primary School)	25.02.21	Sep-24	Apols - Other Reps Present	Present	Present	Present	Present					
Diocesan Schools Substitute												
Gary Gentle (Bilston CE)	01.09.20	Sep-26	Not Required - Rep Attended	Absent - No Rep	Not Required - Rep Attended	Not Required - Rep Attended	Not Required - Rep Attended					
Vacancy			Sub Vacancy	Sub Vacancy	Sub Vacancy	Sub Vacancy	Sub Vacancy	Sub Vacancy	Sub Vacancy	Sub Vacancy	Sub Vacancy	Sub Vacancy
Early@ars (PVI Sector) Representative												
Samanina Kemp-Marshall	27.06.22	Sep-25	Present	Apols - No Sub	Absent - No Sub	Present	Present					
Early Years PVI Sector Substitute												
Elizabeth Towner	27.06.22	Sep-25	Not Required - Rep Attended		Absent - No Rep		Not Required - Rep Attended					
15 -19 Education												
Louise Fall (Deputy Principal, City of Wolverhampton College)	28.08.2023	Sep-26	n/a	n/a	n/a	n/a	n/a					

#### **Observer Status Members**

LA Role	Representative				
Cabinat Mambar for Jaka Skills and Education	Councillor Jacqui				
Cabinet Member for Jobs, Skills and Education	Coogan				
Director of Children's Services	Alison Hinds				
Deputy Director for Education	Brenda Wile				
Head of School Business and Support Services	Bill Hague				

This page is intentionally left blank

# City of Wolverhampton Council

# **SCHOOLS' FORUM**

Date	5 October 2023
Report title	Schools' Forum – Forward Plan 2023 - 2024
Contact Officer	Bill Hague, Head of School Business and Support Services
Telephone number	01902 555100

# **Summary**

This report outlines the Forward Plan for Schools' Forum for 2023 - 2024.

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.

# Wolverhampton Schools' Forum Forward Plan 2023 - 2024

Item Type	Responsible Officer	
Decision Item	All	
Decision Item	Bill Hague	
TBC	James Barlow	
Information Item	TBC	
Information Item	Sue Lacey	
Information Item	Bill Hague	
Information Item	David Kirby	
Decision Item	James Barlow	
Decision Item	TBC	
Information Item	TBC	
Information Item	Sue Lacey	
TBC	Rachel King	
Decision Item	James Barlow	
Information Item	TBC	
Information Item	Sue Lacey	
Approval Item	James Barlow	
Information Item	TBC	
Information Item	Sue Lacey	
	Decision Item TBC Information Item Information Item Information Item Information Item Decision Item Decision Item Information Item Information Item Information Item Information Item Information Item Approval Item Approval Item Approval Item Information Item Information Item	

27 June 2024 TBC		
School Balances Update	Information Item	James Barlow
Dedicated Schools Grant Out-turn	Information Item	James Barlow
High Needs Subgroup Update	Information Item	TBC
Early Years Subgroup Update	Information Item	Sue Lacey

This page is intentionally left blank