

TRAFFORD BOROUGH MINUTES OF SCHOOLS FORUM 10th NOVEMBER 2020

DAY/DATE/TIME	VENUE
TUESDAY 10 TH NOVEMBER 2020 MAIN MEETING: 2PM	Virtual via Microsoft Teams
Christine Clarkson	Clerk to Schools Forum 0161 912 2836 christine.clarkson@trafford.gov.uk
FORUM MEMBER ATTENDEES:	
Maintained Primary Headteacher Representatives (9) of which 8 attended:	
Clive Searle	Worthington Primary
Linda Davison	Holy Family RC PS
Catherine Downing	Stamford Park Junior
Tom Johnson	Seymour Park Primary
Sharon Hudson	Bowdon CE Primary
Wayne Hitchcock	St Mary's Sale
Jo Patterson	Navigation Primary
Darren Morgan	Kings Road Primary
Primary Academy Headteacher Representatives (2) of which 1 attended:	
Judith Stott (CHAIR)	Old Trafford Community Academy
Maintained Primary Governor Representatives (3) of which 3 attended:	
Rex Beech	Wellfield Junior
Karen Smyth	Urmston Primary
Philippa Williamson	St Michael's
Maintained Secondary Headteacher Representatives (3) of which 2 attended:	
Nicola Doward (VICE – CHAIR)	Stretford High
Kate Worsley	Blessed Thomas Holford
Academy Secondary Headteacher Representatives (7) of which 4 attended:	
Stephanie Gill	Altrincham Girls Grammar School
Gemma Tunstall	Wellington Academy
Danielle Taylor	Altrincham College
J Daley	Urmston Grammar
Maintained Special School Headteacher Representative (1) of which 1 attended:	
Sally Burstn	Delamere
Academy Special School Headteacher Representative (1) of which 1 attended:	
Bev Owens	Sovereign Trust

Pupil Referral Unit Headteacher Representative (1) of which 0 attended:	

Non School Members (7) of which 2 attended:	
Dee McKenzie	PVI – Elmscott Day Nursery
Bola Akintoye	NEU

Total members = 34
 Quorum = 14 (40%)
 Number in attendance = 22

OBSERVERS ATTENDEES:	
Bev Redmond	St Antony's College
Linda Simpson	Altrincham Girls Grammar School
Councillor Karina Carter	

TMBC OFFICER ATTENDEES:	
Karen Samples	Director Education Standards, Quality and Performance
Anne-Marie Steadman	Senior Accountant – Childrens'
Amy Nield	Finance Manager – Childrens'
Michelle Perry	Senior Accountant – Childrens'
Christine Clarkson	CLERK

APOLOGIES	
Jill McGregor	Director Children's Services
Helen Zammit	Strategic Finance Manager
Alison Kelly	Moorlands
Councillor Hynes	
Kate Markham	Well Green
Mel Wickes	Wellacre Academy
Rob Matthews	Narnia Day Nursery
Debbie Vrlec	Victoria Park Infants

1. WELCOME ALL AND APOLOGIES:

The Chair welcomed everyone and requested that those in attendance muted their microphones and typed in questions/ requests to speak to enable the meeting to proceed effectively.

There is a requirement to vote on some items on the agenda – the process for this is to raise a hand virtually and put 'yes' in chat so Finance can substantiate that the votes have been cast by those eligible to vote.

The above apologies for absence were accepted.

2. MINUTES OF THE MEETING HELD 23RD JUNE 2020

The minutes were approved as an accurate record with the following amendment.

Item on HR Redundancy policy should read – Access to HR policies when Trafford HR SLA not purchased. Anne-Marie confirmed this paper was sent out as agreed.

3. MATTERS ARISING

There were no matters arising.

4. FORUM MEMBERSHIP

Appointment of Chair and Vice-Chair

Forum proposed and agreed that Judith Stott be elected Chair for the coming academic year.

Nicola Doward agreed to continue as Vice-Chair and this was agreed by Forum.

Membership of Forum – Anne-Marie outlined that there are some vacant positions on Forum and agreed to chase up with the relevant sector representatives and distribute the updated membership list to Forum members following this.

Action: Anne-Marie to check the current position re: vacancies on the Forum and distribute the latest membership list following this.

5. HIGH NEEDS BLOCK SUB GROUP – 12TH OCTOBER 2020

Michelle Perry presented the minutes of the meeting held on 12th October 2020. The Group had discussed the remit of the group. Funding Forum was asked to agree the Terms of Reference for the Group. These were agreed.

The Sub-Group had also discussed the Place change notification process, special schools top-up payments and budget monitoring for the High Needs Block (HNB).

The HNB continues to face pressures, projecting a £1.060m overspend (as at P5 when the HNB meeting took place) at the end of 2020/21. The key pressure areas are Special Schools, Tutor Costs both SEN & Virtual, SEN Delegation and Out of Borough costs. The Group agreed to work collaboratively and agreed that the Task and Finish group would look into the key pressure areas.

6. HIGH NEEDS TASK AND FINISH GROUP UPDATE

Karen Samples reported that the Group had not met since the last Funding Forum meeting. She would be arranging another meeting to feed into and support the work being undertaken by the High Needs Block Sub-Group.

7. MAINSTREAM SUB-GROUP – 22ND OCTOBER

Michelle Perry presented the minutes of the above meeting. The Group looked at and discussed the draft DSG paper which is to be presented to November Funding Forum outlining the projected outturn for 2020/21 and provisional DSG for 2021/22.

The Group were presented with and discussed modelling options for the allocation of funding to Schools Budgets for 2021/22, de-delegation proposals, Growth Fund, per Pupil Re-distribution Pot and Scheme for Financing Schools. With regard to allocation of funding to schools for 2021-22 the Group were presented with 3 options for consideration. Agreed option was for the formula to use the National Funding Formula (NFF) rates together with a Minimum Guarantee Funding (MFG) level of 2%. This has been used to send provisional budgets for 2021-22 to schools and, currently, under this model there remains a surplus after distribution. The final budgets to schools will be updated in December using revised pupil data.

Michelle asked for Forum agreement in principle as to how any surplus generated should be re-distributed through the formula (if there is one). She presented a model based on the surplus being re-distributed by increasing the Basic Entitlement. This showed that only primary schools received an increase with no schools in receipt of the Minimum Funding Levels protection or MFG receiving an increase.

Nicola Doward raised that there had been discussion at the sub-group about this and, although the secondary sector did not benefit from the proposal, they were supportive of it.

Decision – Schools Forum agreed in principle to re-allocation of any surplus from the schools funding formula to be allocated via an increase in the Basic Entitlement. – 19 yes, 2 abstentions

Michelle then reported on the allocation of the Growth/ Infant Class size Fund for 2020/21. These will be allocated using the previously agreed criteria. A member of the Forum asked if this should be distributed to schools who had increases in pupil numbers less than 15. Anne-Marie responded that the Growth Fund was intended for significant growth not just the usual increases and decreases schools experience normally.

Michelle outlined that there is an amount of £468k in the 2020-21 Growth Fund reserve and proposed that this be re-distributed back to schools at a rate of £12.62 per pupil.

Decision – Forum agreed to the re-distribution of the Growth Fund Reserve at a rate of £12.62 per pupil. Schools members only to vote - 18 yes, 2 abstentions.

Michelle presented the position re: the Per Pupil Redistribution Pot (PPRP) and proposed the de-delegated rate be reduced by 25% for 2021-22 (to rate of £5.72). A member raised that his recollection at the Sub-Group meeting was that no rate was agreed and further modelling be taken to the next Sub-Group meeting. This was supported by other members. It was proposed Forum agreed a direction in travel of reduction in the rate but the amount be agreed at a future Forum.

Decision – Forum agreed in principle to de-delegate for PPRP in 2021-22 – the rate to be agreed after the next Mainstream sub group have looked at the modelling options for reducing the rate - the rate to be agreed at the next forum.

Maintained primary and secondary members to vote – 8 yes, 3 abstentions

Schools Forum noted the minutes

8. DEDICATED SCHOOLS GRANT (DSG) 2020/21 AND 2021-22

Amy Nield presented the report outlining the latest projected outturn position for 2020-21, together with the provisional DSG allocations for 2021-22.

The latest projected outturn for 2020-21 shows an overspend of £1.097m due to an overspend of £1.173m on the High Needs Block offset by underspends on other areas. The provisional DSG for 2021-22 is £238.346m, an increase of £17.129m over 2020-21. After taking into account the funding from teachers pay and pensions grant which has been included the increase in funding is £6.156m (3.6%). Every school will receive at least 2% more pupil led funding per pupil compared to 2020-21.

Amy updated on the National Funding Formula (NFF). The hard NFF was due to be introduced in 2020-21 but has been further delayed due to Covid-19. Funding to schools will be based on the NFF – the rates were outlined in the paper.

Central Services Schools Block (CSSB) – funding from the DfE has again been reduced. Due to this it is proposed to reduce the amount for Primary Targeted and take out funding for Crucial Crew. Forum discussed and voted on agreement for the budgets for CSSB totalling £1.464m as outlined in the paper.

High Needs Block (HNB). As outlined previously this continues to face pressures. Savings will need to be identified in future years to ensure spend is within funding levels. New regulations require deficits to be carried over and to be dealt with from future DSG funding. A discussion took place around the plans for increasing place numbers in the Borough. It was noted that a piece of work is currently being undertaken in the Borough around sufficiency needs.

Schools Forum noted the report

Decision - Forum agreed to the allocation of CSSB totalling £1.464m as outlined in the paper – 18 yes, 4 abstentions

9. COVID 19 CATCH UP PREMIUM AND CHARGE FOR TUTORS

This item is similar to Item 13 and put on the agenda following Heads Cluster meetings. The view was that schools were experiencing a significant increase in costs due to Covid-19 and the additional funding from government did not adequately cover these costs. The increase in costs is attributable to additional PPE, cleaning services and cleaning products. Members agreed that their schools had faced significant additional costs which were not sustainable longer term.

Judith Stott asked if it were possible for the LA to co-ordinate a return for schools to gather data for the LA to present in any DfE/ government lobbying opportunities. Amy

agreed this could be done. Amy outlined that the F40 Group had compiled a letter regarding this which has been sent to the DfE and agreed to circulate this.

A discussion followed regarding the hourly tuition rate to be paid in respect of the Covid – catch up grant. Judith Stott advised that hourly rates for tuition are available on the National Tuition Programme website. It was also suggested that hourly tuition rates had been agreed by Trafford. Clarification following the meeting confirmed the hourly tuition rate for Trafford is £20 per hour.

Actions – LA to co-ordinate a return from schools outlining additional costs resulting from Covid-19.

Amy to circulate the letter from the F40 Group sent to the DfE.

10. REDUNDANCY POT

Anne-Marie verbally reported that there was a healthy balance in the redundancy pot and this will allow the proposed de-delegation rate to remain at 0.01p per pupil in 21/22.

11. DE-DELEGATION

Amy Nield presented a report on the services which were de-delegated in 2020-21 and proposals for de-delegation in 2021-22 which require agreement. De-delegation is not an option for academies, special schools, nursery schools or PRU's. Approval is in principle only with the rates being brought to the January Forum. The following were voted on and agreed.

Karen Smyth asked for clarification on what the licences were for. Amy replied they were SIMS Licence charges.

Behaviour Support services – Primary maintained members only – 8 yes, 3 abstentions

Licences/ subscription – primary and secondary maintained members only – primary 9 yes, 2 abstentions, secondary 1 yes.

Staff supply maternity – maintained primary members only – 9 yes, 2 abstentions

Staff supply union duties – maintained primary members only – 8 yes, 3 abstentions

Redundancy Pot – (principle only) maintained primary and secondary members only – 12 yes, 1 abstention.

12. TRAFFORD SCHEME FOR FINANCING SCHOOLS (SFFS)

Anne-Marie presented a paper outlining DfE directed revisions to Traffords SFFS from the DfE. These are:

- Requirement for schools to submit 3 year Budget Forecasts
- Maintained schools can now join the DfE risk arrangement
- Schools with a deficit greater than 5% of their funding must submit a recovery plan to the LA.

As these are required directives from the DfE there is no need for Forum to agree them.

Clive Searle raised the point that it will be difficult for schools to provide 3 year Budget Plans when government are only providing 1 year funding plans to LA's on education funding and there are uncertainties around Covid-19 costs.

13. COVID-19 – ADDITIONAL COSTS TO SCHOOLS

This item had previously been discussed under item 9.

14. A.O.B

Bola Akintoye from the NEU introduced herself. Marie Holden resigned at the end of August. She outlined the NEU Facilities Agreement provides 5.75 days per week shared by 3 caseworkers.

Karen Smyth asked to re-visit the item on HR policies and expressed disappointment that these are only available to schools who purchase the LA HR SLA and are not shared more widely with those schools who purchase services elsewhere.

The meeting closed at 3.35 pm

Date of the next Funding Forum meeting:

Tuesday 19th January 2021 2 pm – currently Trafford Town Hall but likely to be virtual (venue to be confirmed nearer the time)