



Minutes

Name of meeting	SCHOOLS' FORUM
Date and time	8.30AM – Thursday 21st March 2019
Venue	Community Learning Centre, Westridge, Ryde PO33 1QS
Present	Beverley Gilbert (Chair) – Brading CE Primary Kay Wood – Summerfields Primary Gordon Kendall – Bembridge CE Primary Jackie Boxx – Island Learning Centre Julie Stewart – Medina House School Caroline Sice – Lanesend Primary Academy Sarah Miselbach – St Blasius Primary Academy Stuart Gurney – Christ the King College Fidelma Washington – Isle of Wight College Jayne Hill – Niton and Brighstone Pre-Schools Sue Bowen – Church of England Diocese
Elected Member	Cllr Paul Brading – Cabinet Member for Children's Services
Officers	Barry Downer - Senior Finance Business Partner Tracey Sanders – Head of Services for Young Children Chris Jones – SEN Service Manager Diane Hiscock – Clerk
Apologies	Mike Hayward – Island Innovation Federation David Thornton – Federation of Carisbrooke and Newport CEPs Amanda Bitchenor – Chatterbox Day Nursery Brendan Hodson – Finance Business Partner

1. WELCOME AND INTRODUCTIONS

Members and officers were welcomed to the meeting. Members were informed that Nora Ward, Christ the King College has replaced Matthew Parr-Burman as Secondary Headteacher Rep - Stuart Gurney was in attendance at this meeting as substitute. Kay Wood's term of office has ended and a note of thanks was given for her longstanding contribution to the Schools Forum.

Action - BG to seek a nomination for a replacement through the Primary Headteachers' Forum.

2. DECLARATIONS OF INTEREST

No Declarations of Interest were received.

3. PUBLIC QUESTION TIME

No public questions had been received.

4. MINUTES

RESOLVED :

THAT the Minutes of the meeting held on [17 January 2019](#) be confirmed.

Action List to be circulated with the minutes to all members after each meeting.

5. MATTERS ARISING

- 6.1 Item 6.1 – DT had submitted an update that a comprehensive survey of utility costs is to be carried out at Bembridge CE Primary School in May, as a template for other schools in the pilot.

Action – DT to give further update at the next meeting 20 June 2019

- 6.2 (Item 6.2) The proforma questionnaire, which Trade Union (TU) representatives will be required to complete to report on use of facilities time, had been circulated at the last meeting and it was confirmed that TU representatives do not seek any amendment to this document.

Action – JM to feedback on quarterly returns at the next meeting 20 June 2019

- 6.3 (Item 6.4) BG and JM had met with the Chair of Governors at the Island Free School to address any misunderstanding regarding the use of and payment for Trade Union Facilities time. The governing board (GB) was due to discuss the issue last week, but no further correspondence has been received. It was pointed out that the Free School does not have to follow the [Burgundy Book](#), but members asked if they would be bound by any other regulations.

A joint Trade Union letter was sent to the Island Free School and St Catherine's School requesting their engagement through a Recognition Agreement. St Catherine's School has now signed up to the agreement, but no response was received from the Island Free School.

The issue has been raised with the Regional Schools Commissioner (RSC).

Action – BG to agree any further action with BP and report back at the next meeting 20 June 2019

7. REPORT ON HIGH NEEDS STRATEGY [Paper B](#)

7.1 Progress on the High Needs Strategy

CJ gave a brief overview of the report with an update on the current position and explained that work is progressing on a weekly basis.

TS informed members that Dr Julie Greer (JG) will continue working on data gathering and engaging stakeholders until May 2019, after which a progress report will be brought to Schools' Forum. Members agreed that meetings with JG had been beneficial and stakeholders consider the ongoing work to be very thorough.

Action – Further progress report to be brought to the next meeting 20 June 2019

7.3 Update on savings achieved within identified areas in the High Needs Funding

An event to launch the proposal to move to a banded funded system was well attended and supported by headteachers and members of Parent Partnership.

CJ met with Hampshire colleagues and will soon meet with IOW colleagues to discuss governance arrangements for the Project Board. It is important to establish clear working criteria - local consultation must be wide and inclusive.

Members of the Schools' Forum had volunteered to take part in various areas of work. CJ confirmed that if they had not already been contacted, this would happen very soon.

TS felt that the timescale for completion by September 2019 was ambitious. Members agreed time should be taken for full consultation, to fully engage parents and to get it right. It was suggested that it could be beneficial to run test pilots in one or two schools before rolling out the full programme.

Implementation from April 2020 would tie in with school budget planning.

Action – Schools' Forum members would support a delay in the implementation until April 2020.

JB requested to join the group working on Social, Emotional and Mental Health (SEMH)

JS confirmed her request to join the Sensory and Physical group

CS confirmed her request to join the Finance group

7.4 INDEPENDENT AND NON-MAINTAINED SCHOOL PLACEMENTS (INMSS)

Janet Hoff and Andrew Briggs have been working to reduce mainland placements where a young person's needs are not being met. A potential annual cost avoidance of £329,000 has been identified, but it was noted that the situation will continue to vary and will be dependent on individual support packages required.

Members discussed how further savings in this area could be achieved, if the appointment to an additional officer post were considered. The anticipated cost of an officer to support ongoing work would be in the region of £20,000.

Action – A proposal to be brought to the next meeting 20 June 2019

7.5 SEN CENTRAL SERVICES

TS reported on the review of the service; the team is now working at optimum level and is likely to be high in the league tables with regard to completing annual reviews.

7.6 FREE SCHOOL APPLICATION

The application to build a joint SEMH Free School was unsuccessful. In response to this decision, DfE will be asked if a bid for non-residential provision could be reconsidered.

Members discussed the possibility of developing SEMH provision on the IOW as part of the overall review.

7.7 OUTREACH

Previous discussions had resulted in a request to include support for SEMH pupils in a revised model for outreach provision. Members highlighted a range of elements for consideration. It was agreed that the offer must be sustainable.

TS and CJ gave a brief overview of options

1 – Direct support from the Positive Behaviour Support (PBS) team, to include monthly/fortnightly consultation sessions, training and support.

- 2 - Work with the Island Learning Centre on skilled development and parent workshops. Six strands of work supporting children to stay in mainstream education.
- 3 - Wellbeing training packages, working with school staff on developing capacity in schools to instil a positive approach to behaviour.

TS asked for a steer on preferred options.

It was felt that headteachers should be given an overview of all 3 options. Members were in favour of a hybrid of options 2 and 3. It was agreed that effective transition work with one child could be developed into wider provision for groups of children.

Action – A proposal for SEMH Outreach to be prepared for the next Headteacher Forum 2 May 2019

Report to be brought to the next Schools' Forum meeting 20 June 2019

JS to feedback to other headteachers of schools with outreach provision

- 7.8 An updated spreadsheet showing progress on savings within High Needs funding was shown at Appendix A of the [report](#). Members noted that closure of the Workshop Initiative for Support in Education (WISE) had achieved approximately £5,000 less than anticipated.

RESOLVED :

THAT the content of the report be noted.

8. 2018/19 BUDGET MONITORING Paper C

- 8.1 BD reported that the end of February 2019 showed a forecast overspend of £275,000 which is approximately 0.3% of the budget. This is a slight improvement on previous reports due to

- Adjustment of £203,000 due to the reduced intake at the IOW Studio School, which will close at the end of the 2018/19 academic year. This will be directed into the Growth Fund.
- Additional High Needs funding of £263,000 which will be included to offset pressures on the budget.

- 8.2 The overall Early Years budget position will be verified following confirmation of the outcome of the January census. Based on funded hours over 2018/19, a pressure of £120,000 is anticipated. Members discussed trends and possible reasons for this, including increased uptake of hours, rising deprivation and decreasing numbers.

- 8.3 Savings in the High Needs Block are forecast to be £966,000, as shown in Appendix C of this [report](#)

- 8.4 A pressure of £74,000 is forecast in personal budgets as these increase as an alternative to mainland placements – this is subject to final confirmation.

- 8.5 An underspend of £86,000 in the Central Services Block is anticipated due to the low number of non-SEN Independent School placements.

8.6 DEDICATED SCHOOLS GRANT (DSG) DEFICIT REQUIREMENTS

The cumulative deficit in the DSG is anticipated to be in the region of £978,000 which exceeds 1% of the overall budget and would trigger the requirement for submission of a recovery plan to the DfE by 30 June 2019.

Regardless of the requirement, a recovery plan should be discussed at the next Schools' Forum meeting 20 June 2019.

Members discussed the budget position and the possible impact of not agreeing to carry forward the full deficit. If the Forum does not agree, the decision will fall to the Secretary of State (SoS).

RESOLVED :

THAT the February position on the 2018/19 schools budget be noted.

THAT the carry forward of the cumulative 2018/19 deficit to 2019/20 be agreed.

Action – A working group to be convened to meet before 20 June, to support work on a recovery plan – CS, JS, JB, BG and LA Officers

The proposed recovery plan to be brought to the meeting on 20 June 2019

9. **SCHOOL FUNDING POLICY PACK**

Updated links to the 2019–20 Schools Revenue Funding Operational Guidance were included in the policy pack. There is no change to the following policies – Growth Fund, Contingency, Split Sites and Over-Occupancy.

The policy for Cap on EHCP Spend was previously discussed at the Forum meeting held on [17 October 2018](#) (see Item 10.16) at which it was proposed to amend the policy so that a fixed budget is distributed to schools, based on the number of SEN pupils. Members discussed the implications of this approach – 6 schools would be likely to be affected. Schools Forum can make a recommendation, but the decision lies with the LA.

It was agreed that information should be communicated to schools prior to any change.

Action – A paper on to be brought to the next Schools' Forum meeting – 20 June 2019, to include -

- **implications of having a fixed budget for SEN Cap Spend**
- **how all schools will be affected**
- **number of schools with an SEN spend close to 5% of budget share**

Recommendation that current policy remains in place until next meeting.

DATE OF THE NEXT MEETING

The next meeting of the Schools Forum has been arranged to take place on **Tuesday 18 June 2019 – 8.30am at Westridge Community Learning Centre, Brading Road, Ryde PO33 1QS**

DATES OF FORTHCOMING MEETINGS – All at Westridge Community Learning Centre

Thursday 21 November 2019

Thursday 16 January 2020

Thursday 19 March 2020

8.30am start, all at

Westridge Community Learning Centre, Brading Road, Ryde PO33 1QS

The meeting closed at 10.10am

CHAIR