



**WOKINGHAM
BOROUGH COUNCIL**

**MEETING OF THE
SCHOOLS FORUM**

ON

**WEDNESDAY 14 JANUARY 2015
9.15AM**

AT

**WILLOW BANK JUNIOR SCHOOL, DUFFIELD ROAD,
WOODLEY RG5 4RW**

AGENDA

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**Civic Offices
Shute End
Wokingham
Berkshire**

**Andy Couldrick
Chief Executive**



WOKINGHAM BOROUGH COUNCIL

Our Vision

A great place to live, an even better place to do business

Our Priorities

Improve educational attainment and focus on every child achieving their potential

Invest in regenerating towns and villages, support social and economic prosperity, whilst encouraging business growth

Ensure strong sustainable communities that are vibrant and supported by well designed development

Tackle traffic congestion in specific areas of the Borough

Improve the customer experience when accessing Council services

The Underpinning Principles

Offer excellent value for your Council Tax

Provide affordable homes

Look after the vulnerable

Improve health, wellbeing and quality of life

Maintain and improve the waste collection, recycling and fuel efficiency

Deliver quality in all that we do

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**WOKINGHAM
BOROUGH COUNCIL**

To: The Chairman and Members of the Schools Forum

A Meeting of the **SCHOOLS FORUM** will be held at Willow Bank Junior School, Duffield Road, Woodley RG5 4RW on **Wednesday 14 January 2015 at 9.15am.**

Andy Couldrick
Chief Executive
6 January 2015

Schools Members:-

Maintained Nursery Headteacher	Phil Armstrong
Primary Head – Rivermead Primary	Brian Prebble
Primary Head – Gorse Ride Junior	Eileen Rogers
Primary Head – Aldryngton Primary	Elaine Stewart
Primary Head – Nine Mile Ride Primary	Ali Brown
Primary Head – St Nicholas CE Primary	Christine Hyatt
Primary Head – Wescott Infant	Sally Hunter
Primary Head – Emmbrook Junior	Louisa Gurney
(From the 7 Primary Heads only 4 votes are allowed)	
Secondary Head – St Crispin's	Ginny Rhodes
Secondary Head – The Emmbrook	Nigel Matthias
Special School Head – Addington School	Liz Meek
Special School Head – Southfield School	Dominic Geraghty
(From the Special School Heads only one vote allowed)	
Pupil Referral Unit - Foundry College Headteacher	Mary Rome
Governor	John Bayes (Chairman)
SEN Governor - Addington Special	Nick Dyer
Governor -	Paul Miller
Governor	vacancy
Governor	Wazir Khan
Governor	Mike Hutchinson

Academies Members

Headteacher, The Piggott School	Derren Grey
School Business Manager, The Holt School	Janet Perry

Non-Schools Members:

Children's Services	Matt Marsden
Early Years Forum	Charlotte Wilkinson
(only one vote allowed)	Clare Sheppard
Oxford Diocese	Vacancy
Roman Catholic Diocese	Vacancy
Wokingham Borough Council Member	Ian Pittock
Wokingham 14-19 Partnership/Post 16 provider – Bracknell & Wokingham College	Stephen King

Observers:

Education Funding Agency, Maintained Schools Division	Funding Reform Team
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Item no.	Ward	Subject	Page no.
21.00	None Specific	MINUTES To confirm the Minutes of the Meeting of the Forum held on 17 December 2014.	1
22.00	None Specific	APOLOGIES To receive any apologies for absence.	
23.00		DECLARATIONS OF INTEREST To receive any declarations of interest.	
24.00	None specific	EARLY YEARS FUNDING - FREE ENTITLEMENT REVIEW To receive and consider a report detailing proposals to allocate funding adjustments and unallocated resources for Early Years	5
25.00	None specific	SCHOOLS BUDGET 2014/15 – FINANCIAL MONITORING - To receive and consider a verbal update giving details of the latest outturn position in the 2014/15 School Budget.	verbal
26.00	None specific	DRAFT 2015/16 SCHOOLS BUDGET To receive and consider the second draft of the proposed Schools Budget for 2015/16	to follow
27.00	None specific	APPROVAL OF CARRY FORWARDS To receive and consider a report detailing the proposed carry forwards.	to follow
28.00	None specific	FINAL PROFORMA SUBMISSION To receive and consider the Final Proforma.	to follow

29.00 None specific **DATES OF FUTURE MEETINGS AND FORWARD PROGRAMME**
To note the dates of future planned meetings and receive and consider the work programme for those meetings:
18 March, 20 May, 15 July, 23 September, 21 October and 16 December 2015
20 January, 16 March and 18 May 2016.

To follow

30.00 **ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT**
A Supplementary Agenda will be issued by the Chief Executive if there are any other items to consider under this heading

This is an agenda for a meeting of the Schools Forum

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CONTACT OFFICERS

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**MINUTES OF A MEETING OF THE
SCHOOLS FORUM
HELD ON WEDNESDAY 17 DECEMBER 2014 FROM 9.15AM TO 11.57AM**

Present:- .

WBC Member: *Ian Pittock*

Schools Members:

Primary Headteachers: *Brian Prebble, and Elaine Stewart*
(only four votes allowed)

Secondary Headteachers: *Anne Kean-Mayer, Ginny Rhodes*

Special Schools: – *Liz Meek, Dominic Geraghty (only one vote allowed)*

Pupil Referral Unit:– *Mary Rome*

Maintained Nursery Headteacher: *Phil Armstrong*

Governors: *John Bayes (Chairman), Nick Dyer (Vice Chairman), Paul Miller, Mike Hutchinson*

Academies Members: *Derren Grey, Janet Perry*

WBC Children's Services: *Matt Marsden*

Oxford Diocese:

Roman Catholic Diocese:

Early Years Forum: *Clare Sheppard*
(only one vote allowed)

Observers: *(Academies Directorate, Education Funding Agency)*

Also present:-

Donna Munday, Schools Finance Manager

Alan Stubbersfield, Interim Head of Learning & Achievement, Children's Services

Tricia Harcourt, Senior Democratic Services Officer

Linda Orr, Special Education needs Coordinator (for Item 20)

PART I

The Chairman welcomed newly elected representatives:

Governors – Paul Miller, Southfield School and Mike Hutchinson, Waingels College;

Primary Head - (Woodley Cluster) Brian Prebble, Headteacher Rivermead Primary;

Secondary Head - Anne Kean-Mayer, Headteacher Waingels College;

Academies Members - Derren Grey, Headteacher The Piggott School, and Janet Perry, School Business Manager, the Holt School.

13. MINUTES

The Minutes of the meeting of the Forum held on 22 October 2014 were confirmed as a correct record and signed by the Chairman, subject to the addition of Mary Rome to the list of Apologies.

14. APOLOGIES

Apologies for absence were submitted from Ali Brown, Christine Hyatt, Sally Hunter.

Nigel Matthias had indicated that the Secondary Federation had appointed Anne Kean-Mayer to replace him as one of the secondary headteacher representatives, but he would deputise if necessary.

15. DECLARATIONS OF INTEREST

There were no declarations of interest.

16. SCHOOLS FORUM MEMBERSHIP – PUPIL NUMBERS

The Forum received and considered a report set out on Agenda pages 6 and 7, giving details of the pupil numbers from the October Census, which were not available at the last meeting when the Forum membership was considered.

The election of the new representatives was noted:

Governors – Paul Miller, Southfield School and Mike Hutchinson, Waingels College;
Primary Head - (Woodley Cluster) Brian Prebble, Headteacher Rivermead Primary;
Secondary Head - Anne Kean-Mayer, Headteacher Waingels College;
Academies Members - Derren Grey, Headteacher The Piggott School, and Janet Perry, School Business Manager, the Holt School.

The Chairman commented that the Governor category was now heavily weighted to secondary phase governors, and as there was a vacancy, it was suggested that the Academies could appoint a governor representative from one of the primary schools.

RESOLVED: That the governing bodies/proprietors of Academies schools within the Borough elect a governor/proprietor representative from the primary sector to fill the Governor vacancy on the Forum.

17. SCHOOLS BUDGET 2014/15 FINANCIAL MONITORING – DECEMBER

The Forum received and considered a report set out on Agenda pages 8 to 11, detailing the projected outturn position for the end of November on the 2014/15 Schools Budget funded by the Dedicated Schools Grant (DSG), including the Education Funding Agency (EFA) funding and the Pupil Premium Grant.

Donna Munday presented the report which listed the material movements from the approved budget which had given an increase in the projected final outturn surplus position since the original budget report in July from £1,004,000 to £1,379,000.

The table on Agenda page 9 and 10 included a commentary on the material forecast movements. The main movements are:

- Decreased DSG received;
- Within line 1.01 Additional School Grant of £110,000 received and allocated;
- Line 101a Early Years allocations increase from autumn term clawback to offset previous overspend resulting in surplus of £150,000.

RESOLVED: That the 2014/15 Schools Budget monitoring report be noted.

18. FIRST DRAFT OF 2015/16 SCHOOLS BUDGET

The Forum received and considered a report circulated at the meeting which set out the first draft of the 2015/16 Schools Budget. Donna apologised for the late circulation of the

report but explained that the original information received from the DfE on 12 December contained errors which had only been corrected yesterday. There will be further corrections by the end of December, so this draft is a first estimate, which includes the changes to the financial regulations which apply from 2015:

- From 2015, funding for 2 year olds will be based on the census at the end of January - it is likely there will be a reduction as the current estimate is 270, but there were only 190 on roll in September;
- All Academies will come under the 'recoupment' funding system; at moment pupil numbers have been estimated, as EFA is not yet sharing the required data. There will be a top-up in February, so broadly there should be a net nil impact. Where an Academy is still adding year groups, the Minimum Funding Guarantee (MFG) will be dis-applied.
- As previously agreed the primary and secondary Lump Sums have been equalised at £175,000, and the primary to secondary ratio has been reduced to 1:1.27.

Donna indicated that for the next meeting she would be bringing report suggesting a change to the Excess Balances clawback mechanism. Collectively schools are carrying forward £5.4m. The only way the proposed budget for 2015/16 is in surplus, is because of the amount carried forward from 2014/15; such a carry forward is unlikely at the end of 2015/16 which would mean that assuming no growth in the allocations, a deficit budget may be a possibility. Alan Stubbersfield agreed that there will be difficult times ahead, such as have not been seen before.

In answer to a question Donna responded that the reason the lump sum increase would not have a net effect on large schools was because an extra £25 per pupil had been received. The number of schools receiving the MFG has reduced; the majority now are primary schools.

RESOLVED: That the first draft of Schools Budget for 2015/16 be noted.

19. FORWARD PROGRAMME AND DATES OF FUTURE MEETINGS

The Forum received and considered the Forward Programme of work as circulated at the meeting. A report on the Moderation Panel process was requested, as concerns were raised about allocations made. Currently there is a Local Authority review of the provision of SEN, and a report on the financial implications would be brought to Forum in March.

The dates of future meetings for up to December 2015 were noted as follows:

The next meeting will be on 14 January, at Willow Bank Junior School, Duffield Road, Woodley at 9.15 am.

Other dates for 2015 are 18 March, 20 May at 1.00pm, 15 July, 23 September, 21 October and 16 December.

Meetings start at 9.15am if hosted at a school or at 9.00am, if at the Civic Offices.

Dates are required to be included in the timetable of meetings for the next municipal year up to May 2015, and it was agreed that they should be on 16 January, 16 March and 18 May 2016.

20. URGENT BUSINESS – SEN ALERT

Lind Orr gave a verbal update on the situation regarding the funding required for pupils with Special Education Needs, who have out of Borough placements. She indicated that in September 2015, the number of pupils would reduce slightly because the number of

leavers will be slightly more than the anticipated new placements. Currently there are 87 pupils in out of Borough placements. However, the post -16 requirements are uncertain, because after only one year it is difficult to predict. Local college placements are a less expensive option; residential costs are paid for by adult social care. There have been a few placements in the new Junior ASD resource at Southfields and we have been invited to be of the proposed secondary ASD unit in Bracknell.

In response to a question Linda confirmed that the allocation set aside to fund the transition process of transition to the replacement Education and Health Care Plans had been fully utilised in training, so that reviews were done consistently; 80 had been done so far. Comment was made that schools had received no extra funding to support their involvement in the transition process, which was expensive for some schools in terms of the extra admin and senior leadership time required.

It was pointed out that the Council could not commission places at its Special Schools; places cannot be block booked for Borough children, so the schools need to fill the places from outside to maintain viability.

RESOLVED: That the SEN Alert Report be noted.

The 'to follow' report for the Shared Responsibility for Support Services Item was circulated at the meeting and was a Part 2 confidential report.

21. EXCLUSION OF THE PUBLIC

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 4Part 1 of Schedule 12A of the Act (as amended) as appropriate

22. SHARED RESPONSIBILITY FOR SUPPORT SERVICES

The Forum received and considered a confidential report circulated at the meeting which set out proposals for certain central support services to schools in 2015/16 to be part funded from the schools block budget in the DSG allocation.

RESOLVED: That the following funding from the DSG be agreed:

- 1) for first recommendation - £30,000 for 1 year;
- 2) for the second recommendation - £35,000 for 6 months to allow a full review to be carried out;
- 3) for the third recommendation – none.

These are the Minutes of a meeting of the Schools Forum

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