

Warrington Schools Forum
Membership

Membership with differentiated voting rights ~ Total Membership of 26, of whom 22 are entitled to vote on funding formula issues										
Tenure ends 31 August 2020										
Sector Representation (22)	Appointed by the Council following election by:	Member	Dates and Attendance							
			26 June 2018	2 October 2018	4 December 2018	15 January 2019	5 March 2019	23 April 2019	25 June 2019	8 October 2019
Maintained Nursery School Senior Staff (1)	Primary Headteachers Group	Jane Wilkie (JaneW)	P	P	P	P	P	A	P	P
Special School Staff (1)	Special School Headteachers Group	Maureen Brettell (MBr) <i>from 2 Oct</i>	P	P	A	X	P	S	A	P
Special School Governor (1)	Governors Forum	Mike Frost (MF) <i>(from 04/12/18)</i>	A	A	P	P	P	P	P	X
PRU (1)	PRU Management Board	Sam Rigby-White (SRW)	A	A	P	A	S	P	A	X
UTC (1)	UTC	Lee Barber (LB)	P	A	A	S	A	A	A	X
Academy Secondary (5)	Academy Schools	Gwyn Williams (GW)	P	P	P	P	A	P	P	P
		Tim Long (TL)	P	P	A	A	P	P	S	P
		John Carlin (JC)	P	P	A	P	A	P	P	A
		Bev Scott-Herron (BSH)	P	P	S	P	P	P	P	A
	Governors Forum	Kieran Walshe (KW)	A	A	P	A	P	A	P	A
Academy Primary (1)	Academy Schools	Andrew Redman (AR)	A	P	S	A	A	P	A	A
Maintained Primary School Sector (8)	WAPH (4)	Cath Cooke <i>(from 15/01/19)</i>	P	P	A	P	P	P	P	P
		Gary Cunningham (GC)	S	P	P	P	A	P	P	P
		Lesley McGann (LM)	P	P	P	P	A	P	P	P
		Lyndsey Glass (LG)	S	P	P	P	P	P	P	P
	Governors Forum (4)	Stuart Munslow (SM)	P	A	P	P	S	P	A	P
		David Hart (DH)	A	P	P	P	P	P	P	P
		Janet Lazarus (JL)	P	P	A	P	P	P	P	P
		Hazel Coen (HC)	P	A	P	P	P	P	P	P
Maintained Secondary School Sector (2)	WASCL (2)	Chris Hunt (CH)	P	P	P	P	A	P	P	P
		Ed McGlinchey (EM)	A	P	P	A	P	A	P	P
Private Voluntary and Independent Providers (1)	PVI Providers Forum	Ginny Taylor (GT)	P	P	A	A	P	A	A	X

Representing	Member	Dates and Attendance							
		26 June 2018	2 October 2018	4 December 2018	15 January 2019	5 March 2019	23 April 2019	25 June 2019	8 October 2019
<u>Non-Schools Members (4)</u>									
Anglican Diocese (1)	Jacqui Wightman (JacquiW)	P	P	S	P	P	P	P	P
Roman Catholic Diocese (1)	Tim Warren (TW)	P	A	A	P	A	A	A	A
16-19 Institutions (1)	Julie McCann (JM)	P	P	P	P	P	P	S	S
Parent Governor (1)	Vacant	-	-	-	-	-	-	-	-

Independent Chair	Maureen Banner (MBa)	P	P	P	P	P	P	P	P
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Representing		26 June 2018	2 October 2018	4 December 2018	15 January 2019	5 March 2019	23 April 2019	25 June 2019	8 October 2019
<u>Warrington Borough Council</u>									
Head of Service Education and SEND	Melissa Young (MY) <i>(from 2 Oct 2018)</i>	P	P	P	P	P	P	P	P
Finance Manager	James Campbell (JC)	P	P	P	P	P	A	P	P
Senior Accountant (Schools)	Garry Bradbury (GB)	P	P	P	P	P	A	P	P
Executive Member for Children and Young People's Services	Cllr Matt Smith (CllrMS) <i>(from Oct 2019)</i>	P	A	A	A	P	A	A	X

Key

P ~ Present

S ~ Substitute

A ~ Apologies

- ~ Vacancy

X ~ Absent with no apologies

O ~ Observer

Trades Union

Laura Watson

(NASUWT)

Substitutes:

Damian McGuire

Substitute for Julie McCann

Presenting Item:

Helen Fleming

WBC (Item 2)

Sarah Whittaker

WBC (Item 2)

Paula Worthington

Assistant Director, Early Help, Education and SEND, WBC (Items 7 and 9)

Apologies

Shaun Everett

(NEU)

Minutes:

Gill Sykes

	<i>Item</i>	Action
1.	<p>Apologies, welcome and membership update</p> <p>The chairperson welcomed everyone to the meeting and apologies were noted.</p> <p>Melissa Young (MY) gave an overview of membership of Schools Forum changes, including the Post 16 rep stepping down, schools converting to academies and the requirement for balanced representations across the sectors whether maintained or academy. This should be transparent to the regulation process. MY noted that the minutes from Schools Forum in March 2018 state that Schools Forum agreed that changes to membership would be reviewed at the spring meeting to reflect changes within the sector from the previous year. It was proposed to keep expressions of interest for the next meeting, and where there are more expressions of interest than there are vacancies then an election process would be required.</p> <p>Jacqui Wightman noted that WAPH reps are representatives of WAPH not a particular sector, and the primary headteachers nominate WAPH reps for Schools Forum.</p> <p>Action: Schools Forum membership to be an agenda item at the next meeting.</p>	MY
2.	<p>Facilities agreement</p> <p>Sarah Whittaker (SW) presented her report on funding for teacher trade union facilities time 2020/21 to the Forum, and gave an overview.</p> <ul style="list-style-type: none"> • Last year it was agreed that a small underspend (approx. £4k from 2018/19) would be carried forward into 2019/20 to provide contingency in the event of any potential shortfall. • Noted that there has been a greater take up and there is now an anticipated larger underspend this year of approx. £22k (as at the end of the 2019/20 financial year). The forum were asked if they want this money carried forward into 2020/21 and the price per pupil reduced or to be returned to the relevant schools. • CH proposed that the underspend should be carried forward and not distributed back to schools (reducing the per pupil charge), and this was seconded by JacquiW. AGREED by the Forum • Concerns were raised around the cost paid by new schools joining, mainly academies. It would be unfair on the schools who have kept the service going, paying a higher cost per pupil, for new schools joining to benefit from a reduced cost per pupil. SW will look at the proposals made around new schools entering after the carry forward and come back to Schools Forum with a proposal. Action: SW to return to the January Schools Forum with an updated proposal. <p>JacquiW queried if schools facilities time was used to agree the pay policy. SW confirmed that it was, and was a schools procedure as part of the HR SLA with them. Concern was raised that some schools are getting this agreed by unions when they</p>	SW

	<i>Item</i>	Action
	have not bought into facilities time. SW noted that we have the JCC Framework and this includes the pay policy.	
3.	<p>Update on Early Years funding and Early Years project work</p> <p>Melissa Young gave a verbal update of the report and noted that as Andrea Riley was unable to attend, she would take back any questions.</p> <p>The Forum noted that the report was difficult to read and was quite confusing. There were queries around the figures quoted and the clarity of the report. Garry Bradbury (GB) noted that the Early Years funding meeting had been postponed, and it would have been at that meeting where any queries would have been addressed prior to the report for Schools Forum being produced.</p> <p>The recommendations from the report were not discussed, and it was agreed that a clearer report should be presented at the next Schools Forum meeting in January 2020. Action: Andrea Riley to prepare an updated report for Schools Forum in January 2020.</p>	AR
4.	<p>Minutes from the previous meeting and matters arising:</p> <p>Action: 25 June 2019 – Page 3: James Campbell followed up the action for Simon Bleckly (SB) and the following information was provided: SB published an article on My School Services covering what they do in relation to GDPR when they go out on an audit. The information from the article is noted below.</p> <p><i>The introduction into law of the General Data Protection Regulations (GDPR) on 25 May 2018 has increased public awareness of the obligations that organisations (including schools) have to use personal data fairly and responsibly.</i></p> <p><i>The Information Commissioner’s Office has undertaken a number of high profile enforcement actions since the Regulations came into force, with the maximum financial penalty now being raised to 20 million euros (approx. £17.5 million) or 4% of turnover, whichever is greater. The penalties have been issued to organisations across all local sectors, including local government and education. For example: a headteacher has been fined for transferring sensitive personal data from his previous school to his new school; the University of Greenwich was fined £120,000 for failing to prevent personal data, including information on students’ special needs, from being hacked.</i></p> <p><i>It is therefore crucial that schools obtain professional advice and take appropriate measures to ensure that they are processing personal data in accordance with the requirements of the GDPR.</i></p> <p><i>We have also reviewed and updated our audit testing programme to reflect the importance of this area. When we come out, we will be asking the following questions:</i></p>	

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	<ul style="list-style-type: none"> • <i>Does the school have an up to date Data Protection Act Certificate? (Please provide details of the expiry date and certificate number)</i> • <i>Has the school considered and made the appropriate arrangements to ensure the school are compliant in regards to GDPR?</i> • <i>Who is the school's designated data protection officer and was this role agreed by Governors?</i> • <i>Who have the school arranged to provide support in this area?</i> • <i>Have all staff received appropriate training in relation to GDPR?</i> • <i>Are appropriate records maintained to record the details of GDPR training attended? (e.g. date of training and staff attending)</i> • <i>Have the required Privacy Notices been created and added to the schools website?</i> <p><i>It is important to note that our coverage in an internal audit review is not a substitute for obtaining professional advice, and we are unable to answer specific questions in relation to the GDPR or the Data Protection Act 2018.</i></p> <p>The minutes were accepted as a true record of the meeting and matters arising were addressed.</p>	
5.	<p>School contributions to maintenance projects</p> <p>Melissa Young presented the capital report on behalf of Kate Guise to update Schools Forum on the local authority's new process for the allocation of maintained schools condition grant funding. The following points were highlighted:</p> <ul style="list-style-type: none"> • There are four schools with outstanding projects that we are committed to completing before the end of the financial year 2021. • Report shared with the Forum around planning to keep them informed of upcoming works and where the capital money will be spent. • The report relates to LA community, foundation, and voluntary controlled schools only (Academies and Voluntary Aided schools are not eligible for maintenance funding from the LA). • Noted that historically the LA funded maintenance programme has not always been applied consistently across schools. • There is a proposed new funding protocol, which will be a fair, robustly applied model going forward. • The LA will only fund works over £20k for primary schools and over £50k for secondary schools. Details of maximum contributions from schools are noted in the report. <p>Schools Forum is asked to note the next steps:</p> <p>5.1 WBC to carry out a pilot run of the proposed application process to access the maintenance programme this year, enabling additional schools to be added to the existing scheduled maintenance programme for 2020/21 (funding of projects will be based on the DfE capital funding grant allocation, as notified in March 2020) while also testing the robustness of the process. NOTED</p>	

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	5.2 The Warrington Borough Council maintained schools condition grant application form and guidance will be made available before Christmas. NOTED	
6.	<p>Update on traded position</p> <p>Melissa Young presented the paper on behalf of Stephen McNulty (SMc), which gives an update of SLA buyback for 2019/20 financial year and a comparison with last year. Noted that SMc values the input from schools into the process and would welcome feedback on how the system runs. There have been some improvements to the “back office” part of My School Services to make it easier for schools to view and access.</p> <p>Schools Forum is asked to:</p> <p>6.1 Note the progress being made to provide sustainable services that offer schools value for money and consistent levels of service. NOTED</p> <p>6.2 Recognise that the LA is an important provider, commissioner and participant in the Warrington education system. NOTED</p> <p>6.3 Encourage colleagues to provide feedback on the upcoming SLA consultation. NOTED</p> <p>6.4 Encourage colleagues to feedback their views on both SLA’s and council services in order to help shape the future of traded services. This can be either via the quarterly schools SLA meetings or by contacting Stephen McNulty: smcnulty@warrington.gov.uk / 01925 442682. NOTED</p>	
7.	<p>Update on DSG & High Needs (standing item)</p> <p>Garry Bradbury (GB) presented his report and the following points were highlighted:</p> <ul style="list-style-type: none"> • Funding for next year (subject to the consultation mentioned below), will mean the £3,750 and £5,000 per pupil minimum will be a mandatory requirement in the LA formulae for 2020/21. • There is a DfE consultation on making the national minimum per pupil funding levels mandatory to use in local authority funding formulae from 2020-21. This consultation closes on 22 October 2019, we would encourage headteachers to make a response, and a link to this consultation will be sent to headteachers. • When applying sector minimums some schools of low deprivation will receive substantial increases and bring them to the level of schools with high levels of deprivation and this could potentially be a problem. Noted that regardless of levels of deprivation there is a minimum to run a school. • There is a proposal to increase NFF values in the formula (4% for all the factors apart from FSM which will be increased by inflation 1.84%). This should benefit schools in Warrington more widely. • We are optimistic that we can implement the full extent of the funding and there has been a commitment from the LA that they won’t seek to apply a top slice to schools funding for 2020/21. This year the top slice was serviced by the growth allocation. Applying the growth allocation to school budgets means that we should be able to afford to implement the formula changes next year. 	

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	<ul style="list-style-type: none"> • GB noted that we have been given the spreadsheet to calculate budgets, but have not yet been given the information to complete it. Query raised about how soon schools would be informed of budgets so that they can start planning. Noted that it is likely to be a few days. • Noted that the figures should include split site element and rates for future funding increases in schools, and individual schools must be consulted. Full disclosure is required about decisions made. The Chair noted that we are looking to arrange a formula funding meeting and this is when there can be more of a discussion. Conversations can take place in an open and transparent way and any proposals might call for an extraordinary Schools Forum meeting to endorse decisions made. Noted that an action to arrange the meeting in December is recorded in Item 10. <p>RECOMMENDATIONS</p> <p>7.1 It is recommended that Schools Forum notes the contents of the report and the revised block allocations for 2018/19 and 2019/20. NOTED</p> <p>7.2 Schools Forum is asked to note the substance of the 2020/21 and 2021/22 funding announcements, and the consequences for individual school funding. NOTED</p>	
8.	<p>Government funding and future proposals</p> <p>This item discussed as part of Item 7, and noted that we may need an extraordinary Schools Forum meeting to look at funding decisions.</p>	
9.	<p>New Horizons – funding update</p> <p>Noted that we were anticipating New Horizons to be represented at Schools Forum tonight, and would have preferred for them to be present for the discussions as they may have alternative solutions to offer. There is ongoing debate about the money invested from the High Needs Block in the AP provision at New Horizons. The current contract was signed until 2021, and includes money for primary provision even though the primary provision doesn't exist now. It is money coming from a budget that is already stretched and funding a service that is not meeting the needs of the primary sector and we would rather redirect the money to the new primary offer to support children and young people in a different way.</p> <p>Further discussions are to be held as a matter of urgency as we are approaching the time to submit the form regarding places. There is potential for a reduction of places as they are not being used, and this is subject to discussions with ESFA, DfE and RSC. They are not clear on interpreting their own guidance and are going to review their policy and the application of their policy and feedback to Paula Worthington.</p> <p>Ellen Parry will email secondary headteachers asking them to confirm the places they may require at New Horizons in the 2020/21 academic year and to seek some feedback to support planning of the provision for the future. A communication has also been</p>	

	<i>Item</i>	Action
	<p>sent to neighbouring authorities to find out if they intend to use New Horizons for that academic year so that we can make an informed decision when submitting the numbers on the form.</p> <p>Tim Long noted that we must not lose sight of the incredible provision New Horizons provides for the secondary sector, and need to be mindful that we don't want to lose it. It was noted in the national press that New Horizons is no longer going to be part of TBAP. It will be re-brokered to new sponsors by the government's regional schools commissioners. Query raised around whether New Horizons could be part of a Warrington MAT or if it could be in the control of the local authority before an academy from a different local authority is commissioned.</p>	
10.	<p>Formula Funding Group feedback – split site costs</p> <p>It was noted that a meeting will be arranged for December 2019 to discuss split site costs and rates. Tim Long welcomed the opportunity to have a transparent discussion on this subject.</p> <p>Action: Formula Funding Group meeting to be arranged.</p>	MY
11.	AOB – there were no items of AOB	
12.	<p>Proposed meeting schedule for 2020: Dates were agreed.</p> <ul style="list-style-type: none"> • 14 January 2020 • 24 March 2020 • 23 June 2020 • 13 October 2020 <p>All Tuesdays at 5.15 – 7.00 pm. <i>(Venue for all meetings – Sir Thomas Boteler CE High School)</i></p>	

The Chair thanked everyone for attending and the meeting was closed.