

## Schools Forum

**Minutes of meeting held on Tuesday, 7 March, 2017 at 4.00 p.m. at Blakenall Village Centre, Thames Road, Blakenall, Walsall**

**Present:-** Mr. M. Vlahakis (Chair)  
Dr. A. Bruton (Vice Chairman)  
Mrs C. Draper  
Mrs M. Sheehy  
Ms T. Coles  
Mr. S. Davies  
Mr. K. Whittlestone  
Dame Brennan  
Miss L. Emery  
Mrs B.E. Westwood  
Mrs G. Healy  
Mrs M. Yates  
Mr. F. Hodgkinson  
Mr. B. Powell  
Mr. I. Baker  
Mr. S. Pritchard-Jones  
Ms. P. Welter (substitute for Mr Bragger)  
Councillor R. Burley

**In Attendance:-** Mrs. J. Bonner – Head of Educational Standards and Improvements  
Mr. L. Haynes - Education Finance  
Ms. K. Stokes – School Ready Improvement Manager  
Ms N. Hart - School Imp/Ready Early Years Lead Adviser  
Mrs C. Guest – Access Manager  
Ms D. Morris - School & Early Years Finance Manager  
Mrs B. Mycock – Legal and Democratic Services

		<b>Action</b>
<b>1. 07.03.17</b>	<b>Minutes –10<sup>th</sup> January, 2017</b>  The minutes of the meeting held on 10 <sup>th</sup> January, 2017 be approved and signed by the Chairman as a correct record.	
<b>2. 07.03.17</b>	<b>Matters Arising from the Minutes</b>  There were no matter arising.	
<b>3. 07.03.17</b>	<b>Apologies</b>  Apologies for non-attendance were submitted on behalf of Miss Keenan, Mrs Fraser, Ms Clarke, Mr Orlik, Mr Bragger and Mrs Poole  It was noted that Ms Welter attended as a substitute member for Mr Bragger for this meeting of the forum only.	

<b>4. 07.03.17</b>	<b>Late Items (urgent) to be introduced by the Chairman</b>  Item for consideration at the end of the agenda.	
<b>5. 07.03.17</b>	<b>Local Government (Access to Information) Act, 1985 (as amended)</b>  The Clerk to Schools Forum confirmed there were no items for consideration in private session.	
<b>6. 07.03.17</b>	<b>Apprenticeship Levy Update</b>  Ms T. Coles provided a verbal update to Schools Forum following the latest Apprenticeship Levy Working Group meeting which included:- <ul style="list-style-type: none"> <li>- Each apprenticeship be defined as a job, with a minimum of 30 hours per week training and workplace skills (this could be fit into term times)</li> <li>- Employers able to register for their digital account from January 2017 and access funding</li> <li>- The funding can only be used to fund the cost of apprenticeship training provided through an approved training provider</li> <li>- There is an anticipation for 2.3% of the workforce to be apprenticeships over all departments and within various levels</li> <li>- Existing employees completing an apprenticeship must demonstrate the provision of a qualification at a higher level than one already held, e.g. Level II to Advanced / Higher to Degree Level</li> <li>- The current National Minimum wage rate for apprentices will apply as follows:- <ul style="list-style-type: none"> <li>- £3.40 per hour ages 16-18 and those ages over 19 in first year</li> <li>- £5.55 per hour aged 19-20</li> <li>- £6.95 per hour aged 21-24</li> <li>- £7.20 per hour aged 25 and over</li> </ul> </li> <li>- Funds in the digital account will expire 24 months after they enter the account if not spent on training with a government approved training provider; all unspent monies returned to the Treasury</li> </ul>	

	<ul style="list-style-type: none"> <li>- A detailed options paper to be considered by CMT re: preferred means of access to the levy, all sectors to be informed of CMT's definitive decision</li> <li>- Lisa Koc leading from Council's H.R.</li> <li>- Currently no limits to apprenticeships placements albeit there must be either a genuine job available or a good chance of a placement subsequent to completion of the apprenticeship</li> <li>- Any age considered.</li> </ul>	Ms Coles to provide update of CMT's decision when known.
<b>7. 07.03.17</b>	<b>SEN Update</b>  Update to be provided at next Schools Forum meeting.	Claire Goss to provide update to next meeting
<b>8. 07.03.17</b>	<b>Children Missing Education (CME)</b>  A report was submitted.  Mrs Mann outlined the contents of the report and highlighted the salient points therein. She advised members of the current number of CME on the register subsequent to February's CME Panel meeting as follows:- <ul style="list-style-type: none"> <li>• 71 primary (including 11 x reception pupils who have not yet reached compulsory school age and 2 x registered Elected Home Educated where there are concerns about parents quality of provision);</li> <li>• 65 secondary (including 12 x registered Elected Home Educated where there are concerns about the parents quality of provision)</li> </ul> Dr Bruton enquired whether additional support would be available to receiving schools and Mr Whittlestone highlighted the potential financial implications pertaining to children who were new to the country. In response, Mrs Mann clarified that in terms of CME, only a small number of children had either challenging behaviour or required additional support as opposed to the higher number of children admitted under Fair Access Protocol. She added that the Admissions and Pupil Place Planning Team maintained a list of known CME pupils which was reliant upon all schools submitting a weekly return informing them of their pupil data plus details of all midyear admission applications, particularly as schools administered their own mid-year admissions.	

	<p>Mrs Mann further added that a report was in progress which would outline a potential £500 funding to schools to support a child's integration under the Fair Access Protocol and she advised some initiation re-integrations and support would be provided by New Leaf Centre staff.</p> <p>Mr Pritchard-Jones enquired whether a short stay placement could be used as an interim measure. In response, Mrs Mann stated the majority of children needed to be on roll in a school before a short term placement could be considered.</p> <p>Mr Vlahakis asked whether provision had been made pending the departure of the current Children Missing from Education Officer. Mrs Bonner confirmed a plan was in place and all schools would be informed of the appointment in the near future. In the interim, the Admissions and Pupil Place Planning Team had appointed a new member who was currently allocating approximately 70% of their hours to CME to ensure quicker identification.</p> <p>Mrs Yates requested further information with regard to the length of time each child had been on the CME list, particularly the long term CME; how the list was being managed and what steps were being taken with regard to the long term CME. Mrs Mann to provide the information requested at the next meeting.</p>	<p>All schools to be informed of new CME Officer once appointed.</p> <p>Mrs Mann to report back to next meeting with additional information.</p>
<p><b>9.</b> <b>07.03.17</b></p>	<p><b>School Ready Fund</b></p> <p>A report of the School Ready/Early Years Lead Adviser was submitted.</p> <p>Ms Hart expanded on the contents of the report and reiterated the intended use of the School Ready Money was to ensure that outcomes for children by the end of EYFS improved each year, thereby closing the gap between Walsall and National. The tables of profile data covering 2014, 2015 and 2016 were highlighted.</p> <p>Year 1 had been an open year with everyone having been invited to participate in networking sessions which had resulted in the following attendance:-</p> <ul style="list-style-type: none"> <li>- 65 out of 80 schools</li> <li>- 85 at nursery conference</li> <li>- Forthcoming conference full at 80</li> </ul>	

	<p>Ms Hart stated she would include a newsletter on The Link to reiterate the message there would be continued open access to opportunities with the possibility of twilight training sessions.</p> <p>Mrs Draper reported there were currently 7 trained EY specialists (1 x special school, 1 x nursery and 5 x primary) who have been used to best effect in developing TA training and whilst they had been unable to cover the whole authority, they had been instrumental in developing the training and therefore creating sustainability once Schools Forum money has ceased.</p> <p>Dame Brennan asked for an analysis of schools with access to the service and a correlation with results. Ms Hart confirmed there were a number of schools who had not accessed the service and these would be targeted.</p> <p>The Chair queried the limited information on social and emotional elements. Ms Hart confirmed these along with health, self care and PSE (Personal, social and emotion) would be focused upon during 17/18 and these would improve outcomes.</p> <p>Ms Hart concluded by informing that Ofsted had recognised the strength of Walsall Schools.</p>	<p>Ms Hart to provide a newsletter on the Link</p> <p>To note</p>
<p><b>10. 07.03.17</b></p>	<p><b>High Needs Special School Funding for 2017/18</b></p> <p>A report was submitted.</p> <p>Mr. Haynes outlined the report and highlighted the salient points therein and clarified the staffing ratios used as the basis for the banding values which had been costed using 2014 pay scales at Appendix 1 and the resources values attached to the new banding matrix at Appendix 2 of the report.</p> <p>Mr Haynes advised Members a report would be provided to the June meeting which would highlighting the 2017/18 resource values after the application of MFG.</p> <p><b>Resolved</b></p> <p>That Schools Forum noted the report and had no further views on the proposed adjustments to banded units of resource within the special schools funding matrix following the exercise to up-date the cost base.</p>	<p>Mr Haynes to provide report to June meeting re: resource values</p>

<b>11.</b> <b>07.03.17</b>	<b>Universal Infant Free School Meals</b>  Mrs Bonner advised Schools Forum that the £32k funding had been spent. Eight bids totalling £156k had been received. The panel had consisted of 2 Head Teachers, Mrs Poole, Mrs Bonner and Ms Morris and agreement on the final allocations which would benefit 30 schools had been unanimous.	To note
<b>12.</b> <b>07.03.17</b>	<b>Section 106 Update</b>  Mrs Bonner read out a statement on behalf of Mrs Poole regarding section 106 monies as <i>follows 'that the most recent development funds based on Heston and Granby housing development were allocated to 9 secondary schools in August. All nine schools lie within the 3 miles radius of the housing development'</i> .	To note
<b>13.</b> <b>07.03.17</b>	<b>Forward Plan</b>  The Forward Plan was submitted.  <b>Resolved</b>  That the Forward Plan be noted.	To note
<b>14.</b> <b>07.03.17</b>	<b>Late Items</b>  <b>Funding Formulas Working Groups</b> Mr Haynes informed Schools Forum of a need to establish working groups to review the 2018/19 Schools Funding Formula and High Needs Formula in advance of April 2018.  <ul style="list-style-type: none"> <li>- Schools Funding Formula – members identified were Max Vlahakis, Michelle Sheehy, Tracy Coles, Alison Bruton, Keith Whittlestone and Cathy Draper.</li> <li>- High Needs – members agreed that all Walsall special school heads and PRU heads should be invited to form part of the working group.</li> </ul>	To note
<b>15.</b> <b>07.03.17</b>	<b>Correspondence</b>  There was no late correspondence.	

<b>20.</b> <b>07.03.17</b>	<b>Date and time of next meeting</b>  It was <b>NOTED</b> that the next meeting of Schools Forum would be held on Tuesday, 27 June, 2017 at 4.00 p.m. at Blakenall Village Centre, Thames Road, Blakenall, Walsall.	
	The meeting terminated at 5.15 p.m.	
	Signed: .....	Date: .....