

Schools Forum**Minutes of meeting held on Tuesday, 16 January, 2018 at 4.00 p.m. at Blakenall Village Centre, Thames Road, Blakenall, Walsall**

Present:-

Mr. M. Vlahakis (Chair)
 Mrs M. Sheehy
 Ms T. Coles
 Mr. S. Davies
 Mr. A. Seager
 Mr. L. Baker
 Mr. R. Beech
 Mrs H. Keenan
 Mrs C. Fraser
 Mrs B. E. Westwood
 Mrs G. Healey
 Ms L. Foster
 Mr. I. Baker
 Mr. F. Hodgkinson
 Mr. B. Powell
 Mr. A. Orlik (Observer)
 Mr. R. Bragger (Observer)

In Attendance:-

Mrs S. Rowe – Executive Director
 Mrs L. Poole – Assistant Director – Access and Achievement
 Mrs C. Beirne – Head of Educational Standards and Improvement
 Mr. L. Haynes - Education Finance
 Ms C. Goss – Head of Service, SENDI
 Ms C. Guest -
 Ms I. Vanderheeren –
 Mr. P. Wells – SENDi Projects Manager
 Mrs B. Mycock – Clerk to Schools Forum

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| 1. 16.01.18 | Apologies Apologies for non-attendance were submitted on behalf of Dr. A. Bruton (Vice Chair), Mrs C. Draper, Mr. K. Whittlestone, Mrs D. Kelly, Mr. A. Beason, Mr. M. Fox, Mr. S. Pritchard-Jones | |
| 2. 16.01.18 | Minutes – 5 December, 2018 The minutes of the meeting held on 5 December, 2017 be approved and signed by the Chairman as a correct record subject to the following amendments:- <ul style="list-style-type: none"> • Apologies should have stated Mr. L. Baker not Mr. I. Baker • Item 6 - page 3 – should have read Emma Thornberry • Item 11 – page 6 – should have read Challenge Bid and not Challenge Board • Item 11 – page 6 – should have read as Tracey Coles | |

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| <p>3. 16.01.18</p> | <p>Matters Arising from the Minutes</p> <p><u>Item 6 – SENDI Update</u> Should have stated the Emma Thornberry became the Lead Educational Psychologist within Walsall.</p> <p><u>Item 9 – Proposed Schools Funding Formula 2018/19</u> Supported by Cabinet.</p> <p><u>Item 12 – Un-validated Results</u> Should have advised that the overall percentages would be published via the Link.</p> | |
| <p>4. 16.01.18</p> | <p>Late Items (urgent) to be introduced by the Chairman</p> <p>The Chair advised Schools Forum of a briefing note he had received in respect of queries raised regarding the number of agenda items seeking funding from the High Needs Block.</p> <p>Lloyd Haynes, Senior Finance Manager, advised there was the ability to utilise underspends on the High Needs block of DSG on other areas of education spend.</p> | <p>To note</p> |
| <p>5. 16.01.18</p> | <p>Local Government (Access to Information) Act, 1985 (as amended)</p> <p>The Forum was advised that there were no items for consideration in private session.</p> | <p>To note</p> |
| | <p>At this juncture of the meeting, the Chair introduced Mrs Sally Rowe, Executive Director of Children's Services, and he then asked all members of Schools Forum to introduce themselves at that time.</p> | |
| <p>6. 16.01.18</p> | <p>CLEAPS</p> <p>A report had been submitted to remind Schools Forum of Walsall Council's yearly membership of CLEAPSS (the schools' science and technology advisory service) and whether Walsall Council should subscribe for 2018/19 on behalf of the schools in the Borough. The report advised that the 2017/18 membership had been paid as a one-off payment from the health and safety team's training budget but that there was no budget to pay for it going forward.</p> <p>The report provided three options should members wish for Walsall Council to remain members of CLEAPS. Members discussed and voted unanimously in favour of option three:-</p> | |

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| | <p>Resolved (unanimously)</p> <p>That Walsall schools remain Members of CLEAPS and make use of Option 3 to secure future funding as follows:-</p> <p><u>Option 3</u> – that the Council joins on behalf of schools but membership is paid for from a budget controlled by Schools Forum.</p> | Members to contact Chris Close, Hlth & Safety re: membership |
| <p>7. 16.01.18</p> | <p>Apprenticeship Levy</p> <p>A briefing note had been submitted to Schools Forum advising members of the Apprenticeship Scheme up to December 2017.</p> <p>Tracey Coles also tabled a supplementary paper which provided additional information regarding the number of apprenticeships signed up between May and December, and further information pertaining to successful recruitments. She added that Walsall appeared to be in the forefront of the Apprenticeship Scheme and its commitment to finding work for the apprenticeships thereafter.</p> <p>Resolved</p> <p>Schools Forum noted both the briefing and the supplementary paper and requested the attendance of the Project Officer at a future meeting.</p> | Helena Baxter to attend a future meeting. |
| | <p>At this juncture of the meeting, the Chair advised Schools Forum of the procedure that would be followed for consideration of items 8, 9 and 10 on the agenda under the presumption that members had read the reports in advance of the meeting. The respective report author would advise of additional information if any before responding to members questions. The report author to then to leave the meeting prior to Schools Forum's consideration and voting of the item in question.</p> | |
| <p>8. 16.01.18</p> | <p>Developing an Inclusion Focused Integrated Behaviour Support</p> <p>A report had been submitted to request Schools Forum to preserve and sustain the commitment for embedding a fully inclusion focussed model of co-ordinated services to help schools manage children who are vulnerable due to their behaviour and establish a strategic directive for the service through the Walsall Strategic Partnership Education & Inclusion Board.</p> <p>Caroline Guest, Access Manager, drew members' attention to the financial element at paragraph 7.1 of the submitted report and to the supplementary financial plan which provided a</p> | |

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| | <p>detailed breakdown of the funding request.</p> <p>Ms Guest responded to a number of queries which included:-</p> <ul style="list-style-type: none"> • Funding support pertained to 2018/19 only following which it was anticipated a sustainable, traded model would be established from 2019 onwards • The reintegration fee associated with CME of £500.00 per child would help integrate a child back into a school through the FAP, and not an additional cost associated with the LA's facilitation of mid-year admissions; • The costs pertaining to the staffing arrangements included 'on costs', albeit there would not be enough capacity/flexibility to factor in additional resources in relation to sickness/maternity cover • Should the work be commissioned out then costs would be shared • Walsall currently has 15 attendance officers to support the Walsall schools who brought into the service • It not all Walsall Schools sign up to the service, then the service would be traded out to other authorities <p>Ms Guest left the meeting and in the course of discussion, it was noted that:-</p> <ul style="list-style-type: none"> • secondary school support had been well structured and a fully focussed model was required going forward to utilise the good practice that had evolved, along with the good quality staff across the phases • that the trading service had been strong in a preventative action and the valuable staff within the service needed to be kept to ensure consistency of service • the Inclusion Focused Integrated Behaviour Support will bring together all elements of exclusion and to split the elements would be detrimental to the service. <p>Schools Forum considered the report and it was:-</p> <p>Resolved to:-</p> <ol style="list-style-type: none"> 1. ensure there is a reasonable timeframe in place to develop a traded model of Integrated Behaviour Support for both primary and secondary sectors without loss of expertise. Funding for financial year 2018/19 will enable there is enough time to establish a sustainable model and the opportunity to source new markets and business opportunities as well as retaining a service for Walsall; 2. ensure the established partnership between the Access Team and CAMHS continues. The practice has been recognised as an innovative approach for supporting children and young people whose behaviour is linked to their mental health who have the opportunity to be | |
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| | <p>supported at the earliest opportunity;</p> <ol style="list-style-type: none"> 3. further develop the Integrated Behaviour Support Service by introducing two Family Support Workers to ensure a fully collaborative approach across school and the home and support which is co-ordinated and interventions are complimentary being guided by the service and school in the best interests of the child; 4. ensure there is an appropriate level of specialist support to help schools settle children through the Fair Access Panel and provide additional specialist support with complex cases of children missing from education; 5. grant the request for £686,694, which included the sum of £24,000 for an additional Family Support Worker (secondary) which had been omitted from the financial plan submitted; 6. request that the impact of the service be reviewed by Schools Forum; 7. request the addition of three primary heads to be included within the primary team. <p>All elected Members with voting rights voted as follows:-</p> <p>FOR = 14 AGAINST = 0</p> | <p>Ms Guest to review and update Schools Forum</p> <p>Ms Guest to include 3 primary heads within the primary team</p> |
| <p>9. 16.01.18</p> | <p>Early Help in Walsall – Developing a Collaborative and More Effective Response to Supporting Vulnerable Pupils</p> <p>A report had been submitted to provide a progress and impact report on the Early Help Model with schools and to consult on the proposed next steps in the development of the model to ensure schools are able to provide and pull on effective Early Help support for their most vulnerable pupils beyond 2019</p> <p>Isabel Vanderheeren, Group Manager Early Help, drew members' attention to paragraph 6 of the report regarding the financial implications and she tabled a further two appendices:-</p> <ul style="list-style-type: none"> • appendix 1 provided a financial overview of the original £750,000 investment by Schools Forum and • appendix 2 detailed case studies of individual children who had received support through the locality panel. <p>There then followed a period of questioning by members to Ms Vanderheeren which included queries around whether match-funding would be provided from either the Police or the Domestic Abuse service; whether nurseries would be included, sustainable model?</p> | |

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| | <p>In response, Ms Vanderheeren advised:-</p> <ul style="list-style-type: none"> • there was an existing Domestic Abuse (DA) service and that the funding would enhance the service by responding to needs identified by a respective school • the request for Police funding would enable the implementation of a project to share DA evidences with schools, enabling both high level or low level support to be provided and for schools to know support (both high level and low level) can be put into place for a respective child and that the Police would roll out a mentoring programme at a cost of £20,000 for the license and additional training. <p>Ms Vanderheeren left the meeting and members considered the report further which included:-</p> <ul style="list-style-type: none"> • concerns around the continuation of the service should a financially sustainable model not be developed by September 2019; • that domestic abuse was increasing and further discussions were imperative within 'Cluster' groups; • that the Local Authority was supporting the model as education and emotional well being were intrinsically entwined and could not be separated; • should Schools Forum be minded not to support, it would be detrimental to all the work carried out to date; • It was hoped all schools would provide input into how the service could move forward. <p>Members considered the report further and it was:-</p> <p>Resolved:-</p> <ol style="list-style-type: none"> 1. that Schools Forum noted the progress to date of the delivery of the Early Help Model with schools in Walsall 2. that Schools Forum considered and supported the proposal intended to sustain and enhance the existing Early Help Model for a further academic year until September 2019 and agreed to work in partnership to develop a sustainable model for the future 3. that Schools Forum grant the continued investment post July 2018 at the proposed total cost of £271,800 as detailed within the report submitted, for one further academic year and that Schools Forum review the impact of the model <p>All elected Members with voting rights voted as follows:-</p> <p>FOR = 11 AGAINST = 3</p> | <p>Ms Vanderheeren update SF on the impact of the model</p> |
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| <p>10. 16.01.18</p> | <p>Walsall Strategic Partnership Education & Inclusion Board – A Sector Led Improvement Model and Approach</p> <p>A report had been submitted advising Schools Forum of the Walsall Strategic Partnership Education and Inclusion Board's (WSPEIB) collaborative working with the Local Authority and it being the accountable body for raising standards in Walsall across the education and inclusion sectors through a focus on the shared strategic priorities, in a move from the Education Challenge Board.</p> <p>Connie Beirne, Head of Educational Standards and Improvement, then drew Members attention to the supplementary paper tabled on the evening which provided examples of potential projects to develop Walsall's collective approach to key priorities. She reported that the first meeting of the Task Group had taken place the previous day and she then drew members' attention to paragraph 5.1 of the report which detailed the financial implications for consideration.</p> <p>In response to questions raised, Mrs Beirne stated a joined up working approach would make the model stronger and provide accountability; that each child would be aligned to the appropriate support; membership and terms of reference would be discussed within the Task Group. Mr. Haynes, Education Finance stated that the High Needs Block could finance the project over two years and he confirmed the High Needs Budget did have the capacity to meet the needs of all of the requests for funding included within the agenda.</p> <p>Mrs Beirne left the meeting and members considered the report further and it was:-</p> <p>Resolved:-</p> <ol style="list-style-type: none"> 1. to move from ECB (Education Challenge Board) to Walsall Strategic Partnership Education & Inclusion Board (WSPEIB) – a sector led improvement model and approach 2. approve the request for £250,000 (2018/19) and £250,00 (2019/20) to undertake work on priorities identified within the report and that an update be reported to Schools Forum at each meeting. 3. that a detailed finance plan to be in place and presented to Schools Forum by the end of the summer term 2018. <p>All elected Members with voting rights voted as follows:-</p> | <p>Mrs Beirne to produce a detailed finance plan to SF in June.</p> |

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| 11. 16.01.18 | Primary School Expansions Lynda Poole, Assistant Director Access & Achievement, advised members that the proposed expansions of six primary schools report will go to Cabinet on 14 th February, 2018. The proposed expansions will meet the increasing demand based on a 5 year projected pupils strategy, with five of the six schools increasing from a 1.5 form entry to a 2.0 form entry. | To note |
| 12. 16.01.18 | Special School Expansions A report had been submitted to Schools Forum to advise members of Cabinet's approval proposals at its meeting on 13 December, 2017 to significantly enlarge Old Hall Special School, Shepwell Short Stay School and The Jane Lane School from September 2018 and Oakwood School and Mary Elliot School from September 2019, and to significantly enlarge and alter the designation of Castle College of Business and Enterprise to that of 'Communication, Cognition and Learning' from September 2018. Schools Forum considered the report further and it was:- Resolved To note the report. | To note |
| 13. 16.01.18 | SRIBS Update Mrs Beirne gave a verbal update as follows:- <u>Round 2</u> <ul style="list-style-type: none"> Walsall SEND support Early Years to KS2 totally £800,000+ <u>Round 3 opened</u> <ul style="list-style-type: none"> Bids to be submitted by April 2018, to be notified July and works to commence September Sandwell has submitted KS2 reading bid and KS3 maths bid and possibly of a early years Walsall bid. Walsall has submitted SEND, KS4 and KS5 bids | To note |
| 14. 16.01.18 | Special Provision Fund A report had been submitted to inform Schools Forum of the Special Provision Capital Fund and to consult with them on the potential uses of that fund. In response to a query as to whether the funding could be used for a nurture centre, Phillip Wells, SENDI Projects Manager | Schools Forum Members to forward |

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| | <p>stated that it could be used for that purpose and he asked Members to provide expressions of interest. Lloyd Haynes, Senior Finance Manager added that the fund was a one off capital payment and Members should be mindful that once the funding had been allocated, there would be no future contributions.</p> <p>Resolved</p> <p>i. That Members provide expressions of interest for the potential uses of the Special Provision Fund.</p> <p>ii. To note the report.</p> | expressions of interest to Mr. Wells |
| <p>15. 16.01.18</p> | <p>Approval of Central Expenditure Budgets for 2018/19</p> <p>A report had been submitted to advise Schools Forum of the proposed Central Expenditure for 2018/19 as determined by the EFA and set out in the School and Early Years Finance (England) Regulations.</p> <p>Members considered the report and it was:-</p> <p>Resolved</p> <p>That Schools Forum approved tables 1, 2 and 3 as set within the report to form the basis for central expenditure for the 2018/19 financial year.</p> <p>All elected members were eligible to vote and they voted was follows:-</p> <p>FOR = 11 AGAINST = 0</p> | To note |
| <p>16. 16.01.18</p> | <p>Centralisation of General Duties Funds for 2018/19</p> <p>A report had been submitted for Schools Forum to approve the proposed centralisation of funds for general duties for 2018/19 as required with in the schools revenue funding 2018/19 operational guidance.</p> <p>Lloyd Haynes outlined the salient points contained therein and reminded members the initial report had been voted upon</p> <p>Maintained School Forum members only with voting rights voted unanimously against the officers recommendation within the report as follows:-</p> <p>FOR = 0 AGAINST = 9</p> <p>Members considered the report further and it was:-</p> | |

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| | <p>Resolved</p> <p>That Schools Forum ask the local authority to seek to utilise unallocated DSG reserves to fund the services set out in the report for 2018/19 only, with further work to be undertaken during 2018/19 with Schools Forum members to look at options for future years.</p> <p>FOR = 10 AGAINST = 0</p> | Lloyd Haynes to bring back options for future years to Schools Forum |
| 17. 16.01.18 | <p>Centralisation of Retained Duties Funds for 2018/19</p> <p>A report had been submitted to Schools Forum for their approval of the proposed centralisation of funds for retained duties for 2018/19 as required within the schools revenue funding 2018/19 operational guidance.</p> <p>Lloyd Haynes outlined the contents of the report and it was:-</p> <p>Resolved</p> <p>That Schools Forum approves the centralisation of funding of £700k for 2018/19 in relation to the statutory duties that the local authority provides to all schools. These services were previously funded through the Education Services Grant (ESG), however, this grant has ceased from 2017/18 with funding for retained duties now included within the Schools Central Services Block of the Dedicated Schools Grant (DSG).</p> <p>All elected members were eligible to vote and they voted as follows:-</p> <p>FOR = 9 AGAINST = 0</p> | To note |
| 18. 16.01.18 | <p>Final Schools Funding Formula for 2018/19</p> <p>A report had been submitted.</p> <p>Lloyd Haynes reminded Schools Forum of its endorsement of the Funding Formula in December, 2017 for mainstream primary and secondary schools for 2018/19/, and he drew members attention to Appendix A of the report which provided the final mainstream schools funding formula allocation factors for 2018/19 based on unit values.</p> <p>Schools Forum considered the report and it:-</p> <p>Resolved</p> | |

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| | <p>1 To note the overall level of DSG funding;</p> <p>2 To note that the analysis of the cost of applying the funding formula agreed in December 2017 shows that this is affordable when compared to the Schools Block funding that will be allocated for 2018/19 – with final funding formula factor values set out at Appendix A.</p> | <p>To note</p> <p>To note</p> |
| <p>19. 16.01.18</p> | <p>Constitution</p> <p>The Chair advised Schools Forum that the item had been deferred to allow a review of the Constitution including Membership and terms of reference to be carried out during the Summer.</p> | <p>Review of Constitution during the Summer and brought back to a future meeting</p> |
| <p>20 16.01.18</p> | <p>Forward Plan</p> <p>The Forward Plan was submitted. Lynda Poole advised Schools Forum that a report entitled dates for future meetings would be submitted to the next meeting and she advised there may be a potential change of day from a Tuesday to a Wednesday meeting.</p> <p>Resolved</p> <p>That the Forward Plan be noted.</p> | <p>Clerk to provide report to next Schools Forum with dates of future meetings</p> <p>All</p> |
| <p>21. 16.01.18</p> | <p>Late Items (if any)</p> <p>There were no late items.</p> | |
| <p>22. 16.01.18</p> | <p>Correspondence (if any)</p> <p>There was no correspondence.</p> | |
| | <p>Date and time of next meeting</p> <p>It was NOTED that the next meeting of Schools Forum would be held on Tuesday, 6 March, 2018 at 4.00 p.m. at Blakenall Village Centre, Thames Road, Blakenall.</p> | <p>To note</p> |
| | <p>The meeting terminated at 6.22 p.m.</p> | |
| | <p>Signed:</p> | <p>Date:</p> |