

Schools Forum

Minutes of meeting held on Wednesday, 5 December, 2018 at 4.00 p.m. at Pelsall Educational Development Centre (EDC), Pelsall Lane, WS4 1NG

Present:-

- Mr. Max Vlahakis (Chair)
- Dr. Alison Bruton (Vice Chair)
- Mrs Cathy Draper
- Mrs Michelle Sheehy
- Mrs Jenny Garratt
- Mr. Sean Davies
- Mr. Mark Moody
- Mr. Andy Seager
- Mr. Ray Beech
- Mr. A. Beason
- Mrs M. Turley
- Ms Lesley Foster
- Mr. Mike Fox
- Mr. Fran Hodgkinson
- Mr. Ian Baker
- Ms Margaret Turley
- Ms Jenny Thompson
- Mr. Brian Powell
- Mr. Steve Pritchard-Jones
- Mr. Russ Bragger (Observer)
- Councillor Towe (Observer)

In Attendance:-

- Ms Sally Rowe, Executive Director, Childrens Services
- Mrs Anne Birch, Assistant Director – Access & Achievement
- Mrs Connie Beirne – Head of Educational Standards and Improvement
- Mr. Lloyd Haynes – Senior Finance Manager
- Mrs Dawn Morris, Schools & Early Years Finance Manager
- Mr. Neil Picken, Senior Democratic Services Officer
- Ms Kate Mann, Service Manager, Admissions & Pupil Place Planning
- Mrs Alex Groom, Schools Organisation Manager
- Mrs Bev Mycock – Democratic Services Officer/Clerk to Schools Forum

		Action
1. 05.12.18	Welcome and Apologies Apologies for non-attendance were submitted on behalf of Mr. Luke Baker, Mr. Keith Whittlestone, Mr. Ian Baker, Mrs Chris Fraser, Ms Debbie Clarke.	
2. 05.12.18	Minutes – 5 December, 2018 That the minutes of the meeting held on 17 October, 2018, a copy having been previously circulated to each Member of Schools Forum, be approved and signed as a true record, subject to the following:- <ul style="list-style-type: none"> • Page 1 – In attendance – should have read Mr. Russ Bragger 	

<p>3. 05.12.18</p>	<p>Matters Arising from the Minutes of 17 October, 2018</p> <p><u>Page 4 – paragraph 8 – Funding Opportunity for Social Workers in Schools.</u> A query was raised in relation to whether all schools would be included within the pilot project. In response, Ms Sally Rowe, Executive Director – Childrens Services confirmed the pilot project would trial a small number of schools initially and then to be extended to all schools in due course as part of the locality model.</p>	
<p>4. 05.12.18</p>	<p>Late Items (urgent) to be introduced by the Chairman</p> <p>There were no late items.</p>	
<p>5. 05.12.18</p>	<p>Local Government (Access to Information) Act, 1985 (as amended)</p> <p>That an item be considered in the private session in accordance with Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act, 1972 (as amended) and at the relevant point in the meeting, the public, if any, to be excluded from the meeting.</p>	
<p>6. 05.12.18</p>	<p>Apprenticeship Levy</p> <p>There was no update at that time.</p>	
<p>7. 05.12.18</p>	<p>SENDI</p> <p>There was no update at that time.</p> <p>Members expressed concern regarding the lack of a SENDI update, which the forum had requested be a standing item on each agenda and a query was raised whether the Action Plan targets and timescales were still on track. Mrs Anne Birch, Assistant Director – Access & Achievement, advised the Forum an update would be provided for the January meeting.</p>	<p>An update report to January meeting</p>
<p>8. 05.12.18</p>	<p>School Place Planning & Expansion Update</p> <p>The report of the Schools Organisation Manager was submitted.</p> <p>Mrs Alex Groom, Schools Organisation Manager advised Schools Forum that a report entitled ‘School Place Planning and Expansions’ had been deferred at the presented to Cabinet on 24 October and subsequently deferred to a Special Cabinet meeting on 21 November to enable further consideration of the matter. Alex confirmed that the respective schools had been visited and she agreed to provide the Forum with additional information, including demographics where available.</p>	<p>Alex to provide information pertaining to respective schools including demographics</p>

<p>9. 05.12.18</p>	<p>Main Responsibilities of the Admissions and Pupil Place Planning Team</p> <p>The report of Mrs Kate Mann, Service Manager, Admissions and Pupil Place Planning was submitted</p> <p>(see annexed)</p> <p>Kate provided a summary of the key functions the team undertook on a regular basis in order to fulfil their statutory duty.</p> <p>Members considered the report and a discussion ensued in relation to some schools located within disadvantaged areas, who were encountering significant migration into their respective areas, resulting in a high demand for school places and numerous requests from the Fair Access panel to admit pupils over their PAN. Members requested a breakdown of the total number of pupils within each year group for all schools within the borough. In response, Kate advised Members that the Admissions and Pupil Place Planning Team forwarded the information in question to all schools on a monthly basis to ensure schools' pupil numbers corroborated with the information held by the authority. She added that every school was aware they should advise the local authority of any pupil movement and vacant places, albeit a number of schools did not respond to this request which resulted in the Admissions staff having to chase up schools for their pupil information. The Chair stated that WASH should take responsibility of bringing up admissions issues relating to Secondary schools and similarly PNS to highlight issues to primary schools.</p> <p>The Senior Finance Manager queried the need for Schools Forum to receive future annual reports following changes to the Schools Service Block funding in which the Admissions and Pupil Place Planning Team now funded from central budget and not individual school budgets.</p> <p>Recommendations</p> <ul style="list-style-type: none"> i. That WASH and PNS members advise all schools of the requirement to provide regular pupil data to Admissions and Pupil Place Planning Team; ii. That Schools Forum noted the report. 	<p>WASH and PNS to reiterate the requirement that all schools provide regular pupil data to Admissions and Pupil Place Planning Team</p>
<p>10. 05.12.18</p>	<p>Proposed Schools Local Funding Formula 2019/20</p> <p>The report of Mr. Lloyd Haynes, Senior Finance Manager was submitted</p> <p>(see annexed)</p>	

	<p>Ms Lesley Foster requested clarification as to whether the proportions within the report were correct in account of only 59 out of 104 mainstream Walsall Schools had responded. In response, Lloyd advised that the consultation had taken place over four weeks and the responses would be fed back to the Cabinet meeting scheduled for 12 December.</p> <p>Members considered the report further, which included how all schools had been made aware of the opportunity to respond to the consultation; how some schools may disadvantage themselves by not responding; the data was well presented and provided a good, overall picture.</p> <p>Lloyd advised that the report set out recommendations following the consultation but that Schools Forum could feed back further recommendations to Cabinet should they so wish.</p> <p>Resolved</p> <ul style="list-style-type: none"> i. That Schools Forum note the outcome of the consultation exercise and recommended the values set out in Appendix 1 of the report to form the basis of the local Schools Funding Formula for 2019; ii. Schools Forum noted that the recommendation would be reported to Cabinet on 12 December 2018 to seek their approval 	
<p>11. 05.12.18</p>	<p>Review of Schools Forum Membership</p> <p>The report of the Democratic Services Officer/Clerk to Schools Forum was submitted.</p> <p>(see annexed)</p> <p>The report sought approval to increase the membership of Schools Forum to accommodate a representative from The Ladder – an alternative Provision Free School, to comply with the Schools Forum Operational and Good Practice Guide (2017), issued by the Education and Skills Funding Agency.</p> <p>The Clerk to Schools Forum confirmed the Ladder School was a secondary school.</p> <p>Resolved</p> <ul style="list-style-type: none"> i. That Schools Forum increases its membership by one to accommodate a representative from the Ladder School; 	<p>Clerk to write to proprietor body for nominee.</p>

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	ii. That the Clerk contacts the proprietor body of the Ladder School to submit its nominee to join Schools Forum for a four year period.	
12. 05.12.18	Forward Plan The Forward Plan was submitted. Resolved That the amended Forward Plan be noted.	To note
13. 05.12.18	Late Items (if any) There were no late items.	
14. 05.12.18	Correspondence (if any) There was no correspondence.	

<p>15. 05.12.18</p>	<p><u>Private Session – Part II Summary</u></p> <p>Exclusion of Public</p> <p>Resolved</p> <p>That during consideration of the remaining item on the agenda, the Forum considers that the item for consideration is exempt information in accordance with Paragraph 3 of Schedule 12A of the Local Government Act 1972) (as amended) and accordingly resolves to consider that item in private.</p>	
	<p>Date and time of next meeting</p> <p>It was NOTED that the next meeting of the Schools Forum was scheduled for Wednesday 16 January, 2019 at 4.00 p.m. at Pelsall EDC, Pelsall Lane, Rushall. WS4 1NG</p>	<p>To note</p>

The meeting terminated at 4.40 p.m.

Signed

Date: