

LEWISHAM SCHOOLS FORUM

Minutes of the meeting held on Thursday 20th May 2010 at The Civic Suite, Lewisham Town Hall

Membership (Quorum = 40% i.e. 8)

✓ = present ✗ = absent

		Attendance
Primary School Headteachers		
Irene Cleaver	Athelney	Apologies
Steve Davies	Coopers Lane	✓
Liz Booth	Dalmain	Apologies
Paul Moriarty	Good Shepherd	✓
Juliet Cooper	Kilmorie	✓
Nursery School Headteacher		
Nikki Oldhams	Chelwood	✓
Secondary School Headteachers		
Anne Potter	Addey & Stanhope	✓
Bob Ellis	Connisborough College	✗
Erica Pienaar (Chair)	Prendergast	✓
Barbara Williams	Sydenham	Apologies
Special School Headteacher		
John Sharpe	Brent Knoll	✗
Primary & Primary Special School Governors		
Keith D'Wan	Athelney	✗
Malcolm Conlan	Launcelot	✗
Brian Lymberry (Vice-Chair)	Lucas Vale	✓
Secondary & Secondary Special School Governors		
Terry Scott	Addey & Stanhope	✗
Michael Wheeler	Forest Hill	✓
Nick Day	Sydenham	✗
Parent Governors		
Roger Stocker	Connisborough College	✗
14-19 Consortium Rep		
Dympna Lennon	Addey & Stanhope	✓
Early Years Rep		
Val Pope	Pre School Alliance	✗
Diocesan Authorities		
Rev Richard Peers	Southward of Diocesan Board of Education	✗
Michael Cullinane	Archdiocese of Southwark Schools Commission	✗

Observers	
Frankie Sulkie	Executive Director
Alan Docksey	Head of Resources
Also Present	
Dave Richards	CYP Group Finance Manager
Hayden Judd	Funding & New Developments
Denise Castle	Clerk
Chris Threfall	Head of Education Development
Martin P Davies	Teacher Unions
Lynda Poole	(Interim) Secondary Strategic Leader
Sue Tipler	Head of Standards & Achievement
John Russell	Service Manager : Educational Access
Christine Grice	Head of Access & Support Services

Apologies for Absence

Apologies were received from Irene Cleaver, Liz Booth and Barbara Williams

1. Minutes of Meeting held on 21st January 2010

The minutes were agreed and signed by Chair.

2. Matters Arising

None

3. Special Educational Needs Review

John Russell presented the report that outlined the findings of the monitoring exercise that was carried out in collaboration with 10 Lewisham schools (8 primary and 2 secondary). The focus of the exercise was to identify the effectiveness of schools' strategies and use of resources in supporting pupils with SEN.

John Russell asked Forum to agree the following recommendations:-

- 3.1 The local authority needs to improve its SEN monitoring function, in order to have a more consistent picture of the way schools' resources are used to support pupils with or without statements. This should include, but not be confined to, an annual audit of best practice.
- 3.2 The local authority should take a more active role in monitoring statements at annual review. A high percentage of statements, particularly in secondary schools have been maintained at low matrix levels, when pupils have most likely already achieved their objectives. The possibility of ceasing these should be considered and should be handled in a sensitive manner with parents. The authority should have a Cease to Maintain policy which allows statements to be ceased in cases where pupils have met their targets.
- 3.3 There should be further consideration of the appropriateness of speeding up the delegation of funding to collaboratives.
- 3.4 Schools need clarification about the nominal sum towards the SENCO salary which is included within the AWPU budget.
- 3.5 Schools need to ensure that they do not duplicate paperwork and that their systems are streamlined, clear and regularly monitored.
- 3.6 There needs to be flexibility in the use of TAs and within intervention programmes to ensure these resources are used to maximum efficiency. TAs should encourage independence and know when to support and when to stand back. Liaison between TAs and class teachers is imperative to ensure pupils reach their potential. SENCOs need to ensure pupils are appropriately placed on the SEN register according to the Code of Practice.
- 3.7 The views expressed by schools about relations with external agencies should be conveyed to those agencies, with the aim of improving communication and service delivery.

- 3.8 A best practice workshop should be arranged for the autumn term. Schools who have taken part in this exercise should be invited to talk about areas of best practice and all schools in the borough should be invited to attend.

Christine Grice reported to Forum that control on spending on SEN had improved. Final outturn for 09/10 was £1.2m overspend. It was stressed that the culture across the LA needs to be changed as overspends in future will have to be met by reducing schools budgets.

Forum made the following suggestions:-

- Further work required on monitoring effectiveness of intervention
- Annual review of statements for secondary school pupils statements. Statements to be removed once satisfactory progress has been made
- Monitoring reviews should record when intervention has been successful and progress has been made
- SEN panel to look at statements they are considering removing
- Opportunities for Best Practice to be shared
- Schools and parents to be informed of Best Practice and the LA expectation for schools to meet needs of children that do not fall into Statemented categories
- Collaborative funding should be reviewed by schools to ensure best use of resources to meet the needs of pupils
- Training to be available for SENCO's and Heads: target schools that repeatedly have statements refused
- Protocol to be devised and taken to Strategic Groups
- SENCO's to be advised of protocol
- Impact analysis of intervention measures

Chair asked John Russell to incorporate above suggestions and return to next Forum with amended recommendations to be agreed by Forum.

Decision : Resubmit at next meeting

4. DSG Formula Consultation

Dave Richards presented a report on the DCSF consultation on how school funding is allocated between authorities. The paper gives further details and considers a draft to the response that is due by 7th June.

Chair asked Dave Richards to confirm with the DfE if responses to the consultation were still required in the light of the new coalition government. Dave Richards to email Frankie Sulkie and Chair on decision.

Decision : The draft response was Agreed

5. Funding Formula Review

At the half day meeting of the Forum held on the 9 December 2009 it was agreed to set up a task group to review the funding formula although not to implement the changes until 2014. The task group would consider whether an activity led funding model would be

appropriate and to consider the way SEN is funded. Dave Richards presented a paper setting out a draft terms of reference for the group .

Forum agreed the following membership:-

2 headteacher representatives from secondary schools, nominated by Secondary Strategic

2 headteacher representatives from primary schools, nominated by Primary Strategic.

Chair agreed to represent secondary schools and Paul Moriarty to represent primary schools. The Primary and Secondary Consultative Groups to be asked to nominate a further member each.

Decision : The terms of reference were Agreed

6. Budget Monitoring – Estimated outturn position

Dave Richards provided an update of the current financial position on the Dedicated School Grant (DSG) and the latest forecast of the schools carry forward position.

The DSG is underspent at the year end by £239k. The Schools carry forward fell from £9.2m at the end of 2008/9 to £6.8m at the end of 2009/10

The Chair warned Forum to expect the DfE to reduce accepted surplus balances to 3% for secondary schools and 5% for primary schools.

Forum noted that Forest Hill School had a deficit balance of £600k. Dave Richards reported that he is currently working with the school to come up with a recovery plan. The School has made savings to ensure the in-year budget balances. Further work is being undertaken to ensure the current deficit is repaid.

Michael Wheeler raised concerns about the cost of the PFI scheme at Forest Hill School and said this was a contributory reason for the current deficit.

Alan Docksey commented that there were a number of schools with PFI projects. All the PFI contracts were agreed with the Governing Bodies prior to commencement of the contracts. All other schools are managing the costs within their current level of resources, although some may find it more difficult than others.

Decision : It was agreed that

i) Officers would bring a report to next forum to confirm whether any schools should be capped

ii) Officers would bring a report to next forum on how these will be addressed together with a summary of schools budget plans

7. Diploma Funding

Dave Richards presented a report on the impact on secondary schools of Diploma's and Young Apprenticeships and to set up a task group to consider changes to the schools funding system to ensure equity between schools and to consider a draft set of terms of reference. .

Forum agreed the following membership:-

- 3 representative of secondary school headteachers, nominated by Secondary Strategic
- 1 representative of governors, nominated by the governors executive
- 1 School Bursar or School Business Manager

Forum suggested 14-19 Partnership should set up task group, and that membership of task group should include someone from the Policy and Programme Steering Group and Lewisham College.

Decision : Agreed

8. Schools Forum Constitution

Dave Richards presented a report following an amendment to the School Forum Regulations which required the Academies in the Borough are represented on the Forum.

There was a choice either to increase the membership by one or to reduce the membership of one of the other representative groups. It was felt by the Forum that as the academies are all through schools and represented all sectors to reduce one sector would be inappropriate and the Academy representative should be an additional member

Dave Richards was asked by the Forum to contact the Academies governing bodies to nominate a representative

Decision : It was agreed

- i) The representation from Primary, Secondary and Special Schools stay the same
- ii) That the annual election of the chair and vice chair will take place at the meeting after the September meeting of the Forum

9. Review of Standards Fund Working Group

The number of standards funds is expected to decline over the next few years and also the workloads of Headteachers continue to grow. In the light of all the task groups now operating Dave Richards presented report asking the Forum to consider the future of the Standards Fund sub-group.

Decision : It was Agreed

- i) The Standards Funds Group becomes a Officer group

- ii) The Forum agree that any items that effect schools be reported back to the Forum through the regular budget monitoring paper.

10. Any other business

Forum asked Dave Richards to provide a report at the next meeting on the take-up and success of the Innovation Grant.

SCHOOL FORUM ACTION SUMMARY – from School Forum held on 20th May 2010

ITEM	ACTION TO BE TAKEN	OFFICER(S) RESPONSIBLE FOR ACTION	OUTCOME / CURRENT POSITION
3	Recommendations to be reviewed and brought back for agreement	John Russell	
5	A report be presented to the next forum to confirm whether any schools should be capped A report to be brought to the next forum on how these will be addressed together with a summary of schools budget plans	Dave Richards / Sue Tipler Dave Richards	
8	The academies to be contact to appoint a representative to the Forum.	Dave Richards	
AOB	Report on Innovation Grant	Dave Richards	

SCHOOL FORUM ACTION SUMMARY – from School Forum held on 17th November 2009

ITEM	ACTION TO BE TAKEN	OFFICER(S) RESPONSIBLE FOR ACTION	OUTCOME / CURRENT POSITION
7	Schools Statutory Maintenance Authorised list be drawn up from the 15 compliant schools.	Alan Docksey	Completed: included in Headteachers mailing dated 25 th Feb 2010