

HILLINGDON SCHOOLS FORUM

Minutes of the meeting held on Wednesday 21 September 2022 at 1pm via Teams

Voting members

NAME	ORGANISATION	ATTENDANCE	TERM ENDS
Maintained Nursery (1)			
Shabana Aslam	McMillan Early Childhood Centre	PRESENT	Sep 2026
Maintained Primary - Schools (4)			
Rachel Anderson	Dr Triplett's School	PRESENT	Sep 2023
Rachel Blake	Bishop Winnington-Ingram	PRESENT	Sep 2026
Kris O'Sullivan	Deanesfield Primary School	APOLOGIES	Sep 2024
Carly Rissen	Colham Manor	PRESENT	Sep 2024
Maintained Primary - Governors (4)			
John Buckingham	Glebe Primary School	PRESENT	Sep 2024
Jim Edgecombe (CHAIR)	Whiteheath Junior School	PRESENT	Sep 2024
Tony Eginton	Minet Nursery & Infant School & Hillside Junior School	PRESENT	Sep 2024
Phil Haigh	Cherry Lane Primary School & Meadow High School	APOLOGIES	Sep 2024
Maintained Secondary (1)			
Dan Cowling	Oak Wood School	ABSENT	Sep 2026
Maintained Special (1)			
John Goddard	Hedgewood School	APOLOGIES	Sep 2022
Academies (9)			
John Garner	Ruislip High School	PRESENT	Sep 2026
Tracey Hemming	Middlesex Learning Partnership	PRESENT	Sep 2024
Nicola Kelly	Charville	ABSENT	Sep 2024
Helen Manwaring	Swakeleys School	PRESENT	Sep 2022
Catherine Mosdell	Frays Academy Trust	PRESENT	Sep 2023
David Patterson	Queensmead School	APOLOGIES	Sep 2023
Colin Tucker	Ryefield	APOLOGIES	Sep 2024
Sandra Voisey	Laurel Lane Primary School	PRESENT	Sep 2023
(vacant)			
Special Academies (1)			
Sudhi Pathak	Eden Academy Trust	PRESENT	Sep 2026
Alternative provision (1)			
Laurie Cornwell	The Skills Hub	APOLOGIES	Sep 2024
Private Voluntary & Independent Early Years Providers (2)			
Elaine Caffary	4 Street Nursery	PRESENT	Sep 2024
(vacant)			
14-19 Partnership (1)			
(vacant)			

Other attendees (non-voting)

Independent Non-Maintained Special School			
Debbie Gilder	Pield Heath School		NOT REQUIRED
Shadow Representative (Maintained Primary - Schools)			
Eleesa Dowding	Harmondsworth		NOT REQUIRED
(vacant)			
Shadow Representative (Maintained Primary - Governor)			
Jo Palmer	Hillside Infant School and Hillside Junior School		NOT REQUIRED
Graham Wells	Colham Manor Primary School		NOT REQUIRED
Local Authority Officers			
Kate Boulter	Clerk		PRESENT
Vikram Hansrani	Assistant Director, SEND & Inclusion		PRESENT
Lynda Poole	SEND		PRESENT
Terry Shaw	Interim Finance Business Partner – Schools		PRESENT
Philip Ryan	Early Years		PRESENT
Observers			
Patrick Grant	DfE		PRESENT

		ACTION
1.	<p>APOLOGIES & INTRODUCTION</p> <ul style="list-style-type: none"> • Apologies were accepted and recorded in the attendance list (above). The Chair confirmed the meeting was quorate and could proceed to business. • The Forum noted that an observer from the DfE was present. 	
2.	<p>MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the meeting held on 29 June 2022 were AGREED as a correct record of the meeting.</p>	
3.	<p>MATTERS ARISING</p> <p>(a) SCHOOLS FORUM MEETING ARRANGEMENTS</p> <ul style="list-style-type: none"> • At the last meeting, the Chair had observed that the papers were circulated very late which impacted Forum members' ability to prepare for the meeting, and the clerk had not been provided with a Council email address to set up and manage virtual meetings which hampered the effective running of meetings. The Chair had requested a meeting with the Interim Chief Executive to try to improve the situation, and it had been agreed that the JE and VH would meet outside the meeting to discuss the problems. • The situation had not improved since then. The agenda for this meeting was short and a number of expected reports had not been produced. The clerking issues had not been addressed and the clerk had indicated she would resign if the situation was not resolved. • The Chair acknowledged that there was a new Lead Finance Officer who was getting up to speed with how this LA operated. • The Forum needed to be able to run efficiently to be effective, and currently that was not possible. • The Forum sought a commitment from officers that in future reports would be circulated a week before the meeting to enable members to prepare. • Members commented that the clerk was very efficient and they hoped she could be retained. Any new clerk would experience the same problems. It was observed that under statutory guidance the clerk should be an independent person. • VH apologised for the current situation and said he would do what he could to get the issues resolved. • It was noted that at a previous meeting the Forum had voted to meet remotely for the remainder of the 2022/23 financial year, and the arrangement would be reviewed in March 2023. <p>(b) MEMBERSHIP UPDATE</p> <ul style="list-style-type: none"> • The term of office of the Special Maintained representative ended that month. There were only two special maintained schools in the Borough and they would liaise to confirm who would be the representative. • There were vacancies for two Academies representatives and another's term of office was ending that month, making three vacancies. KB and TS would liaise regarding the process for nominations. • The LA continued to seek a suitable candidate for the 14-19 representative and a second PVI representative. • There was a vacancy for a Shadow Maintained Primary representative who would be nominated by Primary Forum. <p>(c) TRAINING FOR SCHOOLS FORUM MEMBERS</p> <p>It had been agreed at a previous meeting that training for Schools Forum members would be arranged for the autumn. As there would be a number of new members joining in the coming months, it was AGREED that two training sessions would be arranged: one in autumn 2022, and one in spring 2023. These would be delivered in person by TS, who would provide dates.</p>	<p>VH</p> <p>JG/JR</p> <p>KB/TS</p> <p>PR/TS</p> <p>PRIMARY FORUM</p> <p>TS</p>

	<p>(d) SCHOOL PROVISION FOR CHILDREN FROM ASYLUM SEEKER FAMILIES</p> <p>VH advised he would provide a report on this for the October meeting.</p> <p>The Forum commented that:</p> <ul style="list-style-type: none"> • Refugees came from different places and arrived in the UK by different means. This affected how they were treated and funded in the UK. One school had admitted 60 children who had arrived in the UK by boat. There was no funding for this type of asylum seeker. • If a child was admitted to the school after the October census and left before the next census, the school received no money. Asylum seeker families were a transient population who could be moved at short notice by the Home Office, and schools were likely to receive no funding for many of the children. • A small number of schools were disproportionately affected because of their proximity to Heathrow hotels where asylum seeker families were accommodated. These schools had seen a significant impact on their finances. • PR advised that government guidance had been updated which enabled 2 year old refugees to get funding, however this would not benefit schools. 	VH
4.	<p>FEEDBACK FROM SUB-GROUPS</p> <ul style="list-style-type: none"> • The meeting of the DSG Delivery Group which had been due to take place the previous week had been moved to 22 September, so there was no report from the sub-group. • VH advised that the timescales for reporting on progress against the Safety Valve Agreement had been revised following a meeting with the DfE. A full report of the Quarter 2 position would be provided to the meeting on 22 September. • The Quarter 2 position report covered July and August which were school holiday months. A number of strengths and challenges had been identified which would be explained in detail at the sub-group meeting. The challenges included healthcare contributions, lower than planned take-up of pre-statutory funding, increased cost of capital projects and a delay in opening a free school due to inflation and contractor issues. • The Forum was reminded that, although the Safety Valve Agreement with the DfE had only been signed in March 2022, the nature of the Agreement meant that the LA was already in year 2 of the plan to achieve savings. 	
5.	<p>ITEMS FOR DECISION</p> <p>NONE.</p>	
6.	<p>INFORMATION ITEMS</p> <p>(a) DSG DEFICIT RECOVERY PLAN UPDATE (b) DSG BUDGET MONITORING MONTH 3 (c) SCHOOL BUDGET SURPLUSES AND DEFICITS (d) PUPIL PLACE PLANNING REPORT</p> <ul style="list-style-type: none"> • As there were no written reports for these items, they were DEFERRED to the next meeting. • The Forum commented that it had been a very unsatisfactory meeting and it was imperative that the issues raised at the start of the meeting were addressed to enable the Forum to work properly. • A Forum member observed that the Month 3 Budget Monitoring Report considered by Cabinet on 1 September 2022 had included a section on the DSG, so some figures were available, and these could have been reported to the Forum. The Cabinet report would be circulated to Forum members via the Clerk. 	VH TE/KB
7.	<p>ANY OTHER BUSINESS</p> <p>None.</p>	

The meeting closed at 1.50pm.