

HILLINGDON SCHOOLS FORUM

Minutes of the meeting held on Wednesday 21 October 2020 at 2pm via videoconferencing

Voting members

NAME	ORGANISATION	ATTENDANCE	TERM ENDS
Maintained Nursery (1)			
Ludmila Morris	McMillan Early Childhood Centre	PRESENT	Sep 2024
Maintained Primary - Schools (4)			
Rachel Anderson	Dr Triplett's School	PRESENT	Sep 2023
Duncan Greig	Breakspear Primary School	PRESENT	Sep 2021
Kris O'Sullivan	Deanesfield Primary School	PRESENT	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 and Hillside Junior School	PRESENT	Sep 2024
Phil Haigh	Cherry Lane Primary School & Meadow High School	PRESENT	Sep 2024
Maintained Secondary (1)			
Liz Horrigan	Harlington School	APOLOGIES	Sep 2021
Maintained Special (1)			
John Goddard	Hedgewood School	PRESENT	Sep 2022
Academies (9)			
Aftab Ahmed	Guru Nanak Sikh Academy	PRESENT	Sep 2023
Tracey Hemming	Middlesex Learning Partnership	PRESENT	Sep 2024
Nicola Kelly	Charville	APOLOGIES	Sep 2024
Helen Manwaring	Swakeleys School	ABSENT	Sep 2022
Catherine Mosdell	Frays Academy Trust	PRESENT	Sep 2023
David Patterson	Queensmead School	PRESENT	Sep 2023
Colin Tucker	Ryefield	PRESENT	Sep 2024
Sandra Voisey	Laurel Lane Primary School	PRESENT	Sep 2023
(vacant)			
Special Academies (1)			
Sudhi Pathak	Eden Academy Trust	PRESENT	Sep 2021
Alternative provision (1)			
Laurie Cornwell	The Skills Hub	APOLOGIES	Sep 2024
Private Voluntary & Independent Early Years Providers (2)			
Elaine Caffary	4 Street Nursery	APOLOGIES	Sep 2024
(vacant)			
14-19 Partnership (1)			
(vacant)			

Other attendees (non-voting)

Independent Non-Maintained Special School			
Debbie Gilder	Pield Heath School		PRESENT
Shadow Representative (Maintained Primary - Schools)			
Rachel Blake	Whiteheath Infant School		NOT REQUIRED
Eleesa Dowding	Harmondsworth		NOT REQUIRED
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
Steve Denbeigh	LA Finance		PRESENT
Vikram Hansrani	Assistant Director, SEND & Inclusion		PRESENT
Sarah Phillips	Place Planning		PRESENT
Graham Young	Lead Finance Business Partner - School		PRESENT
Observing			
Nicki Raine	ESFA		PRESENT

		ACTION
1.	<p>INTRODUCTION & APOLOGIES</p> <p>The Chair welcomed attendees to the meeting, including Nicki Raine from the ESFA who was observing the meeting. Apologies were accepted and recorded in the attendance list (above). The Chair confirmed the meeting was quorate and could proceed to business.</p>	
2.	<p>MINUTES OF THE MEETING HELD ON 23 SEPTEMBER 2020</p> <p>The minutes of the meeting held on 23 September 2020 were agreed as a correct record.</p>	
3.	<p>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 23 SEPTEMBER 2020</p> <p>(a) SEN SUFFICIENCY PLAN</p> <p>The Forum was provided with summary analysis of data on the educational placements of children and young people with SEND in Post-16 Education.</p> <ul style="list-style-type: none"> • Between 2016 and 2020 there had been a 49% increase in EHCPs in the 16-25 age group. • The LA had been proactive in trying to manage increasing costs and had been working with FE providers to agree and implement a banded funding model. • The LA was promoting and fostering routes to independence with employers to develop apprenticeships and supported internships for young people with SEND, however the impact of Covid meant workplaces had changed. <p>The Forum commented that:</p> <ul style="list-style-type: none"> • Increasing demand for High Needs support meant funding was under considerable pressure. It would be helpful to have future number projections for all categories and an explanation of the basis of the assumptions used. VH advised that some modelling had been done and this could be provided to the December meeting. • The Forum had previously requested tracking of children through the system to inform planning, ie. numbers coming in/out, to help identify which year groups were under pressure and where expansion of places would be most effective. <p>(b) MEMBERSHIP UPDATE</p> <p>The Chair reported that:</p> <ul style="list-style-type: none"> • There had been three nominations from Tracey Hemming, Nicola Kelly and Colin Tucker for the four Academy Representative vacancies and therefore all three had been automatically appointed without need for an election. • Carly Rissen had joined as a Maintained Primary Representative and Eleesa Dowding would be a Shadow Maintained Primary Representative. • There remained three vacancies: an Academy Representative, a PVI Representative and a 14-19 Partnership Representative. <p>(c) SWAKELEY'S GROWTH CONTINGENCY</p> <p>GY reported that a letter had been sent to Swakeleys on 25 September 2020 indicating that the Forum was minded to refuse the request for contingency funding. An update would be provided to the next meeting once the school had responded.</p>	<p>VH</p> <p>GY</p>
4.	<p>FEEDBACK FROM SUB-GROUPS</p> <p>The Forum NOTED the minutes of the DSG/EY Sub-Group held on 6 October 2020 and of the HN Sub-Group held on 8 October 2020. The following issues were discussed:</p> <ul style="list-style-type: none"> • At the DSG/EY meeting, the Group had considered aspects of the local funding formula the Forum could consider consulting with schools to change. The Group had concluded that schools were under considerable pressure as a result of Covid and there was no appetite for major changes. The only item that the Group recommended for consultation was the mobility formula (see Minute 5b). • The HN Group had asked for a report on special school capacity to come to the next meeting of the Group. 	
5.	<p>ITEMS REQUIRING DECISION</p> <p>(a) SCHOOLS BLOCK FUNDING TRANSFER 2021/22 CONSULTATION</p> <p>The Forum considered a draft consultation paper for Transfer of Schools Block Funding 2021/22. In 2021/22, local authorities could again agree a transfer of up to 0.5% of the</p>	

	<p>Schools Block to another funding block, with the approval of Schools Forum. Any request to transfer above 0.5% required a disapplication to be approved by the DfE. Due to a sustained increase in demand on High Needs funding, the report estimated that, without any transfer of funds from the Schools Block, the pressure on the DSG budget would be around £6,454K in 2021/22. The draft consultation paper gave three options:</p> <ul style="list-style-type: none"> • No Schools Block transfer. • The transfer of the allowable 0.5% (approx. £1,191K) to the High Needs Block. • The transfer of the maximum allowable to the High Needs Block, estimated to be an additional 1.8% (£4,264K). <p>The Forum AGREED the Consultation Paper.</p> <p>(b) SCHOOL FUNDING FORMULA 2021/22</p> <p>The Forum considered a draft consultation paper for Schools Funding Formula 2021/22. The DSG/EY Group had considered areas for consultation and recommended that only mobility factor should be consulted upon. The draft consultation paper gave two options:</p> <ul style="list-style-type: none"> • To retain the mobility factor rates at the 2020/21 values (Primary - £832, Secondary - £1,248) • To increase the Mobility factor rates in line with the National Funding Formula (Primary - £988.20, Secondary - £1,416.42). <p>The Forum AGREED the Consultation Paper.</p> <p>(c) DE-DELEGATION 2021/22 CONSULTATION</p> <p>The Forum considered a draft consultation paper for De-delegation 2021/22. The draft consultation sought views on whether de-delegation should continue in 2021/22 for:</p> <ul style="list-style-type: none"> • Trade Union duties staff supply cover • Teachers Pension administration <p>The Forum AGREED the Consultation Paper.</p> <p>(d) ST MARTIN'S DISECONOMIES 2020/21</p> <p>This would be considered at the next meeting.</p>	
6.	INFORMATION ITEMS	
	<p>(a) DSG BUDGET MONITORING MONTH 5 2020/21</p> <p>The Group NOTED the DSG Month 5 budget monitoring report 2020/21:</p> <ul style="list-style-type: none"> • There was an in-year overspend of £9,126K at month 5, an increase of £1,951K on the budgeted deficit of £7,175K and an adverse movement of £25K on the Month 4 position. • The overspend was due to ongoing pressures in the cost of High Needs placements, where significant growth continued. The budget for High Needs was increased for 2020/21 to take account of projected growth, however the most recent SEN2 data indicated that growth in EHCPs in the past academic year had been significantly higher (17.5% vs 8.7% nationally). • When the £15,002K deficit brought forward from 2019/20 was taken into account, the cumulative deficit carry forward to 2021/22 was £24,128K. • There was no change from Month 4 in the DSG income, Schools and Early Years blocks. • The Central Services Block was forecasting a £38K overspend due to additional cost of maternity cover. • There continued to be significant pressure on the High Needs Block due to continuing increase in the number of pupils with EHCPs and a lack of capacity in the Borough's special schools which resulted in use of more costly independent and out of borough providers. There had been a further increase in post-16 SEND placements in 2019/20 and this had put additional pressure on the 2020/21 High Needs budget with the potential to fund placements for young people with SEND up to the age of 25. • Maintained schools ended the 2019/20 financial year with a cumulative closing surplus balance of £10.7m (£10.0m revenue and £0.7m capital) which was a £1.6m decrease from the previous year's total. Cabinet had agreed licensed deficits for 5 schools with a cumulative deficit of £3.8million, with the majority of this relating to one school. A further 32 schools (59.3%) had set a budget with an in-year deficit, relying on reserves 	

to balance the budget. A number of schools were projecting to be in deficit by the end of 2021/22.

(b) DSG DEFICIT RECOVERY PLAN UPDATE

The Group considered a report on the arrangements for submitting a DSG Deficit Recovery Plan to the DfE:

- The DSG Conditions of Grant 2020/21 required LAs with an overall deficit on its DSG account at the end of 2019/20 financial year, or whose DSG surplus has substantially reduced during the year, to present a plan to the DfE for managing future DSG spend.
- The plan should be shown to Schools Forum and kept updated throughout the year to reflect the most recent forecast position and be viewed as an ongoing live document.
- The DfE had provided a template for the plan. GY and VH would be meeting to update previous proposals and identify whether there were other options for reducing costs. It would take time for some of the actions previously put in place to demonstrate cost savings.
- The draft of the Recovery Plan would be submitted to the Forum on 10 December 2020.

(c) PUPIL PLACE PLANNING UPDATE

The Forum considered a report which provided an update on school expansions, roll growth, capital investment and extra SEND provision. SP introduced the report and highlighted:

- Some areas of the Borough had seen a dramatic rise in demand for school places. Decisions on where to expand were based on demand and ease of physical access to the schools, taking into consideration features such as roads, airports and canals.
- Currently there was growth in surplus primary places which were unevenly distributed across the Borough. Around half of school were full, which meant the surplus of places disproportionately affected the remaining schools. Schools which had 65-74 pupils in a year group had to run three small classes, which was financially challenging.
- The increase in demand for secondary places would be met through a new free school. A site had been identified subject to planning permission and would be considered by Cabinet in November and made public once agreed.
- The LA was speaking with secondary heads regarding growth for 2021. In 2020, 145 extra places were added. It was likely that secondary bulge classes would be needed until 2023. However, there was evidence that some families were moving away due to Brexit and Covid and the position was unpredictable.
- Permanent expansion of Harlington School was planned by 2023, subject to planning permission.
- There was not currently a definitive list of bulge classes and permanent capacity but this was being worked on.
- The LA was planning for an increase in SEND places in the Borough and looking at meeting demand by utilising the existing school estate. By 2023 there would be a 27% increase on the current number of special school places, including three free schools, which would reduce the reliance on independent and out of borough provision.

The Forum commented that:

- Hillingdon had only two maintained special schools. Other LAs were investing in maintained schools rather than relying on free schools.
- There was an increase in children requiring EHCPs as they moved from primary to secondary, and currently there was a shortage of mainstream secondary schools able to support children with EHCPs.

(d) SEND CAPITAL DEVELOPMENT SPEND

The Forum considered a report which provided on an update on SEND capital development spend in relation to the SEND Capital Expansion Grant. Since May 2018, Hillingdon had been allocated a total of £4,950K Special Provision Capital Funding of which £1,935K had been committed to projects. There was currently £3,015K remaining to be allocated and the SEND Strategy Group would look at where to spend this.

The Forum commented that:

	<ul style="list-style-type: none"> The creation of the two SRPs at Ruilsip High was still not concluded which meant there had been a lengthy delay in making those spaces available for use by children. Expansion of SEND provision had been a condition of funding the building work. VH advised that the LA was in discussion with the school's governing body around the needs to be provided for and an update would be provided to the next meeting. The Forum was pleased to hear that the new free school bid included an SRP. 	VH
7.	<p>ANY OTHER BUSINESS</p> <p>The Forum noted that some members had left the meeting early as they were assisting with end of school day arrangements. At the December meeting, the Forum would discuss whether to hold meetings earlier in the day.</p>	JE
8.	<p>DATE OF NEXT MEETING</p> <p>Thursday 10 December 2021 at 2pm.</p>	

The meeting closed at 3.45pm.