

HILLINGDON SCHOOLS FORUM

Minutes of the meeting held on Wednesday 24 March 2021 at 1pm 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	APOLOGIES	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 & 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
Peter Edgley	Bishopshalt	PRESENT	Sep 2024
Tracey Hemming	Middlesex Learning Partnership	PRESENT	Sep 2024
Nicola Kelly	Charville	PRESENT	Sep 2024
Helen Manwaring	Swakeleys School	PRESENT	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
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	PRESENT	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
Vikram Hansrani	Assistant Director, SEND & Inclusion		APOLOGIES
Dan Kennedy	LA		APOLOGIES
Philip Ryan	LA		APOLOGIES
Sarah Walsingham	LA Finance		PRESENT
Graham Young	Lead Finance Business Partner - School		PRESENT

		ACTION
1.	APOLOGIES Apologies were accepted and recorded in the attendance list (above). The Chair confirmed the meeting was quorate and could proceed to business.	
2.	MINUTES OF THE MEETING HELD ON 15 JANUARY 2021 The minutes were agreed as a correct record.	
3.	MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 21 JANUARY 2021 (a) MEMBERSHIP UPDATE Nominations for a representative of 16-19 providers had closed on 25 January 2021 and there had been a number of nominations which meant an election was needed. However Democratic Services were not able to facilitate this at the moment due to work on the May local elections. GY would progress this. (b) EDUCATION STRUCTURE In DK's absence, this was deferred to the next meeting. (c) GROWTH CONTINGENCY JE/PH/DK had met with the CEO of Fray's Academy Trust to discuss St Martin's growth contingency request for 2019/20. The CEO would be attending the 4 May 2021 meeting of the DSG/EY Group to present the Trust's position.	GY DK
4.	FEEDBACK FROM SUB-GROUPS (a) DSG/EY The DSG/EY Group had not met since the last Schools Forum. (b) HNG The Forum NOTED the minutes of the High Needs Group held on 9 March 2021. (c) DSG Deficit Recovery Plan Working Group A sub-group of the Forum comprising JE, PH, LH, DG and JR would be meeting to contribute towards the production of a plan to be submitted to the DfE by 19 April 2021 (see also Minute 6c).	
5.	ITEMS REQUIRING DECISION	
5.1	(a) EYSFF ALLOCATIONS 2021/22 The Forum considered a report which provided an update on the Early Years Single Funding Formula for 2021/22: <ul style="list-style-type: none"> For 2021/22, the Early Years block funding would be calculated based on the uptake on each of the termly census dates. The 2021/22 allocation was therefore draft as there would be further adjustments throughout the financial year. The per hour funding allocations for 3&4-year olds had been increased by £0.06 for 2021/22 and it was proposed that this increase be passed on to providers by increasing the base rate by £0.06 to £4.98 per hour for 2021/22. A proposal to develop the Additional Need factor for 2021/22 to incorporate levels of children with SEND accessing the free entitlement had been deferred to 2022/23 as further work was needed on accurately capturing a robust dataset for all settings. Maintained nursery school supplementary funding allocations for September 2021 to March 2022 were conditional, and LAs should treat them as unconfirmed. This represented £138K of unconfirmed funding for McMillan Nursery School. <p>The Forum AGREED the proposal to pass the additional £0.06 EYSFF funding per hour to providers by increasing the base rate to £4.98 per hour.</p>	
6.	INFORMATION ITEMS	
	(a) DSG BUDGET MONITORING MONTH 10 2020/21 The Forum considered the DSG Month 10 monitoring report: <ul style="list-style-type: none"> This showed an in-year overspend of £9,846K at Month 10, an increase of £2,671K on the budgeted deficit of £7,175k and a £16K adverse movement from the position reported at Month 9. The overspend was due to ongoing pressures in the cost of High Needs placements, 	

where significant growth continued. The budget for High Needs had been increased for 2020/21 to take account of projected growth, but the latest projections indicated a further increase in the expenditure on pupils with an EHCP being placed in independent special school placements along with an increase in SEN tuition for pupils with an EHCP.

- When the £15,002K deficit brought forward from 2019/20 was taken into account, the cumulative deficit carry forward to 2021/22 was £24,848K.
- The Schools Block was showing a £408K underspend as the Forum had withheld growth contingency allocations for one school due to insufficient projected pupil growth in September 2020, actual funding requirement for Year 7 numbers above PAN had been lower than budgeted, and the Forum had limited diseconomies funding for one school.
- The Early Years Block was on track with a slight underspend on the Vulnerable Children Fund. This was due to numbers accessing the fund being lower as a result of Covid.
- The High Needs Block was showing a £3,072K overspend due to built-in growth having been exceeded.
- Of the five maintained schools that had been unable to set a balanced budget in 2020/21, two were no longer forecasting a deficit.
- The quarter three monitoring reports from maintained schools indicated that no additional maintained schools would end 2020/21 with a cumulative deficit, but several schools were projecting very low balances.
- The August 2020 academy balances would be provided for the next meeting.

The Forum **NOTED** the report.

GY

(b) DISAPPLICATION REQUEST DECISION

The disapplication request submitted by the LA seeking transfer of funds from the Schools Block to the High Needs Block for 2021/22 had been refused by the DfE. The reason given was a lack of evidence of how funding would be used for long-term changes. The 2021/22 budget had been set assuming no transfer so there was no change to indicative funding for schools.

(c) DSG DEFICIT RECOVERY PLAN UPDATE

At a meeting between DK/VH/GY and the DfE regarding the DSG Recovery Plan, the DfE had advised that it expected the LA to work with Schools Forum to produce a plan towards setting an in-year balanced budget in five years. The plan would need to demonstrate how proposed actions would have a financial impact, and needed to be submitted week commencing 19 April 2021. A sub-group of the Forum would be meeting with officers from the LA to contribute towards the draft plan. Five other LAs had signed up to 'safety valve' agreements to have their deficits written off if they met the plan.

(d) HIGH NEEDS FUNDING CONSULTATION 2022/23

The DfE had launched a High Needs funding consultation in February 2021 which sought views on the first stage of proposals to make changes to the High Needs National Funding Formula for 2022/23. It was expected that the review would be progressed following the SEND review, and consider how distribution of High Needs funding could be improved to achieve the highest quality support for children and young people with SEND.

Currently, budgeted spend for 2017/18 was used to calculate funding, and this was significantly lower than actual spend. It was proposed that actual 2017/18 spend be used to calculate funding, which would be an improvement but was still out of date.

The consultation closed that day, and the Forum **NOTED** the response being submitted by the LA, and that anyone could submit their own response.

(e) DE-DELEGATED BUDGETS

The Forum considered a report on the budgets for items that maintained school representatives agreed to de-delegate in 2020/21. This covered two areas: Trade Union

	<p>duties staff supply cover (£43,296) and Teacher Pensions Administration (£24,119).</p> <p>The Forum commented that it had asked previously for accounts to show a breakdown of how this had been spent. GY would ask Schools HR, who managed these areas, to provide this.</p> <p>(f) DSG OVERHEADS APPORTIONMENT</p> <p>The Forum considered a report which provided the calculation for how the proportion of the total support services at the LA were charged to the DSG, which was based on an agreed and externally audited model.</p> <p>The Forum commented that the cost per call for the Contact Centre seemed very high at around £134 per call and asked that this be checked.</p>	<p>GY</p> <p>GY</p>
7.	<p>ANY OTHER BUSINESS</p> <p><u>Swakeleys Growth Contingency Funding</u></p> <p>The Forum had previously refused a request for growth contingency funding from Swakeleys School as it did not meet the criteria set out in the Growth Contingency Policy. The Forum considered a report which provided further background information which showed that the school was entitled to receive the funding as Council records showed that the expansion of the school had been planned with the LA and was recorded in Council minutes.</p> <p>The Forum AGREED to pay Growth Contingency to Swakeleys for the 2FE expansion from Sept 2020 and asked GY to explore whether there was any entitlement to funding prior to that.</p>	<p>GY</p>

The meeting closed at 2pm.