

HILLINGDON SCHOOLS FORUM

Minutes of the meeting held on Thursday 10 December 2020 at 2pm via videoconferencing

Voting members

NAME	ORGANISATION	ATTENDANCE	TERM ENDS
Maintained Nursery (1)			
Ludmila Morris	McMillan Early Childhood Centre	APOLOGIES	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	APOLOGIES	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	ABSENT	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	APOLOGIES	Sep 2023
Colin Tucker	Ryefield	PRESENT	Sep 2024
Sandra Voisey	Laurel Lane Primary School	ABSENT	Sep 2023
Special Academies (1)			
Sudhi Pathak	Eden Academy Trust	ABSENT	Sep 2021
Alternative provision (1)			
Laurie Cornwell	The Skills Hub	PRESENT	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)			
Rachel Blake	Whiteheath Infant School		NOT REQUIRED
Eleesa Dowding	Harmondsworth		PRESENT
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 Walsingham	LA Finance		PRESENT
Graham Young	Lead Finance Business Partner - School		PRESENT

		ACTION
1.	<p>APOLOGIES 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 21 OCTOBER 2020 The minutes were agreed as a correct record. It was noted that the term of office for all members ended in September of the stated year. This was because the Constitution stated that the term was “four years from the September anniversary date of appointment”. The Forum felt it would be better if new appointments were staggered throughout the year and AGREED to review the Constitution at the next meeting.</p>	KB
3.	<p>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 21 OCTOBER 2020</p> <p>(a) MEMBERSHIP UPDATE There was a longstanding vacancy for a 16-19 representative. This was usually filled by a non-school member however, in the absence of any other nominations, HASH had put forward a secondary headteacher to fill this vacancy. It was noted that Uxbridge College had not been approached, and members present stated that representatives from other 16-19 providers may be interested. The Forum AGREED to seek nominations from 16-19 providers and to hold an election if there was more than one nomination.</p> <p>(b) EHCP NUMBER PROJECTIONS The High Needs Group had requested an update on the projected growth of Education, Health and Care Plans (EHCPs) in Hillingdon, and a report was provided for consideration by the Forum. There had been an 82% increase in EHCPs since the SEND reforms of 2014. Between July 2019 and July 2020, Hillingdon saw a 17% increase in EHCPs, of which 5.5% was backlog of cases and 11.7% was growth in demand including pupils moving into the Borough. Two graphs were provided showing projected growth in EHCPs between 2020 and 2026: one assumed 8% annual growth (the approximate percentage of net growth seen in Hillingdon throughout 2020), and the other 5% annual growth (the targeted level of growth as set out during the SEND & Inclusion service transformation, through the introduction of pre-statutory pathways to meet the needs of Hillingdon children and young people without an EHCP). A cease rate of 6.6% was assumed. Both graphs showed an overall decrease in EHCPs by 2026, from 2655 EHCPs in 2020 to 2412 (8% growth) and 2341 (5% growth) by 2026. Further analysis would be carried out and the data would continue to be closely monitored and reported to Forum on a quarterly basis. The Forum asked that reports provide a gap analysis of the shortfall between demand and places. VH advised that the LA was considering expanding places by the creation of satellite provision within the Borough, provided by a special school located outside of the Borough.</p> <p>(c) SWAKELEYS GROWTH CONTINGENCY This item was DEFERRED as no response had been received from the school yet.</p> <p>(d) RUISLIP HIGH SRPs The High Needs Group had requested an update on the new SRPs to be provided as part of the building expansion work at Ruislip High. VH reported that the LA was still negotiating with the school regarding the type of need that would be provided for, and expected a response from the school before Christmas. The Forum expressed frustration that this much-needed space was not being used and requested an update for the next meeting.</p> <p>(e) SCHOOLS FORUM MEETING TIMES It had been noted at the previous meeting that some members from schools had to leave the meeting before the end to assist with ‘end of day’ arrangements. The Forum AGREED to move the start time of future Forum meetings to 1pm.</p>	<p>GY/KB</p> <p>VH</p> <p>VH</p>
4.	<p>FEEDBACK FROM SUB-GROUPS The Forum NOTED the minutes of the High Needs Group held on 1 December 2020. All issues arising from the meeting were covered elsewhere on the agenda. The DSG/EY Group had not met since the last Forum meeting.</p>	

5.	<p>ITEMS REQUIRING DECISION</p> <p>In November, the LA had consulted with schools on a number of options. The Forum considered the consultation responses for each of the following areas:</p> <p>(a) SCHOOLS BLOCK FUNDING TRANSFER 2021/22 CONSULTATION OUTCOME The consultation had sought feedback from stakeholders on three proposals:</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>In total, 27 responses were received, of which 77.8% supported no transfer, 7.4% supported a transfer of 0.5%, and 11.1% supported the transfer of the maximum allowable, estimated to be 1.8%.</p> <p>Having been put to a vote, the Forum AGREED to support no transfer of funds from the Schools Block to the High Needs Block. The Forum noted that the number of responses received was much lower than in previous years, which could be due to schools being under pressure with Covid-related measures. Over three-quarters of respondents had supported no transfer.</p> <p>(b) MOBILITY FACTOR 2021/22 CONSULTATION OUTCOME The consultation had sought feedback on two proposals:</p> <ul style="list-style-type: none"> • Maintain the current funding rates for mobility, or • Increase the funding in line with the National Funding Formula rates. <p>In total, 19 responses had been received, of which 85.7% supported increasing funding in line with National Funding Formula rates.</p> <p>Having been put to a vote, the Forum AGREED to increase mobility funding in line with National Funding Formula rates.</p> <p>(c) DE-DELEGATION CONSULTATION The DfE required LAs to consult with primary and secondary maintained schools every year about the de-delegation of a number of central budgets. The consultation, which had only been sent to maintained schools, had consulted on whether to:</p> <ul style="list-style-type: none"> • de-delegate, or • fully delegate for each of the following <ul style="list-style-type: none"> a) Trade Union duties staff supply cover costs, b) Teacher Pensions Administration, <p>A total of 18 responses had been received. 61% of consultation respondents had favoured de-delegation of Trade Union Duties staff cover, and 100% of respondents had favoured de-delegation of Teachers Pensions administration.</p> <p>The secondary maintained representative was not present and had sent her voting intentions in writing to the Chair and Clerk prior to the meeting. It having been put to a vote to the respective voting representatives, the Forum AGREED:</p> <ol style="list-style-type: none"> (1) to de-delegate Trade Union duties staff supply cover costs for secondary schools; (2) to de-delegate Teachers Pension Administration for secondary schools. (3) to de-delegate Trade Union duties staff supply cover costs for primary schools; (4) to de-delegate Teachers Pension Administration for primary schools. 	
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6.	INFORMATION ITEMS	
	<p>(a) DSG BUDGET MONITORING MONTH 7 2020/21</p> <p>The Forum considered the DSG Month 7 monitoring report:</p> <ul style="list-style-type: none"> • This showed an in-year overspend of £9,451k at Month 7, an increase of £2,276k on the budgeted deficit of £7,175k and a £315k adverse movement from the position reported at Month 6. • 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 the cohort of post-19 students with an EHCP accessing education placements. • When the £15,002K deficit brought forward from 2019/20 was taken into account, the cumulative deficit carry forward to 2021/22 was £24,453k. • There was no change in Schools Block or Early Years Block. • The Central School Services block was projecting a £47K pressure predominantly due the additional cost of maternity cover in the School Placement and Admissions. • The LA continued to closely monitor the five maintained schools which had ended 2019/20 in deficit. • Academy accounts for 2019/20 would be published in January and reported to Forum after that. <p>(b) DISAPPLICATION REQUEST</p> <p>The Forum NOTED the Disapplication Request for transfer of an estimated £5,445K from the Schools Block to the High Needs Block which the LA had submitted to the ESFA by their November 2020 deadline. The Forum acknowledged that the budgetary position had left the LA with no choice other than to submit the disapplication request if a balanced budget were to be set for 2021/22, however, consultation with schools had elicited strong views against a transfer being made.</p> <p>(c) DSG DEFICIT RECOVERY PLAN UPDATE</p> <p>The Forum NOTED an updated report on the arrangements for submitting a DSG Deficit Recovery Plan to the DfE. The Forum would set the 2021/22 DSG budget and be presented with the updated DSG Deficit Recovery Plan at its meeting on 15 January 2021. The updated recovery plan would focus on the following areas:</p> <ul style="list-style-type: none"> • SEND Pathway – review of work to date and impact on the reduction in the rate of EHCP growth and the ceasing of plans along with the impact of the SEND Advisory Service and the Early Support Funding (ESF) model. • Impact of SEND Capital grant – cost reductions associated with increasing in-borough special school/SRP capacity. • Review of SRPs – ensure that places were fully utilised and where feasible increase capacity to reduce Independent spend. • High Needs FE College placements – development of banded funding model for FE placements. • Review of 2.5% Additional Educational Needs threshold – proposal to increase the threshold or remove completely • Alternative Provision – review the need and use of AP <p>Members of the Forum commented that:</p> <ul style="list-style-type: none"> • A lot of work went into producing and implementing the Deficit Recovery Plan, but without a substantial increase in government funding for High Needs, there was no hope of clearing the cumulative deficit. • The ESFA had indicated that councils should focus on setting a balanced in-year budget. It was officers’ estimation that, with the impact of the work set out in the Plan and assumption of no further significant increase in demand, it would be around five years before a balanced in-year budget could be set. 	<p style="text-align: center;">GY</p> <p style="text-align: center;">PM</p> <p style="text-align: center;">PM</p>

	<p>(d) ST MARTIN'S DISECONOMIES FUNDING 2019/20</p> <p>Officers reported that the ESFA had indicated it expected the LA and the Trust to resolve between them the dispute regarding diseconomies funding. The LA had received a letter from the Trust's solicitors setting out their intention to challenge the Forum's decision.</p>	
7.	<p>ANY OTHER BUSINESS</p> <p><u>Sub-group meetings in January</u></p> <p>The Forum AGREED that the two sub-group meetings scheduled for 5 and 7 January would take place on one day. The Clerk would confirm date and times.</p>	KB

The meeting closed at 3.45pm.