

NORFOLK SCHOOLS FORUM

AGENDA

Meeting on Friday 15 March 2019 09:00 – 12:00 hours at South Green Park
Mattishall Tea/Coffee available from 08.30 hours

Individual members, named below, are asked to provide verbal reports for these items.

09:00 - 09:05	1	Welcome and Introductions Apologies		
09:05 - 09:15	2	Minutes of Last Meeting		2 - 5
09:15 - 09:30	3	Matters Arising <ul style="list-style-type: none"> • Outcome of Academy elections • Staff Costs – clarification from HR – S. Cutting • Support Staff Pay Increases – communication to schools - C. Snudden • Disapplication letter to Norfolk MPs <ul style="list-style-type: none"> ➢ Educate Norfolk to contact MPs ➢ Joint letter from Headteacher Association/ School Forum • Enquiry to DfE re. sports grant • Pupil variation check negative entry on spreadsheet – see separate spreadsheet M. Brock 		
09:30 -10:00	4	Dedicated Schools Grant recovery plan Paper to be tabled – M. Bateman/S.Cutting	Agreement	
10:00 – 10:20	5	Maintained Special Schools – buy back services Paper attached – M. Brock	Decision	6 - 7
10:20 – 10:40		COFFEE		
10:40 – 11:00	6	Themed Audits - paper attached	Information	8 - 10
11:00 – 11:20	7	Increase to school meal prices for NCC Group Catering Contract – paper to follow	Information	
	8	<u>Communication</u>		
	9	<u>Future Agenda Items</u>		
	10	<u>Dates of Meetings</u> School Forum Friday 5 July 2019 09:00 – 12:00 South Green Enterprise Centre Mattishall		

Norfolk Schools Forum

Minutes of Meeting held on Friday 11 January 2019
09:00 - 12:00 hours
South Green Park Mattishall

Present:

Mark Adamson
John Banbury
Holly Bowman
Keith Bates
Chris Caddamy
Carol Dallas
Alan Evans
Mike Grimble
David Hicks
Clare Jones
Adam Mason
Howard Nelson
Sarah Shirras (Chair)
Joanna Tuttle
Vicky Warnes
Martin White
Martin Brock
Sally Cutting
Marilyn Edgeley
Dawn Filtress
Chris Snudden

Representing

Academies
Early Years
Nursery School
Special School Academy
16 – 19 Representative
Secondary Academies
Academies
Primary Governors
(substitute for Christina Kenna)
Academies
Primary Schools
Diocesan Board of Education
Primary Schools
Maintained Secondary
JCC (primary phase)
Primary Governors
Accountant
Senior Accountant
Admin Officer
Finance Business Partner
Assistant Director (Education)

Apologies:

Bob Groome
Fyfe Johnston
Christina Kenna
Sara Tough

1. Welcome

2. Minutes of Last Meeting

The minutes were accepted with minor corrections.

3. Election of Vice Chair of Schools Forum

Chris Caddamy was nominated for vice chair and this was unanimously agreed.

4 Matters Arising

It was noted that Christina Kenna and Mark Adamson are both resigning as academy representatives therefore an election will be held before the next School Forum meeting in March.

Staff Costs

Carole Human HR Business Partner has produced a paper, and this is now available on the Schools Forum website.

Members asked for clarification on who meets the costs of redundancy when a school has a red RAG rating.

Members were concerned that there is a financial advantage to a school getting a red RAG rating.

Action Sarah Shirras/Sally Cutting/Chris Snudden to arrange meeting with Carole Human.

Support Staff Pay Increase – unions voted 87% in favour of accepting NCC proposal which will in some cases equate to a 9% rise in pay. Members said that the union letter circulated explaining the new pay structure was not very clear

Action: Chris Snudden will investigate to see if a communication is being sent out to schools.

Carol Dallas raised concerns of secondary schools regarding the disapplication request to the Department for Education (DfE) and the effect it will have on school budgets. Further exacerbated by support staff pay increases schools have concerns at how to meet the basic needs of education.

The authority will persist with the disapplication request in the hope that this will highlight the predicament schools are in.

Licences and further information on CLEAPSS

Information on CLEAPSS, which is a local authority collective licence for secondary schools, is now available on the Schools Forum website. Primary schools can buy into this at a cost of £60. Members questioned whether this licence was value for money as there are only two maintained secondary schools remaining in the county. Schools have received an MI information sheet on CLEAPSS.

Decision: It was agreed that the cost of this subscription will be covered by the local authority rather than being de-delegated.

Fair Funding – no decision from Secretary of State to date.

5. School Forum Staff Structure

The School Forum structure is reviewed on an annual basis using data from the October census. With changes in the proportion of pupil numbers in the different school sectors the following changes are proposed.

Primary representatives – reduce from 4 to 3

Academy Representatives – increase from 6 to 7

Primary Representatives - Alison Clarke has resigned as a primary representative so no further action required.

Mark Adamson and Christina Kenna have resigned as academy representatives and there is an outstanding vacancy. This means that with the increase of academy representatives to seven an election will be held for 4 new academy representatives.

Members agreed that if an election is held for a primary representative in the future this should be open to both headteachers and governors.

Members said that they would like to see primary and secondary academies represented equally.

Action: election to be held in time to secure 4 new representatives for the March meeting.

It was noted that there is an error on page 8 of the meeting papers and that the primary representatives need to be reduced by one not specifically by one headteacher.

6. Dedicated Schools Grant (DSG) 2019/20

The following points were highlighted:

The authority has received 2019/20 allocations which show an increase of £10m to £610.792m before academy recoupment.

Schools block is £482.012m an increase of £8.969m this is made up from pupil numbers and a result of the New National Funding Formula.

Early Years block for 3 and 4-year-old universal entitlement totals £29.785m.

Schools Forum are asked to vote to retain centrally 5% of the 3 and 4-year-old funding, £1.858m for the Local Authority to continue to provide central support and payments to all providers of Early Years Education, in schools and in private, voluntary and independent settings.

For 12

Abstention 1

Against 0

Schools Forum resolved to retain centrally 5% of the 3 and 4-year-old funding.

The High Needs block has increased to £81.822m from £80.462m.

The overall difference in the DSG allocation from the prior is set out in a table on page 12 of the meeting papers.

If the Secretary of State declines the disapplication request or only partially agrees it, i.e. a funding transfer to the High Needs Block is rejected or accepted at a lower amount than the £4.58m requested, then the Schools Block and High Needs Block budgets will be adjusted accordingly, and the budget shares issued to schools would be adjusted via the funding cap on gaining schools.

A significant number of local authorities are putting in dis-application requests.

Further information expected on Primary PE and Sport Premium.

School Budgets will be published by the deadline of 28 February.

Action points:

- **The disapplication letter will be sent to Norfolk MP's.**
- **Educate Norfolk will also contact MP's.**
- **School Forum and Joint Headteacher's association will write a letter.**
- **Explanation of guidance on teacher's pay grant and teacher's pension increases**
- **Submit an enquiry to DfE on Sports Grant**

7. Pupil Variations – (paper tabled)

We no longer need to request approval from the government for increases but we do for negative adjustments.

The authority does have some increases from September 2019 onwards. Effects on budgets have not yet been calculated but will be brought to the March meeting.

The increases are part of the re-organisation programme.

Action – M. Brock to check negative entry on spreadsheet (Attleborough)

8. Maintained Nursery School Protection

In 2017/18 the DfE introduced the Early Years National Funding Formula (EYNFF).

This moved the three nursery schools in Norfolk onto the same funding formula as all Early Years settings in Norfolk. In 2017/18 protection was given to cater for their slightly different budgets. There was a slight difference in what was allocated in 17/18 and 18/19 Schools Forum agreed extra protection, in 18/19 protection reduced from £320k to £270k, linked to 3 & 4-year-old pupil numbers and provider rates.

Therefore if we follow previous protection we would need to increase 2018/19 from Early Years contingency and continue protection for 2019/20.

Schools Forum are asked to comment:

Nursery schools only have supplementary funding until 2020.

The decision today is about whether nursery schools continue until 2020.

Decision: No decision was made on nursery school protection, and instead it has been taken away for the local authority to review its impact.

9. Any Other Business

Disapplication request to Secretary of State for Education

Schools Forum were shown a letter that will be sent to the Secretary of State for Education. This letter is an amended version to one originally submitted 29 November 2018 saying that the original request must be maintained.

10. Dates of Meetings

Friday 15 March – 9am-12pm – South Green Park Mattishall

Maintained Special Schools – Buyback of Services

Summary

A decision on the buyback of services in the 2019/20 financial year is required for maintained special schools (by the maintained special school representative).

Buyback vs De-delegation

The local authority is not allowed, under the finance regulations, to offer de-delegation of services to maintained special schools in the same way as for maintained mainstream schools.

Instead, maintained special schools are allowed to buy back into the same services.

The services available to buy back into are:

- Contingencies
- FSM Eligibility
- Licences/Subscriptions
- Staff Costs (safeguarding, maternity, special circumstances, suspended staff, disabled staff)
- Behaviour Support Services

In previous years the maintained special schools have bought into all services except for contingencies and behaviour support services.

The costs for each service is the rate per place delegated to special schools when the central budgets were originally delegated in 2013/14, and is equal to the amount currently included as delegation within the budget share of each school (these are shown on the 'Memorandum Items' document of the budget share).

A schedule of the costs for each service is attached.

Forum Action:

The maintained special school representative is asked to decide on the buyback of services for all maintained special schools in the 2019/20 financial year.

Buy back costs per-place (included in delegation) £ 166.56 0.43 0.36 2.86 68.32 10.23 10.38 2.41 25.88

Locn	DfE	School	Number of Places	Contingencies £	FSM Eligibility £	Licences/ Subscriptions £	Staff Costs - Safeguarding £	Staff Costs - Maternity £	Staff Costs - Special Circumstances £	Staff Costs - Suspended Staff £	Staff Costs - Disabled Staff £	Behaviour Support Services £	TOTAL £
2650	7010	Chapel Green School	94.58	15,754	41	34	271	6,462	968	982	228	2,448	27,188
2670	7020	John Grant School	143.58	23,915	62	52	411	9,810	1,469	1,490	346	3,716	41,271
2675	7007	Sheringham Woodfields School	111.00	18,488	48	40	317	7,584	1,136	1,152	268	2,873	31,906
2690	7021	Churchill Park School	0.00	0	0	0	0	0	0	0	0	0	0
2695	7013	The Clare School	102.00	16,989	44	37	292	6,969	1,043	1,059	246	2,640	29,319
2705	7016	Harford Manor School	86.00	14,324	37	31	246	5,876	880	893	207	2,226	24,720
2710	7014	The Parkside School	174.00	28,981	75	63	498	11,888	1,780	1,806	419	4,503	50,013
2715	7006	Hall School	83.00	13,824	36	30	237	5,671	849	862	200	2,148	23,857
2720	7001	Sidestrand Hall School	180.00	29,981	77	65	515	12,298	1,841	1,868	434	4,658	51,737
2721	7004	Fred Nicholson School	142.00	23,652	61	51	406	9,701	1,453	1,474	342	3,675	40,815
2723	7015	Eaton Hall School	0.00	0	0	0	0	0	0	0	0	0	0
7000	7000	Fen Rivers Academy	0.00	0	0	0	0	0	0	0	0	0	0
7002	7002	The Wherry School	0.00	0	0	0	0	0	0	0	0	0	0
			1,116.17	185,908	481	403	3,193	76,259	11,419	11,586	2,690	28,887	320,826
Less potential conversions 1/4/19			656.58	109,360	283	237	1,878	44,860	6,717	6,816	1,583	16,993	188,727

Due to convert to academy 1/4/19

Academy

Themed Audits

Norfolk Audit Services (NAS), as the County Council's internal auditors, carry out an annual programme of themed audits, visiting a representative sample of schools and sharing common findings and examples of good practice with all schools.

The Local Authority strongly recommends that the outcomes of these audits are considered by school governors and leadership teams and any necessary actions taken in order to address any improvements required for each school. Any issues and proposed actions should be discussed by the relevant committee of the Governing Body for approval, monitoring and evaluation. Question 20 of the Schools Financial Value Standard also makes reference to schools taking into account recommendations made from these types of audits.

A reminder that, as part of their autumn term visits to all schools and the link to the RAG matrix, Educator Solutions' Finance Support Officers will ask for evidence, in the form of Governors' minutes highlighting where discussions have taken place regarding the findings and recommendations from these audits.

Please see the link below for details of the latest thematic audit that has been carried out: Asbestos management. Schools will need to login to see the newsletter (see attached).

<https://www.hrinfospace.org.uk/news/newsletters/30/>

Forum action:

This paper is for information only to raise awareness of themed audits.

Asbestos Management – Schools

In November 2018, Norfolk Audit Services carried out a thematic audit on asbestos management. A sample of 14 maintained schools were visited.

The specific objectives of the audit were: -

- To provide assurance that schools are managing asbestos within their School buildings, in accordance with the County Council's Asbestos Control and Management Compliance Code.
- To provide assurance that the people involved with managing asbestos are aware of their roles and responsibilities and have undertaken appropriate training.

Our audit findings

The visits highlighted that all of the Schools visited had measures in place to ensure contractors are made aware of the location of asbestos containing materials (ACMs) within their premises, with contractors signing the asbestos register as evidence of this prior to commencing work at the School.

The majority of schools were aware of where asbestos is in their School and what their roles and responsibilities are regarding asbestos management. For schools that were unaware, either the Headteacher was absent through long term sickness, a new Headteacher was recently in post, or further clarification was needed to confirm if asbestos was actually present and needed to be managed.

The following findings are an overall summary of the areas that need strengthening, and are not representative of every School visited: -

- Headteachers and School staff at three Schools were unaware of their specific roles, responsibilities and the guidance that should be followed in relation to asbestos management.
 - At a few Schools appropriate training has not been carried out by all Headteachers and School staff. They were unable to confirm what training in relation to asbestos management had been carried out.
 - Employees at some of the Schools were not made aware of the risks of asbestos and the procedures to follow during induction and general health and safety training.
 - One School was unable to produce details of the most recent asbestos survey carried out by Norfolk Property Services (NPS) or the letter from NPS confirming that they will no longer have an annual survey carried out due to having low risk asbestos.
 - Local asbestos management plans were not in place at two Schools and where they were in place the Norfolk County Council template, or the most up to date version of the template was not used at three Schools.
 - The majority of Schools were unaware of how long asbestos related documents needed to be retained.

Recommendations

We recommend the above issues are considered by your School's Leadership Team, together with any proposed actions for improvements you need to make in relation to your School. Any issues and proposed actions should be presented to the relevant Governing Body Committee for approval and monitoring.

Further information and guidance regarding asbestos management can be found in the 'Asbestos Control and Management Compliance Code P602' on HR InfoSpace or by contacting the NCC Health, Safety and Well-being Team at:

healthandsafety@norfolk.gov.uk (01603) 223989