

**Minutes of a meeting of the Medway Schools' Forum**  
**Held on 16 October 2017**  
**4.00pm to 6.00pm**  
**Strood Academy, Strood, Rochester, Kent, ME1 2UR**

**Members present:**

Chair		Peter Martin (PVM)
Primary (Academy) (Vice-Chair)	Principal	Karen White (KW)
Secondary LA Maintained	Governor	Clive Mailing (CM)
Teacher Associations		Julie Harris (JH)
Primary	Headteacher	Steve Geary (SG)
Roman Catholic Diocese		Kathy Sexton (KS)
Primary Headteacher		Karen Norman (KN)
Special Maintained	Headteacher	Karen Joy (KJ)

**In Attendance:** Maria Beaney (Finance Business Partner – Education Finance) (MB), Martin Daniels (Management Accountant) Helen McCulloch (Note Taker)

~~Apologies received from Ian Sutherland; Anne Domeney; Barbara Fincham; Kim Gunn;~~

**1. Apologies received**

- ~~1. from Ian Sutherland; Anne Domeney; Barbara Fincham; Kim Gunn, Mark Holmes and Councillor Potter.~~

**2. Minutes of last meetings.**

~~The record of the meetings held on:~~

~~11 January 2017 was agreed as a true and accurate record.  
minutes from January~~

~~13 September 2017 was agreed as a true and accurate record. However it was noted that schools are still awaiting a action – decisions to be made tomorrow on the extension of the maternity SLA.  
Julie Harris – attended 13 July 2017 were amended to show Julia Harris was in attendance and then agreed as a true and accurate record.~~

**3. Early Years Briefing Note (Maria Beaney)**

~~Report sent out with agenda.~~

~~MB gave an overview of the report circulated with the agenda update to the meeting in the absence of Mark Holmes who could not attend due to unforeseen circumstances.~~

~~The re-number of was a downturn in 3 year old's in s for nursery provision has been reducing over the past few years, but due to a an accepted downturn due to a drop in birth rate but these numbers are now recovering.  
Managed to claw back 240 pupils.~~

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Due to the unforeseen circumstances, this report will KW — asked if every possible base had been covered; have all children if not in a nursey have been placed in a school.

MH not attended the meeting.

Can be has been added bought to the agenda of the next meeting in January July 2018 meeting. This is to allow members the opportunity to discuss the Early Years Strategy with the Early Years service Years' service manager.

#### 4. National Funding Formula — Verbal Update (Maria Beaney)

4.

MB confirmed the National Funding Formula (NFF) would be introduced from in April 2018— and that Medway Council's Dedicated Schools Grant School Block would ill be an the acclamation accumulation of every NFF budget It is calculated for for every school and academy within Medway.

It will be up to each local LA authority and its school forum to distribute this funding between schools.

but will leave it be calculated and passed to the LA. There are conditions which will need to be met. The Government has offered the following minimum funding guarantguanteeseed that:

— All schools will receive a -there will be a 0.5% increase on their 17/18 baseline per pupil amount??

- Schools can gain up to 3%.
- Primary schools will receive at least -and guaranteed that primary £3,300 per pupil and secondary schools will receive £4,600 per pupil.

There will is be a two year transition period. Local authorities and their school forums can which is and based on the statistics will decided to set a local funding formula which option to use but in April 2020 we will need or implement to go straight to the nation funding during this transition period. there will be no other options.

Due to Brexit there may not be a full national funding formula from 2020 because it is subjected to parliamentary clearance.

#### 5. Consultation Feedback — report to be tabled (Maria Beaney)

Report tabled at the meeting.

MB gave an overview of the consultation feedback tabled for this meeting.

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There were 33 (46 last year) school responses received from a possible out of 94. Not all responders answered all the questions and there has been a marked improvement in responses from academies.  
There were 46 responses last year.  
There has been a marked improvement from academies.

KW was surprised that only 30% of all Medway schools responded to the consultation.

25% of response indicated wanted to keep a local formula based on last year's unit costs. MB gave an overview of all the questions.

Q1 — majority went for option 1

Q2 — Reception uplift — most voted for keeping the uplift 24% of responses indicated they wanted to keep the reception uplift.

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Q3 — here was a mixed response on changing the Notional SEN — 50% deprivation + 100% prior attainment is the formula used. Option 1 was the most common with the most responses indicating it should stay the same. 24% of responses indicated it was fair to reduce the lump sum to make the formula affordable.

Q4 — Formula not affordable — do we reduce the formula until it is affordable, most wanted to keep it that way

There was a mixed response on the 2018-19 de-delegated services but the majority of responses wanted all the services to be de-delegated again. Q5 — de-delegated services

1; Keep;

2; Yes;

3; Free School Meals — yes;

4; Central Services — yes.

Responses indicated their support in changing the growth fund policy with 17 responses in favour and 16 against with full or some protection given to affected schools.

Q6 — other services — rates to be de-delegated

Q7 — Growth fund policy —

Support Change — yes

Guarantee pupil numbers — yes

Lump sum — 17 should 16 shouldn't

KW was surprised that only 30% of all Medway schools responded to the consultation.

Protection — none 4, 1 year 10, honour what is kept, 2

16 schools that keep £55k but only 4 responded.

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## 6. Growth Funding Policy (Maria Beaney)

Report sent out with the agenda.

MB gave an overview of the report which was circulated with the agenda. The current growth fund bBudget requirement is just under £1.048m;

MB explained how the current growth fund policy was no longer fit for purpose and is overfunding growing schools. They receive in year funding plus the lump sum of proposes removing the £55,000k lump-sumper new class.

Table 2 shows how the funding works MB explained how the funding worked.

Where new classes are opened, the new schools get the funding in year plus the £55k lump sum;

MB advised that Kent only give £6,000 in the first year.  
so Medway was more generous.

If the current policy continues the IF continues won't be able to fund the growth funding will become unaffordable and by 2020 — (see para 2.9a, b and c) will need another £0.600m. Therefore Medway propose to remove the £55,000 lump sum from April 2018 but continue to pay the lump sum until it expires for schools who currently receive it.

After much discussion on how this oversight had arisen, what it would mean for schools if it continued and if it should be removed. Members voted and approved the following:

— See recommendations 4.1.1 and 4.1.2

- 1) PM clarified that all schools that received money will continue to get the support. Which leaves the New schools will receive a one off lump sum of £6,000 in the first year only to help towards equipment costs.
- Existing schools new schools only getting £55k in year 1 only.

— 4.1.1 — unanimous vote to keep

— 4.1.2 — removing the lump sum — unanimously agreed and also agreed to give £6k in the first year plus number of students coming on role in that year.

— In terms of guaranteeing the commitment to the schools who have already budgeted for the new class,

- 2) It was agreed that the funding would continue to receive the £55,000 lump sum for 3 years until 2021 giving them time to rebalance and plan for this change.
- 3) Halling school would be classed as an existing school and would receive a lump sum of £55,000 for 3 years until 2021.
- 4) To include the following in the growth fund policy - Permanent PAN increases will be paid through the funding formula, whilst temporary increases will be paid from the growth fund budget.

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—To change section 3.2 of the policy as follows - For each basic need growth class opened, a contribution of £6,000 is payable towards the setup costs of the first new classroom, and the £55k will cease provided the in-year funding continues.

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**Members vote: 6 members agreed and KW abstained because the policy directly affected her school.**

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To prevent something similar from happening again, MB recommend suggested that to prevent something similar to this happening at that in the June school forum meeting should review all school funding & the policies in the future, needs to be reviewed.

#### 7. Update Pupil Variation Numbers (Maria B. eaney)

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MB gave an overview of the new school places required from September 2018 as per the report which was circulated with the agenda.

Members discussed the new class requirements for September 2018 and reflected on the new growth fund policy agreed in agenda item 6.

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**Members voted and agreed:**

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1) The 15 ongoing new classes to be opened form September 2018 and approved the adjustment of their pupil census numbers up to a maximum of 365 places in total

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2) The 3 newly identified new classes to be opened form September 2018 and voted to agree to adjust their pupil census numbers up to a maximum of 76.7 places.

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3) To hold funding within the growth funding for 4 potential new classes not yet identified and agreed to adjust their pupil census numbers up to a maximum of 120 places when the classes are identified. The schools forum however must be informed of where these new classes will be located.

—Members agreed an initial 2018-19 growth fund budget of £1,046m. Report sent out with the agenda.

—MB gave an overview of the report.

—3.1a Forum agreed 365 pupils

—3.1b Forum agreed.

—3.1c Forum agreed

4) 3.1h Forum agreed

#### 8. Provisional schools and academies funding formula 2018-19.

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**Karen Joy – left the meeting**

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MB gave an overview of the provisional schools and academies funding formula which was tabled for this meeting.

#### 9. Report to be tabled (Maria Beaney)

The Government has offered a minimum funding guarantee that:

- All schools will receive a 0.5% increase on their 17/18 baseline per pupil amount?
- Schools can gain up to 3%.
- Primary schools will receive at least £3,300 per pupil and secondary schools will receive £4,600 per pupil.

**Members discussed these pledges and agreed to reflect them in our proposed 2018-19 funding formula.**

MB reaffirmed that the government agreed that 0.5% on the base line per pupil compared to last year; primary £3k and secondary £4k. Purely relates to pupil numbers.

Gaining schools can gain up to 3%.

After much discussion on the differences between using the national funding formula or setting a local funding formula, the All points-agreed Schools Forum members voted and agreed to use a local funding formula based on the unit costs as follows:

<b>Funding Factors</b>	<b>Description</b>	<b>Primary per pupil</b>	<b>Secondary per pupil</b>
<b>Basic Entitlement</b>	Primary (Years R-6)	2,847.59	=
	Secondary KS3 (Years 7 - 9)	=	4,150.36
	Secondary - KS4 (Years 10 - 11)	=	4,150.36
<b>Deprivation</b>	FSM	650.00	0
	FSM6	350.00	500.00
	IDACI Band F	200.00	290.00
	IDACI Band E	240.00	390.00
	IDACI Band D	360.00	515.00
	IDACI Band C	540.00	610.00
	IDACI Band B	570.00	650.00
	IDACI Band A	775.00	860.00

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English as an Additional Language (EAL)	EAL 3	515.00	1,385.00
Mobility	Pupils starting school outside of normal entry dates	90.00	90.00
	Low Attainment % new EFSP - 38.4%	1,050.00	=
	Secondary low attainment (year 7) - 58.5%	=	1,550.00
	Secondary low attainment (year 8) - 48.2%	=	1,550.00
	Secondary low attainment (years 9 to 11)	=	1,550.00
Prior attainment			
Lump Sum	Lump Sum	109,263	109,263
Sparsity	Sparsity	100,000.00	100,000.00

Members approved:

- 1) The methodology of adjusting the final funding formula lump sum factor until the formula becomes affordable.
- 2) To keep the same notional SEN calculation as 100% of prior attainment and 50% of deprivation.
- 3) To remove the Reception uplift from the final funding formula. — remove 5; 1 abstained (KW)

Members vote: Option 3 5 member's agreed and 2 members abstained.

Sparsity funding factor — agreed

Lump sum — Agreed

Notional SEN — keep as it and revisit in the next round — Agreed

Karen Joy — left the meeting

Reception uplift — remove 5; 1 abstained (KW)

Funding formula options:

Option 1 — 0

Option 2 — 0

Option 3 — 5 agreed; 2 abstained

Member then discussed what services should be de-delegated for 2018-19.

Only maintained school members voted and only CM was eligible for secondary schools.

services:

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**Trade unions** - Primary: 3 approved and no objections.  
 secondarySecondary: 1 approved.  
**Free schools** - Primary: 3 approved and no objections;  
 secondarySecondary: 1 approved.  
**Ethnic minority** - Primary: - 2 1approved and 1 objection.  
 for; 2 against; Ssecondary: 1 objection. approved  
**Central services** - Primary: 3 approved and no objections. agreed in  
 principal review in January.  
 Secondary 1 approved.

#### 10.9. The Forward Plan

Report circulated sent out with the agenda and reports agreed for the next meeting. -

KW asked if the £1/2m any view of when that might done. MB suggested taking it to the heads meetings. MB will do some draft funding guidelines

Opportunity to use for white English boys if necessary.

#### 11.10. AOB

CM and BF requested paper copies of the agenda to be to receive papers in the posted in the future.

MB to add a report on in year rates adjustments to the agenda of the next meeting. PM and CM to be posted out.

MB rates - 2 schools wold like their funding in year as the VO has revalued their building and both have increased by about £26k. If approved would be an overspend. KW asked if MB could give a percentage of the maintained schools and when they were visited and review in January.

#### 12.11. Date of next meeting

10 January 2018 to be held at Cedar Children's Academy

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