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| **Members:** |  | **Position** | **Voting** | **Attendance** |
|  | Jane Shields | Primary Maintained Headteacher | Voting | Present. |
|  | Karen Joy | Special Maintained Headteacher | Voting | Absent. |
|  | Karen Bennett | PRU Maintained Headteacher | Voting | Present. |
|  | Tim Williams | Primary Academy Headteacher | Voting | Present. |
|  | Vacancy | Secondary Academy Headteacher | Voting |  |
|  | Paul Jackson | Special/PRU Academy Headteacher | Voting | Present. |
|  | Stephen Avis | CFO Multi Academy Trust | Voting | Apologies were given. |
|  | Richard Warnham | Governor Primary Maintained | Voting | Present. |
|  | Barbara Fincham | Governor Primary Academy | Voting | Apologies were given |
|  | Clive Mailing | Governor Secondary Maintained | Voting | Apologies were given. |
|  | Peter Martin – Chair. | Governor Secondary Academy | Voting | Present. |
|  | Ian Chappell - Vice-Chair. | Governor Secondary, Special and PRU | Voting | Present. |
|  | Vacancy | Early Years Representative | Non-voting |  |
|  | Vacancy | 16-19 Provider Representative | Non-voting |  |
|  | Kirstin Barker | C of E Diocese Representative | Voting | Present. |
|  | Clare Redmond | RC Diocese Representative | Voting | Apologies were given. |
|  | Julia Harris | Teaching Unions Representative | Non-voting | Apologies were given. |
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| In attendance | Chris Kiernan | Assistant Director of Education and SEND LA. |  |  |
|  | Maria Beaney | Finance Business partner LA. |  |  |
|  | Wendy Vincent | Head of Integrated 0-25 Disability Services LA. |  |  |
|  | Nikki Smith | Trade Unions. |  |  |
|  | Clare Hassell | LA. |  |  |
|  | Martin Daniels | Finance team LA. |  |  |
|  | Sarah Phillipson | Clerk. |  |  |

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| **No.** | **Agenda Point.** | **Discussion.** |
| **1.** | **Apologies and attendance.** | Attendance noted above.  Clive Mailing and Stephen Avis gave their apologies.  Julia Harris – gave apologies noting apologies for the attendance of the past meeting due to not having access to email.  Clare Redmond and Barbara Fincham – unable to access the meeting due to connection issues.  The meeting was quorate. |
| **2.** | **Declarations of Interest** | No changes. |
| **3.** | **Minutes from the previous meeting.** | 20th May 2020. |
| **3.1** |  | **Accuracy.**  The minutes were agreed as an accurate representation of the meeting. |
| **3.2** |  | **Matters Arising.**  *Action – MB to request Tina Lovey chair of MSHA to share the nomination and election of the secondary academy head presentative role on the Schools Forum.* Completed.  The members of the MSHA nominated Ms Cathy Reid. The members discussed if Ms Reid's position was as a Headteacher or as a Director of Education.  **Action -** Clerk to Clarify Ms Reid's position at The Howard School, email out to all who will confirm if the appointment is to be made. |
| **4.** | **Trade Unions – Nikki Smith.** | In July 2018 and 2019 reports were presented to Schools Forum, which included an explanation of the financial position as well as service analysis data along with the other outturn reports. This report provides an update for the period 2019/2020.  2019-20 Income and Expenditure Analysis.  The Trade Union Facilities SLA is calculated on a per-pupil basis. There is not a national determination for a formula, nor a cap on amounts that schools can be charged. LA fees and arrangements for facilities time, therefore, vary considerably nationally. Currently, Medway LA does not recuperate their costs.  NS talked through table 1 (exempt item at Appendix 2), explaining it outlines the income and expenditure for the 2019-20 year as well as the balance on the trade union reserve and forecast income and expenditure for 2020-21  As of 31st March 2020, the closing balance on the reserve stood at just under £22,275 in surplus. However, there is a risk of a potential deficit in 2020/21, which is likely to result in the capping of local trade union duties.  Charges were set at £1.50 per pupil from September 2020 for all schools, and the prices were increased to recognise underfunding in previous years. Please note the maintained school's element is pro-rotated for the two different financial years.  During 2019/20 there was a gap in the local provision which resulted in demand being met from national trade union sources and inevitable delays in progressing casework. In terms of the budget, this has assisted in keeping costs down but provides an artificial picture concerning needs.  It is recommended that the charges to schools be increased to £1.65 per pupil from 1st September 2021 to pre-empt budget constraints and ensure continued services to staff across Medway schools. A school with 350 pupils would be paying £577.50, just £52.50 more per year. This represents excellent value for money and remains considerably lower than neighbouring local authorities and lower than the 2017 National average figure.  The decision will need to be reviewed:  a) In July 2021, the budget outturn for 2020/2021 will be finalised, as it is not yet known how many schools will buy the service from September 2020 for academies.  b) In January 2021, when the maintained school's budget for 2021/2022 is finalised, the charge for a maintained school would be £1.57 per year when averaged to take into account the different financial years. Cost-saving due to the retirement of a member and a transfer over to a new representative coming on board.  A governor noted that this is a 50% increase over the four years. The teaching staff have had a pay rise of 2%, and this is asking for a 10% increase.  **Q - How many academies buy into this service?**  A – Around 80% buy-in.  CK noted that Schools' Forum has previously approved the de-delegation of this service for mainstream maintained schools and the PRU, while academies and special schools were able to purchase this service via SLA online as in previous years. It would only be the maintained representatives who can vote on this.  It was noted that the maintained representatives who can vote are not present. The Forum asked MB to send an email to the members eligible to vote. Concern was pointed out that the school forum has no legal representation out of the Forum meetings. The members discussed and agreed that by sending an email, they would still be working as a member. All agreed to this.  A member asked for the point "This is a 50% increase over the four years. The teaching staff have had a pay rise of 2%, and this is asking for a 10% increase. "to be shared with those not present.  **Q -The vice-chair asked if the maintained schools could opt-out of this service if they wished?**  A – KC noted this was not possible as it is a part of the delegated funding.  · The Schools' Forum members noted and commented on:  · The Schools' Forum members noted and commented on:  The proposed increase to £1.65 for the trade unions service from September 2021 pending consultation for academies.  · The proposed increase to £1.57 for the trade unions service from April 2021 pending consultation for maintained schools.  · Agree to continue to review the TU facilities budget annually.  **Action –** MB to send out to eligible voting members the above proposals and request an agreement. |
| **5.** | **Functions & Finance arrangements for Early Years - Chris Kiernan** | CK introduced to the Forum members the role of the Programme Lead for Early Years Sufficiency and the Sufficiency team, explaining it is to identify the current and projected supply and demand of childcare for particular age ranges of children, the affordability, accessibility and quality of provision; and details of how gaps in childcare provision will be addressed.  The local authority is required to meet its statutory duty of childcare sufficiency, and this is to ensure that there are sufficient childcare places for children across Medway, and this is part of the DSG.  CK drew the members attention to the following sections of the report:  1. Funded childcare is divided into the categories of:  • 15 hours of childcare for eligible disadvantaged two-year-olds.  • 15 hours of universal childcare for all three and four-year-olds.  • Local authorities are required by legislation to secure 30 hours of childcare, so far as reasonably practicable, for working parents, or parents who are studying or training for employment.  4. Providers of Childcare in Medway.  • Private, Voluntary, and Independent = 91.  • Nursery classes in schools and Academies = 41.  • Childminders = 117.  The total number of full-time registered childcare places across Medway is 6,444, and there are approximately 11,177 children aged 2, 3 and 4 years of age in Medway.  This is broken down as 3,617 children aged 2 years and 7,560 children aged 3 and 4 years.  5. Sufficiency.   |  |  | | --- | --- | | Potential requirement of full-time equivalent places for children aged two years. | 795 | | The potential requirement of 30-hour places for children aged 3 and 4 years | 2100 | | Potential requirement of full-time equivalent universal offer places for children aged 3 and 4 years | 2730 | | Total | 5625 |   Vacant full-time equivalent childcare places in Medway = 819.  Medway Council Early Years Sufficiency team and the Family Information Service, have not received any communications from parents/carers stating they are unable to find a universal or extended funded early education place for their child, therefore supporting the data that there is sufficiency of places across Medway.  7. A Quality Childcare Market.  To meet the statutory duty of providing information, advice and training for childcare providers and sustaining high-quality provision, the Early Years Sufficiency team are working in partnership with Medway Early Years Ltd as a commissioned service.  Commissioned work undertaken by Medway Early Years Ltd includes:  • Facilitating Early Years Foundation Stage briefings.  • Providing a package of support for Private, Voluntary, and Independent settings and childminders that have an Ofsted inspection rating of "inadequate" or "requires improvement."  • Provide support and guidance for any new EYFS provision or any EYFS expansions including schools, PVI settings or Childminders. This will include individual advice and guidance around safeguarding, welfare requirements and quality.  8. Ofsted inspection grades  All childcare providers must register with and be inspected by Ofsted, who give them an overall grade for the quality of their provision.   |  |  |  | | --- | --- | --- | | *Type of provision* | *Total number of providers inspected* | *% achieving good or outstanding* | | Childminder | 97 | 98% | | Nursery classes in schools | 43 | 90% | | Private and voluntary nurseries | 86 | 98% |     Childcare provision across Medway is of a high standard. High-quality early years provision is key to enabling children to develop well and work towards their potential. There is a wealth of evidence that identifies the importance of the educational journey a child travel through. CK noted the Nursery score is usually the inspection score for the school and not just the provision.  9. Medway Council's Early Years Funding Formula - 2020/21  Every year the DfE allocate Medway Council's Early Years a block of funding from the dedicated school's grant (DSG) using forecasted part-time equivalent hours for the year. This grant is then allocated to the relevant funding streams, in Medway these are:  • The 15 hours entitlement for disadvantaged two-year-olds £5.31  • The universal 15 hours entitlement for all three and four-year-olds £4.57 per hour.  • The additional 15 hours entitlement for eligible working parents of three and four-year-olds £4.57 per hour.  • The early year's pupil premium (EYPP) £0.53 per hour.  • The disability access fund (DAF) £615 per year.  It is a statutory requirement that 95% of this grant is delegated to providers using a flat rate for two-year-olds, and Local Authorities use their own Early Years Funding Formula for three and four-year-olds. After this reduction, in Medway for 2020/21 the two-year-old hourly rate was fixed at £5.04 and after top-slicing 1% of this rate to SEND, the three and four-year-old hourly rate was £4.30. No changes to the rates for EYPP or DAF were made.  The Medway Early Years Funding Formula is made up of four supplements:  *DfE Allocated 2YO Rate* £5.31  Fixed-rate at 95% **£5.04**    *DfE Allocated 3/4YO Rate* £4.57  Rate at 95% and after 1% top slice for SEND £4.30    **Medway Early Years Funding Formula**  Base Rate - 90% £3.87  Disadvantage/Additional Need - 8% £0.34  Leadership - 1% £0.04  Ofsted Grade 1 or 2 - 1% £0.04  £4.30  Using the data that providers submit in the January early years census, the supplements are calculated, and the funding rates are allocated. The first supplement is the base rate which all providers receive. The second, disadvantage/additional need supplement uses the postcodes of all children submitted in January, which are then linked to the income deprivation affecting children index (IDACI) scores. Leadership is allocated if a provider has a 'qualified' member of staff working with the children, and the Ofsted grade is awarded if a provider has either a Good or Outstanding grade.  When the funding was allocated for 2020/21, we had 249 individual providers, and the average rate using the Medway Early Years Funding Formula was £4.21. This is still the average rate, and we now have 256 providers.  Medway have a budget of circa £2.3million for two-year-old funding, £11.7million on all three and four-year-old funding, £215k on EYPP and £76k on DAF.  **Q – Regarding the 2-year-old provision, 3 and 4-year olds provision, our school is hearing that a lot of childminders have gone out of business, is this something the LA are expecting to see an increase in?**  A – There have been discussions around this topic, and the LA is offering help and advice.  **Q - How will the LA direct those families without support to get them childcare support?**  A – Yes, the LA can lead these families to a suitable service.  **Decision -** The Schools' Forum noted and commented on this report. |
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| **6.** | **High Needs /update**  **(The effect of movement into and out of Medway)**  **Chris Kiernan** | CK updated the members on his findings following a review of the impact of the movement in and out of Medway. CR thanked the Members for requesting the report as the results were unexpected. CK explained in detail the findings noting the following points:  In 2016 were 82 children moved into the area and 15 moved out. This is similar to up until 2019. This increases up to 136 in and 32 out. This is a significant net gain in each of those years. (Unable to simply add them all up as the pupils are coming in and going out at different years and might be the same children coming in and out.)  The Schools Forum members noted that a lot of children come in from other areas and this report confirms this, and there is likely a London effect in place. (Kent probably has the same.) CK noted that the LA have a higher than normal movement of children with high needs coming in.  MB pointed out that the LA has a smaller allocation of in and out funding, and so these findings will need to be directed to the ESFA. The LA will need to review the full impact of this across the years. It was further noted that within the DSG there is funding called "Import and export adjustment figure", which is the counterbalance for the mobility of the children in the area, on average this is £240,000 to £300,000k per year. However, this is not sufficient for this number of pupils, causing a deficit of £750,000. MB will direct these finding to ESFA as it is having a detrimental effect on the overall funding.  **Q - What do you feel the outcome will be from the ESFA?**  A –The Key point is clear to see, and historically if this is the case, the EFSA has changed their findings. The LA have managed this in the past, and changes have been made.  KC noted the LA would press for this. The LA is being criticised for it overspend, and this is a significant factor in this.  WV noted that SEND monitor mobility carefully. Children are often moved into the area temporarily, and the law states the LA is liable for fees from the moment the children arrive. It was noted that this method was unworkable as the child might not be starting school straight away. The LA has been pushing back these costs.  The Chair noted that it has been beneficial that the forum members input has raised this issue to the LA. |
| **7.** | **2020 – 2021 Dedicated Schools Grant Allocation.**  **Maria Beaney** | MB explained that The Education and Skills Funding Agency (ESFA) requires all Local Authorities (LA) to provide information to its Schools' Forum about its Dedicated Schools Grant (DSG) regularly.  The DSG consists of four notional funding blocks.   1. Schools Block – Funding for both maintained schools and academies. At least 99.5% must be passported to schools. 2. High Needs Block – funding special education needs and alternative provision. 3. Early Years Block – funding for nursery and early years providers. 4. Central Services School Block – funding to support the statutory functions of the local authority for both maintained schools and academies.   The LA uses its DSG grant to fund educational activities across Medway either through direct payments to schools/academies, other educational providers or if approved centrally retained for education purposes.  The LA's retained DSG allocation is adjusted several times throughout the year when maintained schools convert to academies.  **Current 2020 - 2021 DSG Allocation**  The table below outlines the changes to Medway's DSG allocation by the ESFA in March 2020.  **Table 1 - 2020-2021 DSG Allocation after** **academy deductions.**  **Initial Allocation March Allocation Adjustment**  Schools Block  190,724,418 41,265,786 (149,458,632)  High Needs Block  41,740,454 29,860,602 (11,879,852)  Early Years Block  17,525,936 17,525,936 0  CSSB  768,337 768,337 0  **Total**  **250,759,145 89,420,661 (161,338,484)**  The LA's DSG SB allocation was reduced by £149,458,632, and the high needs block was reduced by £11,879,852 for academy recoupment to be paid by the ESFA to academies.  All funding is allocated on a per-pupil basis for 2020-21 Medway's allocations are as follows:   * School Block - Primary £ 4,036.81. * School Block – Secondary £5,326.06. * High Needs Block - £4,004.33.   The graph below shows how Medway compares to other Unitary Authorities, the South East region, and Kent County Council.  MB drew to the member's attention the difference in the funding from the High needs block and the different authorities.  The Chair noted he found the document very informative.  **Q – What would be the impact on the budget if we were to receive similar funding amounts to Kent and the Southeast?**  A – Approximately £200,000.  **Decision -** The Schools' Forum noted and commented on the above report. |
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| **8** | **Funding Support Business Cases – Maria Beaney.** | MB noted that there were currently no requests.  One for the next financial year to be addressed in the November meeting. |
| **9.** | **The Forward Plan 2020-21.** | MB noted that the Medway test outcome report which the Schools forum has requested in the past is due for the next meetings. The members asked for information around the past marks, the general process, and numbers of children going forward with the impact of Covid 19.  Key stage 2 report is also due, and the members requested an outline on what is happening to support the disadvantaged, impacts on the funding formula and any historically weak areas. |
| **10.** | **AOB.** | Early Years Representative Vacancy Non-voting  16-19 Provider Representative Vacancy Non-voting  MB explained that for both the vacancies noted, the sector would need to nominate a representative, which would be presented to the Forum to appoint.  **Decision -** The members agreed to appoint a representative for the EYFS sector.  The members discussed that MB could contact Mark Radcliff LA growth of skills for possible contacts to nominate for the post 16 – 19 sector providers candidate. WV to support this.  The members noted this vacancy should be filled by someone from a just 16-19 provision and not a school, but all providers.  The members then discussed that there is also a vacancy from the EYFS Sectors. Members agreed that this could happen at the same time as the post 16-19 Sector.  **Action –** MB/WV to contact all providers of 16-19 sectors and EYFS sectors.  **Q – Regarding the school forum policies, where are they available to review?**  A – MB is in the process of updating the main council webpage for those not in the school's Forum.  The clerk noted that she intended to set up a Teams group for the Forum, in which she would file all documents etc. |
| **11** | **Date, time, and venue of the next meeting.** | 30th September – Virtual meeting at 2pm. |
|  | **Meeting Ended 15.00** |  |

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| **ACTIONS** | **RESP** |
| Action - Clerk to Clarify Ms Reid's position at The Howard School, email out to all who will confirm if the appointment is to be made. | Clerk |
| Action – MB to send out to eligible voting members the above proposals and request an agreement. | MB |
| Action – MB/WV to contact all providers of 16-19 sectors and EYFS sectors. | MB/WV |
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