

Rotherham Schools' Forum

Venue: Rockingham Professional Development Centre

Date: Friday, 7 March 2014

Time: 8.30 a.m.

A G E N D A

1. Apologies for Absence.
2. Declarations of Interest.
3. Minutes and matters arising from the previous meeting held on 10th January, 2014. (Pages 1 - 7)
4. SEN Placement costs. (Pages 8 - 9)
 - Fiona Featherstone and John Coleman to report.
5. Impact review: -
 - School Effectiveness Service;
 - City Learning Centres;
 - Learners' First Ltd.
6. Date and time of the next meeting: -
 - Friday 11th April (to include the election of the Chair, Vice-Chair and confirmation of the Learning Community and other Stakeholder representatives);
 - Friday 27th June.

Both to start at 8.30 a.m. at Rockingham Professional Development Centre.

**ROTHERHAM SCHOOLS' FORUM
FRIDAY, 10TH JANUARY, 2014**

Present:- D. Silvester (in the Chair).

Learning Community representatives: - P. Blackwell (Dinnington), P. DiLassio (Wales), B. Clubley (Thrybergh), L. Pink (Rawmarsh / St. Pius), L. Pepper (Clifton), C. Roberts (Wickersely), David Butler (St. Bernard's), D. Pridding (Swinton), K. Sherburn (Wingfield), D. Humphries (Aston), A. Able (Oakwood), R. Burman (Winterhill).

Other representatives: - P. Bloor (PRUs), M. Hague (Early Years), Rachel ? (Post-16), N. Whittaker (Special Schools), J. Gray (PFI Providers), G. Gillard (Diocese of Sheffield), M. Waring (School Business Managers), D. Ashmore (Teaching School Alliance), S. Brook (Teaching Trade Unions), A. Richards (Secondary School Governors), S. Mallinder (Primary School Governors).

Also in attendance: - D. Smith (CYPS), Councillor P. Lakin (Cabinet Member for Children, Young People and Families' Services), P. Fitzpatrick (Human Resources), J. Robertson (Finance), V. Njelic (Finance).

Four observers.

Apologies for absence had been received from: - D. Mitchell, S. Booth and J. Fearnley.

105. DECLARATIONS OF INTEREST.

In relation to item 113, S. Brook (Teaching Trade Union Representative) Declared an Interest and left the room whilst the issue was discussed and a decision made.

106. MINUTES AND MATTERS ARISING OF THE PREVIOUS MEETING.

The minutes of the previous meeting of the Rotherham Schools' Forum held on Friday 25th October, 2013, were considered.

Resolved: - That the minutes be agreed as an accurate record, with the addition of M. Hague as attending the 'other representatives' group, and P. Bloor, S. Brooke (represented by K. Stoddart) and D. Ashmore as having submitted their apologies.

107. TOTAL SCHOOLS' BUDGET MONITORING REPORT, 2013/14.

The Finance Manager introduced a report that outlined the Total Schools Budget Monitoring report to 31st October, 2013.

The report outlined that the Total Schools budget for the 2013/2014 financial year was £174.191 millions. This was following confirmation of the Dedicated Schools' Grant, EFA post-16 SEN funding and DSG carry-

forwards from 2012/2013. It was noted that this represented a reduction in available funding of £9.571 millions largely due to the recoument of funding by the Department for Education (DfE) in respect of newly opened academies.

The submitted report outlined a projected outturn, as at 31st October, 2013, of the 2013/2014 budget of an overspend of £1.858 millions as at 31st March, 2014.

The report provided a detailed breakdown of the reduction in overall funding. The report outlined the areas of over- and underspend against the individual budget headings.

Delegated Schools' Budgets were reporting an underspend of £4.9 millions at the end of October, 2013.

Discussion followed and the following issues were raised: -

- Carry forward from 2012/2013;
- Transfer to Learners' First Limited;
- The need to confirm the level of Schools of Concern funding for next Financial Year;
- A request for the detail behind the projections included within the High Needs Block position i.e. an indication of the number and value of placements)
- Role of Academies contributions.

Resolved: - (1) That the Total Schools' Budget allocation for 2013/2014 be received and noted.

(2) That the current projected outturn position for the 2013/2014 financial-year be noted.

(3) That the carry-forward of budget into 2012/2014 be noted.

(4) That the Service Lead Schools Admissions Organisation and SEN Assessment Service and the Integrated Youth Support Service Manager (SEN) be asked to provide a report to the next meeting of Schools Forum to outline the detail behind the High Needs Block projections.

108. ROTHERHAM TOTAL SCHOOLS' BUDGET OUTTURN REPORT.

The CYPS and Schools' Finance Manager reported on the submitted report that outlined the 2012/2013 financial year-end position of the Rotherham Total Schools' Budget based on actual income and expenditure to 31st March, 2013.

The Total Schools Budget Outturn for 2012/2013 (including Schools Delegated balances) showed an underspend of £9.8 millions, which represented 5.36% of the overall budget.

This outturn was before the carry-forwards of balances: -

- Already approved carry-forwards - £745,000;
- School Delegated Carry-forward - £8.6 millions;
- Carry-forwards approved by the Director of Schools and Lifelong Learning - £17, 000.

If the carry-forwards were agreed, a residual value of £384,000 would need to be allocated in 2013/2014.

The submitted report outlined the revised budget for each service heading, the outturn position as at 31st March and the variation,

Discussion ensued on the information presented.

Resolved: - (1) That the Total Schools' Budget outturn for 2012/2013 based on actual income and expenditure to 31st March, 2013, be received and noted.

(2) That the requested carry-forwards and residual balance be noted.

109. SCHOOLS BLOCK 2014/15 CENTRALLY PROVIDED SERVICES.

Consideration was given to the report presented by the Principal Finance Officer that outlined the centrally held budgets within the Schools' Block. The report explained that in line with DfE School Funding Reforms previously discussed at earlier meetings of the Rotherham Schools Forum, services determined as 'central services' could be 'de-delegated' (schools agree at phase level to receive the funding as part of their individual schools delegated budget but then return it to be managed centrally) or 'centrally retained' (funding is not delegated but managed centrally).

The de-delegated and centrally retained services during 2013/2014 were required to be considered to enable the Principal Finance Officer to complete a funding return document relating to 2014/15 Financial Year allocations to the DfE.

The Principal Finance Officer requested decisions in respect of the funding of each of the services for 2014/2015.

Resolved: - (1) The Rotherham Schools' Forum voted on the issues requiring confirmation. The following decisions were confirmed: -

- a) Free School Meals Eligibility (£35, 999) funding to be de-delegated in 2014/15;
- b) Exclusion Officer (£33,000) funding not to be maintained in 2014/15 as a de-delegated service
- c) Schools in Financial Difficulty (£100,000) funding to be de-

- delegated in 2014/15;
- d) Trade Union contribution (£56,000) funding to remain de-delegated during 2014/15 (see item number 113 for confirmation of in-principle support);
 - e) Pupil Growth Fund (£350,000 in 2013/14) to remain as a central budget in 2014/15 with an increased funding contribution to £400,000.
 - f) Falling rolls – fund not to be introduced.

110. ALTERNATIVE PROVISION DRAFT PROTOCOL 2014/15.

Discussion ensued on the draft protocol that had been circulated.

Issues that were raised included: -

- Principles;
- There was no existing protocol in use;
- Responsibility for dual-registered students;
- 75% AWPU for a 50% timetable,
 - Transport
 - Formula for a cost per session.
- Achieving value for money;
- Outcomes.

Discussion ensued on the need to re-visit the principles relating to the AWPU and percentage of timetable spent at the PRUs. Also discussed was the role of school representatives on PRU Management committees.

The Chairperson felt that there was support for the report had been submitted and that there was support for the paper and the principles that were developing.

Resolved: - (1) That the information shared and discussion held be noted.

(2) That discussions continue in relation to the percentage AWPU that would be paid by pupils' home schools to Pupil Referral Units.

(3) That further consideration be given to the wording of the Memorandum relating to the type and length of placements to ensure that it encapsulates all of the needs of individuals within Rotherham.

111. NEW CENTRAL PRIMARY SCHOOL - TRANSITIONAL FUNDING.

Consideration was given to the report presented by the Principal School Admissions, Organisation and Special Educational Needs Assessment Service Officer. The report outlined the increasing pupil numbers across the Borough. The Local Authority had submitted a bid to the Department for Education's Targeted Basic Need funding allocation and had been successful in securing funding for a new Central Rotherham Primary

School. It was presumed that the new school would be an Academy and would have a 1.5 form entry, giving a capacity of 315 children. The new school would open on 1st September, 2015.

The submitted report outlined the transitional funding that would be required to support the creation of the school.

The staffing and resource requirements for the new school would be: -

- 7/12th of a Teacher post;
- 7/12th of a Teaching Assistant;
- 7/12th of a School Meals Supervisory Assistant;
- Classroom resources;
- Per pupil sum.

In the first year of operation the school would operate across Key Stage One, and there would be school cleaning and care taking requirements, business and administration support and learning/pastoral support and language support.

The developing school would require leadership and virtual leadership in the run up to the opening, including governance and clerking.

Future requests to the DSG funded Pupil Growth Fund were also outlined.

An overview was provided for the 2014/2015 requirements against the Pupil Growth Fund.

Discussion ensued and the following issues were covered: -

- The staffing profile for the new primary school;
- The 1.5% protection guarantee.

Resolved: - (1) That the report be received and its content noted.

(2) That the decision relating to the funding model of the new primary school, the virtual leadership funding for 2014/15 and actual leadership and staffing costs of 7/12th for 2015/16 be delegated to the Finance Sub-group of the Rotherham Schools' Forum, in order that more information can be gained before a decision is confirmed to the Department for Education before 21st January, 2014.

112. PRESENTATION ON HIGH NEEDS BLOCK.

The Director for Schools and Lifelong Learning reported that the postholder for the role of Strategic Lead for SEN – jointly funded by health, social care and education would start his post in the coming week.

113. TRADE UNION FUNDING.

Declaration of Interest made at item 105.

Further to the 'Schools Block 2014/15 Centrally Provided Services' item discussed further up in the agenda, the Chairperson of the Rotherham Schools' Forum outlined the need to confirm the Trade Union Facilities' Time contribution for 2014/2015.

The CYPS and Schools' Human Resources Manager spoke about the role of Teaching Trade Union Representative and the range of issues that they supported their members and schools on. A draft protocol that governed the working relationship and requirements of all parties was being drawn up with stakeholder involvement.

It was considered how the workforce would be represented if the role of local Teaching Trade Union Representative was lost. It was anticipated that working with Regional Trade Union Representatives would be logistically harder to arrange, which would have a negative impact on timescales.

Discussion ensued and the following points were raised: -

- Could this be funded directly through Trade Union Membership fees?
 - Rotherham had a duty to provide time off for Trade Union duties. Other ways of fulfilling this obligation were likely to be less efficient and led to additional cover and training costs.

It was noted that Academy Schools were not contributing to the £56,000 charge for this service, although some were using the Service. It was also noted that they had not been asked to contribute to funding this service. At the moment, the Local Authority was only receiving £43,000 of the required £56,000. It was requested that a communication be sent to Academy Schools outlining the funding structure for Teaching Trade Union Facilities' Time and introducing a buy-back option.

The Rotherham Schools' Forum voted on the proposals made relating to the Teaching Trade Unions' Facilities' time during the 2014/2015.

Resolved: - (1) That, by majority vote, Teaching Unions' Facilities Time contribution of £56, 000 be maintained during the 2014/15 financial year.

(2) That the budget be de-delegated to Schools.

(3) That the draft protocol between all parties be expanded and circulated to all stakeholders.

(4) That a communication be sent to all Academies informing them of the agreement and informing them they would need to buy-back this service if they wished to, as this was not currently being recouped from academy

schools.

(5) That an update on the developing protocol and communications with academies be presented to the next meeting of the Rotherham Schools' Forum to be held on 7th March, 2014.

114. DATE AND TIME OF THE NEXT MEETINGS: -

Resolved: - (1) That the next meeting of the Rotherham Schools' Forum take place on Friday 7th March, 2014, to start at 8.30 a.m. in the Rotherham Town Hall.

(2) That future meetings take place on: -

- Friday 11th April, 2014;
- Friday 27th June, 2014.

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