

Meeting Action Form (draft)
Meeting of the Oxfordshire Schools Forum
2 March 2017
Unipart Conference Centre, Unipart House, Oxford OX 4 2PG

Attending:

Maintained Primary School Headteacher Rep	Sue Tomkys ST (<i>Item 3 onwards</i>) Maureen Thompson MT
Maintained Primary School Governor Reps	Brenda Williams BW
Academy Secondary School Headteacher Reps	Catharine Darnton CD (VICE CHAIR) Simon Spiers SS
Maintained Secondary School Headteacher Rep	Damian Booth DB
Academy Primary School Governor Rep	Kathy Ethelston KE
Academy Secondary School Governor Rep	Carole Thomson CT (CHAIR)
Special School Headteacher Rep	Sean O'Sullivan SO
Special School Governor Rep	Jolanta Lis JL
Maintained Nursery School Rep	Rebecca Saunders RS
PRU Rep	Nicola Partridge NP
COTO Rep	Ian Jones IJ
Oxfordshire County Council Officers	Lucy Butler LB Lorna Baxter LBa Steve Harrod SH Sue Corrigan SC (<i>Item 8 only</i>) Christine Malone CM Sarah Fogden SF Janet Johnson JJ Nick Baggett NB Debbie Rouget DR (<i>Item 5 only</i>) Andrew Butler AB (<i>Item 8 only</i>) Margaret Whitaker MW
Other attendees	Angela Ransby AR Headteacher, Oxfordshire Hospital Schools (<i>Items 1-4 only</i>)
Clerk	Kit Howells KHo

	Item Discussed	Action	Due Date
1.	<p>Apologies, Introductions, Housekeeping and Declarations of Interests CT welcomed Members.</p> <p>CT welcomed new member, Kathy Ethelston (Chair of Governors, St James CE Primary School, East Hanney), as Academy Primary School Governor representative.</p> <p>Apologies were received from: Sarah Steel SSt, Tristan Arnison TA, and Kevin Moyes KM.</p> <p>There were no declarations of Interests.</p>		

2.	<p>Minutes of Meeting held on 7 February 2017 The Minutes of the meeting held on 7 February were agreed, subject to the following amendments/notes: p3, Item 3, penultimate para, delete “(Meadowbrook College)”; p3, Item 3, the penultimate para was not agreed. The paragraph should therefore be amended to read “Forum considered the proposed arrangements of no change for 2017-18 to the principles of the Alternative Provision funding model used in 2016-17, noting the difficulties this represents in provision of places. Although Forum agreed this, it was decided at the subsequent meeting on 2 March 2017 that funding of Alternative Provision is unclear and would be brought back to the April Forum meeting”. [See also Matters Arising (b)].</p> <p>p4, Item 5, amend 3rd sentence to read “...Oxfordshire, as a currently comparably poorly funded LA, will not gain significantly, and that...”.</p> <p><u>Matters Arising from Minutes 7 February, where not actioned or not otherwise on the Agenda</u></p> <p>a) Schools & Early Years Funding 2017-18 (EY funding for Special Schools and LA Proforma Tool) (Item 3) Forum noted that it is now clear that the LA will be able to allocate more Early Years funding for deprivation than initially projected; a detailed update will be provided to the next Forum meeting.</p> <p>b) Schools & Early Years Funding 2017-18 (EY funding for Special Schools and LA Proforma Tool) (Item 3) (Relating to amendment to 7 February Minutes above). Forum noted that the decision on funding Alternative Provision is unclear and asked that Officers revisit and provide technical explanation and update for clarity, for Forum’s next meeting.</p> <p>c) Schools & Early Years Funding 2017-18 (EY funding for Special Schools and LA Proforma Tool) (Item 3) Forum thanked Officers for publishing the Budget to schools quickly via Intranet and individual emails, following DfE confirmation of the LA Proforma Tool (9 February). The Special Schools’ budgets had also now been published a day earlier than expected (1 March).</p>	<p>KHo</p> <p>KHo</p> <p>KHo</p> <p>CM/SF</p> <p>SF/NB</p>	<p>22 June Forum meeting</p> <p>22 June Forum meeting</p>
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3.	<p>Report from sub-Committee:</p> <p>Services & Contracts sub-Committee meeting 1.2.17 The Committee remains focused on achieving the best possible services for schools.</p> <p>Forum was pleased to hear Sandra Higgs' confirmation that services listed as being charged 'per occupied post' will be charged per head. Forum thanked Officers for work on renegotiation of costs.</p> <p>Academy Headteacher representatives noted the request to share comparative service procurement quotation data with Maintained Schools wherever possible, to assist particularly the smaller schools, in finding the best value provision of services. CD will bring this to the attention of the Academy Business Managers group.</p> <p>Forum members voiced concern that Carillion requires duplicate information to that provided by schools already to the LA in preparation for Health and Safety audits. LB will ensure that information already in the system is utilised and duplication is not required in future. Concern was raised that the dates supplied to S&C by Carillion for their planned premises audits appeared to be inaccurate. Forum is concerned about the continuing high management costs associated with Carillion's catering provision, as well as other services, but noted these were agreed at the time of OCC's approval of the Carillion contract. Officers are working hard to hold Carillion to account for performance. Forum members will provide a list of issues of concern relating to Carillion service provision to BW, for onward transmission to LB and SH who will raise them at the Communities Group.</p> <p>Forum members would like clarification that all Carillion employees working within schools have received the same quality of safeguarding training as school employees and the Committee will address this at its next meeting.</p>	<p>CD to alert Academy Business Managers Group</p> <p>LB to ensure no duplication required</p> <p>BW to take to S&C May meeting</p> <p>Forum members to list concerns to BW for LB & SH to raise at Communities Group</p> <p>BW/KH at May S&C meeting</p>	<p>Asap</p> <p>Asap</p> <p>May 2017</p> <p>Asap</p> <p>May 2017</p>
4.	<p>Oxfordshire Hospital Schools (OHS) Charging Policy – for information/comment</p> <p>Forum was briefed for information on background and context of the OHS and the current review of charging as the OHS moves towards academisation, and was pleased to note the healthy funding stream and the strategic aim to support schools with their responsibilities in this area, working in liaison with the NHS. Charging costs would be brought back to Forum when they have been finalised.</p>	<p>AR/JJ</p>	<p>22 June Forum meeting</p>

5.	<p>Update on Early Years funding for ‘School Readiness’ and proposals for a carry forward of EY DSG – for information and decision</p> <p>Following in-depth discussion of Forum’s significant concerns and issues relating to Early Years funding, Forum did not approve a carry forward of Early Years DSG underspend for allocation to revenue and capital funding in preparing for the extended entitlement to 30 hours being introduced in September 2017.</p> <p>Forum agreed that the focus should not be on provision of 30 hours, but on improving services for vulnerable children. Forum requested a Paper containing a proposal detailing alternatives, focused more clearly on provision of funding for vulnerable children (whilst ensuring that deprivation is not multiply funded), be brought back to Forum’s June meeting for consideration, via the next Early Years Working Group meeting (on 16 May) and Schools & High Needs Committee (meeting on 7 June).</p> <p>Following discussion about the closure of Children’s Centres and the proposed use of consequent vacant buildings, LB informed that community groups have been offered use of premises but where none have come forward it is proposed that use for child care might be explored. Forum remained concerned that this <i>ad hoc</i> use may not target the most vulnerable children.</p>	<p>DR to bring revised paper to EYWG, SHN Committee & Forum</p>	<p>16 May EYWG</p> <p>7 June SHN Comm & 22 June Forum meeting</p>
6.	<p>National Funding Formula 2018-19 2nd Stage – Schools (Consultation) – for agreement</p> <p>The draft response and F40 Group’s report of briefing meeting with MPs had been received.</p> <p>Members discussed the draft Consultation response, and agreed final responses.</p> <p>A revised draft will be drawn up by 6 March and circulated for approval before publication via Forum webpage and <i>Schools News</i>. A link to the Forum’s response will also be sent to Oxfordshire Governors via letter from CT, Chair of OGA, and to County MPs and Councillors.</p>	<p>SF KHo CT</p>	<p>6 March</p> <p>Asap</p>
7.	<p>National Funding Formula 2018-19 2nd Stage – High Needs (Consultation) – for agreement</p> <p>The draft response had been received and members discussed and agreed final responses.</p> <p>A revised draft will be drawn up by 6 March and circulated for approval before publication via Forum webpage and <i>Schools News</i>. A link to the Forum’s response will also be sent to Oxfordshire Governors via letter from CT, Chair of OGA, and also to County MPs and Councillors.</p>	<p>SF KHo CT CT</p>	<p>6 March 2017</p> <p>8 March 2017</p>

8.	<p>Important new responsibilities for schools relating to self-employed and some agency workers (for information and comment)</p> <p>New legislation in force from 6 April 2017, aimed at closing a tax loophole, was noted. OCC is working with Hampshire to decide the most effective process for paying individuals who fall into this category and with regard to VAT application. The Education Personnel Service (EPS) will assist schools in assessing whether or not individuals meet the criteria.</p> <p>Forum asked that a clear statement on requirements is sent to schools in good time before 6 April.</p>	Sue Corrigan	March 2017
9.	<p>Future arrangements in LA Education (<i>Standing Item</i>) (for information and comment)</p> <p>LB briefed Forum on the two new Services, both of which had been introduced on 1 March 2017.</p> <p>The new Family Solutions Service (FSS) combines services provided by Children's Social Care, Family Support Teams, Early Intervention Hubs, Children's Centres and the Youth Engagement and Opportunities Team. This has now created one joined-up service for children and families based in, and delivering services from, eight Children and Family Centres.</p> <p>The new Locality and Community Support Service (LCSS) has been created to provide advice and guidance to professionals in the community, when there are emerging concerns about a child, particularly focusing on persistent absence and children at risk. .</p> <p>LB updated Forum on OCC's unitary status bid and noted that the public consultation on this issue had closed on 28 February.</p>		
10.	<p>Any Other (Urgent) Business</p> <p>There were no Items of Other Business.</p> <p>Forum members were reminded to pass travel claims and expenses forms to NB for payment in this financial year (noting that attendance is automatically paid to their school for Headteacher representatives).</p>	Forum members	As soon as possible
11.	<p>Date of Next Meeting</p> <p>22 June 2017, 1300-1600, at Unipart House. (Lunch from 12.30 pm). (27 April meeting has now been cancelled).</p>		
.	Item for Information Only		
12.	Early Years:30 hours (update) Paper 12 was not discussed.		