

draft

Oxfordshire Schools' Forum Schools & High Needs Sub-Committee

**Minutes of the Meeting held on Thursday 22 June 2017
1030 - 1230, Jurys Inn, Oxford
(rescheduled from 7 June, with same Agenda and Papers)**

Present: Tristan Arnison (TA) Nicola Partridge (NP) (from Item 4) Sarah Steel (SSt) Maureen Thompson (MT) - CHAIR Carole Thomson (CT) – Chair of Forum		In attendance <u>Oxfordshire County Council</u> Nick Baggett (NB) Julie Edwards (JE) (<i>Item 4 only</i>) Kit Howells (KH) (Clerk)
1.	Apologies and welcome; Confirmation of Committee Chair Apologies received from Breda Bowles, Rebecca Saunders (RS), Simon Spiers (SS), and Janet Johnson (JJ). Sean O'Sullivan (SO) was absent. MT welcomed members to the meeting.	
2.	Minutes of Schools & High Needs Committee meeting held 2.11.16 The Minutes had been approved at the full Schools Forum meeting held on 7 February 2017. Both sets of Minutes had been previously circulated as <i>aides memoire</i> .	
3.	Matters arising from 2 November 2016 Minutes - <u>only</u> where these remained unactioned or not already on the Agenda	
3.1	Update on Broadband provision for schools Further update had been received in November 2016 and again this month, at the Committee's request. Both updates had been previously circulated. Despite the intention to ensure all children have access, it was disappointing to note that West Oxfordshire District Council had cancelled and thus several schools had been delayed, and that there remain 3 schools waiting (although it is noted that these are expected to be completed by 17 December). KH will request an update for the next meeting of this Committee. <hr/> All other matters arising/action points had been dealt with, actioned or were on the Agenda.	KH
4.	Early Years Support Offer Michelle Jenkins' paper had been previously circulated and Julie Edwards attended to brief the Committee. This Paper had been to EYWG previously and revised following that Group's feedback. JE highlighted the main changes in relation to the cancellation policy in line with OTSA and the Schools & Learning Team as such a short notice period for cancellation is not workable. She confirmed that it is possible to substitute	

	<p>as delegate, including from another setting. Moving to fully-costed courses will mean that some courses will cost less and some more than currently and this will be calculated via an online system depending on minimum delegate numbers. It is recognised that childminders need separate charging rates to encourage their attendance. It was agreed that the charges were reasonable and that enabling substitutes to attend was welcomed. It was suggested that out of County charges should be slightly higher than for in-County staff, in line with other LAs, to encourage staff to attend Oxfordshire courses.</p> <p>The Offer will be shared via the Early Years website, Schools News, and email to all schools and settings and to Partnership Chairs, highlighting the changes to cancellation times and the possibility of substituting delegates.</p>	
<p>5.</p>	<p>New Scheme for Financing Trade Union Facilities Paper 5 had been previously circulated.</p> <p>Several concerns had been raised, including by Rebecca Saunders in respect of Nursery Schools and by Simon Spiers with regard to large schools paying a large proportion of the costs despite not having the risks of smaller schools (although he recognises that universal buy-in is needed and this means that large schools will subsidise smaller ones to an extent).</p> <p>After in-depth discussion of these and other issues relating to needs, ensuring buy-in and requirement for transparent reporting of work done by representatives in relation to services for schools, clear document stating the costs and what they cover, and recognition that it is essential that all schools contribute to ensure good provision of assistance to those that require help, it was agreed as follows:</p> <p>In respect of charging, it was agreed that</p> <ul style="list-style-type: none"> • for nursery aged pupils a full time equivalent would be used (i.e. for pupils attending for 15 hours this would equate to 0.6fte). • for special schools and Meadowbrook the calculation will be based on agreed planned place numbers <p>There will be a single count for the calculation of the charge/levy and this will be the October count preceding the financial year.</p> <p>All previous Paper information will be pulled together into a single Paper – a service level agreement – that Paper will detail how the finances for the scheme will be charged and administered and it will be linked to (but not part of) the existing facilities agreement. It will also include clarification as to what is covered by these arrangements and state what is not. A few case study type examples will be included for exemplification. The Paper will also clear state the implications to the actual facilities agreement of not buying into it and what the potential costs could be to those schools and academies not buying in.</p>	<p>NB /IJ</p>

	<p>A timeline was agreed for this Paper as follows:</p> <table border="1" data-bbox="300 304 1369 651"> <thead> <tr> <th data-bbox="300 304 544 342">Date</th> <th data-bbox="544 304 1369 342"></th> </tr> </thead> <tbody> <tr> <td data-bbox="300 342 544 421">1 September 2017</td> <td data-bbox="544 342 1369 421">Draft document/paper/proposals circulated to all Schools Forum members for comment</td> </tr> <tr> <td data-bbox="300 421 544 459">15 September</td> <td data-bbox="544 421 1369 459">Deadline for comments and suggestions to be received</td> </tr> <tr> <td data-bbox="300 459 544 497">20 September</td> <td data-bbox="544 459 1369 497">Final paper submitted to Forum agenda</td> </tr> <tr> <td data-bbox="300 497 544 535">3 October</td> <td data-bbox="544 497 1369 535">Forum meeting</td> </tr> <tr> <td data-bbox="300 535 544 613">10 October</td> <td data-bbox="544 535 1369 613">Financing scheme circulated to all schools and academies</td> </tr> <tr> <td data-bbox="300 613 544 651">1 April 2018</td> <td data-bbox="544 613 1369 651">New financing scheme begins</td> </tr> </tbody> </table>	Date		1 September 2017	Draft document/paper/proposals circulated to all Schools Forum members for comment	15 September	Deadline for comments and suggestions to be received	20 September	Final paper submitted to Forum agenda	3 October	Forum meeting	10 October	Financing scheme circulated to all schools and academies	1 April 2018	New financing scheme begins	<p>NB/ IJ</p> <p>KH to note</p>
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<p>6.</p>	<p>Financial impact of planned new schools and school expansions NB provided a verbal update.</p> <p>161 primaries remain Maintained by the LA, 3 secondaries and 8 special schools, as at 1 April 2017. Of those 23 will have converted or have already before 1 September 2017, but majority of which are in the primary sector. There is no indication of interest in conversion from Special Schools currently. Having had a lull for the general election, it is likely that 7 further applications will come through with further conversions taking place before the calendar year end, therefore totalling loss of a further 30 schools from Maintained with 60% of pupils being in academies.</p> <p>There are a number of new schools new being built in the County, several in Didcot and with several different MATs involved (from in and out of County). No new 'next wave' schools, although bids will be appearing for new schools in the Banbury area. A new school in Bicester has been due to open for more than a year but is not yet open and there are concerns about security and health & safety issues. The Committee emphasised the need to ensure understanding of where the costs for the unopened school are coming from – assurances are needed that they are not coming out of DSG. NB will ask that the Academy Delivery Group issue a message of reassurance on this issue.</p> <p>The Committee is concerned that there are no new Special Schools planned to be built despite the acute shortage of places in the County. Concern that the la shouldn't be running mats as not their core business.</p>															
<p>7.</p>	<p>Apprenticeship Levy NB provided a verbal update on the Levy, which has been in place since 1 May. The Levy is calculated on basic pay bill, charged to schools where the LA is the employer or where other employers have large enough pay bills. There had been some confusion on introduction due to incorrect charges.</p> <p>It is noted that the requirement is to have an ongoing programme of apprenticeships, increasing in numbers year on year. .</p> <p>Members noted that schools remain unclear about the costs and</p>															

	<p>processes and requested update information via Schools News. [Update information in Schools News appended to these Minutes for information].</p>	
8.	<p>Clarification of possible future losses to school budgets post 2019 NB provided a verbal briefing.</p> <p>The Government has not yet responded to the National Funding Formula (NFF) Consultation and it is unlikely that any response will be received before the Autumn. There are many active campaigns in train protesting against the NFF. MT raised the concern of some Headteachers, who may have been panicked by recent emails circulating about lack of funding.</p> <p>Headteachers are concerned that some schools will lose funding even though it is thought unlikely that the NFF as it stands will go forward. The Government has cancelled the withdrawal of Universal Infant Free School Meals and introduction of breakfasts. This situation continues to be very morale-reducing.</p> <p>It was agreed that pressure should continue to be brought to bear on the Government to put funding into the education system to meet pressures and recalculate the NFF starting from a base line of education provision needs.</p> <p>NB confirmed that despite not knowing what Formula will be in place, the Budget timetable currently remains as is: it will come to Forum's 3 October meeting for finalisation in December and sign-off in January.</p>	
9. 9.1 9.2	<p>Items referred by Services & Contracts Committee – none. Early Years Working Group (EYWG) – Early Years Support Offer (at Item 4 above).</p>	
10.	<p>Items for referral to: (a) Services & Contracts Committee – None. (b) It was noted that the Early Years Working Group has been suspended <i>pro tem</i>. SS and RS both sit on this Committee to represent Early Years providers and there is a good communication network for providers.</p>	
	<p>Paper for Information</p>	
11.	<p>Academy Update (Standing Item) NB's information Paper 11 was tabled.</p> <p>In the County, 114 schools now have academy status. Of these, 16 schools have converted since 1 January 2017 compared to only 1 school during the preceding 9 months. A further 11 schools (10 primary and 1 special) are in the process of converting to academy status. Some have agreed conversion dates, others are in negotiation. Consultation process</p>	

	<p>to consider converting to academy status is under way in 3 schools.</p> <p>Besides schools converting to academy status there are 8 new academies open in Oxfordshire (one special, 2 each of Studio, primary and all-through and 1 UTC).</p> <p>As schools convert to academy status the local authority's DSG allocation will continue to reduce as funding for academies is passed to the Education and Skills Funding Agency to administer; £204m has been taken following the submission of the local authority's APT pro-forma in January 2017 and the issue of special schools funding models. Should all schools currently looking at academy status convert during this financial year it is expected that the DSG figure will fall by approximately a further £12-15m by 31 March 2018. The total recoupment will represent upwards of 60% of all formula funding passed to schools.</p> <p>As at 1 October 2016 census there are 44,359 pupils in academies of statutory age. This increases to 51,562 when Early Years and post 16 pupils are included. In terms of the total Oxfordshire DSG related pupil population 55.3% were attending an academy at that time. Since then this proportion has increased to close to 61% with the 16 conversions since 1 January 2017. There are a further 1,800 pupils of all ages currently on the rolls of schools where an Academy Order has been issued or schools considering academy status (this represents a further 2% of the total pupil population).</p> <p>The secondary school sector represents the majority of pupils attending an academy with less than 5% of pupils remaining in maintained schools.</p>	
12.	<p>Date of next meeting and further meetings in this academic year</p> <p>There will be three Committee meetings each year, feeding into full Forum meetings. It was agreed to meet prior to the Forum meeting on 7 December and KH will canvass for suitable dates in November.</p>	

The meeting closed at 1230
KH/30.6.17

Signed as accurateDate
(Chair)

Attachments:
Appendix: (per Item 7) Apprenticeship Levy information update published in *Schools News* – for information

How to get value out of the Apprenticeship Levy

Headteachers, School Business Managers

A reminder about training and support available to your school

The Apprenticeship Levy came into effect on 1 May 2017, and it will have an impact on your school's budget if:

- your staff are deemed to be employed by the local authority (community schools or Voluntary Controlled) *or*
- your school is Foundation or Voluntary Aided **and** has an annual payroll bill of more than £3m *or*
- your school is an academy or part of a multi-academy trust **and** has an annual payroll bill of more than £3m

The Apprenticeship Levy does not apply to every school in the same way as there are a variety of pay bill arrangements in place.

What sort of training is available?

There are a wide range of Apprenticeship training options that can be funded by the Levy either for entry-level roles or as career development for existing staff:

- Supporting teaching and learning in schools
- Early years educator
- Lab technician
- Business Administration
- IT technician
- Caretaker/property maintenance
- PE teaching
- Catering
- Cleaning and support services

It is easy to search for more training options on the [Apprenticeships website](#). The range of qualifications available is increasing all the time, for example a teaching apprenticeship for graduate entry is in development, and due to be available in September 2018.

There is no age restriction applied to apprenticeship training. Candidates may be eligible for funding even if they have existing or higher level qualifications. Some time off normal work duties will be required. All qualifications take at least one year to complete, longer if staff are employed on a term-time only basis.

The Council's pot of Levy funding includes c.£640,000 for schools where the local authority is the employer (paying employer national insurance contributions). This money can only be used to pay for **formal apprenticeship training**.

Support is available

Where the local authority is the employer, schools can access Levy funds via the council's HR team. The HR team will help to identify a training provider from our approved supplier list, and provide guidance on recruitment (if applicable). For apprenticeship qualifications undertaken as CPD by existing staff, a short business case will be required before funding is agreed. Contact [**workforceinitiatives@oxfordshire.gov.uk**](mailto:workforceinitiatives@oxfordshire.gov.uk)

Where a school is an academy, part of a multi-academy trust, voluntary aided, or a foundation school, other arrangements will apply. You can contact **Oxfordshire Apprenticeships** on 01865 323477 or info@oxfordshireapprenticeships.co.uk to get advice and guidance about how to access Apprenticeship training.

For support with financial forecasting, to understand the impact of the Levy on your budget, please contact your usual Education Finance Services contact.

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