

Meeting Action Form (draft)
Meeting of the Oxfordshire Schools Forum
3 October 2017
Jurys Inn, Oxford OX2 8AL

Attending:

Maintained Primary School Headteacher Reps	Sue Tomkys ST Maureen Thompson MT
Maintained Primary School Governor Reps	Brenda Williams BW Kerrie Blaker KB
Academy Secondary School Headteacher Rep	Kathy Haig KH
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	Laura Reineke LR
Maintained Nursery School Rep	Rebecca Saunders RS
PRU Rep	Nicola Partridge NP
COTO Rep	Ian Jones IJ (<i>Items 1-8 inc</i>)
PVI Rep	Sarah Steel SSt
Member Rep	Cllr Hilary Hibbert-Biles HHB
Oxfordshire County Council Officers	Sarah Fogden SF Janet Johnson JJ Nick Baggett NB Margaret Whitaker MW
Clerk	Kit Howells KHo

	Item Discussed	Action	Due Date
1.	<p>Apologies, Introductions, Housekeeping and Declarations of Interests</p> <p>CT welcomed all Forum Members, particularly new members: Kerrie Blaker (Stoke Row Primary School), as Maintained Primary School Governor representative; Kathy Haig (Burford School) as Academy Headteacher representative); Laura Reineke (Bishopswood Special School) as Special School Governor representative; and new Cabinet Member for Public Health & Education, Cllr Hilary Hibbert-Biles.</p> <p>CT, referring to the DfE Best Practice Guidance, noted that members should take a strategic view and consider the needs of the whole education community and young people in the County, with the interests of the wider good in mind rather than sectional interests they may have been appointed to represent. New members are welcome to ask CT or CD for advice.</p> <p>Apologies were received from: Tristan Arnison TA, Lorna Baxter LBa, Damian Booth DB, Breda Bowles BB, Lucy Butler LB, Catharine Darnton CD (VICE CHAIR), Michael Dennison MD, Kevin Moyes KM, and Simon Spiers SS.</p>		

	<p>And also from Cllr Michael Waine, Chair of Education Scrutiny Committee.</p> <p>SS had informed CT that he will stand down as soon as a replacement Academy Secondary Headteacher representative is found. CD has advertised the vacancy.</p> <p>There were no declarations of Interests.</p>		
2.	<p>Minutes of Meeting held on 2 March 2017 The Minutes of the meeting held on 2 March were <u>agreed</u>.</p> <p>Matters Arising from Minutes 2 March, <u>where not actioned or not otherwise on the Agenda, and noting interim briefing papers issued on 22 June</u> None.</p> <p>Briefing Papers for Forum circulated 22 June 2017 Briefing Papers had been circulated in lieu of meeting and were listed on the Agenda. There were no matters arising.</p>		
3.	<p>Reports from sub-Committees:</p> <p>3a. Services & Contracts sub-Committee meeting 24.5.17 and 13.9.17 Members remain frustrated with the lack of accountability in the OCC-HCC Partnership; while some improvements to services have been seen, problems continue and recognition of issues has only recently been acknowledged. Many schools have no alternative. Members have requested confirmation of the overall savings which were promised from the outset of this Partnership.</p> <p>Members find it increasingly challenging to ensure that schools contracts are being scrutinised sufficiently to ensure they give value and quality and continue to press the LA to provide early and full information so that the Committee can advise and respond before contracts are agreed or renewed.</p> <p>Concern continues about the standard of service provided by Carillion across its provision. OCC has taken action in relation to the Carillion contract, about which schools will shortly be informed by the Director.</p> <p>Carillion had confirmed that all its employees are now fully Safeguarding trained from appointment.</p>	<p>KH circulate confidential Minute to members (done)</p>	<p>As soon as confirmation received from relevant Officer that it can be released (done)</p>
3b.	<p>Schools & High Needs Committee meeting 22.6.17 Concerns remain about the schools which are still without adequate broadband provision, although these are now</p>		

	<p>being addressed.</p> <p>Members are concerned about the impact on OCC support to Maintained Schools, now that more than 60% of pupils in the County attend schools which have converted to academy status. They sought confirmation that full support will continue. Pressure to convert appears to have reduced. The issue is a topic on the agenda of the upcoming Heads & Chairs Briefings this month.</p> <p>NB was thanked for his clarification of the Apprenticeship Levy information.</p>		
3c.	<p>Early Years Working Group meeting 16.5.17; and suspension</p> <p>This Group had been suspended due to changes in Early Years funding methodology limiting funding decisions and in the knowledge that finance issues will be covered at Schools & High Needs Committee and full Forum. It can be reinstated at any time due to need.</p> <p>CT had asked for the Minutes to come through to the Forum meeting to ensure outstanding issues were addressed.</p> <p>Georgina Newbould (GN) had emailed an update for Forum on the outstanding issues.</p> <p>'Postcards' from Health to Early Years settings do not contain meaningful information and GN had agreed to raise the EYWG concerns at her next meeting with Health at the end of November.</p> <p>It has been confirmed that Early Years training costs have been structured so that they are higher for out of county than for Oxfordshire staff.</p> <p>Concerns remain about the substantial investment in a new system of tools for CAF and TAC forms, which is not working well, and about the need for broader discussion about funding such things before decisions are made.</p> <p>A particular difficulty which all schools are experiencing, as well as Early Years settings, is the unsustainable workload represented by the social and health work devolving to them currently; Forum formally conveyed serious concern to the Local Authority about the impact this is having on all schools. While this is not directly Forum's business, the effect on, and use of, staff time is a substantial cost to schools, so relates to school funding. Forum asked if a formal briefing for schools on this issue could be provided and it was agreed to disseminate increased information and</p>	<p>GN raise issue of postcards</p> <p>JJ to ensure investigation about the impact on schools, and dissemination of information and inclusion of issue in Spring Briefings</p>	<p>End Nov meeting with Health</p> <p>asap</p> <p>Spring 2018 Briefings</p>

	<p>include the issue in the Spring Heads and Chairs Briefing</p> <p>Guidance for Primary schools on dealing with late/deferred entry into Foundation and Year 1 had been requested and Forum requested it be circulated as soon as possible, as well as included in Schools News. Nurseries and Special Schools have problems associated with deferred entry; Special Schools have places and staff, but children are often not being placed as soon as would be beneficial for the children.</p> <p>Processes are being delayed and problems are increasing due to lack of County resources, including completion of Education, Health & Care Plans. This topic is on the agenda for the Special Schools Headteachers meeting next week.</p> <p>In relation to the requested Paper on use of any underspend on funding for Vulnerable Learning, Forum was informed that it has not been possible to bring a Paper to date, due to the current audit by the DfE of Early Years DSG. No funding can be released. Forum emphasised the need to ensure that any underspend does not slip into the 30 Hours Childcare Offer issue and requested that a Paper be brought for discussion and decision as soon as the outcome of the audit is known (likely to be before the end of 2017), noting that it is not yet known whether or not there is any underspend.</p>	<p>KH follow up with Neil Darlington</p> <p>Sfo bring paper to Jan 2018 Forum meeting</p>	<p>Oct 2017 <i>(reminder sent)</i></p> <p>Jan 2018</p>
4.	<p>School Budget Submission Dates 2018-19 (for decision by Maintained Schools representatives)</p> <p>Dates agreed and NB will issue these to Schools.</p> <p>Members requested that, should there be a delay in schools receiving budget information, the same time allowance will be given to schools for submission. This will be allowed within the Regulations.</p>	<p>NB to give dates to schools</p>	<p>Asap</p> <p><i>(done: email 4.10.17. Reminder in Schools News after Oct half term)</i></p>
5.	<p>Trade Union Facilities Administration (for Decision)</p> <p>Forum had requested further work to be done on the proposed future funding and financial administration of the Union Facilities work undertaken on behalf of County schools from April 2018. Having heard Forum's concerns, information had been provided about costs incurred and work undertaken by Union representatives to ensure that the proposals offer best value is obtained for schools and to encourage all schools buy in to the continuation of the LA's Union Facilities agreement.</p> <p>Following in-depth discussion, including noting the</p>		

	<p>historically good relationship between the LA and the Unions and the work which has been done to make savings to ensure costs are pared to a minimum and to ensure future increases are restricted to align with Formula, and including taking account of SS's written notification of his support for the proposal as it now stands, and that schools will have to manage the increase within their budgets, Forum agreed the proposals.</p> <p>Forum will formally recommend that all schools and academies buy in to the continuation of the LA;s Union Facilities Agreement, with the aim being that all schools contribute to a pool to share costs and draw on an established wealth of expertise. Sufficient buy-in is essential to ensure sufficient funds to undertake the work.</p> <p>Maintained Schools' representatives agreed in principle to recovery of the annual contribution through de-delegation from their individual budgets though this will need to be formally voted through at a later meeting.</p>	<p>CT to recommend all schools & academies buy in</p>	<p>asap</p>
<p>6.</p>	<p>Oxfordshire Hospital Schools (OHS) Charging Policy (for information and comment)</p> <p>JJ briefed Forum members on the current status of the School, which has a new Headteacher in place and has undergone substantial improvements. The Academy Order has been rescinded since OHS received an Outstanding Ofsted outcome recently. It is proposed that OHS will be managed in partnership with Northamptonshire Hospital School and work is ongoing to achieve this.</p> <p>Forum had requested clarity and transparency about funding for OHS and the methods and reasoning behind charging schools, so that schools can understand the methodology as they have to meet the costs even if pupils are not in school. There is currently no information about this on the OHS website.</p> <p>JJ explained that the OHS budget for outreach is relatively small for the demand and is for delivery of the outreach service whether outward facing or support for schools to develop their own internal provision. There is an SLA between the OHS and the LA, not with individual schools, for the outreach work. Funding for pupils supported in the hospitals is allocated on a planned place basis, subject to annual returns to the ESFA.</p> <p>Members suggested it would be helpful for OHS to inform schools about how it is funded, the work it does and charging/commissioning methods, via <i>Schools News</i>. The recent information published had not provided any clarity around the funding issues. There was still concern that</p>	<p>JJ [OHS to provide information via <i>Schools News</i>]</p>	<p>Asap</p>

	<p>Oxfordshire Schools are being charged for a service provided to schools in other LA areas.</p> <p>JJ was asked to bring an explanatory Paper to Schools & High Needs Committee's meeting on 8 November 2017.</p>	JJ to bring paper to SHN Comm	For 8.11.17 SHN Committee
7.	<p>Future arrangements in LA Education (<i>Standing Item</i>) (for information and comment)</p> <p>Chris Malone has left OCC to take up post of Head of Education in Warwickshire. Her departure is a great loss to Forum. CT had spoken with the Director who had confirmed that Forum will continue to be properly supported, that OCC will recruit for a permanent Deputy Director as well as a replacement for Chris Malone, and that an interim temporary Deputy Director will be appointed to reduce the current severe lack of capacity and relieve pressures. JJ thanked Cabinet for supporting reinstatement of the Deputy Director position.</p> <p>The relationship between the LA and Oxfordshire Schools will be an item on the upcoming Heads & Chairs Briefings later in October.</p>		
8.	<p>National Funding Formula (NFF) 2018-19 – Schools (for comment and information)</p> <p>SFo gave a presentation on the Government's new NFF for Schools, which overall shifts more money into additional needs based on prior attainment (slides were tabled and will be circulated to Forum members and uploaded to webpage) and so there is a big decrease in the per pupil and lump sum funding for schools. The LA has not yet received the background information to the Formula so is not yet able to calculate the detail. SFo explained the indicative allocations for 2018-19, initial comparison between NFF and the LA's current funding models, the percentage change in funding for primary and secondary schools, and the factors contained in the NFF, including an additional factor – a minimum per pupil level.</p> <p>Members raised concerns and discussed issues as follows:</p> <ul style="list-style-type: none"> • While there is an increase in overall schools budget, and all schools will receive more money, the increases are small and do not, in any case, cover the increases schools are expected to find, eg. staff pay, pensions, NI and other inflation pressures. • The time taken by schools to draw up budgets and 3-year plans, as required, has been a waste of time, as foreshadowed by Forum. • Staffing for next year is already committed and Schools still do not have confirmed funding. • It is the LA's decision whether or not to implement the NFF immediately, but as no Law is coming forward 	SFo /KH to circ slides to Forum/web page <i>(done)</i>	Asap

	<p>onto the statute books there is no guarantee that a hard Formula will be forthcoming in 2 years' time.</p> <p>For 2018-19 and 2019-20, the National Funding formula builds in protection for all schools, beyond that, there is no certainty.</p> <p>Forum agreed that there is not enough baseline funding and the new NFF remains unfair even accounting for the protection and remains inequitable across the country</p> <p>Extensive discussion followed; some members suggested moving to the NFF immediately, others felt that there was insufficient clarity at this stage to reach a view.</p> <p>It is likely that the LA will move to implement the NFF in the County, but also likely that it will consult in order to establish principles, including whether or not to move immediately to the NFF, before budgets are finalised, but further background information from DfE will need to be received first in order to do the necessary modelling.</p> <p>SFo will provide this presentation to the upcoming Heads' & Chairs' Briefings being held in the County this month.</p> <p>It is noted that the new Central Services Block will be partly based on Historic commitments about which Forum has made annual decisions to confirm the expenditure.</p> <p>Forum agreed to meet to discuss the findings of the LA Consultation and make decisions on the NFF, in the week of 20 November; a date will be sought which will replace the 7 December meeting.</p>	<p>KH seek best date for SF mtg in w/c 20.11.17 (done : 22 Nov at 1000)</p>	<p>asap</p>
<p>9.</p>	<p>National Funding Formula 2018-19 – High Needs (for comment and information)</p> <p>SFo gave a presentation on the Government's new NFF for High Needs (slides tabled and will be circulated to Forum members and uploaded to webpage).</p> <p>Forum discussed issues relating to this under Item 14 (High Needs Review update).</p>	<p>SFo /KH to circ slides to Forum/web page (done)</p>	<p>asap</p>
<p>10.</p>	<p>Any Other (Urgent) Business</p> <p>There were no Items of Other Business.</p>		
<p>11.</p>	<p>Date of Next Meeting</p> <p>It was agreed that Forum should meet earlier than the next currently scheduled date of 7 December, to discuss NFF Consultation. KH to canvass for suitable date in week of 20 November.</p> <p>Date now agreed: Wednesday 22 November 1000-1330,</p>	<p>KH to canvass members for new date</p> <p>KH to cancel</p>	<p>Asap (done)</p>

	at Unipart Conference Centre, Oxford (replacing 7 December meeting).	7 Dec meeting	
.	Items for Information Only		
12.	Early Years: 30 hours (update) Paper 12 was not discussed.		
13.	Report on DSG Balances Paper 13 was not discussed.		
14.	<p>High Needs Review – progress report</p> <p>The Paper had been provided for information, but Forum agreed to take time to discuss the issues, and in relation to the NFF for High Needs (Item 9), due to the impact of the Review on all mainstream schools', Alternative Provision's and Special Schools' funding.</p> <p>Forum agreed the need for increased transparency, particularly if it is likely due to NFF largely being based on Historic funding that c£1.8M could be moved out of schools budgets into the High Needs block.</p> <p>Forum is concerned that there are no assurances evident in the report about systems being put in place to ensure benefit to schools and settings from this additional funding. It is essential that funding is used for keeping children in locally maintained provision and not for independent sector places. There remains insufficient funding for the needs of these pupils and it is essential to lobby for increased funds and ensure questions are asked in Parliament about why there is not enough funding in Oxfordshire, especially when compared with other counties (e.g. Buckinghamshire which is a smaller county with lower deprivation, but which will receive a larger amount of funding and a higher percentage uplift). Meanwhile, the need for places (not only in Special Schools but also in Alternative Provision) is increasing significantly due to a number of factors including population growth, increase in complex needs and in mental health issues. The rising number of exclusions is also contributing to the pressures. If specialist places are not provided in Oxfordshire, the alternative is costly independent and non-Maintained Special Schools. New Free School places will also not include alternative provision.</p>		JJ to note all comments for the Review Group

Meeting closed 1.50 pm
CT/KH/16.10.2017