

**LINCOLNSHIRE SCHOOLS' FORUM
23 APRIL 2014**

PRESENT: TERL BRYANT (CHAIRMAN)

David Bennett (Governor, Horncastle Queen Elizabeth's Grammar School), Roger Hale (Headteacher, Caistor Grammar School), Jonathan Maddox (Headteacher, Bourne Grammar School), Richard Thomson (Headteacher, Rauceby Church of England Primary Academy), Jennifer Wheeldon (Headteacher, Ellison Boulton Primary, Scothern), Joanne Noble (Headteacher, Gainsborough Nursery School), John Beswick (Governor, Stickney Church of England Primary School), Roger Hewins (Governor, Corringham Church of England Primary School), Mr Craig Vincent Miller (Governor, All Saints Church of England Primary School, North Hykeham), Patricia Ruff (Headteacher, Dunholme St Chads Church of England Primary School), Ian Wilkinson (Headteacher, Deeping St James Community Primary School), Michael Follows MBE (Governor, John Fielding Community Special School, Boston), Bridget Robson (Headteacher, Fortuna Primary School, Lincoln), Dave Thompson (Pupil Referral Unit), Councillor David Brailsford, Tracy Lamy-Edwards, Linda Houtby (Principal and Chief Executive, Grantham College) and Sue Wilson (Leader of School, Mercer's Woods Academy).

Councillor D Brailsford (Executive Support Councillor for Children's Services) also attended the meeting.

Rebecca Morton (Education Funding Agency) attended the meeting as an observer.

Officers in attendance:-

Douglas Robinson (Environmental Services Team Leader (Sustainability)), Michelle Andrews (Head of Property and Technology Management), Debbie Barnes (Executive Director Children's Services), Katrina Cope (Team Leader Democratic and Civic Services), Jonas Gibson (Commissioning Manager), Patrick Scott (Interim Director CfBT), Catherine Southcott (Commissioning Officer), Tony Warnock (Head of Finance - Children's and Specialist Services) and Paula Whitehead (Manager, Team Around the Child).

37 APOLOGIES FOR ABSENCE/REPLACEMENT MEMBERS

Apologies for absence were received from Ellenor Beighton, Headteacher, De Aston School, Market Rasen), Graham Burks, (Headteacher, Kesteven and Grantham Girls School), Sharron Close (Primary Governor, Tall Oaks Academy Trust), Professor Ken J Durrands CBE (Governor, The Kings School, Grantham), Vicky Cook (Headteacher, Dunholme St Chads Church of England Primary School), Helen Stokes (Branch Secretary, UNISON) and Councillor Mrs P A Bradwell (Executive Councillor Adult Care and Health Services, Children's Services).

2

**LINCOLNSHIRE SCHOOLS' FORUM
23 APRIL 2014**

Members were advised that Lt. Col. Peter Kirkbride, Sue Wilson and Councillor D Brailsford had attended the meeting for Professor Ken J Durrands CBE, Sharron Close and Councillor Mrs P A Bradwell respectively, for this meeting only.

38 MINUTES OF THE MEETING HELD ON 15 JANUARY 2014

Members were advised that a report concerning Looked After Children would be presented to a future meeting of the Forum, as currently a Virtual School Head was in the process of being recruited.

The Forum received an update from the Head of Finance – Children's and Specialist Services) concerning the notional Special Educational Needs budgets. The Forum was advised that a report would be presented to the June 2014 meeting.

Some discussion ensued relating to the Dedicated School Grant (DSG) funding. The Forum was advised that Council's plans for a fundamental budget review would not affect the DSG. It was confirmed that currently DSG was a ring fenced grant, although there was still some discussion to be had as to whether it should be ring fenced. However, there was clear guidance as to what the DSG should be used for.

Members received an update as to the situation regarding free schools meals. The uptake of schools meals had been very slow. It was noted that currently 41 schools in ELDC did not have providers in place for the provision of schools meals for the September term. However, proposals were being put into place to support this process.

RESOLVED

That the minutes of the previous meeting held on 15 January 2014 be agreed and signed by the Chairman as a correct record.

39 TEAM AROUND THE CHILD

Pursuant to Minute No 31 from the meeting held on 15 January 2014, consideration was given to a report from the Manager, Team Around the Child (TAC), which provided the Schools Forum with an update on Team Around the Child in Lincolnshire, and described future priorities and actions needed to move from development phase to full implementation stage.

Appended to the report were two Appendices, Appendix A provided information on the development phase, which highlighted actions and achievements that had taken place during January to April 2014. Appendix B provided a proposed implementation plan for the next phase of the pilot project, which included targets that needed to be achieved.

In guiding the Schools Forum through the report the Manager, Team Around the Child, highlighted some of the following points:-

- That the Early Help Steering Group had been established with a clear terms of reference and comprised of representatives from all agencies;
- That the Early Help Assessment (EHA) had been launched on 1 April 2014;
- That new templates for Initial TAC meeting, TAC plans, reviews and closures had all been developed to follow the (EHA) along with a new TAC Handbook, all of which were now available on the TAC website;
- A rolling programme of Early Help Briefing Sessions had been delivered since 25 February 2014, and that in the 5 weeks to date almost 600 professionals had attended the sessions. It was reported that a further 160 professionals, had since the writing of the report taken up the offer. In the first three weeks 94 contacts from schools had been received to take up the service. Overall, there had been a very positive response to the new system; and
- Four Early Help Consultants and a Senior TAC Administrator had now been appointed in order to fulfil current service requirements. It was noted that staff would be in place by the end of April 2014.

The development plan shown ensured that children and young people would receive access to effective and co-ordinated Early Help via Team Around the Child.

It was highlighted that performance measures had been put in place to ensure quality assurance and to evaluate the service.

Clarification was sought as to the figures shown on page eight of the minutes. The Forum was advised that the minutes only captured some of the content of the overall report presented at the 15 January 2014 meeting.

In relation to the targets as shown in Appendix B, the Schools Forum were advised that this was still work in progress and was evolving and that the targets would be refined.

In conclusion, the Schools Forum agreed that a further progress report should be presented to the October meeting, which would then help the Forum to decide whether to increase the base budget from 2015/16.

RESOLVED

1. That the Development Phase as detailed at Appendix A to the report be accepted.
2. That the Implementation Plan as detailed at Appendix B to the report presented be endorsed.
3. That agreement in principle be agreed for the allocation of further funding should the existing Team be at capacity.

4

LINCOLNSHIRE SCHOOLS' FORUM 23 APRIL 2014

Consideration was given to a report from the Sustainability Team Leader, which provided the Schools Forum with an update on recent activity with the Schools Collaboration on Resources Efficiency (SCoRE), a programme which helped schools become more sustainable. The programme focussed primarily on energy reduction to help realise immediate cost and carbon footprint savings. It was highlighted that registered schools had reported energy consumption savings of around 20% through initial awareness raising and implementing 'quick wins'.

Appended to the report were the following documents:-

- Appendix A – provided information relating to the SCoRE Programme;
- Appendix B - provided the Spring 2014 edition of the Lincolnshire Carbon Ambassador News and the Spring 2014 edition of the SCoRE News;
- Appendix C – provided a comprehensive list of the schools participating in the project; and
- Appendix D – provided information relating to boiler optimisation impact.

It was noted that investment in energy efficiency had already commenced; boiler load optimisation programme spend to date was £330,000 (10% projected savings in gas consumption) and boiler room valve and flange insulation had been carried out to the value of £65,000.

It was reported that Revolving Fund loans of £900,000 had been made to schools for investment in energy efficiency technology realising annual savings of £170,000.

It was highlighted that there were challenges and that one of these was being able to come up with a way of engaging with Secondary schools. The Forum was invited to put forward any suggestions.

Discussion ensued, from which the following points were raised:-

- The inclusion of nursery schools into the scheme – The Forum were advised that the Sustainability Team Leader would speak to the Forum representative after the meeting, but overall there was a willingness to work with all schools;
- Procedure regarding new build – It was reported that this area was still being developed, alongside colleagues within the Procurement Team; and
- A suggestion was put forward as to whether the team looked at schools that had the greatest carbon footprint, and was there a method of identifying these schools. It was reported that the only data available related to energy consumption. The harder problem was trying to engage the schools in the process. It was highlighted that any schools that were taking part needed to be committed to be successful.

Some concern was raised as to whether the scheme represented good value for money. Reassurance was given that the business case at the onset guaranteed payback after five years. With 126 schools having completed the programme, detailed analysis of data had begun. It was highlighted that the data once processed had the potential to be used in the budget process for the forthcoming year.

In conclusion, the Schools Forum noted the report and looked forward to receiving a detailed analysis report being presented to a future meeting of the Forum.

RESOLVED

That the report concerning the School Collaboration on Resource Efficiency (SCoRE) be noted and that a further analysis of savings be presented to a future meeting of the Forum.

41 SECTION 251 BUDGET STATEMENT 2014/15

Consideration was given to a report from the Head of Finance – Children's and Specialist Services, which provided the Schools Forum with a copy of the Section 251 budget statement for 2014/15 financial year.

It was reported that Local Authorities (LA) were required under Section 251 of the apprenticeship, Skills, Children and Learning Act 2009 to prepare and submit an education and children's social care budget statement for the relevant period to the Secretary of State for Education by 31 March each year.

The information for 2014/15 had been submitted to the Department for Education (DfE) via its collection and management system for education by 31 March 2014 deadline.

The report highlighted that the report to the Schools Forum in January 2014 advised that the Higher Need block allocation for 2014/15 announced by the DfE on 18 December 2013 was provisional. On 13 March 2014, the DfE had advised that Lincolnshire's Higher Needs Block for 2014/15 would be £61.83m. This figure represented an increase of £0.924m on the DfE's provisional figure reported to the Schools Forum in January 2014.

During consideration of the Appendix 1, LA Funding Period 2014/15 – Department for Education Section 251 Financial Data Collection data, the following points were raised:-

- Line 1.6.1 - Total Schools Budget (before Academy recoupment). It was highlighted that everything above the line was funded by the DSG, and everything below was funded by the Local Authority;
- Line 1.0.1 – Showed funding for individual schools;
- Line 1.2.1 – begins the section for the Higher Needs block;
- Line 1.4.8 – Fees to independent schools, i.e. Stamford Endowed;
- Line 1.8.1 the amount recouped by the EFA Academies; and
- Total DSG was shown on page three at £493 million. It was highlighted that the section below the total figure demonstrated where the funding was from.

It was reported that the LA would present a report on Section 251 bench marking data later in the year, following publication of the LA's data by the DfE.

6
LINCOLNSHIRE SCHOOLS' FORUM
23 APRIL 2014

RESOLVED

That the report concerning the Section 251 Budget Statement 2014/15 be noted.

42 DFE CONSULTATION: FAIRER SCHOOLS FUNDING IN 2015/16

The Schools Forum gave consideration to a report from the Head of Finance – Children's and Specialist Services, which advised that on 13 March 2014, the DfE had launched a consultation entitled 'Fairer Schools Funding in 2015/16'. The report considered the key issues and sought the Schools Forum's views on those prior to the Local Authority (LA) submitting a response to the DfE by the closing date of 30 April 2014.

Details of the key points were highlighted in the report presented, and detailed at Appendix 1 were the DfE questions and Lincolnshire County Council's draft responses to them.

During consideration of Appendix 1 particular referenced was made to the fact as one of the lowest funded LAs for schools, the LA was disappointed that a new funding formula was not to be introduced in 2015/16 as previously thought. However, the LA welcomed the proposed allocation of £3.7m additional funding and the fact that there would be no further changes to the LA's funding formula for 2015/16. It was also highlighted that the DfE's approach for selecting and applying minimum funding rates seemed arbitrary and did not appear to be based on need and were therefore unfair. It was reported that other LA's with similar characteristics to Lincolnshire would receive significantly more funding under the proposals i.e. Norfolk.

RESOLVED

1. That the report presented be noted.
2. That support be given the LA's provisional views as set out in the draft response Appendix 1.
3. That a joint response to the DfE's consultation be supported.

43 SCHEME FOR FINANCING SCHOOLS

Consideration was given to a report from the Head of Finance – Children's and Specialist Services, which alerted the Schools Forum to the outcome from the recent consultation exercise with maintained schools on the proposed change to the Scheme for Financing Schools.

The Scheme sets out the financial relationship between the LA and the schools it maintains. Any amendments to the Scheme have to be consulted on, and approved by the Schools Forum.

It was reported that in addition to the directed revisions stipulated by the DfE, the LA had also reported in October 2013 of its intention to amend the Scheme to require all maintained schools to submit a medium term finance plan to the LA by the 31 May each year.

The Schools Forum at the 9 October 2013 meeting gave approval to the LA's proposal to require maintained schools to submit a medium term finance plan to the LA by 31 May each year, in advance of the consultation exercise with schools. The LA consulted all the maintained schools and 52 (21%) responded and 94% of those supported the LA proposals.

Appendix 1 to the report provided the Schools Forum with details pertaining to the consultation exercise.

RESOLVED

That the report presented be noted.

44 OUTREACH SUPPORT SERVICE

Note: Michael Follows MBE (Governor, John Fielding Community Special School) wished it to be noted that the John Fielding Community Special School was one of the selected providers for the Outreach Support Service.

Pursuant to Minute No. 32 from the meeting held on 15 January 2104, the Schools Forum gave consideration to a report from the Commissioning Manager and the Commissioning Officer, which provided an update on the progress of the Outreach Support Services, and summarised the actions taken to date and provided clarity with regard to the service's identified next steps.

Appended to the report presented was an overview of Schools in receipt of Outreach Support Funding (Appendix A) and Memorandum of Outstanding (Appendix B).

It was reported that Outreach was one component of the holistic package of support for Schools and that it worked in conjunction with other elements such as Children and Adolescent Mental Health Services, Youth Offending, Locality Targeted Teams, Online Counselling Support and Families Working Together.

12 schools were listed in the report as being in receipt of funding, and Appendix A identified the funding assigned to each school for 2014/2015.

The progress made had included the desktop analysis by the commissioning team, the creation of a Memorandum of Understanding between Lincolnshire County Council and each individual Outreach School (example shown at Appendix B); this also included a detailed service specification. The Forum was advised that these had been sent to all schools in receipt of funding.

A monthly Sponsor Project Board Meeting had also been arranged to monitor progress. Also, as part of the stakeholder engagement, meetings had been arranged

**LINCOLNSHIRE SCHOOLS' FORUM
23 APRIL 2014**

with Head Teachers at all Outreach Schools to provide assurance and to seek input from Head Teachers and service delivery staff into the specification.

The key milestones of the service were detailed in the report on page 56, as was the review approach information.

In conclusion, next steps included engagement with stakeholders to help evaluate the effectiveness of the Outreach Support, and that a further report concerning the proposed service delivery model would be presented to the Schools Forum in October.

During debate, the following issues were raised, whether any Memorandum of Agreements had been received. The Forum was advised that none had been received to date. Reference was also made to SEN funding; the potential skilling up of existing workforce; and whether any funding could be used from the Higher Needs to help support schools to keep pupils in school.

The Forum's attention was brought to page 63 of the Memorandum which invited a representative from of the Schools Forum to participate on the Sponsors' Board.

It was agreed that a representative to the Board would be agreed at the next meeting.

RESOLVED

That the report presented be noted.

45 VIRTUAL LEARNING ENVIRONMENT OPEN HIVE PROJECT UPDATE

The Schools Forum received a verbal update from the Head of Property and Technology Management concerning the Virtual Learning Environment Open Hive Project.

It was noted that there were now fewer schools using the OPENHIVE and that there was a proposed timetable to reinvigorate the project.

It was noted further that access to OPENHIVE was free to all schools in Lincolnshire up until the end of the contract (December 2015). To get schools re-engaged, a letter had been sent out to schools and the Executive Director of Children's Services had also promoted the project at the Head teachers' briefing. So far 22 responses had been received, 19 of which had indicated that they wished to be involved with OPENHIVE, 3 had indicated that they did not want to engage in the project. The next steps would be to arrange training from Capita/Lincolnshire County Council and then arrangements would need to be agreed as to how the sessions would be facilitated.

During discussion, one member extended thanks to the Head of Property and Technology Management and Team for all their work in resurrecting the project, ensuring that the Council received good value for money up to the end of December 2015.

Other points raised included the poor uptake initially of the project; the Schools Forum was advised that the poor uptake was as a result of a delayed implementation. Unfortunately, the Head of Property and Technology Management was unable to provide costs of the project so far, and clarification was sought that the project was not to be confused with the cost on broadband. Reassurance was given that there would be no further money going into the project.

RESOLVED

That the verbal update be noted.

46 ACADEMIES UPDATE

Consideration was given to a report from the Head of Property and Technology Management, which provided the Schools Forum with the latest information of the number of pupils in academies.

Overall, out of 359 schools (101657 FTE), 249 were Maintained (44485 FTE) and 119 were now Academies (57173 FTE).

The projected six monthly status of all the 362 Lincolnshire Schools (101657 FTE) showed that 243 would be Maintained (43874 FTE) and 110 would be Academies (57784 FTE).

Some concern was raised as to whether the Free School PRU academy was correctly categorised. It was agreed that this would be looked into outside of the meeting.

RESOLVED

That the report presented be noted.

47 INFORMATION PACK

RESOLVED

That the work programme enclosed be agreed, subject to the inclusion of Wider Outreach Support being added to the agenda for the next meeting.

The meeting closed at 4.15 pm