

Membership (this represents the position at the meeting on 6 March 2018 – an updated table will be available on 26 June 2018 following identification of new representatives)

Membership with differentiated voting rights ~ Total Membership of 25, of whom 21 are entitled to vote on funding formula issues												
Sector Representation (21)	Appointed by the Council following election by:	Member	Dates and Attendance									Tenure Ends
			22 March 2016	28 June 2016	27 Sept 2016	10 Jan 2017	2 March 2017	27 June 2017	3 October 2017	5 Dec 2017	6 March 2018	
Maintained Nursery School Senior Staff (1)	Primary Headteachers Group	Jane Wilkie (JWil)	P	P	P	P	P	P	P	P	P	Jan 2020
Special School Staff (1)	Special School Headteachers Group	Mike Frost (MF)	P	S	P	P	P	P	P	P	P	Jan 2020
Special School Governor (1)	Governors Forum	Vacant (from 5 Dec)	P	P	P	P	P	P	P	-	-	Jan 2020
PRU (1)	PRU Management Board	Sam Rigby-White (SRW) from 3 Oct	A	S	A	S	X	X	S	P	X	Jan 2020
Academy (4)	Academy Schools	Gwyn Williams (GW)	P	P	P	P	P	A	P	P	P	Jan 2020
		Tim Long (TL)	A	P	P	P	P	A	P	P	P	Jan 2020
		John Carlin (JC) from 3 Oct	-	-	A	P	S	S	A	P	A	Jan 2020
		Vacant (from 6 Mar)	P	A	P	X	X	X	X	X	-	Jan 2020
Maintained Primary School Sector (9)	WAPH (5)	Vacant (from 6 Mar)	A	P	P	P	P	S	P	P	-	Jan 2020
		Hazel Fryman (HF) from 3 Oct	-	-	P	P	A	A	P	P	P	Jan 2020
		Gary Cunningham (GC)	P	A	P	P	S	P	P	P	A	Jan 2020
		Lesley McGann (LM)	-	-	P	A	P	X	P	P	P	Jan 2020
		Lyndsey Glass (LG)	P	P	P	P	P	P	P	A	P	Jan 2020
	Governors Forum (4)	Stuart Munslow (SM)	P	P	P	P	P	P	P	P	A	Jan 2020
		David Hart (DH)	P	P	A	P	P	P	P	P	P	Jan 2020
		Janet Lazarus (JL)	P	P	P	P	P	P	P	P	P	Jan 2020
		Vacant (from 6 Mar)	P	P	P	P	P	A	P	P	-	Jan 2020
Maintained Secondary School Sector (3)	WASCL (2)	Bev Scott-Herron (BSH)	P	P	P	P	A	P	P	P	Jan 2020	
		Chris Hunt (CH)	-	-	-	P	A	P	P	P	A	Jan 2020
	Governors Forum (1)	Vacant	-	-	-	-	-	-	-	-	Jan 2020	
Private Voluntary and Independent Providers (1)	PVI Providers Forum	Ginny Taylor (GT)	P	A	P	S	P	P	A	P	A	Jan 2020

Representing	Member	22 March 2016	28 June 2016	27 Sept 2016	10 Jan 2017	2 March 2017	27 June 2017	3 October 2017	5 Dec 2017	6 March 2018	Tenure Ends
Non-Schools Members (4)											
Anglican Diocese (1)	Jacqui Wightman (JWig)	P	P	S	P	P	P	P	A	P	Jan 2020
Roman Catholic Diocese (1)	Tim Warren (TW)	P	X	X	A	P	P	P	P	A	Jan 2020
16-19 Institutions (1)	Vacant	S	X	P	A	X	A	-	-	-	Jan 2020
Parent Governor (1)	Vacant	-	-	-	-	-	-	-	-	-	Jan 2020
Independent Chair	Maureen Banner (MB)	P	P	P	P	A	P	P	P	P	Jan 2020
Representing											
Warrington Borough Council											
Head of Education	Hilary Smith (HS)	P	P	P	P	P	P	P	P	P	
Chief Finance Officer	James Campbell (JC)	P	P	P	P	P	P	P	P	P	
Senior Accountant (Schools)	Garry Bradbury (GB)	P	P	P	P	P	P	P	P	P	
Executive Member for Children and Young People's Services	CLlr Jean Carter (CLlrJC)	A	P	A	A	P	P	P	A	A	

Key

P ~ Present

A ~ Apologies

X ~ Absent with no apologies

S ~ Substitute

- ~ Vacancy

O ~ Observer

Non-School Member Representing Trades Unions

Shaun Everett (NUT & ATL)

Mick Burrows (NASUWT) – attending on behalf of Gary Mogey (NASUWT)

Presenting an Item:

Paula Worthington (for Item 2)

Minutes:

Gill Sykes

	<i>Item</i>	Action
1.	<p>Apologies and Welcome</p> <p>The chairperson welcomed everyone to the meeting and introductions were made. Apologies were noted from Cllr Jean Carter, Tim Warren, Chris Hunt, Gary Mogeey, John Carlin, Stuart Munslow, Ginny Taylor and Lee Barber.</p>	
2.	<p>Latest Position on High Needs</p> <p>Paula Worthington (PW) presented a report to the forum, and the paper was discussed. The following points were highlighted:</p> <ul style="list-style-type: none"> • Since tightening up of the triage process and improved scrutiny and challenge of the submissions received for an EHC Plan, more requests have been turned down. Sometimes information may not be complete, or the provision map shows money has not yet been spent. Headteachers and SENCOs are included on the panel which adds to the scrutiny of the process. • PW referred to data recording issues with Capita. We may need to consider whether to continue with the system or look at a costly add-on to Mosaic. There is an issue with different data systems not talking to each other. MB noted that this may be something that could be flagged politically for Invest to Save. It was noted that this does not relate to large numbers of children and parallel tracking could take place to identify any discrepancy with Capita. PW noted that if the difference is small it may be worth persevering. • LG queried 4.3 of the report regarding figures showing lowering of SEN Support numbers and the increasing of EHC Plan numbers. LG noted that they are not the same children so no correlation. • PW noted that we commission a mediation service, but so far it has not been used. We are required by Ofsted to have this service. It was noted that the mediation service can be highlighted at the upcoming Warrington Parents and Carers Conference. Mediation may be a cause for anxiety, but highlighting this may give parents/carers the confidence to use it. <p>A query was raised about the governance arrangements noted in Appendix A to the report, asking where the challenge and accountability is. PW noted that although the SEND Strategic Improvement Board is currently being chaired by Steve Peddie, we can look for an independent chair to ensure scrutiny.</p> <p>Action 1: PW to provide TOR for the SEND Strategic Improvement Board to be sent out with the minutes.</p> <ul style="list-style-type: none"> • It was noted that the SEND Review Board is being chaired by PW. • Top-up arrangements and the use of Bands F and G were discussed, and whether the bands could be standardised with the same increments for each band. GB informed that top-ups are an LA decision, but Schools Forum could recommend the compression or deletion of bands. MB asked for this to be taken back to sectors for discussion and return with feedback to Schools Forum. • There is a need to ensure that Band F and G funding is being used appropriately, and there is a question around whether some of this funding is supporting health needs. A robust approach needs to be taken to ensure health and social 	PW

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	<p>care money is used when appropriate and education is not paying a lot of their costs.</p> <ul style="list-style-type: none"> • Paula to anonymise a table of information (Band F and G cases) and add a column for school name. This can be used to support conversations with health colleagues around children who are their responsibility. Health should be providing financial support for their care. <p>Action 2: PW to provide the anonymised table to be sent out with the minutes.</p> <ul style="list-style-type: none"> • Discussion took place around Bands A to F, and whether they needed to be renamed/numbered and whether this would cause confusion with existing plans. GB noted that this is something the SEN Review Board could discuss and make a recommendation to Schools Forum and then the local authority. It was noted that WAPH and WASCL are represented on the SEN Review Board. • Post 16 provision was discussed. A proposal is currently in development to establish a graduated offer in Warrington for young people 16 to 25 years. We are looking at suggestions around capacity in the system, and any proposals would go to the SEN Review Board before being presented to Schools Forum for consideration. There are plans to pilot a new approach to the triage and assessment process for EHC Plans. PW noted that the criteria for the panel is out of date (on Ask Ollie) and as a priority this document needs to be updated, and could be brought to Schools Forum for discussion before it is finalised. <p>A request was made by Schools Forum that when reports are issued, the graphics transfer to black and white that so that you can read them without printing in colour.</p> <p>Schools Forum is asked to:</p> <ol style="list-style-type: none"> a) Note that the projected overspend as of the end of period 9 NOTED b) Agree and commit to supporting the programme of work outlined in this report which includes: NOTED <ul style="list-style-type: none"> • A review of school places in designated and special schools • A comprehensive review of top-up arrangements • Developing a graduated offer for young people post 16 • Involvement in the work using behavioural insight techniques with different key stakeholders to address the behaviours which may be increasing the number of EHC Plans • Changes to the triage and assessment process to ensure that resources are allocated in the best interests of the child. 	PW
3.	<p>Minutes From the Previous Meeting and Matters Arising</p> <p>The minutes were accepted as a true record, and future venues for Schools Forum meetings were discussed. There is no longer parking available at New Town House and BSH offered to host the meetings. It was agreed that future meetings would take place at Sir Thomas Boteler CE High School.</p>	

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	<p>Matters Arising:</p> <ul style="list-style-type: none"> PW to provide projected costs and savings noted against the action plan. PW informed that there is a benefits realisation plan being produced but it wasn't ready in time for this meeting. It can be sent to forum members separately if it is available before the next meeting. 	
4.	<p>Membership Review</p> <p>HS presented a report to the forum for a review of Schools Forum membership to ensure appropriate representation that reflects the current positions in the primary and secondary phases, and the maintained and academy settings. It was proposed for the membership to be reviewed in the spring term of each academic year to reflect the October pupil census and conversions to academy. AGREED</p> <p>It was proposed and agreed for the school/academy membership to be as follows:</p> <ul style="list-style-type: none"> Primary Maintained 8 Secondary Maintained 2 Primary Academy 1 Secondary Academy 5 <p>This means that the following vacancies exist:</p> <ul style="list-style-type: none"> Primary Maintained 1 Secondary Maintained 1 Primary Academy 1 (check if Andrew Redman would be rep) Secondary Academy 1 (check if Bev Scott-Herron would be rep) Post 16 1 Governor - Academy 1 Governor - Parent 1 Governor - Special School 1 (replacement required following step down) <p>Lee Barber has been named as the representative for UTC but gave his apologies for today's meeting. Governors Forum to agree named Schools Forum representatives.</p> <p>It was proposed that the term of membership for all members will be until 31 August 2020, unless there is a reason to step down beforehand. AGREED</p> <p>Action 3: LG and BSH to raise Schools Forum membership at the next meetings of WAPH and WASCL and then confirm named representatives for the relevant vacancies.</p>	LG / BSH
5.	<p>Surface Water Update</p> <p>GB informed that we have received a letter from the Director of Economic Regulation (United Utilities), confirming that the discount will be in place for the foreseeable future. The text of the letter makes it clear that in the next few years they are not</p>	

	<i>Item</i>	Action
	going to take away the discount. This discount will therefore be in place for the next few years in schools' budgets.	
6.	<p>DSG Settlement and School Budgets Update</p> <p>GB presented a report to the forum and noted that as the Schools Block settlement was within the £0.5m under or over expectation, there had been no requirement for an extraordinary meeting in January 2018 to revisit the Schools Forum's formula decision.</p> <p>GB informed that schools should have received their funding pack detailing the total school budgets. If anyone has not yet received their pack please let GB know.</p> <p>Discussion took place around floor protection and the sustainability of this. The report notes that there is no certainty of how long this protection will be maintained by the DfE following the mandatory implementation in 2020. This is something we will have to keep under review.</p> <p>Jane Wilkie highlighted Sandy Lane (maintained nursery) with the first 15hrs protected and the second 15hrs not protected, and the significant impact on the budget. Currently they have 28 children accessing 30hrs and are not receiving maintained nursery funding for it. Sandy Lane are trying to be very cautious with the budget in order to be sustainable going forward, and request that any underspend is looked at as an exception when considering any potential clawbacks. MB declared an interest in Sandy Lane and did not take part in this discussion.</p> <p>GB noted that the retention of surplus can be considered on an individual basis, but in future there will be a requirement to fund all the settings at the same rate.</p> <p>It was noted that as a council and group of schools across Warrington we have committed to support maintained nursery schools. Until the position changes we have an obligation to look at ways in which we ensure the viability of the nursery in the short term. Sandy Lane nursery is a special case, it is a special provision and expert in its field, and is different from the other maintained nursery classes in maintained schools. Even if Sandy Lane was exempt from the balance challenge, we would still have to report on it every year.</p> <p>MB referred to the clawback system as a local agreement not a national agreement, and that perhaps this agreement should be reviewed. MB asked for clawback to be taken back to sectors to discuss, and return with feedback to the next Schools Forum meeting.</p> <p>It is recommended that Schools Forum members representing mainstream schools:</p> <ul style="list-style-type: none"> (i) Note the contents of the report; NOTED (ii) Communicate the budget figures to their representative sectors NOTED 	

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7.	AOB – no items	
8.	Meeting schedule: <ul style="list-style-type: none"> • Tuesday 26 June 2018 5.15pm • Tuesday 2 October 2018 5.15pm • Tuesday 4 December 2018 5.15pm <i>(Venue for all meetings – Sir Thomas Boteler CE High School)</i>	

The Chair thanked everyone for attending and the meeting was closed.