

HILLINGDON SCHOOLS FORUM

Minutes of the meeting held on Wednesday 18 May 2022 at 1pm via Zoom

Voting members

NAME	ORGANISATION	ATTENDANCE	TERM ENDS
Maintained Nursery (1)			
Ludmila Morris	McMillan Early Childhood Centre	PRESENT	Sep 2024
Maintained Primary - Schools (4)			
Rachel Anderson	Dr Triplett's School	PRESENT	Sep 2023
Kris O'Sullivan	Deanesfield Primary School	ABSENT	Sep 2024
Carly Rissen	Colham Manor	ABSENT	Sep 2024
(vacant)			
Maintained Primary - Governors (4)			
John Buckingham	Glebe Primary School	PRESENT	Sep 2024
Jim Edgecombe (CHAIR)	Whiteheath Junior School	PRESENT	Sep 2024
Tony Eginton	Minet Nursery & Infant School & Hillside Junior School	PRESENT	Sep 2024
Phil Haigh	Cherry Lane Primary School & Meadow High School	PRESENT	Sep 2024
Maintained Secondary (1)			
Dan Cowling	Oak Wood School	APOLOGIES	Sep 2026
Maintained Special (1)			
John Goddard	Hedgewood School	PRESENT	Sep 2022
Academies (9)			
Aftab Ahmed	Guru Nanak Sikh Academy	PRESENT	Sep 2023
John Garner	Ruislip High School	APOLOGIES	Sep 2026
Tracey Hemming	Middlesex Learning Partnership	APOLOGIES	Sep 2024
Nicola Kelly	Charville	PRESENT	Sep 2024
Helen Manwaring	Swakeleys School	ABSENT	Sep 2022
Catherine Mosdell	Frays Academy Trust	APOLOGIES	Sep 2023
David Patterson	Queensmead School	ABSENT	Sep 2023
Colin Tucker	Ryefield	APOLOGIES	Sep 2024
Sandra Voisey	Laurel Lane Primary School	PRESENT	Sep 2023
Special Academies (1)			
Sudhi Pathak	Eden Academy Trust	ABSENT	Sep 2026
Alternative provision (1)			
Laurie Cornwell	The Skills Hub	ABSENT	Sep 2024
Private Voluntary & Independent Early Years Providers (2)			
Elaine Caffary	4 Street Nursery	APOLOGIES	Sep 2024
(vacant)			
14-19 Partnership (1)			
(vacant)			

Other attendees (non-voting)

Independent Non-Maintained Special School			
Debbie Gilder	Pield Heath School		APOLOGIES
Shadow Representative (Maintained Primary - Schools)			
Rachel Blake	Bishop Winnington-Ingram		NOT REQUIRED
Eleesa Dowding	Harmondsworth		NOT REQUIRED
Shadow Representative (Maintained Primary - Governor)			
Jo Palmer	Hillside Infant School and Hillside Junior School		NOT REQUIRED
Graham Wells	Colham Manor Primary School		NOT REQUIRED
Local Authority Officers			
Kate Boulter	Clerk		PRESENT
Vikram Hansrani	Assistant Director, SEND & Inclusion		PRESENT
Dan Kennedy	LA		APOLOGIES
Graham Young	Lead Finance Business Partner - School		PRESENT
Observers			
(none)			

		ACTION
1.	<p>INTRODUCTION & APOLOGIES</p> <p>Apologies were accepted and recorded in the attendance list (above). The Chair confirmed the meeting was quorate and could proceed to business.</p>	
2.	<p>MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the meeting held on 22 March 2022 were AGREED as a correct record of the meeting.</p>	
3.	<p>MATTERS ARISING</p> <p>(a) FUTURE MEETING ARRANGEMENTS</p> <p>The Schools Forum Operational and Good Practice Guide allowed for meetings to be held remotely permanently. Members were asked their views on whether to continue with remote meetings or resume in person meetings. Members commented that:</p> <ul style="list-style-type: none"> • In person meetings were an opportunity for networking. This might be particularly useful for new members. • The last in person meeting had not been well attended and was inquorate. • Since Covid, people were more agile in meeting arrangements, and online meetings were normal. • Online meetings were more convenient and easier to attend. If there was an issue in a school such as shortfall in staffing, it was easier to attend an online meeting. • With travelling time, it was a long time for leaders to be out of school to attend meetings in person. • New members commented that training would be more helpful to their understanding than attending meetings in person. • Hybrid meetings required the technology to enable both in person and remote attendance and were not generally successful for large numbers of attendees. • There could be a mixture of some meetings in person and some remote. <p>Having been put to a vote it was AGREED that both Schools Forum and sub-group meetings would be held remotely for the 2022/23 financial year and the position would be reviewed in March 2023.</p> <p>(b) MEMBERSHIP UPDATES</p> <ul style="list-style-type: none"> • Uxbridge College had been approached to nominate a 16-19 representative. • The LA continued to seek a suitable candidate for the PVI Representative vacancy. • There was a vacancy for a Primary Maintained Member. Primary Forum would confirm the new member and any changes to the shadow representatives. <p>(c) TRAINING FOR SCHOOLS FORUM MEMBERS</p> <p>Training for Schools Forum members would be arranged for the autumn. An after school, in person meeting was preferred.</p> <p>(d) SCHOOL PROVISION FOR CHILDREN FROM ASYLUM SEEKER FAMILIES</p> <p>The Forum considered a report from Tracey Hemming on the financial impact of admitting asylum seeker children to William Byrd Primary Academy. The school had taken 46 children across most year groups, all with little or no English. The children required highly intensive support academically, emotionally and physically. The school had calculated the total additional cost to July 2022 to be £84K for which the school received no financial assistance from the DfE or LA. The school was doing all it could to provide for these children, which came at a financial cost and put considerable pressure on the school staff. The report requested that Schools Forum consider providing contingency funding to the school.</p> <p>VH advised that there was no further update from the LA side since the last meeting. It was understood that there would be funding for Ukrainian refugees but not the asylum seekers arriving by boat which were those being admitted to William Byrd.</p>	<p>ALL</p> <p>LA LA PRIMARY FORUM</p> <p>JE/LA</p>

	<p>The Forum commented that:</p> <ul style="list-style-type: none"> • In addition to the financial pressure, there was an administrative impact on the schools admitting asylum seeker children. Cherry Lane School had 21 children leave with one day's notice because the Home Office moved the families. These children had to remain on the school roll until a place was confirmed for them elsewhere, which blocked places for other potential admissions. • The attendance of these pupils was more likely to be transient. If children left the school before census, the school would not receive any funding for these pupils. • DK had been due to arrange a meeting with the Home Office and affected schools but no more had been heard. • GY advised that no contingency funding for this scenario had been built into this year's DSG. <p>The Forum acknowledged the financial pressure this was putting on affected schools, however there was no money in the DSG to provide contingency funding and any additional funding would need to come from central government or the LA. The Forum requested that the LA continue to seek meetings with the Home Office to raise this matter and seek funding for the affected schools. An update was requested for the next meeting.</p>	DK/VH
4.	<p>FEEDBACK FROM SUB-GROUPS</p> <p>The Forum NOTED the minutes of the DSG/EY Group on 3 May 2022 and the High Needs Group on 10 May 2022. The following points were highlighted:</p> <ul style="list-style-type: none"> • Both groups had considered the approved Safety Valve Agreement. • The DSG/EY Group had discussed the difficulties facing PVI's and the large number of pupils with additional needs in mainstream settings. A working group would be set up to look at this more closely. 	PH/VH
5.	<p>ITEMS FOR DECISION</p> <p>NONE.</p>	
6.	<p>INFORMATION ITEMS</p> <p>(a) DSG DEFICIT RECOVERY PLAN UPDATE</p> <p>VH reported that the Safety Valve Agreement had been agreed with the DfE in March. The LA would be providing quarterly updates to the DfE and these would be shared with stakeholders including Schools Forum and the sub-groups. Officers were working on the first monitoring report which was due in mid-June. The report would provide a baseline of activity since mid-February. The LA was on track to meet the first quarter milestones. A member queried whether the deficit was £0.5m higher than in the Safety Valve Agreement. Officers advised that this was additional Early Years pressure and was covered in the Provisional Outturn Report (Minute 6c).</p> <p>The Forum NOTED the update and that it would receive a copy of the quarterly monitoring report.</p> <p>(b) SEN PLACE PLANNING- SEND CAPITAL UPDATE</p> <p>The Forum considered a report which provided an update on the revised SEND Capital Plan including free school completion timeline, maintained special school expansion plans, satellite schools update, and mainstream primary and secondary expansion plans. The report had been considered by the High Needs Group at its meeting on 10 May 2022 and the Forum had received the minutes of their discussion.</p> <p>The Forum discussed the following points:</p> <ul style="list-style-type: none"> • Officers acknowledged that there had been issues in the past around the quality of SEND data. The LA was working with an external consultant and data had improved. They were modelling medium and long term provision. • Orchard Hill post-19 provision was moving into the Adult Education space in Uxbridge. Adult Education would move into the Civic Centre which would reduce the per capita cost of people working there. • Members queried the special school place numbers in the report, and officers would take this up outside the meeting. <p>(c) DSG BUDGET MONITORING 2021/22 – PROVISIONAL OUTTURN</p> <p>The Forum considered the DSG Provisional Outturn Report 2021/22:</p>	<p>VH/GY</p> <p>VH/GY</p>

	<ul style="list-style-type: none"> The Dedicated Schools Grant (DSG) outturn position was an in-year underspend of £2,058k. This underspend followed the Council reaching a Safety Valve agreement with the Department for Education (DfE) which secured government support for the delivery of the Council’s DSG Recovery Programme and financial support towards the elimination of the cumulative DSG deficit. This had resulted in an additional £11,000K of funding in 2021/22 to contribute to the cumulative DSG deficit. As part of the Safety Valve agreement the LA had also contributed £4,000K. When the £25,386K deficit brought forward from 2020/21 was taken into account, the cumulative deficit carry forward to 2022/23 was £23,328K. The only change was the additional income. <p>The Forum NOTED the report and requested that a table be provided showing where the additional income fitted into the overall budget.</p> <p>(d) SCHOOL BALANCES 2021/22</p> <p>The Forum considered a report which provided information on the level of revenue and capital balances held by Hillingdon schools as of 31 March 2022 (maintained) and 31 August 2021 (academies). The following points were discussed:</p> <ul style="list-style-type: none"> One maintained school closed the year £1.3m better than budget and the LA would be discussing budget planning with the school. It was noted that some Multi-Academy Trusts operated over an area wider than Hillingdon, so MAT balances did not necessarily reflect Hillingdon schools alone. BWI continued to operate at a deficit despite actions taken by the current Headteacher to reduce costs and increase pupil numbers. The school would require a licensed deficit for some years to come. It was noted that the school wished to explore whether a house on the school site could be sold to assist the school’s financial position. This was a matter for the school and the LA and would be taken up outside the meeting. The LA had permanently expanded a number of primary schools some years ago however the schools had not seen the increase in pupils and associated income that had been anticipated. The Forum requested that the LA provide an update on place planning for the next meeting identifying where numbers were low and which schools this affected. 	<p>GY</p> <p>RB/GY</p> <p>VH</p>
7.	<p>ANY OTHER BUSINESS</p> <p>None.</p>	

The meeting closed at 2.30pm.