

Members of the Schools Forum are asked to attend a meeting to be held on

Wednesday 13th June 2018

18:00pm – 20.00pm

@

**Hitherfield Primary School
Leigham Vale,
Streatham,
SW16 2JQ**

for the transaction of the business set out below.

Agenda

Time*	Item	
18.00	1. Apologies & welcome Introductions new members	
	2. Draft minutes from the Schools Forum meeting held 6th March 2018	
	3. Matters Arising	
	4. Membership	
	5. Register of Interests and Declaration of New Interests	
18:10	6. Early Years Update - Kathryn Shaw	<i>Paper</i>
18.25	7. DSG Outturn - Tim Gibson	<i>Paper</i>
18.35	8. SEND High Needs Block Budget - Cathy Twist & Tim Gibson	<i>Presentation at meeting</i>
18.55	9. Growth Fund 17-18 and 18-19 - Tim Gibson	<i>Paper to follow</i>
19.10	10. Forward Plan	<i>Paper to follow</i>
19.20	11. Any Other business (AOB) • Healthy Pupils Capital Fund (Sugar Levy)	<i>Paper</i>
19.30	12. Future Meeting Dates	

***Next meeting:* Tuesday 16th October 2018 @ 6pm – Hitherfield Primary School**

LONDON BOROUGH OF LAMBETH

SCHOOLS FORUM

Draft minutes of the meeting of the Schools Forum held at Hitherfield Primary School, Leigham Vale, Streatham, London SE5 9RF on Tuesday 6th March 2018 at 18:00pm – 20.00pm

School Forum Members:

<u>Schools:</u>	Present, Apologies, Absent	<u>Governors:</u>	Present, Apologies, Absent
Chris Ashley–Jones (CAJ) Hitherfield	Present	Tony Andrews (TA) Wyvern Federation	Apologies
Nick Butler (NB) St. Gabriel's College	Present	Ray Smith (RS) Pre-School Alliance	Present
Alexandra Hardy (AH) Henry Cavendish	Present	Maksud Gangat (MG) Orchard Primary	Present
Glenda King (GK) Ethelred	Present	Matthew Green (MG) Telferscot Primary	Present
David Boyle (DB) Dunraven School	Present	Charles Asher (CA) GHF	Present
Joe Blacker (PCA)	Apologies	Roger Bowdery (RB) BTG	Present
Humaira Saleem (HS) Iqra	Present		
Chris Toye (CT) Wyvern Federation	Apologies		
Jayne Mitchell (JM) St. Andrew's Primary	Present		
Kate Atkins (KA) Great North Wood Education Trust	Present		
<u>Officers:</u>	Present, Apologies, Absent	<u>Observers:</u>	Present, Apologies, Absent
Cathy Twist (CTw) Director - ELS	Present	Sarah Tomlinson (ST) NUT/NEU	Present
Kathryn Shaw (KS) School Quality Improvement Lead	Present	Christine Golding (CG) GMB Union	Present
Bunmi Idowu (BI) Early Years	Present	Vinay Gupta (VG) St. Gabriel's College	Present
Tim Gibson (TG) Interim Assistant Director Childrens Finance	Present		
Dominique Franklin-Johnson (DFJ) Finance Group Manager	Present		
Hamant Bharadia (HB) Assistant Director Strategic Finance	Apologies		
Annie Hudson (AH) Strategic Director	Present		

MINUTES

1. Welcome & Apologies

CA-J welcomed everyone to the meeting. CA-J extended a warm welcome to the new Observer Mark Jordan.

Apologies were received and accepted from: Chris Toye, Tony Andrews, Hamant Bharadia, Joe Blacker, Cllr Walker.

2. Draft minutes from the Schools Forum meeting held on 10th January 2018

- Amendment to the date to read Tuesday 6th March.
- Page 1 - Attendance list to include those not present.
- Page 5 – Schools will be informed by the Lambeth Finance Team how the education money is spent. **ACTION: Finance Team.**

The minutes were agreed as a true and accurate record of the meeting and signed off by the Chair.

3. Matters arising

- Page 2 Item 4 It was agreed that where two members represented the same organisation they would only have one vote. Chris Toye will represent The Wyvern Federation.
- The Growth Fund – this action will be addressed on the 13th June 2018. **ACTION: Finance Team.**
- Falling Rolls Fund – Lark Hall Primary School – this is a fund that is only accessible for 3 years. Lark Hall are in the 2nd year of accessing the fund. A discussion will take place with schools regarding reducing forms of entry for mainstream schools. It is foreseen that the numbers will grow so no schools will be closing.
- Item 8 – Education Functions 2018-2019 will be carried over.
- Item 9 – EYFF Final Budgets is on the Agenda for the meeting.

4. Membership

The Schools Forum were informed of resignations from:

Tony Andrews – Wyvern Federation

Marilyn Ross – The Michael Tippett School

Joe Blacker – Parallel Learning Trust

Kate Mason – Stockwell Primary

There has been no communication from Marcia Hosain – Horizons Day Nursery. KS offered to follow this up. **ACTION: KS.**

There are the following vacancies:

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- 1 x Primary Community Governor/Representative;
- 1 x Secondary Community Governor/Representative;
- 1 x Special School Governor/Representative (Lambeth Forum);
- 1 x Non-School PVI Governor/Representative;

Paul Cox is no longer at Lambeth College so there is a 16-19 vacancy. It was suggested to approach Dan Cundy and Monica Cox. **ACTION: CTw/CAJ.**

1 x PRU vacancy – Mark Jordan (CEO of Parallel Learning Trust) put his name forward for this post. The SF members voted on this matter and there was a majority vote for MJ to take the PRU post.

Schools Forum Constitution

CAJ suggested the following changes to the Lambeth Schools Forum Constitution:

- Pt 4 Disqualification – changing absence from 6 meetings to 3 meetings.
- Pt 4.3 Voting – one vote per representing member.
- Pt 1.3 School Structure – the board does represent a variety of schools and membership will be checked on an annual basis to make sure that the board represents a variety of schools.
- Pt 1.5 There is no change to the makeup of the forum membership for non-school members.

Q. In pt 1.1 “*Lambeth Schools Forum will comprise 18 school members and 4 non-school members*” is the ratio up to date and accurate?

A. Some schools are becoming Academies so this may change. This item will be reviewed at the next SF meeting on 13th June 2018. **ACTION: CAJ.**

Note: It is proposed that the ratio of pupils in maintained schools vs academies will be reviewed at the start of each new academic year to check that the membership reflects the current make-up.

AGREED: All SF members voted and unanimously agreed on the changes to the Constitution.

5. Register of Interests and Declaration of New Interests

Members were asked to complete and sign Declarations of Interests. These will be kept with the SF Clerk.

6. Early Years Service Update - Kathryn Shaw (KS)

KS informed about the take up of 30hours free childcare for working parents. This is an extension of the funded places for 3-4yr olds from 15hrs to 30 hrs. The scheme started as of 1/9/2017 and only childcare providers who are registered with Ofsted can access the funding. Parents register via a portal to check eligibility, which is then verified by the Local Authority (LA).

To date 1463 children are receiving the 30hrs free childcare across the Borough. The numbers are expected to increase at the next take up on 1st April 2018. 32 of the 50 primary schools are taking up the offer. 61 of the 114 PVI childcare providers have taken up the offer and only 14 out of the 240 childminders.

Providers are not obliged to take on pupils for the 30hrs. It is for the LA to enable providers to take it up. There were 624 children receiving 30hrs free childcare in December 2017 and since the 1st January 2018 this figure has risen to 1463. This initiative will take time to establish.

There has been a low uptake of shared hours ie. shared across two different sites eg. school and childminder. There is scope for more work to be done so that more places can be offered. If parents fall out of work then there is a grace period of 3 months to find work then the parents are eligible again.

In the new financial year the data will be identified. It is a huge administrative task and challenge as every parent needs to be checked individually to check if they are eligible.

Each LA is asked to put in a bid to help support the 30hrs. Lambeth have received £44K. This will be used to provide an additional member of staff to co-ordinate the 30 hrs. There will be communication to parents and providers as there is no national advertising about this matter. There is a small capital amount for small providers to enable them to provide food for lunchtimes enabling them to offer the 30hrs.

Q. The LA is working to offer a total of 2100 children 30hr places. Is there a penalty if this figure is not reached?

A. No. The Cabinet Office are aware of this as it has been fed back.

7. Early Years Funding 2018-19 - Tim Gibson

TG noted that in 2018-2019 the amount of EY Funding that can be used for central spend will go down to 5%. Last year Lambeth was able to use 7% for central spend.

Q. How are you looking to spend that? What is in the Inclusion Fund?

A. £5.75p/h now and an increase to £6.03p/h with a caveat put in. The funding will be based on the January EY census and there is a small chance that the £6.03 may be unaffordable. Should any information come to light that suggests that the proposed hourly rate will not be affordable then officers will communicate that to SF members before any changes are made.

EY is not funded for the same amount as funded out, it is funded out for more hours than it has funding for.

The Inclusion Fund was funded at £139k in 2017/18 and has been running since April 2017. The take up has been slow, but it has started. The purpose of the fund is to do more for families to access the offer of free early years' provision.

The Early Years' funding formula is looking to keep the hourly rate for nursery schools unchanged. The funding will reduce after that. Nurseries get supplementary funding through the Funding Formula.

Q. Is the DfE doing anything about the Nursery Funding Formula?

A. A supplementary amount has been given pending consultation. There is a 2yr differential in funding (last year and this year). The original plan was to have one flat rate. Continuing additional funding will be needed and a decision will be made by 2019/2020.

Looking at the recommendations, TG informed that funding for 2yr old pupils with complex needs provision needs to be included, i.e. 18 weeks or an assessment. The EHCP process needs to be assisted as it is more expensive to take on 2yr olds due to the ratio that is required, yet EY need to be met.

A high proportion of funding will go for SEN, enhancing the PVI settings. There will be additional money for HNB to address staff who look after children with complex needs. The EY sub group will meet with the High Needs group. A paper will be prepared for the sub group. **ACTION: TG/CTw to prepare paper.**

Within the funding formula the business rate of properties in the area was used by the DfE and it is one of the reasons why Lambeth got a higher amount. This is a London wide issue with the demographics linked to the formula e.g. postcode based with the measure including relative income of households. Ideally the deprivation definitions in the EY funding formula will ideally be brought in line with the current schools funding formula. A review of the formula will be carried out in advance of the 2019/20 financial year.

It was requested that should the proposed hourly rate not be affordable then officers will communicate that to SF members before any changes are made and will also bring information on the expenditure for the EY and whether £6.03 is sustainable. The same rate as GK has requested will be considered i.e. £6.03. As well as informing members about the money not spent and carried over for EY Inclusion Fund. **ACTION: TG.**

The SF Members voted and agreed on the following points:

6.1 Schools Forum to note the indicative funding levels for Early Years provision and the basis on which this is calculated. **AGREED.**

6.2 To agree to central retention of funding of £1.285m for 2018-19. **AGREED.**

6.3 It is recommended that £350,000 be allocated to the EY's Inclusion Fund for 2018/19. **AGREED.**

6.4 It is proposed that the recommended hourly rates for 3 and 4 year old funding for 2018/19 as reflected in paragraph 4.1 and 4.3 be agreed. **AGREED.**

6.5 It is recommended that the hourly rate for two year olds be increased to £6.50 per hour. **AGREED.**

8. Forward Plan

- It was agreed that the EY will be a standing item.
- The DSG will take place in June and there will be an update on the Growth Fund.
- There will be a general paper on the DSG, HNB and an update on EY.

9. AOB

- It was requested that Bronia Grehan be removed from the circulation list.
- Making sure there is proportional representation on the SF.

10. **FUTURE MEETING DATES**

13th June 2018 @ Hitherfield School 6-8pm

16th October 2018 @ Hitherfield School 6-8pm

There being no further business to discuss, the Chair closed the meeting at 7.25pm

Signed: _____

Date: _____

**Chris Ashley-Jones
Chair of the School Forum**

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LAMBETH SCHOOLS FORUM MEMBERSHIP								
	TYPE OF MEMBER	GROUP	SUB GROUP	SUB SUB GROUP	NAME	SCHOOL	MEMBERSHIP START DATE	MEMBERSHIP EXPIRY DATE
1	School	Primary	C	Headteacher	Alexandra Hardy	Henry Cavendish	03 November 2010	03 November 2018
2	School	Primary	C	Headteacher	Chris Ashley-Jones (Chair from Sept 2017)	Hitherfield Primary	27 September 2017	27 September 2021
3	School	Primary	C	Headteacher	Humaira Saleem	Iqra Primary School	Wednesday 10 January 18	10 January 2022
4	School	Primary	C	Headteacher	Chris Toye	Wyvern Federation	Wednesday 10 January 18	10 January 2022
5	School	Primary	VA	Headteacher	Jayne Mitchel	St Andrews CE	14 May 2014	14 May 2018
6	School	Primary	C	Governor	VACANT			
7	School	Primary	C	Governor	Matthew Green	Telferscot	06 December 2011	06 December 2019
8	School	Primary	VA	Governor	VACANT			
9	School	Primary	C	Governor	Charles Asher	Gypsy Hill Federation	Wednesday 10 January 18	10 January 2022
10	School	Primary	C	Governor	VACANT			
11	School	Secondary	VA / VC	Headteacher	Nick Butler	St Gabriel's College	01 October 2014	30 September 2018
12	School	Secondary	A	Principal	David Boyle	Dunraven School	29 September 2015	29 September 2019
13	School	Secondary	VA	Governor	Roger Bowdery	Bishop Thomas Grant	29 September 2015	29 September 2019
14	School	Secondary	VA/C	Governor	VACANT			
15	School	Secondary	A	Principal	Kate Atkins	Great North Wood Education Trust	Wednesday 10 January 18	10 January 2022
16	School	Special	C	Headteacher	VACANT			
17	School	Nursery	C	Headteacher	Glenda King	Ethelred	12 January 2016	12 January 2020
18	Non School	PRU		CEO	Mark Jordan	Parallel Learning Trust	06 March 2018	05 March 2022
19	Non School	PVI		Manager	Raymond Smith	Pre-School Learning Alliance	02 October 2014	01 October 2018
20	Non School	PVI		Manager	VACANT	Horizons Day Nursery		
21	Non School	16-19 Partnership		Vice Principal	VACANT	Lambeth College		
22	Non School	Faith Body		Governor	Maksud Gangat	Orchard School	12 November 2014	12 November 2018
								TOTAL

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Pro-Forma Register of Business Interests 2018-19

Name of Schools Forum Member: _____

Name of Business	Nature of Business	Nature of Interest	Date of Appointment or Acquisition	Date of Cessation of Interest	Date of Entry

I certify that I have declared all beneficial interests, which I or any person closely connected with me, have with businesses or other organisations which may have dealings with the Lambeth Schools Forum.

If any member has a direct personal financial interest (or other interest) in any item under discussion they should declare this at the beginning of the meeting and withdraw from the discussion of that item.

Signed Date

Responsible Officer Checklist and Record Log:

For the year beginning 1 April 2018

Agenda Item 6

Title: Early Years' Service update

Date: 13 June 2018

Report to: Schools Forum (June 2018)

**Report for: Information on Delivery of 30 hours early education childcare in
Lambeth Decision Consultation Action**

Author: Kathryn Shaw - Early Years and Out of School Quality Improvement Lead

1. Background information – a reminder.

- The introduction, from September 2017, of the extended entitlement to 30 hours free provision - an additional 15 hours a week for working parents of three- and four-year-olds (on top of the universal entitlement of 15 hours a week for all three and four year olds).
- Eligibility for the additional hours is determined by portal on line for parents through HMRC.
- Main Eligibility criterion is that each parent/carer should be on an income of less than £100,000 but more than the minimum wage per annum.
- Applies to those parent/carers working full time/part time/self-employed/zero contract hours.
- Only parents with children registered to access the universal 15 hours early education funding by the LA will be entitled to receive the funding.
- 30 hours is linked to Tax Free Childcare giving additional benefits to the family.

2. Update on Current Uptake / 30 hours and key points.

Across the country, there were 329,195 eligibility codes issued to parents for the 2018 spring term, of which 93% were validated by providers. The number of children in a 30 hours place represents 96% of validated codes and 89% of all codes issued.

These figures were 96% and 90% respectively in the 2017 autumn term.

In Lambeth the take up is increasing. The table below shows how we compare with our statistical neighbours regarding the take up of the 30 hours:-

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	Eligibility codes issued	Codes validated (number)	Codes validated ⁵ (%)	Children in a 30 hours place ⁶	Children in a 30 hours place as a percentage of codes issued (%)
Lambeth	1,509	1,377	91	1,476	98
LONDON ⁷	39,591	34,663	88	32,900	83
INNER LONDON ⁷	13,124	11,797	90	11,500	88
OUTER LONDON	26,467	22,866	86	21,362	81

The DfE have estimated that there are approximately 2,100, 3 and 4 year olds in Lambeth eligible for 30 hours free childcare.

The take up of 30 hours during the first term (autumn term) was reasonable. 921 children offered places across the borough. To date there has been a significant increase in the number of settings offering 30 hours places. Uptake increased to 1470 children at the Spring headcount.

	Autumn term		Spring term	
	No of settings offering 30 hours	No of children in a place	No of settings offering 30 hours	No of children in a place
Schools	32	537	62	715
PVIs	52	380	83	737
childminders	7	4	14	18
Total	91	921	169	1470

Funding has been agreed by the DfE through a successful bidding process to help support the delivery of 30 hours. The funding will be used for the following:-

- Communication to both parents and providers.
- Additional staffing within the LA to support delivery.
- Supporting child minders to deliver 30 hours.

This should enable us to further increase the uptake of 30 hours in Lambeth, and in particular amongst childminders, where the uptake remains relatively low.

3. Challenges.

There continue to be a number of challenges regarding the delivery of 30 hours. These are:-

- The enormous administrative tasks involved and continuous data that needs to be sent back to DFE.

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- Parents are still confused about the 30 hours especially with HMRC personnel giving misinformation and blaming the local authority.
- Parents are not reconfirming in time and entering the grace period.
- Temporary codes are still being issued.
- Providers are being overtasked with the administrative work involved.
- Some schools are not getting enough 30 hour applications and therefore still have space.
- Increasing awareness with prospective parents for September intake and most of our current children are going into schools.
- Getting the correct message across to both parents and providers managing their expectations.

Agenda Item 7

Title: 2017/18 DSG Outturn

Date: 13 June 2018

Report to: Schools Forum (June 2018)

Report for: Information X Decision Consultation Action

Author: Tim Gibson – Assistant Director of Finance (Children’s Services)

1. Background

1.1 The Dedicated Schools Grant is a ring-fenced grant that is used to fund (among other things) schools, early years providers and for special educational needs provided by a variety of providers (such as in FE colleges for post-16 students). The grant was divided into three blocks in 2017/18 namely the Schools Block, Early Years Block and the High Needs Block. Any over or underspends are carried forward from one year to the next.

2. Income Received

2.1 The total amount that was received in 2018/19 by Lambeth was £214.491m. This is after recoupment for academies and other high needs deductions have been deducted off.

2.2 Adjustments for Early Years participation based on the January censuses are made in the subsequent year to the one to which they relate and thus an adjustment took place in 2017/18 in respect of the 2016/17 DSG and similarly an adjustment will take place in 2018/19 that relates to the 2017/18 year that this report covers. This adjustment has not been notified to us yet but is expected to be approximately £1m, the reason that this is higher than usual is that the funding that was provided for the additional 15 hours of early years provision for working families was an estimate and will subsequently be adjusted to reflect actual participation.

2.3 A breakdown of the DSG income received is shown below:

	Schools Block	High Needs Block	Early Years Block	Total
Gross allocation	209.330	40.223	28.518	278.070
Schools Block Academy Recoupment	-59.792			-59.792
High Needs Block Deductions		-3.115		-3.115
2016/17 EY's Adjustment	-0.671			-0.671
	148.866	37.107	28.518	214.491

3. Expenditure

3.1 The amount that was spent against the Dedicated Schools Grant areas in 2017/18 was £216.235m. I.e. the Council spent £1.743m more than the amount of income that was received.

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- 3.2 This has meant that the amount of unspent DSG carried forward has decreased from £6.638m at the beginning of the year to £4.895m at the end of the year. It should also be noted that an adjustment in the region of £1m is expected for Early Years and also some early years' expenditure went through in 2018/19 that was for participation in 2017/18, meaning that the real amount that is available to be deployed is somewhat less than that.
- 3.3 The main cost pressure area is within the High Needs Block (HNB) where the costs of providing for the additional education of the young people in this area has increased considerably over the past few years and continues to do so. A separate item on this agenda will cover in more detail the drivers for the increases in spend in the HNB and some of the actions to reduce this spend that are being implemented or considered.

4. Appendices

- 4.1 2017/18 Draft Note to the Accounts; note that this is still provisional and has not been audited and thus may be subject to change.

5. Recommendations

- 5.1 This report is provided for information.