

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

Wednesday 6th March 2018

18:00pm – 19.00pm

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**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 10th January 2018
	3.	Matters Arising
	4.	Membership – SF constitution
	5.	Register of Interests and Declaration of New Interests
18:10	6.	Early Years Service Update - Kathryn Shaw
18:25	7.	Early Years Funding 2018-19 - Tim Gibson
18.45	8.	Forward Plan
18:50	9.	Any Other business (AOB)
18:55	10.	Future Meeting Dates

Next meeting: TBC

1. **Welcome & apologies**

Vice Chair to note the apologies as listed on the sign-in sheet

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

Draft minutes to the previous meetings are separately attached. These need to be considered by the Schools Forum for accuracy

3. **Matters Arising**

None

4. **Membership**

Attached SF constitution to be reviewed by all members – Chair to provide discussion points and present.

Vacancies Remaining

- 1 x Primary Community Governor representative
- 1 x Secondary Community Governor representative
- 1 x Special Schools 'Headteacher
- 1 x Non school representation

Action:

Schools Forum Ratification of following nominations to vacancies:

Mark Jordan – Parallel Learning trust - alternative provision

Members to Agree SF constitution

5. **Register of Interests and Declaration of New Interests**

All members are asked to declare any new interest at the start of the meeting and sign new declarations in relation to the 2017/18 financial year

Action:

- ***All new members to submit declaration of interests for 2017-18***

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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	POSITION OCCUPIED
1	School	Primary	C	Headteacher	Alexandra Hardy	Henry Cavendish	03 November 2010	03 November 2018	1
2	School	Primary	C	Headteacher	Chris Ashley-Jones (Chair from Sept 2017)	Hitherfield Primary	27 September 2017	27 September 2021	1
3	School	Primary	C	Headteacher	Humaira Saleem	Iqra Primary School	Wednesday 10 January 18	10 January 2022	1
4	School	Primary	C	Headteacher	Chris Toye	Wyvern Federation	Wednesday 10 January 18	10 January 2022	1
5	School	Primary	VA	Headteacher	Jayne Mitchel	St Andrews CE	14 May 2014	14 May 2018	1
6	School	Primary	C	Governor	VACANT				
7	School	Primary	C	Governor	Matthew Green	Telferscot	06 December 2011	06 December 2019	1
8	School	Primary	VA	Governor	Rickard Jonsson	St. Stephen's CE Primary School	18 January 2017	18 January 2021	1
9	School	Primary	C	Governor	Charles Asher	Gypsy Hill Federation	Wednesday 10 January 18	10 January 2022	1
10	School	Primary	C	Governor	Tony Andrews	Wyvern Federation	13 July 2016	13 July 2020	1
11	School	Secondary	VA / VC	Headteacher	Nick Butler	St Gabriel's College	01 October 2014	30 September 2018	1
12	School	Secondary	A	Principal	David Boyle	Dunraven School	29 September 2015	29 September 2019	1
13	School	Secondary	VA	Governor	Roger Bowdery	Bishop Thomas Grant	29 September 2015	29 September 2019	1
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	1
16	School	Special	C	Headteacher	VACANT				
17	School	Nursery	C	Headteacher	Glenda King	Ethelred	12 January 2016	12 January 2020	1
18	Non School	PRU		Principal	VACANT				
19	Non School	PVI		Manager	Raymond Smith	Pre-School Learning Alliance	02 October 2014	01 October 2018	1
20	Non School	PVI		Manager	Marcia Hosain	Horizons Day Nursery	02 October 2014	01 October 2018	1
21	Non School	16-19 Partnership		Vice Principal	Paul Cox	Lambeth College	29 September 2015	29 September 2019	1
22	Non School	Faith Body		Governor	Maksud Gangat	Orchard School	12 November 2014	12 November 2018	1
TOTAL									18

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Pro-Forma Register of Business Interests 2017-18

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 2017

Agenda Item 4

Title: LAMBETH SCHOOLS FORUM CONSTITUTION

Date: 6 March 2018

1 **MEMBERSHIP**

1.1 Lambeth Schools Forum will comprise 18 school members and 4 non-school members

Representation from Primary, secondary and Academy Schools must be broadly proportionate to the total number of pupils registered at them and proportionate to the ratio of pupils in each phase.

The membership ratio will be reviewed at the start of each financial year and membership will be adjusted accordingly if necessary.

School members are proportionately representative of the ratio of school types (sub-group):

- Community
- Voluntary Aided or Voluntary Controlled
- Foundation
- Academy
- Pupil Referral Unit

1.2 Restrictions to Membership

Two restrictions on Membership were introduced in April 2006:

- **Elected Members who hold an executive role** in the authority (a lead member/portfolio holder) are **barred** from being a member. (“executive member” means any elected member of the local authority appointed to the executive of that authority.)
- **Officers employed by the local education authority/Children’s Services Department who have a role in the strategic resource management** of the authority **are also barred from membership of the forum** with the exception of representatives of pupil referral units.

1.3 School Members

Schools members and Academies members must together comprise at least two thirds of the membership of the forum.

School Members are divided in groups according to representation. The primary group is the Sector, the sub-group is the type of school and the sub sub-group is Headteacher, Governor or Headteacher’s Representative.

A “headteacher’s representative” means a senior member of staff representing a Headteacher as nominated by the Headteachers Forum

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School Members Structure is:

- 10 Primary Sector Representatives
- 3 Secondary Sector Representatives
- 1 Special Sector Representative
- 1 Nursery Sector Representative
- 2 Academy Sector Representative
- 1 Pupil Referral Unit Representative

1.4 School Member Substitutes

Substitutes within a nominated pool of School Member Substitutes may attend and vote on meetings on behalf of a specific School Member that cannot attend a School Forum meeting.

A Governor Substitute member may replace a Governor Schools Member at a Schools Forum meeting. Likewise, a Headteacher or Headteacher's Representative Substitute may replace a Headteacher or Headteacher's Representative.

Substitutes will be nominated in the following sub sub-groups:

- Governor
- Headteacher or Headteacher's Representative
(ie. principal, deputy head teacher, bursar or other person responsible for the financial management of the school)

School Members Substitutes Structure is:

- 4 Governors
- 4 Headteachers or Headteacher's Representatives

1.5 Non School Members

Non school members **should make up no more than 1/3rd of a forum's total membership.**

Non-school Members:

- 1 Faith Body Representative
- **2 Early Years PVI Representatives**
- **1 14-19 Partnership Representative**

1.6 A current list of Schools Forum Membership is maintained by the authority and is ANNEX A to The Constitution.

2. ELECTION OF MEMBERS, CHAIR AND SUBSTITUTES

2.1 The **process of electing School Members is determined by the constituents represented by the members of that group or sub-group.**

Headteachers and Headteacher's Representative are nominated by the Headteachers Forum and Governors nominated via the Governors Forum.

Academies members must be elected to the schools forum by the governing bodies of the Academies in the authority's area

School Member Substitutes are nominated by the Headteachers Forum or Governors Forum (as appropriate) to form a pool.

Non school members are nominated by appropriate bodies or the LA as appropriate.

- 2.2 The Chair and Vice Chair shall be elected annually at the first meeting in each financial year.

3. PERIOD OF OFFICE

- 3.1 Members shall be elected for a term of four years. No member may serve more than two consecutive terms. After a period of four years has elapsed following the end of their second term, former members will be eligible for election again.

The relevant authority may end the appointment of any forum member before the expiry of his term of membership if the member concerned ceases to hold the office by virtue of which he became eligible for appointment to the forum.

4. DISQUALIFICATION

- 4.1 A person will be disqualified from being a member of the Schools Forum if they have failed to attend Schools Forum meetings for a continuous period of three meetings, without the consent of the Schools Forum. Members are required to give a reason for an apology otherwise the apology will not be accepted.

- 4.2 A forum member remains in office until—

- the member's term of office expires;
- the member ceases to hold the office by virtue of which the member became eligible for election, selection or appointment to the forum;
- the member resigns from the forum by giving notice in writing to the authority; or
- in the case of a non-schools member, the member is replaced by the authority, at the request of the body which the member represents, by another person nominated by that body,

- 4.3 **Voting** – when members are using their voting rights only one vote is permitted per representing organisation.

5. OBSERVERS

- 5.1 One or more of the below can have observer status:

- Executive Member for CYPs
- Education Funding Agency Representative
- School Forum Member Substitute
- Member of the General Public

There is a restriction on local authority members and officers who are not members of the Schools Forum taking part in its meetings.

Participation will be limited to a Director of Children's Services (or their representative), Chief Finance Officer (or their representative) or officers who are providing specific financial or technical advice to Schools Forum.

Other officers will be able to participate where they are presenting a report, but their participation must be limited to their specific agenda item.

5.3 **The following persons may speak at meetings of the forum, even though they are not members of the forum-**

- (a) **the director of children's services at the authority or their representative;**
- (b) **the chief finance officer at the authority or their representative;**
- (c) **any elected member of the authority who has primary responsibility for children's services or education in the authority;**
- (d) **any elected member of the authority who has primary responsibility for the resources of the authority;**
- (e) **any person who is invited by the forum to attend in order to provide financial or technical advice to the forum;**
- (f) **an observer appointed by the Secretary of State; and**
- (g) **any person presenting a paper or other item to the forum that is on the meeting's agenda, but that person's right to speak shall be limited to matters related to the item that the person is presenting.**

Those with observer status will not have any voting rights. Speaking rights of observers will be at the discretion of the Chair. Observers will not normally be allowed to be present during confidential items.

6. PROCEEDINGS

6.1 All meetings will be held in public.

6.2 All meeting papers, minutes and decisions will be published on the Lambeth website.

6.3 **The schools forum is quorate if at least two fifths of the total membership is present at a meeting.**

6.4 Only schools members and representatives of the Private, Voluntary and Independent (PVI) sector can vote on the funding formulae.

Agenda Item 6

Title: Early Years' Service update

Date: 6 March 2018

Report to: Schools Forum (March 2018)

Report for: Information X Decision Consultation Action

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

1. Background

- 1.1 The Conservative party manifesto for May 2015 election, pledged extension of funded places for 3 and 4 year olds to 30 hours for children in working families. The Eligibility was that a parent in the household has an income of between £6,000 and £100,000. This applies to those working full time/part time/self employed/zero contract hours.
- 1.2 Only childcare providers registered to access early education funding by the LA will receive the funding. There is a Portal on line registration system for parents. Providers are not obliged to deliver 30 hours free childcare. Start date: September 01, 2017.

2. Update on Current Uptake

- 2.1 The DfE have estimated that there are approximately 2,100, 3 and 4 year olds in Lambeth eligible for 30 hours free childcare. To date, this is being offered by the following settings:-
- 32 of the 53 primary schools with nurseries (60%.)
 - 52 of the 114 PVI's (45.5%.)
 - 4 of the 240 child-minders (1.5%.)

In total, there has been 1,235 hits on the on line system.
Of these, Lambeth has received 872 applications, of which 624 have been approved (80%.)

3. Challenges

- 3.1 30 hours could harm social mobility and widen the gap in social mobility.
Demand v. supply – ensuring that there are sufficient providers on board to meet demand.
Increasing focus on quantity of childcare rather than quality.
Potential adverse impact on equality of offering 30 free hours to children in working families.
Explore how to avoid the policy inadvertently increasing gaps in development at school starting age
- 3.2 Continue to promote the 30 hours across the borough to both parents and providers.
Keep providers informed – encourage and engage!
Continue to ensure that settings offer high quality provision – research shows that this is most crucial in ensuring that all children get the best start in life.
Continue to ensure that closing the gap is an essential element of a long term plan to ensure every child has the best chance in life.

Update to be given verbally and items tabled

Agenda Item 7

Title: Early Years Funding 2018-19

Date: 6 March 2018

Report to: Schools Forum (March 2018)

Report for: Information X Decision X Consultation Action

Author: Dominique Johnston-Franklin – Group Manager Education

1. Purpose of Report:

1.1 The purpose of this report is to outline arrangements and indicative funding levels for Early Years provision for 2018-19, to agree the hourly rates that will be applied in 2018/19 and to obtain agreement about funding that will be retained centrally.

2. Early Years Funding Allocations

2.1 The hourly rates from government to Local Authorities (LA's) for Early Years provision was updated under the Early Years National Funding Formula which started in 2017/18. The Funding allocation to Lambeth for three and four year olds was protected in 2017/18 and thus in 2017/18 Lambeth was funded at £7.73 per hour and in 2018/19 this decreases to £7.34 per hour.

2.2 Under the Finance Regulations, LA's are able to retain funding centrally to administer the free entitlement and provide support to Providers, however they must "passport" 95% of the funding that they receive to providers, this has increased from 93% in 2017/18. Lambeth is proposing that 5% be retained centrally for central expenditure which amount to £1.285m. Schools Forum are asked to agree this.

2.3 As there is a reduction in the amount centrally retained from 2017-18 this will allow an increase in the base rate in the 3-4 year old formula for funding Providers. Modelling based on the 2017/18 levels of Early Years participation suggests that Lambeth can afford to increase the base hourly rate for PVI providers and in Maintained Primary schools to £6.03 for 2018/19 (this was £5.75 in 2017/18) an increase of 5%.

2.4 The funding that the local authority receives for 2 year olds has increased to £6.50 per hour from £6.07 per hour and it is proposed that the rate that we fund providers at also be increased to £6.50 per hour in 2018/19.

2.5 Note that the funding that the local authority will receive for early years in 2018/19 is based on the number of hours of participation in the January 2018 Census and the January 2019 Census. It is however accepted that the January Census is not a reliable indicator of the total number of hours that the LA will be required to fund and thus modelling of the participation across a full financial year is required in order to set an hourly rate that can be afforded from the funding that is provided.

2.6 Unlike the Schools and High Needs Block where funding is fixed prior to the start of the financial year, the Early Years Block allocation is indicative until after the financial year. This is because it is calculated on numbers of children accessing the provision based on Schools

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Census and Early Years Census in January each year, weighted for an academic year. The Early Years DSG allocation for this 2018-19 will be based on:

- April to August – 5/12 of participation at January 2018 x hourly rate
- September to March – 7/12 of participation at January 2019 x hourly rate

The adjustment for the January participation hours is generally only notified after the accounts for that financial year have been closed (usually in June or July) and thus this adjustment can also affect the amount of funding that is available in the subsequent financial year.

2.7 This presents a number of issues for the LA in monitoring and managing the funding from government and paying providers:

- The final funding from government is not confirmed until after year end (2017-18 funding will be confirmed in July 2018).
- Funding is only accurately matched to the Spring Term participation levels. Participation levels above this in other terms are not funded.
- It is difficult to accurately assess the overall under/ over-spend position in the budget until very late in the financial year.

3. Early Years Central Retention

3.1 In 2018/19 LA's must passport 95% of the early years' funding to providers and are thus able to retain 5% of the 3-4 Year old DSG funding (this was 7% in 2017-18) centrally to provide services relating to Early Years; this excludes Contingency sums for participation, as this funding will be paid to Providers during the year. The amount that was centrally retained in 2017-18 was £1.8m.

3.2 The LA has worked hard to reduce the amount required centrally in order to enable more funding to be allocated to Providers. This is also at a time when the provision has been extended. Proposals for 2018-19 are as outlined below and total £1.285m.

Early Years Centrally Retained	£,000
Continuing Professional Development	85
Early Years Educational Improvement	661
Early Years Finance Support	25
Children Centre Support	514
Total	1,285

3.3 Forum approval is required for Central Retention of funding; therefore the Schools Forum is requested to agree this Central Retention of £1.285m for 2018-19

4. Early Years Funding formula for 3&4 year olds and funding rates for 2 year olds

4.1 The proposed funding rates for 2018/19 are:

Base rate for PVI and Primary School providers 3&4 Year olds	£6.03
Supplements (based on children attending a setting/staff in setting)	
Deprivation (per unit)	£0.03
Quality – settings rated as good	£0.10

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Quality – settings rated as outstanding	£0.20
Universal base rate for 2 Year olds (per hour)	£6.50

- 4.2 It is proposed that £350,000 be allocated to the Inclusion Fund - Local authorities are required to have SEN Inclusion Funds for all three and four year olds with special educational needs (SEN) who are taking up the free entitlements, regardless of the number of hours taken. These funds are intended to support local authorities to work with providers to address the needs of individual children with SEN. This fund will also support local authorities to undertake their responsibilities to strategically commission SEN services as required under the Children and Families Act 2014.
- 4.3 It is proposed that maintained nursery schools will continue to receive an additional hourly supplement that will mean that they will continue to receive £8.35 per hour which is unchanged from 2017/18. This will be partly met from the Maintained Nursery Schools Supplementary Funding (MNSS) that is allocated to Lambeth (£616,000 in 2018/19) and partly from the EY's participation funding. Maintained nursery schools also receive a supplement for two year old funding of £1.50 per hour and it is proposed that this continue in 2018/19.
- 4.4 Nursery schools are in the process of forming a hard federation to share costs across their settings and which will also reduce the number of leadership positions and thus the associated costs. Furthermore, nursery schools are continuing to seek further cost saving and other measures that will help to ensure their viability in the future.
- 4.5 The disadvantage (deprivation) supplement has been included in the funding formula for many years in Lambeth and the formula and the proposed rate remains unchanged. Settings can also access funding for disadvantaged pupils through the Early Years Pupil Premium.
- 4.6 Meeting the needs of deprived children is a key part of the Government's priority of narrowing the attainment gap between children from different socio-economic backgrounds and thus it is a mandatory requirement that there be a deprivation supplement included in the Early Years Funding Formula.
- 4.7 Funding for deprivation is allocated to early years providers based on the Income Deprivation Affecting Children Indicator (IDACI) score of the children at the setting as at January. The IDACI score of each child is determined by their household postcode as recorded on the January pupil census.
- 4.8 The total deprivation funding is determined by taking the average IDACI score for the setting, multiplying it by the number of free-entitlement hours provided by the setting per week (as per the January census) , multiplying this by the maximum funded weeks and then by deprivation unit value:

Example- Deprivation 2018-19	
IDACI score average [A]	3.651
Free Entitlement hours [B]	228
Maximum funded weeks [C]	38
Deprivation unit [D]	£0.03

E = A*B*C*D	
Total Deprivation [E]	£948.96

- 4.9 Quality of education and care is the key driver for improving children’s outcomes and narrowing attainment gaps, and that it is particularly crucial for children from disadvantaged backgrounds. Therefore the Early Years Funding Formula incentivises high quality by awarding additional fund to early years’ providers with Outstanding and Good OFSTED ratings in early years’ provision.
- 4.10 The Quality factor score is determined depending on the provider’s Early Years OFSTED rating as at 3rd December:
- Quality factor score for an Outstanding setting : 2
 - Quality factor score for an Good setting : 1
- 4.11 Funding for quality is allocated to early years providers based on the quality factor score multiplied by the number of free-entitlement hours provided by the setting per week (as per the January census), multiplying this by the maximum funded weeks and then multiplying by the quality unit value.

Example- Quality 2018-19	
Quality factor [A]	1
Free Entitlement hours [B]	228
Maximum funded weeks [C]	38
Quality value [D]	£0.10
E = A*B*C*D	
Total Quality [E]	£866.40

5. Summary

- 5.1 LA’s are able to retain funding centrally to administer the free entitlement and provide support to Providers; this has reduced to 5% of 3-4 year old funding in 2018-19. Proposals for centrally retained funding total £1.285m (5%). There is a reduction in the amount that can be retained centrally (from 7% to 5%) and this has meant that central early years’ costs have had to be reduced accordingly.
- 5.2 It is proposed that maintained nursery schools continue to receive enhanced funding for 2018/19 but it is noted that these schools are in the process of restructuring themselves and that this will ultimately lead to a reduction in costs.
- 5.3 Funding for eligible 2 year olds has increased from £6.07 per hour to £6.50 and it is proposed that the rate that providers are funded for two year olds be increased to £6.50 per hour.

6. Recommendations.

- 6.1 Schools Forum to note the indicative funding levels for Early Years provision and the basis on which this is calculated.
- 6.2 To agree to central retention of funding of £1.285m for 2018-19.

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- 6.3 It is recommended that £350,000 be allocated to the EY's Inclusion Fund for 2018/19.
- 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.
- 6.5 It is recommended that the hourly rate for two year olds be increased to £6.50 per hour.