

KIRKLEES COUNCIL

KIRKLEES SCHOOLS FORUM

Friday 26th November 2021 at 10:00, Huddersfield Textile Centre of Excellence

Present

| Name: | Category of Membership: |
|--|---------------------------|
| Andi Gilroy-Sinclair | Nursery School Heads (1) |
| Helen Pearson, Jenny Shore, Diana Wilson, Louise Brown, | Primary School Heads (5) |
| Karren Colligan | High School Heads (1) |
| | Special School Heads (1) |
| | Special Academy Heads (1) |
| Darren Christian (Chair) Ian Rimmer, Dave Wadsworth, Catherine Jubbs | Academy Heads (4) |
| Rebecca Smith | Pupil Referral Units (1) |
| Hazel Danson (NEU) | Non-school members (5) |
| | School Governors (1) |
| Jo-Anne Sanders, David Baxter, Natalie McSheffrey, Chris Jessup, Martin Wilby, Peter Bell (Clerk to the meeting) Eamonn Croston, Emma Brayford | Officers in Support |

Observers:

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| Cllr Carole Pattison (Portfolio Holder Learning, Aspirations & Communities) | Observers |
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Apologies:

Apologies for absence were received from Michelle Lee, Paul Evans, Martin Vayro, Julie Arechiga, Kath Duffy, Louise Brown, Helen Pearson, Kelsey Clark-Davis and David Baxter.

- 1 Welcome & Introductions**
The Chair welcomed everyone to the meeting and introductions were made.
- 2 Apologies for absence**
Apologies for absence were received from Michelle Lee, Paul Evans, Martin Vayro, Julie Arechiga, Kath Duffy, Louise Brown, Helen Pearson, Kelsey Clark-Davis and David Baxter.
- 3 Minutes of the Schools Forum meeting held on 15th October 2021**
The minutes of the above meetings were agreed as a correct record.
- 4 Kirklees Education & Learning Partnership Board (standing item)**
 - 4 Kirklees Education & Learning Partnership Board**
NMCS informed Members that the Education and Learning Partnership Board had met on 3rd November 2021
 - 4.1 Holiday Activities and Food (HAF) Update**
 - Phil Blackwell shared a presentation on the feedback received from participants and co-producers of the Holiday Activity and Food scheme that ran during the summer holidays.

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- The scheme split into 3 age groups Under 8, 8-12 and over 12's.
- Very popular and huge take up of first 2 cohorts.
- Questionnaire on how C & YP have coped during Covid undertaken by Our Voice team (attached)
- Feedback sent to Department for Education

Next steps

- Funding secured for next 3 years
- Look further into booking process for the over 12 cohort and how to engage better
- Event to be organised before Scheme starts to advertise, gain momentum
- Joined up approach with Youth Development Team
- Look at cohort of families not on FSM but still in Poverty



Summer
presentation HAF.ppt



Our Voice @ Schools
Out and Summer Pro

4.2

DfE Funding Consultation – reforming the school improvement grant

- Consultation launched on Friday 29th October 2021 with responses due by 26th November 2021
- The proposals in outline state that from Financial Year 2023/24 the grant is no longer paid to the LA, and in preparation for that is reduced by 50% for Financial Year 2022/23 (ie we get 50% from 1st April 2022 next year).
- That the statutory duties instead should be funded by de-delegating from Schools Forum, and this is enabled by changing the 'rules' to be able to de-delegate for statutory functions.
- Link and further information to be shared
- Small working group to be set up to discuss and agree succinct responses. NMcS/CJ
- Feedback from CEO/HT/KMC Joint Partnership meeting to be gathered.
- Regional ADCS response also being organised.
- JAS to feedback at HMI Link meeting. Bring back to next meeting.

4.3 Consultation responses have since been submitted from LA and on behalf of ELPB. Schools Forum have also prepared and are submitting a response

4.4 Our Kirklees Futures Action Plan

- CJ provided verbal update on where we are now.
- Gant chart produced – 2 key steps moving forward
- Timelines to be added and brought to next meeting
- Launch and communication working parties to be set up
- Invite representatives from Expert Strategy group, College, University of Huddersfield, Ravenshall

5 High Needs Budget (standing item)

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5 High Needs Budget

- 5.1 Schools Forum on 19th November 2021 agreed a funding transfer of 0.5% (the maximum allowable for a decision by Schools Forum) of £1.6m from the Schools Block to the High Needs block for 2022/23.
- 5.2 The intention is that the funding will support a range of investment measures as part of the broader Kirklees SEND transformation agenda.
- 5.3 The Council received a letter from the DfE on 11th November inviting participation in Government's Intervention Programme for Councils with high DSG deficits. The Council confirmed its participation by the 19th November deadline.
- 5.4 Discussions will commence with EFSA through December to mid-February with a view to agreeing a package of reform to our High Needs system that will bring our dedicated schools' deficit under control.
- 5.5 The department's team will work closely with the Council to challenge and support the development of the DSG recovery plan through detailed discussions. The proposal to be submitted to the department and will set out:
- i) How the LA will go about reaching an in-year balance on their DSG, and the timeframe for achieving this, and
 - ii) How the LA will itself reduce the historic cumulative deficit, and what support might be required from the department to eliminate the deficit in full
- 5.6 Final proposals to be submitted to the department in mid-February 2022. Final decision rests with the Secretary of State, and if agreed will form the basis of a published agreement. It will also set out additional funding which the department will release to support the reduction of our cumulative deficit.
- 5.7 Our LA's progress against the agreement will subsequently be monitored by the Department and will determine the release of further funding.
- 5.8 Forum agreed to a working group to meet early in January 2022 to look at the framework, engage in detail regarding the trajectory management and actions to take forward.
- 5.9 Q: Does it have to be a Headteacher on the working group or could it be a SENDCO?
A: It is for forum to decide on membership; however, it is important that members are able to challenge and ensure the education system is feedback to. Forum agreed it should be forum members.
- 5.10 Q: Who will lead the working group from the LA?
A: This is to be further agreed but will be important to have the right skills and that a joint approach is taken. This will include Jo-Ann Sanders, Eamonn Croston and others
- 5.11 Schools Forum to agree who joins the working group.
4 members to be agreed across all sectors of forum membership.
- 5.12 JAS confirmed that the initial proposal must be submitted to the ESFA by 10th February 2022

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- 5.13 Forum are due to meet on the 21st January 2022 it was agreed that the working group will meet early January 2022 and feedback will be provided at this meeting.

6 Schools Funding 2022 - 2023: latest news

6 Schools Funding 2022-23; Latest news

- 6.1 The Spending Review announcement by Government on 27th October 2021 included a further £1.6bn funding nationally for schools' budgets for 2022/23, and further £1.5bn per annum the following 2 years; £4.6bn in total. This compares with £2.4bn additional funding over the 2020/23 period.
- 6.2 The additional funding is expected to cover the NIC 1.25% employer uplift in 2022/23, teacher pay awards and provision for raising starter teacher salaries to £30k.
- 6.3 An additional £1bn for a recovery premium over the next 2 academic years (2022/23 and 2023/24).
- 6.4 It is anticipated that the ESFA data set and settlement figures for 2022/23 will be released sometime next month (last year it was 17th December 2020).
- 6.6 Q: If teachers starting salary is £30k what is the impact on newly qualified teacher in year 2 who will be on less?
A: EC will look closer

7 Schools Funding 2022 - 2023: annual consultation round

7 Schools Funding 2022 – 2023: annual consultation round:

- 7.1 Schools Block and central schools' services block
Implications of NFF for the Council and schools from 2022/23
Early Years Block.
- 7.2 Issues to be consulted on through Schools Forum & constituent groups:
- The changes made to the National Funding Formula for schools for 2022/23
 - Any exceptions applications to the Education & Skills Funding Agency to make variations to how the formula operates at any particular Kirklees school
 - Central budget provision within the Dedicated Schools Grant funding blocks
 - De-delegation arrangements for mainstream maintained schools
 - High Needs Block funding
 - Early Years Block funding

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7.3 **Consultation timetable:**

- 7.4 Consultation by e-mail to schools w/c 6 December 2021
Schools Forum January (7th January 2022)
ESFA response date 21st January 2022
Schools funding paper to Kirklees Council Cabinet 18th January 2022/1st February 2022
Early Years reference group; January 2022
Schools Forum briefing end January/early February 2022
ESFA response date - Early years block – 25th February 2022
- 7.5 Based on the ESFA funding timeline, it is expected that the LA will inform maintained schools of their 2022/23 budget shares by 25th February 2022. ESFA will inform academies of their budget allocations for the academic year by 31st March 2022.

8 **Annual Schools Funding Cabinet report introduction**

8 **Annual Schools Funding Cabinet report introduction**

- 8.1 Officers will be drafting the annual Cabinet report on schools funding arrangements for 2022/23 over the coming weeks. This will incorporate any changes to funding mechanisms, decisions taken at Schools Forum and a note of the annual consultation with schools. The report is due to be considered at the 18th January 2022 Cabinet meeting.

- 8.2 The deadline for submission of the 2022/23 funding allocations to the ESFA is 21st January 2022, and the submission contains a check that there is local political sign-off for the declared figures. The report will be shared with the Forum at the appropriate point.

9 **Any other business**

There were no further items of business to discuss.

10 **Date and Time of next meeting**

Dates and times of next meeting – all from 10.00 am – 11:30 am

Friday, 4th March 2022 - Public – Textile Centre of Excellence

11 **CONSTITUTION & TERMS OF REFERENCE**

Appendix A



Kirklees Schools Forum

CONSTITUTION AND TERMS OF REFERENCE – SEPTEMBER 2021

BACKGROUND, PURPOSE AND PRINCIPLES

Kirklees Schools Forum - 26 November 2021

The Kirklees Schools Forum is operated in accordance with the Department for Education and Skills 'Schools Forums (England) Regulations 2012' which lays down the statutory instruments in respect of the establishment of the forum, membership, and constitutional, procedural and administrative matters. The regulations were updated in 2020 to allow remote meetings to take place.

The purpose of the Kirklees Schools Forum is to provide unambiguous professional advice and strategic direction from Headteachers to education decision-makers regarding the funding of schools. The forum is a representative group of service providers who are required to use the variety of funding streams to ensure coherent educational provision for children and young people to maximise the positive impact of funding on the quality of teaching & learning and standards.

TERMS OF REFERENCE

- 1.1. The Kirklees Schools Forum provides a formal channel of communication between Kirklees LA and schools and serves as the principal mechanism for consultation and decision making relating to the funding of schools.
- 1.2. The Forum consults on any proposed changes to the school funding formula, and specifically any changes in relation to the factors and criteria, methods, principles and rules used to calculate schools budgets and the financial effects of any proposed changes.
- 1.3 The Forum acts as a consultative body on issues relating to:
 - Changes to the local funding formula
 - Proposed changes to the operation of the minimum funding guarantee
 - Changes to new contracts affecting schools
 - Arrangements for the education of pupils with special educational needs, in pupil referral units and in early years provision.
- 1.4 The Forum is responsible for decisions on:
 - The amount of funding to be centrally retained within the Dedicated Schools Grant
 - Proposed carry forward of deficits on central spend from one year to the next
 - Proposals for de-delegation of funding from maintained primary and secondary schools
 - Changes to the scheme of financial management

MEMBERSHIP

2. There is no maximum or minimum size of a schools forum. However, the forum will be kept to a reasonable size in order to ensure that it does not become too unwieldy. The membership shall be divided into school and non-school members, ensuring fair representation across all phases including early learning providers and the Pupil Referral Units, and including representation from local academies. The mechanisms for nominations of members, and their terms of office, are outlined in the Forum Protocols.

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3. The non-school members will constitute a maximum of one-third of the total membership of the Forum to represent PVI providers of early learning and childcare, teaching unions, and Post 16 providers.
4. The schools members, who are drawn from headteachers/principals of existing schools and academies, must number at least two-thirds of the total membership of the schools forum. The balance between maintained primary, maintained secondary and academies must be broadly proportionate to the pupils in each category (confirmed by an annual review of pupil numbers). There is no requirement for academies members to represent specific primary and secondary phases, but representation in this category will remain broadly proportionate to pupil numbers. Of the total number of places available on the Forum for school members there shall be one representative for governors, special schools, the Pupil Referral Units, middle schools and nursery schools.
5. Kirklees Council elected members, including the Portfolio Holder for Children and Young People, are invited to attend meetings but may not be appointed as a member of the Forum. Other interested parties may be invited to attend meetings, in line with the Forum protocols. A representative from the Education Funding Agency (EFA) may attend as an observer and participate in discussions to support the local process and provide a national perspective.
6. The Local Authority is represented by an officer nominated by the Director of Children and Young People's Service and by the Chief Finance Officer. Additional officers attend, as invited, to contribute to discussion or set agenda items.
7. The composition and membership of the Kirklees Schools Forum is available online on the Kirklees Council Schools Forum website. All representatives or nominatives shall be appointed as members for an initial term of three years, which may subsequently be reviewed through re-election or re-nomination in a subsequent process.

ADMINISTRATION

8. The clerking and officer support arrangements for Kirklees Schools Forum are provided through the appointed representatives from Council Finance and Children and Young People's Service
9. Forum meeting papers (current and past) are available online on the Schools Forum webpage [Browse meetings - Kirklees Schools Forum | Kirklees Council](#). Agendas and minutes are available 5 working days before each public meeting, and circulated to all members electronically.

CONDUCT OF MEETINGS

10. Timing and Frequency of Meetings

Public meetings of the Forum will take place on at least three occasions per year/one occasion per term. However, the volume of business may require meetings to take place more frequently. The dates, times and Venues of public meetings are published on the Schools Forum webpage.

11. Quorum

For Schools Forum to be quorate, 40% of members must be present. Inquorate meetings may proceed, but any key decisions may be deferred to a future meeting to ensure full representation of views.

12. Substitution

Members of the Forum may nominate appropriate substitutes, representing the same group of providers, to attend meetings in their place in the event that they are unable to attend themselves. Substitutions for school representatives can only be by headteachers from the same constituent group.

13. Voting

The decisions and recommendations required of the Kirklees Schools Forum will be agreed at the start of discussion. On items relating to funding formulae, only schools, academy and PVI setting members can vote.

The Forum aims to arrive at such decisions and recommendations by actively building a consensus around a proposed course of action. Details of situations requiring a vote and voting procedures can be found in the protocols.

14. Declarations of Interest

Schools Forum members should, for reasons of probity, be aware of circumstances in which they should withdraw from meetings due to a conflict of personal interest.

15. Right of Attendance

Kirklees School Forum Public Meetings are open to all. The Forum may also invite, by agreement, individuals to attend a meeting to provide information or reports. Visitors should be asked to leave if confidential items are discussed, unless the Forum have asked them to take part in a specific discussion. Additional briefing meetings may be called to enable discussion on detailed areas of funding in line with the ESFA timetable for the submission of information.

ARRANGEMENTS FOR ELECTION OF CHAIR AND VICE CHAIR

16. Election of Chair / Vice Chair

The Forum shall elect a chair and vice chair by a majority of votes cast on an annual basis at the first meeting in the academic year. The term of office of the chair will run until the first meeting in the following academic year

WORKING ARRANGEMENTS

17. Sub Groups

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The Kirklees Schools Forum may establish sub groups and/or working groups on an adhoc basis for the consideration of specific matters as it deems necessary and shall decide upon the terms of reference for such groups and on additional individuals to invite as deemed necessary. The Forum shall consider the work of such sub groups or Working Groups and shall make decisions or recommendations to the LA as appropriate.

18. Kirklees Schools Forum budget / members' expenses

Forum determines the annual budget for meeting costs and support, and reimburses all reasonable expenses incurred by members engaged in the work of the Forum.

ARRANGEMENTS FOR REVIEW AND REVISION

19. Review of Terms of Reference:

The Terms of Reference, and associated protocols, are reviewed annually at the start of the new academic year, and more frequently as national changes and regulations require.