



Primary Headteachers	Primary School Governors
Shirley Frankis (Woodlands Federation) Linda Appleby (Little Common Primary) Richard Thomas (Pevensey & Westham Primary) Debbie Gilbert (Burwash CE Primary) Richard Blakeley (Parkside Primary)	Jane Johnson (Newick CE Primary) Geoffry Lucas (Etchingam CE Primary) Vicky Richards (St Mark's CE Primary)
Secondary Headteachers	Secondary School Governors
Hugh Hennebry (UCTC) Helen Key (Chailey) Emily Beer (Willingdon Community)	Monica Whitehead (Claverham Community College)
Special School Headteacher	Special School Governor
Sophie Gurney (Hazel Court School)	Vacancy
Pupil Referral Unit	
Frank Stanford – (Sabden Multi Academy Trust)	
Academy Representatives	Non School Members
John Greenwood (Aurora Academy Trust) (Chair) James Freeston (King Offa Primary Academy) <a href="#">Keith Pailthorpe (The Eastbourne Academy) APOLOGIES</a> Jenny Jones (The St Leonards Academy) Anna Robinson (Beacon Academy) Richard Preece (Saxon Mount and Torfield) Phil Matthews (Hailsham Community College)	Lesley Brown (Early Years) Ian Thomas (Trade Union Representative) <a href="#">Joanna Sanchez (Diocese of Arundel and Brighton) - APOLOGIES</a> Alison Flynn (Diocese of Chichester) <a href="#">Mike Hopkins (16-19 representative) - APOLOGIES</a>
Officers	Observer
Fiona Wright, Assistant Director (Education & ISEND)	Councillor Nick Bennett (Lead Member for Education and Inclusion, Special Educational Needs and Disability)
Jill Fisher (Finance Manager, Strategy and Schools)	Stuart Gallimore (Director Children's Services)
Edward Beale (Schools Funding Manager)	Maureen Fairhead (Cradle Hill Community Primary)
Mark Whiffin (Head of Finance)	
Holly Aquilina (Employability and Skills Strategy Manager)	
Phyllis Allwood (Clerk)	

No.	ITEM	ACTIONS
1.0	<b>WELCOME AND APOLOGIES</b>	
	The Chair opened the meeting by welcoming Richard Blakeley, Parkside Primary, as a new representative of primary headteachers. He also welcomed and noted that Maureen Fairhead was in attendance as an observer.	
1.1	<b>Apologies received from:</b> <ul style="list-style-type: none"> <li>• Keith Pailthorpe (The Eastbourne Academy)</li> <li>• Joanna Sanchez (Diocese of Arundel and Brighton)</li> <li>• Mike Hopkins (16-19 representative)</li> </ul>	
2.0	<b>MINUTES OF PREVIOUS MEETING</b>	
2.1	<b>Minutes 25 Nov 2016</b> – After amendments had been made, these were signed off by the Chair as a true record of the meeting.	
2.2	<b>Minutes 13 Jan 2017</b> – Page 5 – Item 10.0 AOB – JaneJ asked for the wording to be changed to reflect the point that she was speaking with regard to all smaller schools in East Sussex and not her own school. Minutes changed to reflect this point. Minutes were then signed off by the Chair as a true record.	
3.0	<b>MATTERS ARISING</b>	
	<p><b>Item 6.0 – Information on High Needs Places in Independent Special Schools</b></p>  <p>Schools Forum - 17          Mar 2017 - Agenda It</p> <p>FW referred attendees to attached graphs which had been issued with the papers.          Discussion followed noting:</p> <ul style="list-style-type: none"> <li>• Graphs showed placements and costs of pupils in independent sector are on the increase.</li> <li>• Range of strategies have been looked at to reduce costs.</li> <li>• LA working with a number of local providers and this year received applications for special free schools to open in 2018; these applications got through interview stage. LA waiting to see if applications are successful.</li> <li>• The LA has identified some capital resource around provision £10K per place plus top up.</li> <li>• Whilst it was recognised that a lot of positive work has been occurring, there still needs to be a culture shift with some parents and schools regarding EHCP's</li> <li>• This is an East Sussex issue - we all need to work together with the resources available to increase capacity. It was recognised that there is a lot of good practice out there, but we need to really pick through some of those practices , and challenge ourselves and staff to think differently.</li> </ul>	
4.0	<b>APPRENTICESHIP LEVY</b>	
	Holly Aquilina gave an update on the next steps of the apprenticeship levy and to hear views from Forum. Apprenticeship Levy will come into being on 1 <sup>st</sup> April, 2017. HollyA spoke about the best way of making use of Levy to maximise the benefits for schools. Users have 24 months to spend Levy allocation. ESCC will administer the Levy for maintained schools that are paying	

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	<p>the levy. Academies, independent and VA Schools will pay levy independently, where relevant. HollyA gave an overview of what qualifications could be taken and reported that it was not only new starters, but also existing staff that could use Levy pot. Suggested use was SENCO higher level apprenticeships. Another suggestion was the development of a Schools Business Administrator apprenticeship which was under development. Pot could be spent on the delivery of this program.</p> <p>There was a paper on options for management of the schools Levy pot and suggestions for both primary and secondary schools. At the end of the paper was the timeframe for implementation of the recommendations.</p> <p>HollyA requested feedback from attendees what approach to take and options on courses to choose. Suggestions from attendees were to use the pot to fund training for special needs, especially more complex needs. HollyA indicated that this may be possible if a trailblazer course could be developed. Amongst other items a discussion was had over the amount of time staff would need for the training and whether the flexibility was there to cover.</p> <p>There was a general request for a copy of the guidance from DfE.</p> <p><b>Action:</b> HollyA to circulate guidance to Schools on Apprenticeship Levy.</p>  <p>Schools_guide_to_a pprenticeship_reform</p>	<p>Holly Aquilina</p>
5.0	<p><b>CONTINGENCY UPDATE</b></p>	
	<p>EdB introduced this paper on 2016/17 funds before asking attendees if there were any questions in respect of the figures. EmilyB had a query on maintained schools dedelegated expenditure - Secondary phase contingency appeared to have £400 left in February 2017. EdB confirmed that normally this would have been distributed back to secondary schools, however, due to the minimal amount these funds would be transferred to the 2017/18 secondary phase contingency 'pot'.</p> <p>There was a query of how many schools had been allocated contingency funding. EdB confirmed that 24 schools had received funds in 2016/17 compared to 5 in 2015/16 .</p> <p>HughH asked if there was any merit in returning any unspent contingency funds to schools in January rather than at the end of the year when schools were not able to use it.</p> <p>EdB understood why schools would prefer as much notice as possible of any potential reimbursement but advised that there was always the risk of a school requiring support in the last quarter of the year. Therefore if the balance of any unused contingency had been returned to schools in January there would not be any funds available to provide the required support. He also explained that the September distribution also sought to minimise any significant balances.</p> <p>A query was raised as to how schools obtained these funds from contingency. FionaW confirmed that it was usually correspondence detailing financial difficulties from individual schools. Usually these were circumstances Governors could not have foreseen or planned for. These factors might vary from school to school e.g. significant increase in numbers of pupils on roll.</p> <p>Forum was asked to note the content of the report and to approve the proposal for 2017/18 to reimburse maintained schools with 30% of any unused contingency funds in September 2017, with any remaining balance reimbursed in February 2018. The Chair asked that the vote take place:</p>	

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	<p><b>Vote:</b> Maintained Primary, Secondary and Special Schools only            In favour - 12            Against – None            Abstain – None            Unanimously approved.</p>	
<b>6.0</b>	<b>SCHOOLS FORUM EXPENDITURE</b>	
	<p>JillF presented a report on the element showing costs of servicing Schools Forum for this meeting. JillF referred attendees to the table at 2.2 which gave a summary of expenditure. JillF confirmed that Formula Reviews covered the three DSG Blocks – Schools, High Needs and Early Years. Costs included preparing and collating information for a number of stakeholders, e.g. preparation of papers for Lead Member and Cabinet. Managing and Administering of Schools Forum included preparation and writing of Schools Forum papers, maintaining membership and constitution together with clerking duties. The cost of consultants is to provide required support in relation to funding reviews, e.g. National Funding Formula. It was agreed that a review be undertaken on what had been spent over the year and brought back to School Forum in January 2018.</p> <p><b>Action:</b> Further Review of spend to be presented to Schools Forum in January 2018 to show comparison.</p> <p>Further discussion ensued including venue costs and costs of running the Funding Formula Working Group. The Chair suggested the group wait until further review figures were available at the meeting in January 2018.</p>	<b>FW/ JF</b>
<b>7.0</b>	<b>NFF STAGE 2 CONSULTATION</b>	
	<p>JillF confirmed stage 2 of the National Funding Formula (NFF) Consultation was currently active, closing on 22 March 2017. High Needs Funding (HNF) consultation running concurrently. JillF went through the key points together with confirmation that Stage 2 of the consultation consists of 18 questions. Forum members had been asked to consider the questions prior to the meeting and to leave individual responses on post-it notes on the board in the meeting room so that these views could be considered in the consultation response from the LA. Discussion followed raising questions over clarity for schools regarding a second HNB transfer; and sums to be received for next financial year. Further discussion over the financial impact on schools of increased business rates. JaneJ reported that maintained schools are required to pay 100% of these rates whereby academies and independent schools get an 80% reduction. It was noted this affects the amount schools get and is unfair. It was suggested that these comments be included on the consultation document in the 'free text' box. JaneJ had, at another meeting, shared her consultation response and encouraged members to make their own response to add weight to the key messages. Forum members recognised the significant effort that JaneJ had put in to researching and drafting her response and thanked her for her efforts. StuartG reminded attendees of the additional costs also coming through, apprenticeship levy, business rates, national insurance, etc. He said it was really important to include all of these factors in the consultation responses and asked Forum members to encourage as many individual responses from schools, parents and governors. The Chair asked for any additional comments to be passed to LA officers at the end of the meeting.</p>	

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8.0	<p><b>High Needs Funding Formula (HNFF) STAGE 2 CONSULTATION</b></p> <p>It was noted that the closing date for the Stage 2 HNFF consultation was 22 March. Forum were asked to consider questions within the report so that the responses can be collated at the end of this meeting and be put forward in the LA response. FionaW confirmed that a few points had already been highlighted in the meeting and this agenda item was an update on the DfE proposals for how the HNFF would be managed differently. The consultation was in recognition of the complexity of change in this area. The DfE have confirmed that as well as using Local Authority's historic spend, the LA's funding allocations for 2018/19 onwards will also be based on a number of weighted factors such as population, deprivation and low attainment.</p> <p>FionaW spoke about a proposed project for the commissioning of SENCO's in primary and secondary sector (including all Special Schools) to be seconded to be able to do an element of the work for the LA instead of paying consultants. There would be a communication to headteachers at forthcoming Breakfast Briefings seeking expressions of interest. RichardP suggested that Post-16 EHCP and pressures on increased assessments needed to be included in any review as these were points that are consistently raised as key pressure areas. Further discussion ensued regarding whether schools would be able to lose the use of their SENCO for this project.</p>	
9.0	<p><b>FUNDING FORMULA 2018-19 WORKING GROUP</b></p> <p>The purpose of this report was to ask Forum to agree to the formation of a Funding Formula Working Group (FFWG) and how each of the key areas are represented within the group. Consideration of the timescale to prepare and present recommendations to Forum for the 2018/19 financial year was requested.</p> <p>The previous format of the FFWG was 5 members made up as follows:</p> <p>Primary Phase: 1 Maintained and 1 Academy Headteacher (to include small rural school representation)</p> <p>Secondary Phase: 1 Maintained and 1 Academy Headteacher</p> <p>Governor representation: 1 member (currently Secondary Phase)</p> <p>The Chair noted that Shirley Frankis had withdrawn from the current Working Group as Primary Maintained rep, which left the following as current attendees (including LA officers Jill Fisher and Ed Beale), all of whom confirmed that they would be willing to continue in this role for the next FFWG:-</p> <ul style="list-style-type: none"> <li>• John Greenwood – Primary Academy</li> <li>• Hugh Hennebry – Secondary Maintained</li> <li>• Keith Pailthorpe – Secondary Academy</li> <li>• Monica Whitehead – Secondary Governor</li> </ul> <p>The current membership was considered and a suggestion from Forum was that although there was a significant level of expertise and representation of the key areas within the existing membership, the suggestion of an additional governor be included, i.e. one governor for primary for complete representation.</p> <p>Forum suggested that JaneJ would be a valuable addition to the FFWG in light of her experience and, after further discussion, it was agreed that JaneJ join the group as Primary Governor. Therefore, the Chair requested any nominations for the Primary Maintained representative should be emailed to the Clerk before 31 March 2017.</p> <p>JF outlined the three main options that the FFWG would be considering for the ESCC formula for 2018/19 and asked Forum members for a steer on any option that they felt should be prioritised. The options outlined were:</p> <p>(a) Retain the current formula unchanged</p>	

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	<p>(b) Introduce a 'step' change between the current and NFF rates, or            (c) Fully implement NFF rates in the 'soft' formula            No initial preference was stated.</p> <p>The Chair then asked Forum to approve:</p> <ul style="list-style-type: none"> <li>• The formation of a Funding Formula Working Group to consider the factors that will be used in the ESCC formula for 2018/19, and</li> <li>• The representation of each key area across the constituent members of the group.</li> </ul> <p><b>Result:</b> Both items were agreed by Forum attendees</p> <p><b>Action:</b> Nominations for a Primary Maintained Headteacher representative to be sent to the Clerk before 31 March 2017</p>	<p><b>All/Clerk</b></p>
<b>10.0</b>	<b>ANY OTHER BUSINESS</b>	
	<p>It was noted that Breakfast briefings were scheduled in the near future to build on engagement with schools to continue developing strategies for dealing with HN pressures.</p>	
10.1	<b>FlatCashEd</b>	
	<p>It was noted that FlatCashEd had been launched and it was reported that both Christine Terrey and Caroline Barlow had undertaken a tremendous amount of work with parents and governors to get them onside. The media coverage showed this item as the first on the local news this morning.</p> <p>Jane J was recognised for her hard work on this matter by Forum members and she reiterated her previous offer to share her personal response to the NFF consultation to any member that would find it helpful.</p> <p>It was also noted that Councillors and school representatives had held meetings with MPs to express their views on school funding levels. Cllr Bennett was congratulated on a comprehensive and strongly worded lobbying letter to Government. Cllr Bennett confirmed that he was still lobbying and also had additional meetings with Nus Ghani MP in April.</p>	
	<p><b>Meeting concluded at 10.40 hours</b>  <b>Next meeting 0830 hours on Friday, 19 May, 2017</b></p>	