

Primary Headteachers	Primary School Governors
Richard Thomas (Pevensey & Westham Primary) Debbie Gilbert (Burwash CE Primary) Richard Blakeley (Parkside Primary) Kate Owbridge (Ashdown Primary) Lizzie Field (Park Mead 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) - <b>APOLOGIES</b>	
Academy Representatives	Non School Members
John Greenwood (Aurora Academies Trust) (Chair) <b>James Freeston (King Offa Primary Academy) -            APOLOGIES</b> Keith Pailthorpe (The Eastbourne Academy) Anna Robinson (Beacon Academy) Richard Preece (Saxon Mount and Torfield) Phil Matthews (Hailsham Community College) Sarah Pringle (Seahaven Academy)	Lesley Brown (Early Years) – <b>DID NOT ATTEND</b> Phil Clarke (Trade Union Representative) Joanna Sanchez (Diocese of Arundel and Brighton) <b>Mandy Watson (Diocese of Chichester) - APOLOGIES</b> Mike Hopkins (16-19 representative) – <b>DID NOT ATTEND</b>
Officers	Observer
Fiona Wright (Assistant Director Education & ISEND)	Cllr Bob Standley (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)	Andy Moore (Principal Accountant)
Mark Whiffin (Head of Finance)	Sarah Rice (Finance Manager – Schools)
Elizabeth Funge (Head of Education Improvement)	
Lesley Leppard (Clerk)	

No.	ITEM	ACTIONS
1.0	<b>WELCOME AND APOLOGIES</b>	
	The Chair wished everyone a Happy New year. He welcomed Andy Moore (Principal Accountant – Brighton & Hove) and Sarah Rice (Finance Manager – Schools ESCC) to the meeting as observers.	
1.1	<b>Apologies received from:</b> <ul style="list-style-type: none"> <li>• Frank Stanford (Sabden Multi Academy Trust)</li> <li>• James Freeston (King Offa)</li> <li>• Mandy Watson (Diocese of Chichester)</li> </ul>	
2.0	<b>MINUTES OF PREVIOUS MEETINGS – 24 November 2017</b>	
	The Minutes for 24 November were signed off by the Chair as a true record.	
3.0	<b>MATTERS ARISING</b>	
	There were no matters arising other than those which were already on today’s Agenda.	
4.0	<b>DSG 2018/2019 budget</b>	
	<p>Jill Fisher presented the paper and talked through the tables. Appendix A to D were for clarification only. Keith Pailthorpe asked about receiving comparisons with other authorities for Appendix C, Jill advised that this would be difficult as the information can be entered differently by Local Authorities and therefore presented in different ways . Richard Thomas had a query on historic commitments which appeared to be different from those noted in the previous minutes. Jill clarified the numbers to Richard’s satisfaction. It was raised regarding unoccupied places and why there were 22-30. Fiona Wright explained that there were some unoccupied places within special schools due to poor attendance but that some places had to be kept aside due to disputes and tribunal situations where the place had to be kept until the outcome was decided.</p> <p>Appendix E was discussed in-depth as the figures for 2018/2019 had risen by a significant amount. Jill explained the funds were advised by DfE and were to meet statutory requirements. The Forum were unsure about what they were voting for but it was explained that they were only voting to approve the expenditure which was allocated from central government.</p> <p><b>ACTION:</b> Jill Fisher to speak with the Early Years Team for clarification on the figures in relation to the Pupil Premium and why the allocation is lower. <b>VOTE:</b> To approve the Early Years DSG Budget for 2018/19.</p> <p><b>DECISION:</b> 16 votes in favour, 3 abstentions.</p> <p><b>To Note additional information added re above action:</b></p> <p>The Early Years Pupil premium funding is driven by the Early Years (EY) census data collected annually in January. An initial allocation is made based on a DfE estimate this is adjusted twice to take into account two census counts. By way of illustration the final allocation for 2016/17 was based on the following;</p> <p>Dec ’15: Dfe estimated Initial Allocation based on pupil numbers of 691          July ’16: Updated with Jan ’16 census numbers of 489          July ’17: Updated with Jan ’17 census numbers 300. This is the final adjustment and ensures the final allocation is based on 5/12ths of Jan ’16 and 7/12ths of Jan ’17 census numbers.</p>	JF / FW

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	<p>Parents have to apply for EYPP and the early years team encourage families and settings to do this. DfE initial estimates have been found to be high so the initial allocation has been adjusted down in the following year when adjusted for actual census figures. This has also been the experience reported in other Local Authorities . The number of two year olds in East Sussex has dropped and this falling birth rate will have an impact.</p> <p>Hugh Hennebry raised a query on the global financial picture and what was additional funding in relation to the schools block DSG. Ed Beale gave clarification which included having more students (£2.8m), additional funding from the DfE (£7.45m) and additional funding from the Local Authority (from the CSSB) (£1.75m).</p>	
<b>5.0</b>	<b>SLES EXPENDITURE UPDATE</b>	
	<p>Elizabeth Funge presented the paper. Helen Key asked what the impact was overall over County and how the Local Authority measured the impact , Elizabeth explained the approach and that they were also looking at changing how they proceeded going forward with the spending in this area.</p>	
<b>6.0</b>	<b>REVIEW OF SCHOOLS' FORUM ROLES / RESPONSIBILITIES AND MEMBERSHIP</b>	
	<p>JF spoke regarding the Constitution. The amended Constitution was from the model given. At present it was felt that there was no need to change the membership numbers as The Forum was well represented. It was raised that during the last meeting there was not a fair representation from Secondary Heads. Jill reminded the Forum that the last meeting was still quorate and advised that if members knew that they were unable to attend they could send a representative. If notification was given within two weeks prior to the meeting, and the representative was suitably briefed this representative would be allowed to vote.</p> <p><b>ACTION:</b> Forum to adopt the Constitution.  <b>DECISION:</b> Unanimously approved  <b>ACTION:</b> Forum to maintain the status quo for membership.  <b>DECISION:</b> Unanimously approved</p>	
<b>7.0</b>	<b>FORUM MEETING DATES</b>	
	<p>Ed Beale advised Forum of the dates of meetings for the financial year 2018/19. Dates were agreed with no objections.</p>	
<b>8.0</b>	<b>ANY OTHER BUSINESS</b>	
	<p>It was noted that Keith Pailthorpe had resigned from the Funding Formula working group. The Chair thanked him for his contribution and asked The Forum to put another person forward, stating he would prefer the new member to be from a Secondary Academy to maintain the same representation across phases. Phil Matthews put his name forward and this was accepted.</p>	

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	<p>Jill Fisher advised The Forum that this was her last meeting as she was changing her role. Fiona thanked Jill, stating that she had a passion which she brought to The Forum and that her contribution was very much appreciated and she will be sorely missed. The Chair endorsed this and wished Jill luck for the future.</p> <p>No other business.</p>	
	<p><b>Meeting concluded at 0930 hours</b> <b>Next meeting - Friday, 23 March, 2018, at 0830 hours at Wellshurst Golf Club</b></p>	