

Primary Headteachers	Primary School Governors
Richard Thomas (Pevensey & Westham Primary) <b>Debbie Gilbert (Burwash CE Primary) - APOLOGIES</b> Richard Blakeley (Parkside Primary) Kate Owbridge (Ashdown Primary) <b>DID NOT ATTEND</b> Lizzie Field (Park Mead Primary)	Jane Johnson (Newick CE Primary) Geoffry Lucas (Etchingham CE Primary) Vicky Richards (St Mark's CE Primary)
Secondary Headteachers	Secondary School Governors
Hugh Hennebry (UCTC) - Chair <b>Helen Key (Chailey) - APOLOGIES</b> Emily Beer (Willingdon Community)	Monica Whitehead (Claverham Community College)
Special School Headteacher	Special School Governor
<b>Sophie Gurney (Hazel Court School) - APOLOGIES</b>	Vacancy
Pupil Referral Unit	
Frank Stanford – (Sabden Multi Academy Trust)	
Academy Representatives	Non School Members
<b>John Greenwood (Aurora Academies Trust) - APOLOGIES</b> James Freeston (King Offa Primary Academy) Vacancy Anna Robinson (Beacon Academy) <b>Richard Preece (Saxon Mount and Torfield) - APOLOGIES</b> 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) Mandy Watson (Diocese of Chichester) <b>Mike Hopkins (16-19 representative) - APOLOGIES</b>
Officers	Observer
Fiona Wright (Assistant Director Education & ISEND)	Cllr Bob Standley (Lead Member for Education and Inclusion, Special Educational Needs and Disability)
Sarah Rice (Finance Manager – Schools)	<b>Stuart Gallimore (Director Children's Services) - APOLOGIES</b>
Edward Beale (Schools Funding Manager)	
Mark Whiffin (Head of Finance)	
Lucy Morgan-Jones Organisational Development Manager and Head of the Music Service	
Anna Brookes Head of School and Education, Employment and Training Coordinator	
Lesley Leppard (Clerk)	
Amanda Altenhoven (Clerk)	

No.	ITEM	ACTIONS
<b>1.0</b>	<b>WELCOME AND APOLOGIES</b>	
	The Chair asked if anyone was new to the Forum. Lucy Morgan-Jones and Anna Brookes introduced themselves to the Forum.	
<b>1.1</b>	<b>Apologies received from:</b> <ul style="list-style-type: none"> <li>• Debbie Gilbert (Burwash CEP School)</li> <li>• Helen Key (Chailey School)</li> <li>• Sophie Gurney (Hazel Court School)</li> <li>• John Greenwood (Aurora Academy Trust)</li> <li>• Richard Preece (Saxon Mount and Torfield)</li> <li>• Mike Hopkins (16-19 Representative Sussex Downs College)</li> <li>• Stuart Gallimore (Director Children's Services)</li> </ul>	
<b>2.0</b>	<b>MINUTES OF PREVIOUS MEETINGS – 12 January 2018</b>	
	The Minutes for 12 January were signed off by the Chair as a true record.	
<b>3.0</b>	<b>MATTERS ARISING</b>	
	There were no matters arising and no Declarations of Interests.	
<b>4.0</b>	<b>MUSIC SERVICE UPDATE</b>	
	<p>Lucy presented a Music Service update. A decision has been taken to consult on a proposal to close the peripatetic small group and instrumental teaching service from September 2019. The consultation will be launched in June and will go out to schools and stakeholders as well as the public, with a final decision in September. The current service model is not financially sustainable following a further loss in grant funding. A number of options for the service have been considered. A management and administration restructure will be implemented in September but a proposal to change the terms and conditions of the teaching staff on the upper pay range was disputed by the unions and was withdrawn. This leaves the service with a budget deficit and it is the view of the DCS that it is not possible to prioritise the service over other frontline children's services.</p> <p>If the instrumental teaching service closed, young people would need to access music lessons through the private market. The Music Service would continue to offer a range of services including whole class instrumental teaching in schools and the opportunity to play in bands and orchestras through the area music centres and summer school courses. However the LA is actively exploring ways to close the budget deficit to avoid closure of the instrumental service. It was suggested that schools could increase their contribution to fee remission for young people from low income families, which would provide a saving for the service. Another option would be for schools to purchase instrumental teaching from the service and then charge parents, rather than the service directly contracting with parents, which would save on administrative costs. Lucy advised that instrumental teachers could continue to help with recruitment for music lessons and agreed to cost the model and provide an estimated hourly rate charge for teaching. Cllr Standley explained that the County Council was under financial pressure and that difficult decisions had to be made. He was keen to receive any ideas coming in that would help the situation. Emily Beer wanted to know why we were not doing more to challenge the Government, Cllr Standley advised that he regularly meets with MPs and Ministers to put our case to them. It was noted a petition had raised over 11,000 votes which</p>	

No.	ITEM	ACTIONS
	<p>means this will go to a full council debate.</p> <p>It was suggested that we look to a solution by approaching independent schools and colleges. The Chair asked for a fuller briefing paper to be provided he would send to schools as a matter of urgency. It was stressed that nothing should be done until the end of the consultation period but that any suggested models should be sent back to Lucy. All viable proposals should be shared. Jane Johnson advised that she had thought it was a certainty that the Music Service was closing, the message should be put across that this was not the case. Cllr Standley stressed that any proposals must be medium to long term solutions as a short term fix was not viable. He wanted any solutions to be provided so that when this item came up for debate in CC the full facts were known.</p>	
5.0	<b>VIRTUAL SCHOOL UPDATE</b>	
	<p>Anna Brookes praised the Music Service and advised that Looked After Children (LAC) greatly benefited from the Service.</p> <p>She went on to give an update on the Virtual School (VS), pupil premium was being used effectively and that all schools engaged with the VS to ensure that LAC are totally included. All children have equal opportunity for extra curricular items. Anna advised the Forum that she would be retiring shortly, Lizzie gave thanks to Anna which was seconded by Hugh who wished Anna the very best.</p>	
6.0	<b>DE-DELEGATED CONTINGENCY UPDATE</b>	
	<p>Ed Beale introduced the paper and went through the tables. Questions were asked as to when schools requested the funds. EB stated that whilst it was throughout the year, generally there were more schools requesting funds from September onwards which coincided with the start of the academic year. Jane Johnson wanted to know if there were schools who requested funds but did not get any because funds had already been returned earlier in the year. Fiona confirmed that had funds not been returned in September, then some schools would have received funding later in the year. Discussions continued regarding when unallocated funds should be devolved back to schools and it was decided that it should be changed.</p> <p><b>ACTION:</b> Ask for approval from the maintained primary and secondary representatives to continue with the arrangement of devolving 30% of remaining contingency but in December instead of September, and any remaining unspent balance to be devolved in February.</p> <p><b>DECISION:</b> 9 votes in favour, 1 abstention.</p>	
7.0	<b>DSG UPDATE</b>	
	<p>Ed Beale introduced the item and went through the figures provided. Questions were asked about the money being carried over and Fiona explained that in the case of Safeguarding the money set aside had not yet been spent on the intended purpose due to not being able to recruit staff in time. The funds were carried forward and now that the staff were in place this work could now be carried out. The safeguarding audits carried out in schools found suitable arrangements throughout the county, where before they had been below standard.</p>	
8.0	<b>SCHEME FOR FINANCING SCHOOLS</b>	
	<p>Sarah Rice gave a brief on the scheme for financing schools where there have been two amendments to the scheme. No approval is required for the amendment stated in paragraph 2</p>	

No.	ITEM	ACTIONS
	<p>as this amendment is a directive from the Secretary of State. The minor change shown in paragraph 3 does require approval from the maintained primary and secondary school representatives.</p> <p><b>ACTION:</b> Ask approval for the minor change in wording in paragraph 3. <b>DECISION:</b> 10 votes in favour.</p>	
9.0	<b>FUNDING FORMULA WORKING GROUP</b>	
	<p>Ed Beale gave a verbal update on the FFWG. He advised that dates had been set. Hugh asked the Forum to confirm that they knew who their representative was, this was acknowledged that they did. Ed discussed ways of communicating the information discussed at FFWG and that minutes were to be sent out to all Forum members. Other suggested communications were Breakfast Briefings and Secondary/Primary Head meetings.</p>	
10.0	<b>ANY OTHER BUSINESS</b>	
	<p><b>School Forum Timeline</b> – Ed Beale discussed the timeline and asked forum members if they would find it useful if the timeline was expanded to include other details such as key dates from the DfE etc. This was agreed by forum members and the updated timeline would be sent out prior to the July meeting.</p> <p><b>School Balances in Future Years</b> – Emily was concerned that all heads she had spoken with are finding that yr 3 is not balancing. SR advised that she was working on reviewing the budget plans but this had not been completed yet. It was suggested that more training could be given on budget preparation. SR referred to Headteacher training that had been delivered in the spring term which had been well received by attendees. Feedback is required to set the right format for useful information for Headteachers. It was also suggested that support needed to be found from parents/community and business leaders.</p> <p><b>Schools balances</b> - Hugh Hennebry asked whether the closing balances should also show committed costs for the summer term at 31/3 as otherwise it looked like there was more money available than there actually was. EB will look into the practicalities of whether this information can be presented differently in the future.</p> <p>It was suggested that the lack of money available per child should be more widely advertised. In Brighton each school had a banner outside stating how much per child was allocated and how much was actually needed. This provided the parents with the information they needed so that they could be asked to lobby their MP for more funding.</p> <p><b>Pay Award</b> – Hugh suggested that they should be looking to the next year so a model policy on pay could be agreed.</p> <p>No other business.</p>	
	<p><b>Meeting concluded at 10.20 hours</b> <b>Next meeting - Friday, 6 July, 2018, at 0830 hours at Wellshurst Golf Club</b></p>	