

- AGENDA



SCHOOLS FORUM

Date: Thursday 9th May 2024
Time: 4.30pm
Place: Microsoft Teams

Distribution

Members of the Committee

Pippa Osborne (Chair)	Dave Baker (Vice Chair)
Kathryn Absalom	Ross Newman
Julia Anwar	Diane Owen
Debbie Beazer	Lisa Parker
Nicola Bailey	Will Roberts
Nicky Edwards	Fr. Malcolm Strange
Stuart Evans	Andy Watson
Kim Garland	Susie Weaver
Clare Haughton	Bernice Webber
Aaron Jefferies	David Williams
David Jenkins	Sue Wright
Nicola Jones	
Louise Leader	

Appropriate Officers attending:

Mustafa Salih
Hilary Smith
Caroline Warren

Councillors attending:

Ian Boulton

Executive Director for the Department for People, Badminton Road
Offices, Yate, South Gloucestershire, BS37 5AF
Telephone: (01454) 863253

Enquiries to: Mustafa Salih, Service Director, Resources and
Business; Telephone (01454) 862548 or E-mail
mustafa.salih@southglos.gov.uk

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AGENDA

1. WELCOME AND INTRODUCTIONS
2. APOLOGIES FOR ABSENCE (Pippa Osborne)
3. DECLARATIONS OF INTEREST (Pippa Osborne)
4. ANY OTHER ITEMS THE CHAIR DECIDES ARE URGENT (Pippa Osborne)
5. MINUTES FROM 7TH MARCH 2024 MEETING (Pippa Osborne)
6. FORUM MEMBERSHIP - ACADEMISATION UPDATE (Michelle Trigg)
7. SAFETY VALVE UPDATE (verbal) (Mustafa Salih)
8. HNWG UPDATE (verbal) (Susie Weaver)
9. MAINSTREAM PLACE NUMBERS (Hilary Smith)
10. SCHOOLS FORUM FORWARD PLAN
11. ANY OTHER BUSINESS – In person meetings (Pippa Osborne)

**South Gloucestershire Schools Forum
Minutes of Meeting held on
Thursday 7th March 2024
Microsoft Teams**

PRESENT:

Pippa Osborne (Chair)	Headteacher Christ Church Junior School
Dave Baker	CEO, Olympus Academy Trust
Julia Anwar	Head of Business Operations, Olympus Academy Trust
Nicky Edwards	Early Years representative
Stuart Evans	South Gloucestershire and Stroud College
Kim Garland	Headteacher, Brimsham Green School
David Jenkins	Governor, Crossways Schools
Louise Leader	Headteacher, Pathways Learning Centre
Ross Newman	Academy Sector Representative
Diane Owen	Chair to Academy Council at King's Oak Academy
Fr. Malcolm Strange	Bristol Diocese
Andrew Watson	Governor, Hanham Primary Federation
Bernice Webber	Headteacher, Old Sodbury CE Primary School
David Williams	Gloucester Diocese

Executive Members:

Ian Boulton, Cabinet Member - Schools, Skills, Employment and Business

Officers:

Mustafa Salih, Service Director Resources and Business
Hilary Smith, Service Director, Education, Learning and Skills
Caroline Warren, Finance Business Partner

Others:

Tamsin Moreton, Director of Finance & Operations, Enable Trust (representing Nicola Jones)

WELCOME AND INTRODUCTIONS

Attendees were welcomed by the Chair.

APOLOGIES FOR ABSENCE

Ian Boulton, Chris Sivers, Susie Weaver, Kathryn Absalom, Nicola Bailey, Debbie Beazer, Aaron Jefferies, Nicola Jones, Lisa Parker, Will Roberts, Sue Wright (unable to access the link)

1. **DECLARATIONS OF INTEREST** – None
2. **ANY OTHER ITEMS THE CHAIR DECIDES ARE URGENT** None
3. **MINUTES FROM LAST MEETING – 18th January 2024**

Actions from 7th December meeting.

AOB

NE – Name of this group.

DB – Dave responded to say that the evidence shows the official name is Schools Forum but there could be other sub groups with different titles in other authorities.

Remainder of the Minutes recorded as accurate.

4. Dedicated Schools Grant 2023/24 (Caroline Warren)

This report is information gathering on behalf of the DfE.

Forecasting in year overspend of £29,249k with no change since Quarter 2.

Schools block is producing an underspend of £594k due to the removal of a contingency held for unknown growth and falling pupil rolls.

Central Schools Services Block is forecasting a £40k overspend position, an increase of £2k since Quarter 2.

High Needs Block is forecasting a £10m overspend an increase of £599,000 since Quarter 2. This is mostly due to an increase Independent and Non-Maintained Provision, Special Schools and Alternative Provision.

Early Years Block is forecasting a £467k underspend, an increased underspend position of £7k since Quarter 2.

Pippa Osborne confirmed that both Early Years and Schools Block underspends are helping to offset an overall greater overspend and are therefore not available for spending, carrying forward or reallocating.

5. Safety Valve and F40 Update (Mustafa Salih)

We are part of the overall national Safety Valve programme.

The LGA carried out networking with 20-30 LAs who are in the Safety Valve programme.

We are now receiving a significant funding contribution to clear the historic deficit and these payments could be at risk if we slip too far behind our targets. Most of those LAs are under pressure as we are currently and some of those LAs are of the highest tier of monitoring that have slipped behind their targets.

LGA bringing the enhanced monitoring LAs together and MS will be joining that sub-group.

KG – Could there would be benefits to go into that enhanced monitoring and get capital funding we wouldn't get otherwise – does the LA have a clear view how that capital would be spent.

MS – We know the number of places needed and some high level capital plans to address some of that forecast demand but we haven't got all the schools identified and the next stage would be to have that discussion with schools once we get any confirmed funding. We would prefer not to get into the enhanced monitoring group as that could affect our SV payments and renegotiating our plan and getting that agreed would be preferred. Most LAs are either in that group or heading towards being in that group because of the pressures around SEND.

NE – Are there requests for any additional places for the early years group?

MS – No, not at the moment.

NE – Interest in the impact on early years sector?

Action: MS – We will explore the need for more EYs SEND places and come back to the Forum with that plan.

HS – We have identified a preferred site option for the expansion of New Horizons Learning Centre (NHLC). There is some money available and if there was some funding from the DfE then we could move quite quickly on that project.

F40 – Some quite well written campaigns from the Early Years Sector Alliance have been shared with the Forum which talk about pressures in the Early Years sector and more funding required in that sector. There is also a lot of campaigning going on from the Schools Association of Headteachers and College leaders highlighting funding pressures in those sectors.

A response letter from the Secretary of State to a letter from F40, who we are a member of, pressing the case of more funding for schools and more funding for special educational needs but the Secretary of State doesn't offer any more funding in that response letter.

These campaigns will continue and locally our Members have obviously taken on board the situation of our schools and the pressures you are under. Your views around pressures of schools went into the Cabinet report for setting schools budgets and to the DfE as part of our disapplication. Members have asked Hilary and Mustafa to work on a scrutiny task force setting out the pressures in more detail and help build more campaigning work. We are aiming to have an initial report for a July Scrutiny and that will determine a more detailed piece of work as a task force to carry on and keep you updated and will need your support and for you to feed into that work.

PO - Whether there is some school representation feeding into that campaign and support in any way if that's useful.

NE - We should be looking at the Early Years funding situation and suggest it gets expanded to that phase as well for the July scrutiny.

PO – The Forum includes reps for all areas of our system and we should continue working alongside the officers who are responsible for funding school budgets. We are

far more aligned through the Forum and the HNWG and we all recognise there is a national problem. We as a group are trying to work together to raise the reality we are facing and it's good to see the same approach from F40.

Action: Mustafa to take on board and keep the Early Years Alliance and School leaders updated as work progresses.

6. EHC Breakdown by Numbers Presentation (Hilary Smith)

Hilary produced a set of presentation slides.

7. High Needs Working Group (Presentation)

We had a number of agenda items at the HNWG on 21st February including building capacity in mainstream to support early identification and early intervention.

Progress shared with HWNG in relation to the placement discussion. Since the 21st we had a meeting with our Secondary colleagues and Cluster Leads on 29th February.

Discussions around children with SEMH.

We have recruited a SEND Adviser who will join us in April to take this forward and work with clusters and how we make that work with schools and clusters as well.

Actions:

- **HS will provide an update on priorities and progress in Early Years for 24/25.**
- **HS/CC to send the Minutes and presentations from HNWG to Schools Forum members to understand and focus on moving forward.**
- **CC to invite Susie Weaver to Schools Forum Pre-Planning meetings.**

Update – Schools Forum members to acknowledge that in the main it is primary HTs who are cluster leads and to convey to Secondary colleagues to underline that point about Secondary involvement and attendance at cluster board meetings; it is important Secondary schools fully participate.

Belonging Strategy – We do need to be driving this forward and start having those conversations with our Secondary colleagues and talking at the next Secondary HTs meetings.

Contentious issue as parents are asking for PLC and how we maintain the relationship for children within mainstream and PLC. If we could find a way to invest assessment support rather than PEX and have the opportunity to maintain that link we would start to build the confidence between mainstream, the parents and the child.

PO – A need for a short guide on hospital education and what you would have to have in place for a child to offer a place. It needs to be accessible and in a condensed easy to understand format.

LL – It would be really useful to have the guide in one place or linked to the HTs bulletin.

6. Place Pressures (System Wide) (Hilary Smith)

Mainstream places and where we are currently in terms of primary schools for next September. The primary allocation is 16th April and we have asked Manorbrook to breach to have some flexibility within the Thornbury area as there are only a few places available in that area. We don't have any concerns about needing to breach anywhere else. We have some schools in South Glos with very low numbers and we are working with those schools and what that means for secondary schools to achieve sufficient places.

7. Forward Plan

May 2024	09th		Provisional Forum Date – depending on need for any decision reports	
			Scheme for Financing Schools – DfE Directed Changes	Caroline Warren
			Academisation and Schools Forum membership update	Michelle Trigg

July 2024	4th			
			Membership of the Forum	Michelle Trigg
			Schools in Financial Difficulty Update (Report) (Maintained Schools & Academies update)	Mustafa Salih
			Funding Update (including School's supplementary grant)	Mustafa Salih
			Outturn Report 2023-2024 verbal update outturn report)	Mustafa Salih

8. Any Other Business

None

Meeting closed

SOUTH GLOUCESTERSHIRE COUNCIL

SCHOOLS FORUM

09th May 2024

Schools Forum Membership (for decision)

Purpose of Report

The purpose of this report is to provide Schools Forum with an update on Membership from June 2024 and request approval of key recommendations.

Background

- In accordance with the Schools Forum Constitution, the Schools Forum is expected to review the membership annually at the last meeting of the academic year. This report is reviewing the membership to:
 - consider any current or upcoming vacancies, and
 - consider the composition of the Forum taking into account school academisation from June 2024.
- For information, the SF Constitution, which is referred to in this paper, is published on our [Schools Forum page](#).
- Membership of SF has been reviewed against the 2024 Spring Schools Census Data. This is relevant for the Maintained and Academy Primary and Secondary schools for numbers. All other sectors must have at least one representative, rather than being based on pupil number.
- Table one shows the makeup of School's Forum Membership up to September 2023, which is the current position.

Table 1: SF Membership (up to September 2023)

	Pupil Numbers	% of Pupil Numbers	Pro-rata of 17 SF Members to pupil Nos	Notes
Primary Maintained	11,975	32%	5.4	Assume round down to 5
Secondary Maintained	1,758	5%	0.8	Assume round up to 1
Academies	23,898	64%	10.8	Assume round up to 11
Specials	656			
	37,631	100%	17	
1 Maintained Special School			1	
1 Academy Special School			1	

1 PRU			1
Total Schools reps			20

Updates to Membership

5. From June 2024, 10 Maintained Primary Schools (listed below) will become Academies, this will potentially change the makeup of membership.

- Redfield Edge
- The Park
- Parkwall
- The Ridge
- Broadway
- Gillingstool
- Barrs Court
- St Stephens Juniors
- St Michaels Winterbourne
- Raysfield

6. Table 2 shows the impact of the 10 schools moving from Primary Maintained to Primary Academy from June 2024 (using Spring 2024 census data).

Table 2: 2024 SF Membership (from June 2024)

	Pupil Numbers (after Mosaic academisation)	% of Pupil Numbers	Pro-rata of 17 SF Members to pupil Nos	Notes
Primary Maintained	9,479	25%	4.3	Assume round down to 4
Secondary Maintained	1,758	5%	0.8	Assume round up to 1
Academies	26,394	70%	11.9	Assume round up to 12
Specials				
	37,631	100%	17	
1 Maintained Special School			1	
1 Academy Special School			1	
1 PRU			1	
Total Schools reps			20	

7. Due to these changes, Primary Maintained Schools will reduce their membership from 5 to 4, whereas Academies will increase their membership from 11 to 12. The Schools Forum is recommended to approve officers and the Chair and Deputy Chair of the Forum take forward actions needed to implement this changed make up from 1 September 2024.

8. Pathways Learning Centre, a Pupil Referral Unit, has submitted an application to convert to Academy and join Enable Trust. The application has not yet been considered by the DfE and

therefore the timescale for conversion has not been agreed but is unlikely to be before the end of the year.

9. The latest membership list is published on our Schools Forum page and is dated March 2024. It is attached to this paper at Annex 1.
10. We are holding 1 vacancy on Schools Forum:
 - One Secondary Academy Headteacher / Headteacher Representative.
11. The position for Head/Head rep/s from a Secondary Academy will be taken forward by the Deputy Chair through the Academies Group.
12. In line with Education & Skills Funding Agency guidance, review of membership is a standing agenda item at each meeting.
13. The membership list at Annex 1 is subject to review by members of this group. If there are changes to be made, please highlight these to the report author. Highlighted rows will be updated to show vacancy/new term/new member.

Substitution Vacancies

14. We still hold vacancies for substitute members for:
 - Maintained Primary Governor
 - Secondary Academy
15. These posts do not affect the core membership of the Forum. Recruitment for these will be taken forward over the coming months. These should be taken forward through the respective groups for Academies and in liaison with the Governor Development Officer for the Primary Governor.

Recommendations

16. Schools Forum is recommended to:
 - a) note the potential new membership structure shown in Table 3 above and approve officers and the Chair and Deputy Chair making preparations to implement this potential new structure from 1 September 2024, subject to the assumed academisations being implemented.
 - b) ensure any changes to the membership list included at Annex 1 be highlighted to the report author who can update accordingly.
 - c) request the Chair and Deputy Chair ensure all vacancies are filled as set out under **Updates to Membership**, to ensure that the Schools Forum is representative and quorate.

Contact information

Michelle Trigg
 People's Business Support Manager
Michelle.trigg@southglos.gov.uk

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Annex 1: South Gloucestershire Schools Forum Membership (March 2024)

Type & number of Members	No	Sub-Group Represented	Forum Representative	Establishment	Term of Office/Position
Maintained school members (3 Primary Headteachers/2 Primary Governors/1 Secondary/1 Special/1 PRU representative) = 8					
Primary	1 of 5	Headteacher/Headteacher Representative	Bernice Webber	Primary Headteacher, Old Sodbury CE Primary	23/01/2020
Primary	2 of 5	Headteacher/Headteacher Representative	Pippa Osborne (Chair)	Primary Headteacher - Christ Church C of E School	03/11/2022 (2 nd term) (confirmed via Pippa)
Primary	3 of 5	Headteacher/Headteacher Representative	Katherine Absalom	Primary Headteacher, Park and Parkwall Primary Federation	19/01/2023 (confirmed via Pippa)
Primary	4 of 5	Governor	David Jenkins	Governor – Crossways Schools	18/07/2019 (2 nd term) (confirmed via Pippa)
Primary	5 of 5	Governor	Aaron Jeffries	Governor – Coniston Primary School	07/07/2022 (confirmed via Pippa)
Secondary	1 of 1	Headteacher/Headteacher Representative or Governor	Kim Garland	Headteacher – Brimsham Green	18/07/2019 (3 rd term)
Special Schools	1 of 1	Headteacher/Headteacher Representative or Governor	Lisa Parker	Headteacher Warmley Park	21/01/21 (2 nd term)
PRU (only has to be 1)	1 of 1	Headteacher/Headteacher Representative or Governor	Louise Leader	Headteacher Pathways Learning Centre	18/07/2019 (2 nd term)

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Type & number of Members	No	Sub-Group Represented	Forum Representative	Establishment	Term of Office/Position
Academies members (1 Special/11 Secondary member representatives) = 12					
Special Academy	1 of 1	Headteacher/Headteacher Representative or Governor	Nicki Jones	Trustee for Enable Trust.	21/01/2021 (2 nd term)
Secondary Academy	1 of 11	Headteacher/Headteacher Representative or Governor	Dave Baker (Vice Chair)	CEO Olympus Academy Trust	19/09/2019 (3 rd term)
Secondary Academy	2 of 11	Headteacher/Headteacher Representative or Governor	Julia Anwar	Olympus Academy Trust	23/09/2021 (2 nd term)
Secondary Academy	3 of 11	Headteacher/Headteacher Representative or Governor	Nicola Bailey (Olympus)	Headteacher – Meadowbrook Primary School	01/09/2023
Secondary Academy	4 of 11	Headteacher/Headteacher Representative or Governor	Sue Wright	Finance Director CSET	01/09/2023
Secondary Academy	5 of 11	Headteacher/Headteacher Representative or Governor	Will Roberts	CEO CSET	01/03/2019 (2 nd term)
Secondary Academy	6 of 11	Headteacher/Headteacher Representative or Governor	Susie Weaver	Education Director CLF	19/09/2019 (3 rd term)
Secondary Academy	7 of 11	Headteacher/Headteacher Representative or Governor	Diane Owen	Chair to Academy Council at King's Oak Academy	23/09/2021 (3 rd term)
Secondary Academy	8 of 11	Headteacher/Headteacher Representative or Governor	Ross Newman (trans from Early Years)	LEAF	14/06/2021 (2 nd term)
Secondary Academy	9 of 11	Headteacher/Headteacher Representative or Governor	Debbie Beazer	LEAF	01/09/2023
Secondary Academy	10 of 11	Headteacher/Headteacher Representative or Governor	Andy Watson (trans from Primary)	LEAF	07/07/2022 (2 nd term)

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Secondary Academy	11 of 11	Headteacher/Headteacher Representative or Governor	VACANT		
Non-school members = 5					
16-19	1 of 1	Representative	Stuart Evans	SGS Filton	21/11//2019 (2 nd term)
Early Years	1 of 2	Representative	Nicki Edwards	Early Years SF Rep	02/11/2023
Early Years	2 of 2	Representative	Tracy Graham	Chair of Provider Working Group (Wildhearts Early Education & Childcare)	30-11-2023
Diocese	1 of 2	Representative	Malcolm Strange	Diocese of Bristol	18/10/2019 (2 nd term)
Diocese	2 of 2	Representative	David Williams	Diocese of Gloucester	21/01/21

Type & number of Members	No	Sub-Group Represented	Forum Representative	Establishment
Substitutions				
Maintained Primary	1 of 3	Headteacher	Katherine Marks	Headteacher, Frenchay Primary
Maintained Primary	2 of 3	Governor	VACANT	
Maintained Primary	3 of 3	Headteacher/Headteacher Representative	Louisa Wilson	St. Stephens C of E Junior School (confirmed by Pippa, stood down, now reserve)
Maintained Secondary	1 of 1	Member Representative	Terry Redfern/Stuart Thomas	Business Manager/AHT Brimsham Green
Maintained Special School	1 of 1	Member Representative	Tania Craig	Head teacher New Horizons

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Pupil Referral Unit	1 of 1	Member Representative	Dan Walton	Deputy Head PLC
Academy Primary	1 of 1	Member Representative	Sue Kelham	Principal Wallscourt Farm
Academy Special	1 of 1	Member Representative	Tamsin Moreton	Director of Finance & Operations, Enable Trust
Academy Secondary	1 of 1	Member Representative	VACANT	

SAFETY VALVE UPDATE (VERBAL)

HNWG UPDATE (VERBAL)

MAINSTREAM PLACE NUMBERS

Schools Forum Forward Plan 2023/24

May 2023	11th		Meeting stood down	

July 2023	6th			
			Approval of Forward Plan 2023-2024	Pippa Osborne
			Membership of the Forum	Michelle Trigg
			Schools in Financial Difficulty Update (Report) (Maintained Schools & Academies update)	Mustafa Salih
			Funding Update (including School's supplementary grant)	Mustafa Salih
			Q3 Report (verbal update outturn report)	Mustafa Salih
			Update on HNWG	Hilary Smith

Sept 2023	28th			
			Schools Forum Membership update	Michelle Trigg
			Outturn 2022-2023 Report	Caroline Warren
			Proposed Financial Arrangements – Falling Rolls Funding (Low Pupil Number Contingencies)	Caroline Warren
			Safety Valve update	Mustafa Salih
			Special Schools Funding update	Mustafa Salih
			Place Planning	Hilary Smith

Nov 2023	02nd			
			School Budgets 2024-2025 (verbal update)	Mustafa Salih
			Schools in Financial Difficulty Update	Deb Lutter
			High Needs Working Group Update	Hilary Smith

			Q1 Financial Performance Report 2023-2024	Caroline Warren
			Schools Forum Membership, Constitution & Self-Assessment	Michelle Trigg

Dec 2023	07th			
			Schools Budget Announcement	Mustafa Salih
			Implementation of new banding and top up arrangement for special schools and alternative provision	Mustafa Salih
			Proposed Financial Amendments: Breach Funding	Caroline Warren

Jan 2024	18th			
			Early Years Funding 2024-2025	Jo Briscoombe
			Special Schools Funding Arrangements	Mustafa Salih
			Proposed Financial Amendments: Breach Funding	Caroline Warren
			Growth Funding Policy update	Caroline Warren
			Falling Rolls Policy 2024 – 2025 (report)	Caroline Warren
			Q2 Financial Monitoring report 2023 - 2024	Mustafa Salih
			School Budget Announcement	Mustafa Salih

March 2024	07th			
			F40 update	Mustafa Salih
			EHC Breakdown	Hilary Smith
			High Needs Working Group	Hilary Smith
			Place Pressures	Hilary Smith
			Q3 DSG Report 2023-2024	Mustafa Salih
			Safety Valve update	Mustafa Salih

May 2024	09th			
			Forum Membership - Academisation update	Michelle Trigg
			Safety Valve Update (verbal)	Mustafa Salih
			Schools in Financial Difficulty (verbal)	Mustafa Salih
			HNWG Update (Verbal)	Susie Weaver
			Mainstream Place Numbers	Hilary Smith
			AOB – In person meetings	Pippa Osborne

July 2024	4th			
			Membership of the Forum	Michelle Trigg
			Schools in Financial Difficulty Update (Report) (Maintained Schools & Academies update)	Mustafa Salih
			Funding Update (including School's supplementary grant)	Mustafa Salih
			Outturn Report 2023-2024 verbal update outturn report)	Mustafa Salih
			Financial Regulations for Schools	Justine Poulton
			Scheme for Financing Schools – DfE Directed Changes	Caroline Warren

Sept 2024	26th		Proposed in person meeting – venue to be confirmed.	
			Year 3 of New Banding and Top-Up Arrangements Review and Update	Mustafa Salih

Nov 2024	7th			
			Current Position on school places across schools system in South Gloucestershire Update	Hilary Smith

Dec 2024	5th			

ANY OTHER BUSINESS