

Cheshire West & Chester Council

Cheshire West and Chester Schools Forum

Tuesday 7 July 2020

4.30pm – 6.30 pm

Virtual Meeting

Schools Forum Clerk
Children and Families
Cheshire West and Chester Council
Telephone 01244 972901



Notes for members of the public

Cheshire West and Chester Schools Forum

The Council welcomes and encourages you to be at its meetings and Committees.

You are requested to remain quiet whilst the meeting is taking place.

The agenda is sometimes divided into two parts. You are allowed to stay for the first part. When the Forum is ready to deal with the second part you will need to leave the meeting room because the business will be of a confidential nature, for example, dealing with individual people, contracts and financial affairs of other parties.

Agenda for Cheshire West and Chester Schools Forum 7 July 2020

1.	4.30	Introductions and apologies		
2.	4.40	Minutes and matters arising of last meeting 2.1 To agree the minutes held 10 February 2020 2.2 Matters arising		Page 4-8
3.	4.50	Updated guidance on the Scheme for Financing Schools for 2020-2021	Natalie Cole	Page 9-13
4.	5.00	Dedicated Schools Grant (DSG) 2019-2020 – Final Outturn	Natalie Cole	Page 14-17
5.	5.30	Maintained School Balances Financial Year 2019-2020 and Academy Balances 2018-2019	Natalie Cole	Page 18-22
6.	6.00	Annual review of Schools Forum membership, constitution and terms of reference	Charlotte Fenn	Page 23-35
7.	6.20	Any Other Business		
8.	6.30 Finish	Next meeting: to be confirmed		

**Cheshire West and Chester
Schools Forum
7 July 2020**

Agenda item 2

Minutes of Cheshire West and Chester Schools Forum, held at Queen's Park High School, Chester, on 10 February 2020

Members	Representing	Attendance
Schools and Academies		
Alan Brown	Primary headteachers	Attended
Julie Chambers	Primary headteachers	Apologies
Sarah Curtis	Primary headteachers	Attended
Ian Devereux Roberts	Primary headteachers	Attended
Kate Docherty (Chair)	Primary headteachers	Attended
Duncan Haworth	Primary governors	Apologies
Helen Hill	Primary governors	Attended
Paul Healey	Primary governors	Attended
Kath Lloyd	Primary governors	Attended
David Nield	Primary governors	Attended
David Curry	Secondary headteachers	Attended
Mike Holland	Secondary headteachers	Attended
John Freeman	Secondary governors	Apologies
David Rowlands	Secondary governors	Attended
Mike McCann	Special headteachers	Apologies
Jane Hughes	Special headteachers	Substitute
Phil Hopwood	Special governors	Apologies
Katie Tyrrie	Nursery headteachers	Attended
Andy Stewart	PRU	Attended
Luci Jones	Academies - mainstream	Attended
Jason Lowe	Academies - mainstream	Absent
Chris Priddey	Academies - mainstream	Substitute
Helen Studley	Academies - mainstream	Attended
Lyndsay Watterson	Academies - mainstream	Attended
Vacancy	Academies - mainstream	Vacancy
Vacancy	Academies - mainstream	Vacancy
Marie Allen	Academies - special	Apologies
Non Schools		
Paula Adolph	PVI early years providers	Absent
Sue Anderson	PVI early years providers	Attended
Kathryn Magiera	Diocese	Absent
Caroline Vile	Diocese	Absent
Greg Foster	Unions	Absent
Geoff Wright	Unions	Absent
Rob Pullen	CWAPH	Apologies
Vacancy	16-19 providers	Vacancy
Non-voting Observers		
Councillor Robert Cernick	Cabinet Member for Children and Families	Absent
Officers in attendance		
Mark Parkinson	Director of Education and Inclusion	
Paul Arista	SEN Manager	

Natalie Cole	Finance Manager
Charlotte Fenn	Clerk
Debbie Freeman	SEN Manager
Anna Jones	Finance Manager
Sue Lawson	Commissioning Officer

1. Introductions and apologies

Kate Docherty acted as temporary Chair in the absence of the Chair, Duncan Haworth and Vice-chair, John Freeman.

Apologies were noted.

Kate reported that Councillor Meardon had stepped down from her role of Cabinet member for Children and Families, Councillor Robert Cernick had taken over the role.

2. Minutes and matters arising of last meeting

2.1 To agree the minutes from the meeting held 14 January 2020

The minutes of the meeting held on the 14 January 2020 were agreed as a correct record subject to the following correction:

Page 5 Item 1 Introductions and apologies
Helen Hill - governor at Woodlands Primary not Eaton Primary
Paul Healey - governor at Eaton Primary not Woodlands Primary

2.2 Matters arising

2.2.1 Item 2.2.2 Early Years Provider Hub

Sue Lawson reported that the LA was currently procuring Servelec as the Early Years Hub provider. It was anticipated that as Servelec was an existing provider there would be a smooth transition along with any necessary training. Sue Anderson asked if the data held by the old system would be transferred over. Sue Lawson was not sure but expected that it would be.

2.2.2 Item 5 Any Other Business - Funding Gypsy Romany Traveller (GRT) Pupils

Mark Parkinson reported that a draft letter was currently being revised to make their case stronger.

Item 3 High Needs Review

It was noted that Sarah Banks, Senior Manager, Disabled Children's Service had been identified as the lead for remodelling residential provision.

Paul Arista provided a brief update on the steps moving forward to develop post 16 provision. It was noted that work was being done to look at trends to identify why there had not been an increase in take up of provision.

3. Council budget setting update

Anna Jones presented a PowerPoint presentation to Forum which provided an update on 2020-21 revenue budget and future year gap, and an overview of the key areas of investment for Children & Families. The presentation would be circulated to Forum after the meeting.

4. Early Years Funding for 2020-2021

Sue Lawson introduced the report which detailed the proposed budget allocation for the early years block and funding of the two, three and four year old entitlements for 2020-2021 through the Early Years Funding Formula (EYFF) and Early Years Inclusion Support Fund (EYISF).

Sue sought comments from Schools Forum on the proposed changes within the report.

The group had a heated debate around the lack of funding of the Early Years sector.

Sue Anderson voiced her concerns that despite the increase in the base rate the early years sector was still underfunded and did not address such issues as the increased minimum wage. Sue also commented that, as a result of the underfunding, the sector was losing quality staff and not attracting new people. Sue also pointed out that the increase to 30 hours had made the situation worse, settings were effectively subsidising government policy and there was no respect for the sector.

Sue Anderson was asked what Early Years representative groups were doing to get these issues recognised. Sue responded that as it was a large and diverse sector there were several groups representing them, two had been lobbying government. There had been talk of striking but there was no one group to coordinate such a response as they were all in competition with each other. The sector needed better support; the current system looked only at the needs of parents and not at funding providers.

A question was asked as to what percentage of early years costs went on staffing. Katie Tyrie responded that as the provision was so diverse it was difficult to compare costs.

Resolved that Schools Forum

- i. approve the increase in base rate funding for 2020-2021 (vote: unanimous); and
- ii. note concerns that the national funding for Early Years settings was not sufficient.

5. Special Educational Needs (SEN) Funding for Mainstream and Special Schools – Funding from the High Needs Block 2020-2021

Debbie Freeman introduced the report updating Schools Forum on proposed changes to allocations from the High Needs Block for 2020-2021 for commissioned places and top up funding.

Debbie took Forum Members through each of the proposed changes.

A number of issues were raised by Forum members around the proposal to reduce the top up funding to one year before review, rather than two. These included not enough time for a child to improve or to see sustainable progress; retaining staff and giving notice; the capacity to do earlier reviews; the amount of paperwork involved in the review process and more parents might go for EHCP.

It was noted that this recommendation had come out of the High Needs Review. Mark Parkinson stressed that the change was to ensure children were making progress and the initiative was making a difference, and identify those children who should have had an EHCP. It was acknowledged that not all pupils' progress was well monitored.

Mark informed Forum that officers did not have to seek Schools Forum's approval for the proposed changes but wished to take into consideration their concerns and agreed to reconvene the Schools Forum High Needs subgroup to look at models and at mechanics to address the timing & volume issues raised and take on board suggestions from Forum members.

Resolved that Schools Forum endorse the

- i. increase of 3% to mainstream top up funding bands;
- ii. introduction of Post 16 Banding funding for colleges to reflect mainstream top up levels using 0-25 Inclusion framework;
- iii. changes to Resource Provision funding;
- iv. additional high needs support criteria;
- v. changes to commissioned special school place numbers; and
- vi. top up funding agreed to be in place for one year instead of two before review.

6. Central Spend budgets 2020-2021

Natalie Cole introduced the report outlining the proposed level of prescribed central spend budgets for 2020-2021. Forum members' attention was drawn to the proposed changes in appendix B.

Resolved that the Schools Forum approve the proposed changes to the level of central spend budgets for 2020-2021 for the activities defined in the Section 251 statement as set out in appendix B

7. Letter to schools 2019-2020 budget planning

Natalie Cole made reference to the letter circulated with the papers regarding the proposed change to the Cheshire West and Chester Scheme for Financing Schools. School Forum noted that the deadline of 1 June for the formal budget plan submission would remain unchanged as was the draft budget to be ratified and approved by the Governing body at the end of the Spring term.

8. AOB

Kate Docherty informed Forum that this might be the last meeting for Paul Healey as Eaton Primary was scheduled to convert to an Academy in June.

9. Next meeting

Tuesday 7 July 2020 4.30 – 6.30 Queen's Park High School, Chester

Agenda item 3

Updated guidance on the Scheme for Financing Schools for 2020-2021

Purpose of the Report

1. The purpose of this report is to update the Schools Forum on the changes in the latest guidance on Schemes for Financing Schools issued by the Department for Education (DfE) in March 2020 and the amendments to be incorporated in the Cheshire West and Chester Scheme.

Recommendations

2. The Schools Forum (maintained schools only) is asked to:
 - i. Approve the revisions to the scheme which will be reflected in the updated Scheme to be published July 2020.
 - ii. Note the new arrangements for maintained schools to access the Risk Protection Arrangement and the provision of further information in the autumn term.

Background

3. The DfE issues statutory guidance on local authority Schemes for Financing Schools which is updated as required. The guidance includes provisions which a local authority's scheme must, should or may include. Schools Forum approval must be obtained for changes made to the local published schemes.

Changes for 2020

4. There are a number of updates required to reflect current policy positions and changes in legislation. These are detailed in appendix A alongside the current Cheshire West and Chester scheme reference and the proposed revision.
5. There are currently no new directed revisions however the scheme guidance now includes the following change to practice.

“Following consultation that closed on 19 November 2019, the Secretary of State has decided that from 1 April 2020 Local Authority Maintained Schools (LAMS) will be able to join the risk protection arrangement (RPA). We are changing the guidance as below: we have not had time to conduct a consultation on a directed revision but we may do that later.

Section 12: Insurance Instead of taking out insurance, a school may join the Secretary of State’s Risk Protection Arrangement (RPA) for risks that are covered by the RPA. The scheme should contain a provision which allows schools to join the RPA after 1 April 2020. Schools may do this individually when any insurance

contract of which they are part expires. The scheme should also provide for all primary and/or secondary maintained schools to join the RPA collectively by agreeing through the Schools Forum to de-delegate funding.”

6. The outcome of the consultation and publication of the scheme guidance was issued after de-delegation decision had been submitted for 2020-2021. Therefore, the earliest that Schools Forum may consider de-delegation for maintained schools collectively will be for 2021-2022. Further information on the comparability of prices and service to Local Authority arrangements will be provided to Schools Forum in the autumn term and form part of the annual Schools Block funding consultation with all schools.

Next Steps

7. Officers to publish the revised Scheme for Financing Schools on the Council’s website in July 2020 to reflect the updated changes and a communication to schools to be included in the next School Bulletin. Schools Forum representatives are also responsible for communicating revisions to maintained schools.

Further information on the RPA scheme and a consultation with all schools on de-delegation options for 2021-2022 will follow in the autumn term.

Appendix A – Revisions to the Cheshire West and Chester Scheme for Financing Schools

Current 2019-20 Scheme	Change issue 11	Revised 2020-21 Scheme
The Outline Scheme “the Regulations” are to the School and Early Years Finance (England) Regulations 2018 made under the Act.	Paragraph 2: Regulation change - changed to “the regulations” are the School and Early Years Finance (England) Regulations 2020	“the regulations” are the School and Early Years Finance (England) Regulations 2020
5. Purchasing, Tendering and Contracting Requirements 5.4 General	•Paragraph 4.10: Minor change - changed to “contracting authorities”	5.4.7 The fact that an authority contract has been let in accordance with EU procurement procedures does not in itself make it possible to bind a school into being part of that contract. For the purposes of the procurement directives schools are viewed as discrete contracting authorities.
1.1. The Funding Framework 1.1.1. The main features of the Funding Framework are set out in Annex A.	•Paragraph 3.1: Minor change - changed to “current funding framework”.	1.1. The Funding Framework 1.1.1. The main features of the current Funding Framework are set out in Annex A.
4.5. School Resource Management 4.5.1. Schools must seek the effective management of resources and value for money, to optimize the use of their resources and to invest in teaching and learning, taking into account the Authority’s purchasing, tendering and contracting requirements.	•Paragraph 4.4: Minor change - removed “Taking into account the purchasing, tendering and contracting requirements.”	4.5. School Resource Management 4.5.1. Schools must seek the effective management of resources and value for money, to optimize the use of their resources and to invest in teaching and learning.
15.1 Insurance	Section 12: Insurance Instead of taking out insurance, a school may join the Secretary of State’s Risk Protection Arrangement (RPA) for risks that are covered by the RPA. The scheme should contain a provision which allows schools to join the RPA after 1st April 2020. Schools may do this individually when any insurance contract of which they are part expires. The scheme should also provide for all primary and/or secondary maintained schools to join the	New paragraph 15.1.2. Instead of taking out insurance, a school may join the Secretary of State’s Risk Protection Arrangement (RPA) for risks that are covered by the RPA after 1st April 2020. Schools may do this individually when any insurance contract of which they are part expires. All primary and/or secondary maintained schools may join the RPA collectively by agreeing through the Schools Forum to de-delegate funding.

Current 2019-20 Scheme	Change issue 11	Revised 2020-21 Scheme
	<p>RPA collectively by agreeing through the Schools Forum to de-delegate funding.</p> <ul style="list-style-type: none"> •Paragraph 15.8: Changes made to the guidance - added "Instead of taking out insurance, a school may join the RPA for risks that are covered by the RPA." 	
<p>Banking 32. Schools are reminded that they may not borrow money without the written consent of the Secretary of State. This requirement does not extend to monies lent to schools by their maintaining LA.</p>	<ul style="list-style-type: none"> •Paragraph 15.10: Changes to the guidance - deleted "The scheme should contain a provision reminding schools that they must not borrow money without the written consent of the Secretary of State. This requirement does not extend to monies lent to schools by their maintaining authority." 	<p>paragraph removed</p>
<p>16.6. Governors' expenses</p> <p>16.6.1. The Local Authority will delegate to the Governing Body of a school yet to receive a delegated budget, funds to meet Governors' expenses. The allowance rates will be determined by the Local Authority.</p> <p>16.6.2. Under Schedule 11 of the School Standards and Framework Act 1998, only allowances in respect of purposes specified in regulations may be paid to Governors from a school's delegated budget share. No payment may be made in respect of any other allowances.</p> <p>16.6.3. If a school is under special measures and the Secretary of State has appointed additional governors, then the Governing Body cannot pay expenses that would duplicate those paid by the Secretary of State.</p>	<ul style="list-style-type: none"> •Paragraph 13.3: Minor change - changed "Governors' Allowances" •Paragraph 13.3: Presentational change - added "Schools without delegated budgets" •Paragraph 13.3: Presentational change - added "Schools with delegated budgets" 	<p>16.6. Governors' allowances</p> <p>16.6.1. Schools without delegated budgets.</p> <p>The Local Authority will delegate to the Governing Body of a school yet to receive a delegated budget, funds to meet Governors' expenses. The allowance rates will be determined by the Local Authority.</p> <p>16.6.2. Schools with delegated budgets</p> <p>Under section 50(5) of the act, only allowances in respect of purposes specified in regulations made under section 19 of the Education Act 2002 may be paid to governors from a school's delegated budget share. No payment may be made in respect of any other allowances.</p> <p>16.6.3. If a school is under special measures and the Secretary of State has appointed additional governors, then the Governing Body cannot pay expenses that</p>

Current 2019-20 Scheme	Change issue 11	Revised 2020-21 Scheme
		would duplicate those paid by the Secretary of State.

Agenda item 4

Dedicated Schools Grant (DSG) 2019-2020 – Final Outturn

Purpose of the Report

1. The purpose of the report is to report on the 2019-2020 final outturn position for the centrally held DSG budget and to seek a recommendation from School's Forum as to how the balance of reserves is allocated.

Recommendations

2. The Forum is asked: -
 - i. To note the final outturn on the 2019-2020 centrally held DSG.
 - ii. To endorse the planned allocation of the unspent reserve as recommended by the Schools Forum Finance Sub Group and detailed in paragraphs 8-10.

Final Outturn

3. The final reported outturn for the centrally held DSG for 2019-2020 is an underspend of £0.034m. This is a significant change from the position reported at Third Review (November 2019) when an overspend of £0.658m was reported.
4. The change in the position from Third Review is largely due to underspends on Early Years Block funding due to lower take up of three and four year old free entitlement hours than funded (£0.693m) and additional grant received for 18-19 (£0.128m). These were not forecast at Third Review as the grant is adjusted based on the January census and funding not claimed may then have been recouped.
5. Within this small net underspend position there have however been some significant variances against budgets across the DSG funding blocks.
 - In the Schools Block, there were overspends against centrally held schools related budgets (£0.344m), mainly for rates revaluations for new and expanding schools and growth funding for expanding schools.
 - The High Needs block overspent by £0.759m, largely due to an increase in the numbers of pupils accessing top up funding and personal budgets (£1.011m), an increase in the number of placements in independent and non maintained special schools (£0.240m) and inter authority placements (£0.124m). In addition, the budget for provision for excluded and medical needs pupils has overspent by £0.092m. These additional costs have been partially offset by less than budgeted demand in post 16 high needs students in further and specialist provision (£0.537m) and other targeted support budgets (£0.079m).

- Other key variances in central spend relate to an underspend on de-delegated school budgets for contingencies (£66k), staff vacancies and non pay budgets (£216k), and the Education Improvement Board allocation (£126k) which has not been fully spent.

6. The main variances and changes from the position at Third Review are summarised in the table below.

Funding block	Budget	Third review (Nov 2019)	Third review (Nov 2019) Total Block	Final outturn	Final outturn Total Block
		£000	£000	£000	£000
Schools block	Rates	260	246	285	360
	Growth funding			141	
	De-delegated budgets	-14		-66	
High needs	16-25 top up payments	-771	400	-537	769
	Mainstream top up payments	672		826	
	Independent/non maintained schools	388		240	
	Inter authority recoupment	87		124	
	Additional high needs funding	-25		-46	
	Alternative provision	75		195	
	SALT contract	-26		-33	
Early years	Early years funding			-693	-821
	Additional early years funding 18-19			-128	
Central schools	PFI			-50	-176
	CWEIB budget			-126	
Cross service	Staffing vacancies	17	12	-156	-167
	Other	-5		-11	
Total			658		-35

Position of the DSG Reserve

7. As a consequence of the broadly balanced in year position, the DSG reserve has not needed to be utilised to offset the overspend originally forecast. The DSG reserve at the end of the year is £1.018m. The breakdown of the allocations to and from reserves and the reasons for the cumulative position is detailed in the table below.

Budget heading	Variance 2016-17	Variance 2017-18	Variance 2018-19	Variance 2019-20	Cumulative total
	£000	£000	£000	£000	£000
CWEIB allocation	-58	-46	-24	-22	-150

Staffing vacancies	-126	-206	-180	-101	-613
Designated teacher funding	-10	-7	-5	-5	-27
Personal Education Allowances	-68	2	0	0	-66
PFI contributions	-6	-58	82	-50	-32
School improvement advisers	-57	-268	0	-54	-379
Growth fund	-30	-63	-24	141	24
Rates	-406	-185	-148	285	-454
High Needs Block	147	408	-464	769	860
Non SEN Independent School Fees	-120	-120	-65	-5	-310
Early years funding	61	31	-120	-821	-849
De-delegation				-66	-66
Allocated in year				1044	1044
Total DSG Reserve	-673	-512	-948	1115	-1018

8. In 2018-2019 Schools Forum endorsed the reversal of the schools block transfer to high needs and committed £1.026m of the reserve to support budget setting for 2019-2020. Commitments were also agreed for reserves to be used to fund work on transition and averting exclusions which have not all progressed during 2019-2020 and remain in the reserve. The uncommitted balance on the reserve brought forward to 2020-2021 is £0.626m which is under 2% of the annual centrally held DSG allocation.

	£000
DSG reserve brought forward	1,018
Planned allocation of reserves	
Ring-fenced De-delegation allocated to 2020-2021	-66
CWEIB allocation - Carry forward for CWEIB to carry out planned work on transitions (agreed 2018-19)	-104
School intervention - Allocate funding to support the work of the Averting Exclusions Task Group in developing strategies to reduce the number of exclusions in the Borough.	-177
Early years hub implementation (approved October 2019)	-45
Balance remaining	626

View of the Schools Forum Finance Sub Group

9. At the Schools Forum Finance Sub Group meeting of 16 June 2020, the group discussed the variances that have arisen, particularly the pressures that continue for high needs budgets and the in year surplus on early years funding. The group also discussed the uncertainty surrounding allocations for the next financial year as, despite the government's three-year commitment to increase funding, allocations between funding blocks will still only be allocated one year at a time.

10. The Sub Group discussed the issues that have been raised previously through Schools Forum of the levels of early years funding for free entitlement being the lowest nationally. It was also highlighted that providers are particularly vulnerable financially due to the loss of private income and take up of hours during the Covid 19 pandemic. As such the Sub Group agreed that the underspend on early years funding should be allocated to providers as a temporary increase to the base rate of funding for the next academic year. There were two further considerations raised;

- That the £0.2m of high needs funding transferred to early years in 2019-2020 and not required in year be used to fund high needs pressures – reducing the cumulative early years underspend from £0.849m to £0.649m. Allowing for the previously agreed funding for the replacement of the provider hub of £45k, £0.604m of the reserve is attributable to the early years free entitlement and uncommitted.
- In view of the risks around the wider DSG position and depleted reserves, any funding should be distributed on a phased basis. An initial allocation would be made for the autumn term and then further reviewed alongside take up of free entitlement places and the publication of 2021-2022 allocation information. It is recommended that £200k (a third of the £604k underspend) is allocated for additional payments in the autumn term. This equates to an additional 15p on the three and four year old hourly base rate based on autumn 2019 take up.

Next Steps

11. Subject to the views of Schools Forum, the recommendation for unspent DSG will be reported to Council at First Review as per paragraphs 8, 9 and 10.

Agenda item 5

Maintained School Balances Financial Year 2019-2020 and Academy Balances 2018-2019

Purpose of the Report

1. To inform Schools Forum of the final outturn position of maintained schools in the Borough for the 2019-2020 financial year. Also, as requested by Schools Forum, this report also includes academy balances for the latest reported position for the 2018-2019 academic and financial year accounts.

Recommendations

2.
 - i. For Schools Forum to note the outturn position and movement in balances for both schools and academies and the mechanisms in place to support schools with deficit balances (maintained schools only).
 - ii. For Heads association representatives to discuss excess surplus balances with colleagues and to report challenges and concerns at the next Schools Forum meeting (paragraph 10).

Background

3. Under the Scheme for Financing Schools, schools can carry forward from one financial year to the next any surplus or deficit relative to the school's budget share. Following the closure of accounts for the financial year, a cumulative surplus or deficit is determined for each school to be transferred to the school in the following financial year. This balance represents the funds available to an individual school at a determined point in time at the end of the financial year.

Outturn Position 2019-2020 for maintained schools

4. The net surplus in maintained school balances for 2019-2020 is £8.2m (4.1% of gross expenditure budgets). A summary of the balances by sector is shown in the table below with individual school balances included as an annex to this report.

School Balances outturn position 2019-2020 (subject to audit)

	Primary Schools	Secondary Schools	Special Schools	Alternative Provision	All Schools
	£000	£000	£000	£000	£000
Revised Budget	120,127	60,135	18,905	1,890	201,056
Net Expenditure	115,309	58,005	17,808	1,700	192,822
Net Surplus	-4,817	-2,130	-1,098	-190	-8,235
% surplus to budget	-4.0%	-3.5%	-5.8%	-10.0%	-4.1%

5. The net surplus is made up of £10.7m of surplus balances across 94 schools (compared to £10.5m across 105 schools in 2018-2019) and £1.3m of deficit balances (reduced from £1.6m in 2018-2019). There are 31 schools with deficit balances which is an increase of 6 on 2018-2019. A breakdown by sector and the number of schools with surplus and deficit balances is shown in the table below.

	Primary Schools	Secondary Schools	Special Schools	Alternative Provision	All Schools
	£000	£000	£000	£000	£000
Total Surplus	-5,657	-2,589	-1,098	-190	-9,534
Total Deficit	840	459	0	0	1,299
Net Surplus	-4,817	-2,130	-1,098	-190	-8,235

Number of schools with a surplus balance	78	7	7	2	94
Number of schools with a deficit balance	29	2	0	0	31
Total number of maintained schools	107	9	7	2	125

Movement in School Balances

6. The overall position shows a decrease in school balances of £0.666m since the end of 2018-2019 when the net surplus balance was £8.9m. The movement in balances held by sector is included in the table below.

Financial Year	Primary Schools	Secondary Schools	Special Schools	Alternative Provision	All Schools
	£000	£000	£000	£000	£000
2019-2020	-4,817	-2,130	-1,098	-190	-8,235
2018-2019	-6,074	-1,237	-1,399	-190	-8,900
Change	-1,257	-893	301	0	666
% change	-21%	-72%	22%	0%	-7%

7. Primary school balances have decreased by £1.257m. There are 3 schools who converted to academy during the year and account for £0.3m of the reduction in LA balances as these have been transferred to the academy trust. Of the maintained schools, Deficit balances have increased by £0.132m with 29 primary schools ending the year with deficit balance, an increase to 22 from the previous year. Balances range from a deficit of £173,416 to surplus of £370,989.
8. Secondary school balances have increased by £0.893m with £0.4m due to a reduction in deficit balances. Two secondary schools have deficit balances, unchanged from last year. Balances range from a deficit of £405,445 to surplus of £737,624.
9. Balances for special and alternative provision schools have reduced by £0.3m with no schools ending the year in a deficit position. Balances range from the £25,544 to £375,529.

Balance Control Mechanism

10. In agreement with Schools Forum in 2015, the Balance Control Mechanism (BCM) and requirement for schools to submit plans for unspent balances was not operated in the 2019-2020 financial year. This was largely a decision based on equity with academies that are not subject to caps on balances or clawback. It was agreed that officers would continue to review schools with excessive balances and there are now 24 schools that have held balances in excess of the BCM thresholds for the last 3 years (8% for primary and special schools, 5% for secondary schools), down from 31 last year. This was discussed with Schools Forum Sub Group at the meeting on 16

June 2020 in the context of revisiting the clawback mechanism. Recognising that some underspends arise for different reasons, it was felt that the reasons for ongoing excessive balances needed to be established to ensure that children currently in the system were not being disadvantaged with funds not being spent on them. As such, the Sub Group recommend that more strategic challenge and questioning should take place between head teacher colleagues through the heads associations. Schools Forum representatives are asked to table balances for discussion at the heads association meetings and feedback to the next Schools Forum meeting.

Maintained Schools with Deficit Balances

11. The number of schools ending the year with deficit balances has increased from 2018-2019 from 25 to 31. Most of these schools are set to recover those balances in the next financial year. There are 12 schools unable to set a balanced budget for 2020-2021. 5 of those schools have recovery plans agreed and are progressing with those plans whilst 7 are currently unable to set a balanced position for future years. All schools setting an overall deficit budget for 2020-2021 are having their budgets approved individually where they need to demonstrate that setting a balanced budget would be detrimental to the operation of the school. Schools with approved deficit budgets are being issued with a Notice of Concern which is an internal control on the agreed budget plan. These school budgets will be monitored regularly and deviations approved by the Local Authority. There are currently 12 Notices issued, the same as last year.

Academy Balances

12. At the meeting in July 2017, Forum requested that the balances for academies in the Borough as reported in their audited accounts be presented on an annual basis along with those of maintained schools. In order to present a comparable balance to that of maintained schools, the balances reported are only for the general unrestricted and restricted funds and exclude pension and fixed asset funds. The balances for 2017-2018 and 2018-2019 are included in appendix A with surplus balances of £9.266m reported at the end of the 2018/2019 academic year in Cheshire West and Chester academies.
13. Forum members should note that in the same way as the balances for maintained schools, these are balances held at a defined point in time (i.e. at the end of the academic and financial year). They do not represent the financial viability of the academy and in the absence of further context, do not explain the way the academy is operating or represent future spending plans or pressures.

Next Steps

14. To publish maintained school balances on the Schools Forum internet site and for feedback from the heads associations to be reviewed at the next Schools Forum meeting.

Appendix A – Cheshire West and Chester academy reported balances for general restricted funds (excluding pension reserve) and unrestricted funds for 2017-2018 and 2018-2019

Provider Name	Academy Trust	Opening Date	2017-2018 Carried forward 31/8/2018		2018-2019 Carried forward 31/8/2019		Movement in funds	
			School Total £	Trust total £	School Total £	Trust total £	School Total £	Trust total £
Boughton Heath Primary School	Cheshire Academies Trust	01/01/2015	59,000		93,000		34,000	0
Kelsall Primary School	Cheshire Academies Trust	01/09/2012	465,000		303,000		-162,000	0
Mill View Primary School	Cheshire Academies Trust	01/01/2015	131,000		104,000		-27,000	0
Cheshire Academies Trust Total				861,000		990,000	0	129,000
Christleton High School	Christleton Learning Trust	01/04/2011	0		10,000		10,000	0
Queen Park high	Christleton Learning Trust	01/04/2017	27,000		5,000		-22,000	0
International School	Christleton Learning Trust	01/09/2017	16,000		0		-16,000	0
Christleton Learning Trust Total				928,000		1,104,000	0	176,000
Delamere Cof E Academy	North West Academies Trust	01/04/2011	22,000		-34,000		-56,000	0
The Oak View Academy	North West Academies Trust	01/04/2014	28,000		20,000		-8,000	0
St Martin's Academy Chester	North West Academies Trust	01/09/2013	64,000		-38,000		-102,000	0
Grosvenor Park CE Primary	North West Academies Trust	01/11/2018			-71,000		-71,000	0
Weaverham Primary	North West Academies Trust	01/11/2018			88,000		88,000	0
Rudheath Senior Academy	North West Academies Trust	01/11/2018			589,000		589,000	0
North West Academies Trust Total				98,000		716,000	0	618,000
Neston High School	Neston High School	01/07/2012	449,546	449,546	555,479	555,479	105,933	105,933
Tarporley High School	Tarporley High School & Sixth Form	01/08/2012	943,338	943,338	1,135,913	1,135,913	192,575	192,575
The Bishops' Blue Coat CofE High School	The Bishops' Blue Coat CofE High School	01/04/2011	964,808	964,808	1,001,842	1,001,842	37,034	37,034
The Catholic High School	The Chester Catholic Academies Partnership Trust	01/03/2013	-94,188	-94,188	-79,000	-79,000	15,188	15,188
Cloughwood Special School	Cloughwood Academy Trust	01/09/2013	505,570	505,570	568,120	568,120	62,550	62,550
Rudheath Primary Academy	Focus Trust	01/04/2013	184,000	2,893,000	205,000	2,920,000	21,000	27,000

St Bernard's Roman Catholic Primary School	Holy Family Multi Academy Trust	01/06/2014	34,000	-375,000	-43,000	-966,000	-77,000	-591,000
The County High School Leftwich	The County High School Leftwich	01/09/2012	809,000	809,000	672,000	672,000	-137,000	-137,000
Over Hall Academy	Over Hall Academy	01/09/2013	145,187	145,187	82,149	82,149	-63,038	-63,038
The Winsford Academy	Fallibroome Trust	01/09/2010	789,176	1,751,386	772,287	1,727,516	-16,889	-23,870
University Cathedral Free School	University of Chester Academies Trust	01/09/2013	-235,000				235,000	0
University of Chester Academy Northwich	University of Chester Academies Trust	01/01/2012	-759,000				759,000	0
University of Chester Ellesmere Port Academy	University of Chester Academies Trust	01/09/2009	-				1,197,000	0
University Primary Academy Weaverham	University of Chester Academies Trust	01/01/2014	1,197,000				175,000	0
University of Chester Academies Trust Total			-175,000	-3,561,000			0	3,561,000
Ellesmere Port CofE College	Frank Field Trust	01/01/2019			-418,931	-354,696	-418,931	-354,696
The Russett School	The Russett Learning Trust	01/09/2015	2,091,232	2,091,232	2,376,389	2,376,389	285,157	285,157
Victoria Road Primary	The Aspire Educational Trust	01/04/2017	10,000	2,249,000	4,000	1,933,000	-6,000	-316,000
Barnton Primary	Weaver Trust	01/04/2017	236,000		336,000		100,000	0
Grange Primary	Weaver Trust	01/10/2018			59,000		59,000	0
Weaver Trust Total				236,000		310,000	0	74,000
Wolverham Primary	Concordia Trust	01/05/2018	418,000		366,000		-52,000	0
Parklands Primary	Concordia Trust	01/05/2018	48,000		38,000		-10,000	0
Childer Thornton Primary	Concordia Trust	01/05/2018	210,000		316,000		106,000	0
Concordia Trust Total				864,000		894,000	0	30,000
Upton Heath Primary	The Samara Trust	01/03/2018	124,000		70,000		-54,000	0
Little Sutton Primary	The Samara Trust	01/03/2018	24,000		31,000		7,000	0
Clutton Primary	The Samara Trust	01/03/2018	139,000		149,000		10,000	0
The Samara Trust Total				263,000		234,000	0	-29,000
Academies total			6,476,669	12,021,879	9,266,248	15,820,712	2,789,579	3,798,833

Agenda item 6

Annual review of the Cheshire West and Chester Schools Forum's membership, constitution and terms of reference

Purpose of the Report

1. The purpose of this report is to review the Schools Forum's membership, constitution and terms of reference and ensure that the composition of the Schools Forum is compliant with the regulations.

Appendix 1: Schools Forum Membership

Appendix 2: Constitution and terms of reference

Appendix 3: Finance sub-group terms of reference and membership

Appendix 4: High Needs sub-group terms of reference and membership

Recommendations

2. The Schools Forum is asked to note
 - i. that Officers have determined that the pupil ration does not warrant a revision in the Schools Forum membership at this time; and
 - ii. the changes to the constitution and terms of reference to allow, in light of the coronavirus pandemic, for schools' forums meetings to take place by remote means (Appendix 2 – paragraph 8).

Background

3. The Schools Forum's constitution requires that the membership, constitution and terms of reference be reviewed annually.
4. Officers have reviewed the pupil numbers based on the current make up of schools and academies to ensure that the composition of the Schools Forum is compliant with the Schools Forums (England) Regulations 2012 which states that 'primary schools, secondary schools and academies must be broadly proportionately represented on the forum, having regard to the total number of pupils registered at them'.
5. Officers have determined that the pupil ration does not warrant a revision in the Schools Forum membership at this time.
6. Education & Skills Funding Agency have made amendments to the Schools Forums (England) Regulations 2012 (the 2012 Regulations) to allow, in light of the coronavirus pandemic, for schools forums meetings to take place by remote means while they are unable to meet physically in a room during the outbreak of COVID-19.

7. The government laid The Schools Forums (England) (Coronavirus) (Amendment) Regulations 2020 before Parliament on 28 May 2020, which will come into force on 18 June 2020.
8. This includes (but is not limited to) telephone conferencing, video conferencing, live webcast, and live interactive streaming. These arrangements are currently in place for the 2020 to 2021 financial year, up to the end of March 2021.

The regulations can be accessed at:

<http://www.legislation.gov.uk/ukxi/2020/540/note/made>

These Regulations cease to have effect on 1st April 2021.

9. The Schools Forum's Constitution and terms of reference have been revised to reflect these changes (Appendix 2 – paragraph 8).

Next Steps

10. Schools Forum clerk to publish the revised Constitution and Terms of Reference on the Schools Forum website.

Appendix 1

Cheshire West and Chester Schools Forum Membership (revised April 2020)

Chair: Duncan Haworth **Vice chair:** John Freeman

The Cheshire West and Chester model comprises 33 members in total, representing both schools and non-schools sectors and is constituted as follows:

School members (18)

Primary heads (five)		Term of office ends
Alan Brown	Oldfield Primary School	March 2023
Julie Chambers	Willaston Church of England Primary School	July 2023
Sarah Curtis	Meadow Primary	November 2020
Ian Devereux Roberts	Frodsham Manor House Primary	September 2021
Kate Docherty	Rivacre Valley Primary	September 2023

Substitutes

Kerry Forrester	Tarporley Church of England Primary
David Wallace	St Oswald's Church of England Aided Primary School

Primary governors (five)

Duncan Haworth	Woodfall Primary	December 2020
Paul Healey	Eaton Primary	December 2023
Helen Hill	Woodlands Primary	December 2023
Kath Lloyd	Westminster Community Primary	December 2020
David Nield	Lostock Gralam CE Primary School	June 2023

Substitutes

Heather Lewis	Meadow Primary
Vacancy	

Secondary heads (two)

David Curry	Bishop Heber High	November 2021
Mike Holland	Hartford CE High	January 2023

Substitute

Vacancy

Secondary governors (two)

John Freeman	Weaverham High	June 2023
David Rowlands	Upton High School	January 2021

Substitute

Vacancy

Special school head and governor (two)

Mike McCann	Greenbank School	March 2021
Philip Hopwood	Greenbank School	November 2020

Substitute

Alison Ashley Hebden Green School Head

Peter Gaskell Hebden Green School Governor

Nursery school (one)

Katie Tyrie St Mary's Community Nursery

Pupil referral units (one)

Andy Stewart The Bridge Short Stay School July 2021

Substitute

Sian Thomas Ancora House School

Academies (including Free Schools) members (seven)

Primary/Secondary (six)

Darran Jones	The Learning Trust	April 2024
Sarah Connolly	Concordia Multi-Academy Trust	April 2024
Luci Jones	Cheshire Academies Trust	September 2023
Jason Lowe	Tarporley High School and Sixth Form College	March 2022
Helen Studley	The Samara Trust	December 2023
Lyndsay Watterson	The Learning Trust	January 2023

Substitutes

Steven Ellis Cheshire Academies Trust
Chris Priddey Create Learning Trust

Special (one)

Marie Allen The Russett School June 2021

Substitutes

Vacancy

Non-schools members (eight)

Chair of Primary Headteachers Association (one)

Rob Pullen CWAPH August 2020

Diocesan authorities (two)

Kathryn Magiera	Witton Church Walk CE School	October 2023
Caroline Vile	Ellesmere Port Catholic High School	April 2020

Private, voluntary and independent early years' providers (two)

Sue Anderson	The Beeches Pre-school	January 2021
Vacancy		

Substitute

Vacancy

Trade unions (two)

Greg Foster	Joint Consultative Negotiating Panel	December 2020
Geoff Wright	Joint Consultative Negotiating Panel	May 2021

Substitute

Bevanie Robinson

16-19 providers (one)

Vacancy

Total: 33

Non-voting observers

Councillor Robert Cernick, Cabinet Member for Children and Families
Education and Skills Funding Agency (ESFA) representative

Clerk Charlotte Fenn, Schools Monitoring Officer

Appendix 2

Cheshire West and Chester Schools Forum

Constitution and Terms of Reference (revised June 2020)

Definitions

The Forum is the Schools Forum for the area covered by Cheshire West and Chester Council. The Constitution complies with The Schools Forum (England) Regulations 2012, and in its procedures and terms of reference takes account of advice issued by the Department for Education (DFE).

The Council is Cheshire West and Chester Council in its role as Local Authority.

Membership

1. The Cheshire West and Chester Schools Forum (the Forum) will consist of 33 Members made up of 25 school members and academies members and eight non-school members made up as follows: -

School Members (18)

- one representative from St Mary's Nursery School
- 10 primary representatives (five headteachers, five governors)
- four secondary representatives (two headteachers, two governors)
- two special school representatives (one headteacher, one governor)
- one Pupil referral units representative

Academy (including free schools) Members (seven)

- six primary/secondary representatives
- one special representative

The proportion of school members and academy members will always be at least two thirds of the membership of the forum.

Non School Members (eight)

- one Roman Catholic Diocese representative
- one Church of England Diocese representative
- two Private, voluntary or independent sector provider representatives

- one 16-19 provider representative
- two Trades Union representative
- one Chair of the Association of Primary Headteachers (if not a serving headteacher)

In addition, the following are entitled to attend and speak at meetings of the School Forum, but are not members and have no voting rights:

Observers

- The Education and Children Portfolio Holder of the Council
 - The Resources Portfolio Holder of the Council
 - Director of Children’s Services of the Council or their nominated representative
 - Chief Finance Officer of the Council or their nominated representative
 - Education and Skills Funding Agency (ESFA) representative
2. The term of office for Forum Members will be four years from the date of appointment/election at which time elections will take place for school and academy members and nominations will be sought for the non-school members. Should a resignation be tendered from the Forum, an election (or nominations where appropriate) will be held for the vacancy which will ensure that the representational balance is maintained or improved. Each representative group (Headteachers and Governors by phase) will be responsible for the method by which they elect and nominate school and academy member representatives.
 3. The Academy members represent the governing bodies of the Academies situated in the authority’s area, so do not necessarily have to be a Principal or a governor. It is for the governing bodies of the Academies concerned to elect their members; if there is only one Academy in the authority’s area, its governing body will select the member.
 4. The Council will maintain a written record of the composition of the Schools Forum including the method by which representatives are elected or nominated. The Council will inform all schools of the membership of the Forum and will provide details of any non-school Member appointed to the Forum within one month of appointment. This will be carried out when constituting the Forum and after the appointment of any new or replacement Member.
 5. Elected Members who hold an executive role within the Council and officers who have a role in strategic resource management of the authority are unable to be members of the Forum (these restrictions do not apply to officers employed as teachers or who work for, and those who directly manage, a service which provides education to individual children and/or advice to schools on learning and behavioural matters).
 6. The Education and Children Portfolio Holder of the Council and a representative of the Education Funding Agency will be invited to attend meetings of the Forum as observers.

Meetings and proceedings of the Schools Forum

7. There will be a minimum of four meetings per school year.
8. Schools forums meetings may take place by remote means. This includes (but is not limited to) telephone conferencing, video conferencing, live webcast, and live interactive streaming. These arrangements are in place for the 2020 to 2021 financial year, up to the end of March 2021.¹
9. The meetings of the Forum will be open to the public. Exceptionally, the Chair of the Forum may determine that a meeting or part of a meeting will be held in private. Prior to making any such determination, the Chair must take legal advice and the determination must be in accordance with this legal advice. The reasons for this determination must be recorded in the minutes of the meeting.
10. Participation by local authority members and officers will be limited to a Lead Member for education and children's services, a Lead Member for resources, Director of Children's Services (or their representative), Chief Finance Officer (or their representative) or officers who are providing specific financial or technical advice to Schools Forum. Other individuals (including Council officers) will be able to participate where they are presenting a report, but their participation must be limited to their specific agenda item.
11. The meetings are quorate if at least 40% of the total membership (excluding vacancies) is present at the meeting. In the event of a meeting not being quorate, members present may by majority vote decide to continue the meeting and thus be able to offer advice to the Council and/or respond to any consultation, but will be unable to exercise any of the decision making powers of the Forum.
12. The Council will consult the Forum annually on arrangements for substitutes.
13. Each group of Schools Members will agree two named substitutes and provide this information to the clerk. Agendas and papers for meetings will be sent to named substitutes as a matter of course. It is up to individual members of the Forum to contact a substitute if they are unable to attend meetings.
14. In exceptional circumstances Headteachers' substitutes can be drawn from senior members of staff (a deputy headteacher, bursar or other person responsible for the financial management of the school).
15. Members of the Forum are required to make declarations of interest on appointment and when, for example, the Forum is considering matters relating to contracts.

¹ The government laid The Schools Forums (England) (Coronavirus) (Amendment) Regulations 2020 before Parliament on 28 May 2020, which came into force on 18 June 2020. These Regulations cease to have effect on 1 April 2021.

16. Meetings of the Forum will be called allowing at least two weeks notice. Supporting papers will be sent out at least five working days before the meeting.
17. The Council shall appoint a Clerk for the Schools' Forum who shall be in attendance at each meeting of the Forum and will take minutes. Meetings may be recorded for the purposes of the accuracy of the minutes only.
18. Minutes of meetings will be placed on the Council's website and all schools and associated groups will be informed when new minutes are available. All schools and associated groups will be informed of action taken by the Council on Forum advice.
19. Claiming of expenses for Forum Members will be in accordance with the Forum expenses policy document and claims will be made on the specific claim forms and duly authorised. In case of dispute, the official record of attendance signed at the meeting will be used to determine attendance, and mapping tools used to determine mileage claimed.
20. An appropriate budget will be available for each financial year for costs associated with the operation of the Forum e.g. hiring a venue, refreshments and other expenses and clerking costs. This will be a charge against the Council's Schools Budget within the centrally retained budgets. The level of the budget will be reviewed annually by the Council in consultation with the Forum.
21. The Schools Forum may convene various task and finish sub groups to look at specific topics for discussion and consultation and to report back with outcomes and recommendations. The membership of any sub group to be agreed by Schools Forum.

Items for Forum Discussion

22. The Forum will discuss and be consulted upon the following matters:-

Consultation on School Funding Formula

- a) The Council shall consult the Forum on any proposed changes in relation to the factors and criteria that were taken into account, or the methods, principles and rules that have been adopted, in their formula made in accordance with regulations made under section 47 of the School Standards and Framework Act 1998, and the financial effect of any such change.
- b) Consultation shall take place in sufficient time to allow the views expressed to be taken into account in the determination of the Council's formula and in the initial determination of schools' budget shares before the beginning of the financial year.

Consultation on Contracts

23. The Council shall, at least one month prior to the issue of invitations to tender, consult the Forum on the terms of any proposed contract for supplies or services

being a contract paid or to be paid out of the Council's schools budget where the estimated value of the proposed contract is not less than the threshold which applies to the authority for that proposed contract pursuant to regulation 8 of the Public Contracts Regulations 2006.

Consultation on Financial Issues

24. The Council shall consult the Forum annually in respect of its functions relating to the schools' budget, in connection with the following:

Financial issues relating to:

- arrangements for pupils with special educational needs, in particular the places to be commissioned by the LA and schools and the arrangements for paying top-up funding;
- arrangements for use of pupil referral units and the education of children otherwise than at school, in particular the places to be commissioned by the LA and schools and the arrangements for paying top-up funding;
- arrangements for early years provision;
- administration arrangements for the allocation of central government grants

Consultation on other matters

25. The Council may consult the Forum on such other matters concerning the funding of schools as they see fit.

26. The Forum shall also have the following powers:

a) De-delegation for mainstream primary/secondary schools for:

- contingencies
- administration of free school meals
- insurance
- licences/subscriptions
- staff costs – supply cover
- support for minority ethnic
- pupils/underachieving groups
- behaviour support services
- library and museum services
- School improvement

b) in exceptional circumstances only:

to recommend changes to the Council's funding formula subject to approval by the Education and Skills Funding Agency

27. Should a judgment be necessary on whether a matter falls within the remit of the Forum, for example whether an item has financial implications, the Council's Chief Finance Officer and The Director of Education and the Chair of the Forum shall jointly make the necessary determination.

28. For decision-making purposes each Forum member will be entitled to 1 vote on all matters put to the vote other than matters relating to the funding formula in which case only schools members (which includes mainstream schools, Academies, special schools and PRUs) and representatives of the Private, Voluntary and Independent (PVI) sector will be able to vote. In the case of an equal number of votes for and against a proposal, the Chair shall have a second or casting vote.
29. Where an urgent proposal needs to be considered in advance of a meeting, the Forum may be consulted via post or e-mail.
30. The Constitution, Terms of Reference and Membership of the Forum will be reviewed annually.
31. A Chair and Vice-Chair will be elected by the Forum from its voting membership every two years, or at the first meeting following any resignation. A voting Member who is also an elected Member or officer of the Council may not be elected Chair or Vice-Chair. At any meeting where both the Chair and Vice-Chair are absent, the Forum shall elect, from those voting Members present, a person to take the Chair for that meeting only.

Appendix 3

Schools Forum Finance sub-group

Terms of Reference: -

1. To keep under review the formula and allocation of the DSG.
2. To act as a point of scrutiny and interrogation regarding policy options in the DSG, Government consultations and policy.
3. To provide detailed examination of issues identified by the Schools Forum.
4. To make recommendations to the Schools Forum

Membership:

Chair of Schools Forum	Duncan Haworth
Primary Headteacher	Kate Docherty
Secondary Headteacher	Lyndsay Watterson
Special Headteacher	Mike McCann
Two Governors	John Freeman David Rowlands David Nield (substitute)
Trades Union	Geoff Wright

If not included in any of the above, an academy representative and a maintained school representative.

Observers:

Chairs of the Headteacher and Governor Associations, if members of the Schools Forum.

Local Authority officers as appropriate.

Appendix 4

Schools Forum High Needs sub-group

Terms of Reference:

1. To find alternative proposals to address the high needs block overspend
2. To provide detailed examination of issues identified by the Schools Forum
3. To make recommendations to the Schools Forum

Membership:

Secondary Headteacher	Mike Holland
Secondary Headteacher	tbc
Primary Headteacher	Sarah Curtis
Primary Headteacher	Kate Docherty
CWASSH Chair	Mike McCann or Alison Ashley (vice chair)
Secondary Governor	John Freeman
Primary Governor	tbc
PRU	Andrew Stewart

Observers:

CWAPH Chair	Rob Pullen
Nurse School	Katie Tyrie

Local Authority Officers as appropriate.