THURROCK SCHOOLS’ FORUM

Thursday 16th March 2017 at 9.00 a.m.
Gable Hall School, Southend Road,
Stanford-le-Hope, Essex, SS17 8JT

AGENDA

Primary Academies
Headteacher – Kenningtons Ms J Sawtell-Haynes
Headteacher – Abbots Primary Miss L Fishleigh
Headteacher – Woodside Academy Mr E Caines – Vice Chair
Headteacher – Giffards Primary Miss N Haslam
Headteacher- Arthur Bugler Primary Mr J Bryant
Governor Mr R Price
Governor TBA

Primary Maintained Schools
Headteacher – Warren Primary Miss E Field
Headteacher – Aveley Primary Miss N Shadbolt
Governor Mrs H Gentry

Secondary Academies
CEO – St Clere’s Trust Mr P Griffiths – Chair
Principal – The Gateway Academy Mr K Sadler
Headteacher – William Edwards Mr S Munday
Headteacher – Gable Hall Dr S Asong
Governor – Hathaway Academy Mr S Sweeting

Secondary Maintained Schools
Headteacher – Grays Convent Mrs P Johnson

Special Maintained Schools
Headteacher – Treetops School Mr P Smith

Special Academy
Headteacher-Beacon Hill Academy Ms S Hewitt

Olive AP Academy
Headteacher Mr B Wilby

Non School Members
Diocese of Brentwood Rev T Elbourne
Diocese of Chelmsford Ms A Jones
0-11 Representative Mr M Vinall
11-19 Representative Mr M Vinall

Portfolio Holder – Children and Learning Cllr J Halden
### Introductory Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Item</th>
<th>Time Guide</th>
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<tbody>
<tr>
<td>1</td>
<td>Welcome from Chair</td>
<td>1 min</td>
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<tr>
<td>2</td>
<td>Apologies for Absence</td>
<td>2 mins</td>
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<td>3</td>
<td>Agreement of agenda, time-guide and notification of ‘Any Other Business’</td>
<td>2 mins</td>
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### Items for Decision

<table>
<thead>
<tr>
<th>Item</th>
<th>Item</th>
<th>Time Guide</th>
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<tbody>
<tr>
<td>4</td>
<td>Early Years Funding</td>
<td>20 mins</td>
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<td></td>
<td>• Presented by Shaj Sivadasan</td>
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### Items for Information

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<thead>
<tr>
<th>Item</th>
<th>Item</th>
<th>Time Guide</th>
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<tbody>
<tr>
<td>5</td>
<td>Pupil Place Planning Sub-Group Feedback</td>
<td>15 mins</td>
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<td>• Presented by Janet Clark</td>
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<tr>
<td>6</td>
<td>Academies and Free School Update</td>
<td>15 mins</td>
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<td>• Presented by Janet Clark</td>
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<tr>
<td>7</td>
<td>Council's Budget Position</td>
<td>15 mins</td>
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<td></td>
<td>• Oral Update by Shaj Sivadasan</td>
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<td>8</td>
<td>DfE Consultations</td>
<td>15 mins</td>
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<td></td>
<td>• Oral Update by Shaj Sivadasan</td>
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<td></td>
<td>Closing Items</td>
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| 9 | **Agenda Priorities**  
Review of provisional agenda items for the next meeting, presented by Janet Clark. | 5 mins |
| 10 | **Schools’ Forum Forward Plan**  
To consider and agree any urgent additions to the forward plan, presented by Janet Clark. | 5 mins |
| 11 | **Minutes of the previous meeting held on 24th November 2016** | 5 mins |
| 12 | **Matters Arising from Minutes of 24th November 2016** | 5 mins |
| 13 | **Minutes of the previous meeting held on 26th January 2017**  
(*inc Sub-Group minutes held 01.02.17 and 21.02.17)* | 5 mins |
| 14 | **Matters Arising from Minutes of 26th January 2017** | 5 mins |
| 15 | **Any Other Business** | 5 mins |
| 16 | **Date of next meeting:**  
Thursday 22nd June 2017 at 4.00 p.m. |
1.0 EXECUTIVE SUMMARY

This report sets out the proposal for the local Early Years Single Funding Formula (EYSFF) for 2017/18 for three and four year olds and outlines the allocation of 2 Year Old funding.

2.0 RECOMMENDATION

The Forum is asked to note (a) the allocation of 2 Year Old funding, (b) the proposed local EYSFF and (c) consider approval of the proposed 3 and 4 Year Old Early Years central spend.

3.0 INTRODUCTION

3.1 This report sets out the proposed local Early Years Single Funding Formula (EYSFF).

4.0 MAIN BODY OF REPORT

4.1 Under the Childcare Act 2006, three and four year olds are entitled to 15 hour of funded places (570 hours a year over no fewer than 38 weeks), and this entitlement is being extended to 30 hours (1,140 hours a year over no fewer than 38 weeks) for children of eligible working parents from September 2017.

4.2 Under the new Early Years National Funding Formula (EYNFF) Local Authorities are required to:
(a) Pass through at least 93% of the funding to providers in 2017/18, increasing to a minimum of 95% from 2018/19.

(b) Set a single universal base rate in the single funding formula for all different provider types by no later than 2019-20.

(c) Allocate no more than 10% of the funding through supplements.

(d) Apply a supplement to recognise deprivation.

(e) Only apply prescribed discretionary supplements; sparsity, flexibility, quality and EAL.

(f) Passport on-off annual Disability Access Fund payments of £615 per year to providers.

(g) Set up a SEN inclusion fund to target children with lower level or emerging SEN.

4.3 The Local Authority consultation on the local formula closed at the beginning of February 2017. Appendix 1 sets out the consultation responses.

4.4 Providers who responded were in favour of (a) an increase in the proportion of the funding allocated through the deprivation factor, (b) adopting other permitted supplements, namely flexibility, quality and English as an Additional Language (EAL) to allocate the funding. The current formula consists of a basic provider hourly rate plus deprivation funding based on Income Deprivation Affecting Children Index (IDACI).

4.5 The indicative 3 and 4 year Old allocation for 2017/18 is £9,125K (Table 1) to fund the provider base rate, supplements, inclusion fund and central support costs.

<table>
<thead>
<tr>
<th></th>
<th>Units</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universal Entitlement 3&amp;4 year olds</td>
<td>3,152.9*570</td>
<td>£4.46</td>
<td>8,015,387</td>
</tr>
<tr>
<td>Plus 15 PTE 3&amp;4 year olds from Sept 17</td>
<td>436.3*570</td>
<td>£4.46</td>
<td>1,109,162</td>
</tr>
<tr>
<td><strong>TOTAL 3&amp;4 Year Old EY Block</strong></td>
<td></td>
<td></td>
<td><strong>9,124,549</strong></td>
</tr>
<tr>
<td>Supplementary Funding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EY Pupil Premium</td>
<td>299.6*570</td>
<td>£0.53</td>
<td>90,509</td>
</tr>
<tr>
<td>Disability Access Fund</td>
<td>80</td>
<td>£615</td>
<td>49,200</td>
</tr>
<tr>
<td><strong>2 Year Old Allocation 2017-18</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entitlement 2 year olds</td>
<td>610*570</td>
<td>£5.66</td>
<td>1,967,982</td>
</tr>
<tr>
<td><strong>TOTAL_ALLOCATED EY BLOCK</strong></td>
<td></td>
<td></td>
<td><strong>11,232,240</strong></td>
</tr>
</tbody>
</table>

Table 1: Indicative 2017/18 Early Years allocations

4.6 The indicative allocation for 3 & 4 Year Olds universal entitlement is £8,015K and £1,109K for the Plus Fifteen. The final funding allocations for 2017/18
for the core hours will continue to be based on 5/12\textsuperscript{th} of January 2017 headcount (to cover April 2017 to August 2017) and 7/12 of January 2018 child numbers (to cover September 2017 to March 2018). The Plus Fifteen hours allocations are to be based on the January 2018 headcount.

4.7 It is also proposed that the provider hourly base rate is uplifted by 1.5% from £4.00 an hour to £4.06 an hour, representing a quantum increase of £124K. Total cost of funding the provider base rate is £8,316K (Table 2). Different providers (school based, private, voluntary, and independent) in Thurrock are already on a single universal base rate.

<table>
<thead>
<tr>
<th>Units</th>
<th>Total</th>
<th>%</th>
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</thead>
<tbody>
<tr>
<td>Centrally Retained Element</td>
<td>456,227</td>
<td>5%</td>
</tr>
<tr>
<td>SEN Top Ups</td>
<td>182,491</td>
<td></td>
</tr>
<tr>
<td>Provider Base Rate(^a)</td>
<td>8,316,114</td>
<td>95%</td>
</tr>
<tr>
<td>Supplement (Deprivation)</td>
<td>169,717</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL 3&amp;4 Year Old EY Block</strong></td>
<td><strong>9,124,549</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>

\(^a\) Part Time Equivalent pupil numbers (Universal and Plus 15)

Table 2: Proposed 3 and 4 Year Old Budget Allocations

4.8 The current Local Authority EYSFF consists of the provider base rate plus deprivation supplement, based on historic IDACI mapped from the previous year spring headcount. In 2016/17, £50K was earmarked for distribution through this factor. The quantum available for distribution in 2017/18 is being increased to £170K.

4.9 The amounts that can be passported through supplements are limited to 10% of the combined total of the base rate and deprivation. The amount assigned for deprivation supplement, at 2%, is below this cap.

4.10 Factor data for other supplements (sparsity, flexibility, quality and EAL) is not part of the existing data capture process, and there are costs associated with collection, analysis and matching / processing to determine the funding allocations. Whist, deprivation is specifically pupil specific, the other supplements are not. Significant changes in the local funding formula are likely to redistribute funding between the different providers and lead to funding turbulence. Therefore, it is proposed to continue with the existing deprivation funding along with the use of IDACI to allocate it.

4.11 The new regulations also require the Local Authority to establish an inclusion fund for 3 and 4 Year Olds with Special Educational Needs (SEN). The purpose of this is to target children with lower level or emerging SEN. Children with more complex needs and those in receipt of an Education Health Care Plan (EHCP) continue to be eligible for funding via the High
Needs block of the DSG. It is proposed that low level SEN continues to be funded at £7 an hour in addition to the basic hourly rate. The cost of funding this is £182K.

4.12 The proposed combined spending on provider base rate, deprivation and inclusion means that a higher proportion of the funding is passed through to providers (95%) compared to the prescribed minimum of 93%. The required pass through rate for 2018/19 is set at 95%.

4.13 In 2017/18 the maximum that can be retained centrally is 7% of the allocations to cover the costs associated with administering the programme. The Local Authority undertakes the following activities to support the 3 and 4 Year Old programme.

   a) Enabling families to access childcare and free entitlements (functions relating to Childcare Sufficiency Officer (CSO), Family Information Service (FIS) and Children’s Centres)

   b) Collecting and collating capacity and occupancy information (CSO, FIS, Data Team, Funding Team and Hubs functions).

   c) Running the marketing campaigns (awareness for settings, Hubs, awareness for parents and Communications staff functions).

   d) Quality improvement, curriculum support, workforce development, (Early Education Improvement Officers (EEIO), EYFS Welfare Requirements Development Officers (WRDO) and CSO functions).

   e) Working with providers to ensure there is sufficient childcare and early learning provision for working parents and to deliver the free entitlements (CSO, Early Years Funding Team and FIS functions).

   f) IT, data collection, compliance and statutory returns (Data team-census return, FIS, Funding Team and School Improvement functions).

   g) Processing and allocation of funding to providers (EY Funding Team, Finance, FIS, ICT update and on-going costs of portal and Legal support functions).

   h) Management costs relating to early years’ functions including strategic planning, financial and administrative management of funding streams (Funding Team, Business Support and School Improvement Manager (SIM) functions).
i) Costs associated with the SEN functions relating to early years (SEN team, Early Years SEN and SIM functions)

j) Duty to provide information, advice and training to childcare providers and prospective providers (EEIO, WRDO, Childcare Sufficiency Officer, SIM and FIS functions).

k) Provide childcare providers and would-be providers in the area the necessary support to help deliver sustainable, affordable and high quality childcare that meets the needs of the community (EEIO, WRDO, Childcare Sufficiency Officer, SIO, SIM and FIS functions).

4.14 The School Forum is asked to consider approval for the Local Authority to centrally retain £456K, representing 5% of the budget.

4.15 3 and 4 Year Olds will be eligible for Disability Access Fund (DAF) where the child is in receipt of Child Disability Living Allowance and accessing 3 and 4 Year Old provision. The settings of the eligible children are entitled to receive one-off payments of £615 per year. The providers are responsible for identifying eligible children. Local Authorities are responsible for ensuring that DAF eligibility requirements are met and must pass on the fixed payment of £615 per eligible child.

4.16 Local Authorities will continue to receive Early Years Pupil Premium (EYPP) at an hourly rate of 53 pence (£320.10 per annum) from a different funding stream.

4.17 The funding for 2 Year Olds is not governed by the pass-through requirements, caps on central retention and requirements relating to SEN inclusion fund. Nevertheless, it is good practice to shadow the 3 and 4 Year Old arrangements.

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<thead>
<tr>
<th></th>
<th>Units</th>
<th>Rate</th>
<th>Total</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider Base rate</td>
<td>610*570hrs</td>
<td>£4.92</td>
<td>1,712,144</td>
<td>87%</td>
</tr>
<tr>
<td>SEN Top-Ups</td>
<td></td>
<td></td>
<td>98,399</td>
<td>5%</td>
</tr>
<tr>
<td>Contingency</td>
<td></td>
<td></td>
<td>59,039</td>
<td>3%</td>
</tr>
<tr>
<td>Centrally Retained</td>
<td></td>
<td></td>
<td>98,399</td>
<td>5%</td>
</tr>
<tr>
<td><strong>2 Year Old Allocation 2017-18</strong></td>
<td>610*570hrs</td>
<td>£5.66</td>
<td>1,967,982</td>
<td>100%</td>
</tr>
</tbody>
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Table 3: Proposed 2 Year Old Budget Allocations

4.18 The 2017/18 indicative funding for 2 Years Olds is £1,968K (Table 3). These are calculated on the basis of the January 2016 census. The budget available for base rate is £1,712K, which will allow the current provider hourly rate to be uplifted from £4.85 to £4.92 in 2017/18, representing an increase of just under 1.5%. To fund SEN top-ups, £98K has been set aside
and £59K is to be held in contingency to fund in-year increases in pupil numbers. The balance of £99K will be funding central support costs.

5.0 CONTACT DETAILS OF THE LEAD OFFICER

If you have any queries or comments in advance of the school’s forum meeting about this report, please contact

NAME    Shaj Sivadasan

ROLE    Management Accountant, Schools and Education

EMAIL    SSivadasan@thurrock.gov.uk

PHONE    01375 659695
<table>
<thead>
<tr>
<th>Setting Type - Setting Type, e.g. Childminder or Preschool</th>
<th>Should the proportion of the funding paid through the deprivation factor be maintained at 2016/17 levels or increased?</th>
<th>(2) Should any of the following supplementary factors be used to allocate funding - Should any of the following supplementary factors be used to allocate funding (please tick all that apply)</th>
<th>Supplementary factor comments - Please state your reasons for your answers above</th>
<th>Any other comments - Please let us know any other comments you have on the funding formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool</td>
<td>Increased</td>
<td>Flexibility; Quality; English as an Additional Language</td>
<td>It better to allocate funding with facts and good reasons</td>
<td></td>
</tr>
<tr>
<td>Nursery</td>
<td>Maintained</td>
<td>Flexibility</td>
<td>Offers more availability</td>
<td>It can be quite confusing for parents to get their heads around</td>
</tr>
<tr>
<td>Childminder</td>
<td>Maintained</td>
<td>English as an Additional Language</td>
<td>EAL usually requires additional resources to be bought or printed to assist the children in both languages</td>
<td>The funding needs to increase inline with fees charged by practitioners.</td>
</tr>
<tr>
<td>Childminder</td>
<td>Maintained</td>
<td>Flexibility</td>
<td>I think it is better if a childcare provider is flexible as it is more beneficial to some parents rather than only having set times but a childcare provider may not be able to fit more children around those hours therefore would need to charge a higher rate to cover this factor. I don't think it should be based around quality as an ofsted outcome is not always a correct one. People also shouldn't be penalised for where they live or not being able to speak a different language.</td>
<td>Many childminders are wondering whether it will be worth offering the funding due to the current amount being less than what most people charge so we would lose quite a lot of income.</td>
</tr>
<tr>
<td>Childminder</td>
<td>Increased</td>
<td>Flexibility; Quality</td>
<td>I think that allocating additional funding for quality would help raise standards across the services in Thurrock. In addition, there are additional costs that potentially arise for services that are working at the top end of the quality standards and this could be recognised. Similarly, services can incur additional costs when trying to be flexible and meeting parent’s needs for session times that are not standard blocks (for example) and allocating supplementary funding to recognise these costs could be helpful to those providers.</td>
<td>The funding rate needs to be higher to ensure that providers can deliver the additional hours offered by the government without incurring unsustainable deficits.</td>
</tr>
<tr>
<td>Childminder</td>
<td>Maintained</td>
<td>Quality; Sparcity / Rural</td>
<td>Rural areas have to use car to get out and about therefore higher costs.</td>
<td></td>
</tr>
<tr>
<td>Nursery</td>
<td>Increased</td>
<td>English as an Additional Language</td>
<td>More resources are required. Training for practitioners. Small group work with the children.</td>
<td></td>
</tr>
<tr>
<td>Nursery and preschool</td>
<td>Increased</td>
<td>English as an Additional Language</td>
<td>We are already struggling and the number of children attending nursery with little to no English is increasing. This means we need to do focused activities with the children in very small groups to help them increase their language skills and help them to be school ready.</td>
<td>It’s not anywhere near sufficient to allow nurseries remain sustainable. With increases to minimum wage, business rates and contributions to pensions sustainability will be impossible for a lot of us.</td>
</tr>
<tr>
<td>Childminder</td>
<td>Increased</td>
<td>Quality</td>
<td>I believe that childminders that maintain their level of training in childcare should be able to earn a supplement, this is due to both the time and cost for training and the level of development they offer.</td>
<td>Childminders should be able to charge extra for meals provided the same as schools do.</td>
</tr>
<tr>
<td>Nursery and Out of School Club</td>
<td>Increased</td>
<td>Flexibility; Quality; English as an Additional Language</td>
<td>Funding levels need to increase as our business running costs and staff wages continue to rise.</td>
<td>Funding rates should increase including the deprivation supplement as our running costs continue to increase.</td>
</tr>
<tr>
<td>Nursery</td>
<td>Increased</td>
<td>Flexibility; Quality; English as an Additional Language</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setting Type - Setting Type, e.g., Childminder or Preschool</td>
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</tr>
<tr>
<td>Pre School and Out of School Club</td>
<td>Increased</td>
<td>Flexibility; Quality; English as an Additional Language</td>
<td>We paid highly qualified staff including QTS, EYTS and graduates in order to provide a quality education. We provide free snacks and hot meals as part of our service as many of our parents cannot afford quality food and 5 a day fruits and vegetables. Our aim is to enable all children to reach their full potential whilst in our care. The current funding rate is far too low that I can see it impacting on quality of care and education in other settings. The only reason we are able to pay staff wages and running costs is due to us having 2 other settings and spreading the costs. The funding rate must increase in order for all providers to give each child the best start in life.</td>
<td></td>
</tr>
<tr>
<td>Childminder</td>
<td>Increased</td>
<td>Flexibility; Quality</td>
<td>Increased</td>
<td></td>
</tr>
<tr>
<td>Full daycare</td>
<td>Increased</td>
<td>Quality; English as an Additional Language</td>
<td>EAL has a huge impact on the nursery both in staff and time. Currently: 33 different languages other than English 123 EAL children 63 children with minimal English Quality staff expect to be paid an equivalent salary to those in the public sector.</td>
<td></td>
</tr>
<tr>
<td>Nursery</td>
<td>Increased</td>
<td>English as an Additional Language</td>
<td>Given that Pier Lodge is set at market rates the funding we receive means that we under funded £18.00 per child per week for 3/5 years. Slightly less under funding for 2 yrs at £12.00 per child per week. Government led proposals for minimum wage, higher apprentice rate and pensions will have a great impact on resource funding.</td>
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As I had to make at least one choice I choose EAL. EAL children attending the settings has increased and makes a difference with the time spent with parents/families

The funding across the board needs to be increased in line with inflation and government changes to pay, pensions, employer NI contributions etc to ensure the stability of settings. The current rate cannot support the increases in living and minimum wages due in April along with the pension requirements employers have to offer and increases in NI contributions due in the near future. As a setting we have found the need for SEN support seems to be more prevalent as well as EAL support. Apart from struggling to find suitable people to employ for the one to one, the funding of 15 hours a week for 38 weeks does not generally cover the whole time the child attends. And the rate of £7 per hour means a financial loss if employing someone who is now 25 years old plus. From April anyone aged 21+ will demand a salary of £7.05 - 25 years + will have to be paid £7.50 per hour. The rate for one to one SEN support needs to meet the national living wage as a minimum from April 2017 The 3/4 year old funding needs to be increased to meet the extra costs that setting will incur from April 17.
<table>
<thead>
<tr>
<th>Setting Type</th>
<th>Should the proportion of the funding paid through the deprivation factor be maintained at 2016/17 levels or increased?</th>
<th>(2) Should any of the following supplementary factors be used to allocate funding - Should any of the following supplementary factors be used to allocate funding (please tick all that apply)</th>
<th>Supplementary factor comments - Please state your reasons for your answers above</th>
<th>Any other comments - Please let us know any other comments you have on the funding formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Nursery</td>
<td>Increased</td>
<td>Quality; English as an Additional Language</td>
<td>I would consider that as the aim is to support families with the highest need that these children need the highest quality of education. Children that have EAL would need additional speech and language support in order for them to make the most progress.</td>
<td>Funding formula also needs to take into account the additional cover and costs that schools will have to endure over lunchtimes.</td>
</tr>
<tr>
<td>Preschool</td>
<td>Increased</td>
<td>Quality; Sparcity / Rural; English as an Additional Language</td>
<td>Quality: to make sure all individuals needs are meet and experience a well equipped learning environment. Quality of teaching to be extended and to be supported by relevant training Rural: so we as early learning providers can provide a well resourced outdoor area were children can thrive and flourish EAD: offer a wider range of resources to help and adapt the environment with a wider range of Language based equipment to help our children.</td>
<td>Funding needs to be higher than at present as we already make a loss on funded 3 and 4 year old. To be able to increase the hours of funded care we provide we need to ensure it is sustainable. To meet the current need I already have to employ an assistant. This could be impossible with low funded rates as it could mean it does not cover the minimum wage let alone a living wage. This in turn would mean less childcare places.</td>
</tr>
<tr>
<td>Childminder</td>
<td>Increased</td>
<td>Flexibility; Quality</td>
<td>to be sustainable we are going to need flexible providers. It is important to strive for quality and improve this. Quality should therefore be rewarded.</td>
<td></td>
</tr>
<tr>
<td>Pre-School</td>
<td>Increased</td>
<td>Flexibility; Quality; English as an Additional Language</td>
<td>I am flexible because I have an extra staff member each day. This allows parents to change their childrens hours at short notice if an emergency occurs. I provide a good quality of childcare the children always settle easily. All visitors say we have a very calming atmosphere. Children always reach their potential and the teachers are always very pleased with the results the children reach. They tell us that and the parents who pass the message on to us. We deal with challenging behaviour very well.</td>
<td></td>
</tr>
<tr>
<td>Nursery</td>
<td>Increased</td>
<td>Flexibility; Quality; English as an Additional Language</td>
<td>from our experience children living with deprivation tend to need more input whether through meetings such as CIN or CP. For a setting to be flexible means losing out on extra income but enables there to be more choice for parents. children with EAL often need more input and extra work with the senco and when a setting has a high number this puts pressure on them. The level of input from the LA has gone down, but we have not seen an increase in funding</td>
<td></td>
</tr>
<tr>
<td>Pre School</td>
<td>Maintained</td>
<td>Quality; English as an Additional Language</td>
<td>I feel supplements should be kept to a minimum to maintain a maximum base rate. I do feel there is a place for a supplement on quality &amp; EAL as these incur greater costs.</td>
<td></td>
</tr>
<tr>
<td>PRE-SCHOOL &amp; NURSERY</td>
<td>Increased</td>
<td>Flexibility; Quality; English as an Additional Language</td>
<td>The above factors are beneficial to this provision</td>
<td></td>
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</tbody>
</table>
1.0 EXECUTIVE SUMMARY

The Council’s Pupil Place Planning document is reviewed and updated annually. The 2017 to 2021 version will soon be available as a draft for discussion and will be sent to all schools and other stakeholders for comment. All comments to be returned to the Council by Friday 24th March 2017. The final version will be published once all comments received have been considered and any amendments made.

2.0 RECOMMENDATIONS

The Schools Forum is asked to note the process for the Pupil Place Plan (PPP) and the impending publication of the 2017-2021 Pupil Place Plan.

3.0 2017 – 2021 PUPIL PLACE PLAN

The Council has a statutory obligation to ensure there is a sufficient supply of school places for all residents who request a place for their child. As population demographics are dynamic, it is necessary to continually review and update pupil place forecasts. Pupil place requirements are reviewed several times during the year and an annual report is published with the latest forecasts.

The context within which the Council is required to plan school places is complex and Thurrock Council has robust processes in place. We have a PPP team in place that meets every 2 weeks. The group is made up of officers from the PPP team, Finance, Admissions, Awards & Benefits, Transport, Early Years and School Improvement. This group reviews current positions, issues and forecasts. This allows Thurrock to take the necessary action at the earliest opportunity to increase school places when required. The sub-group of the school’s forum also continue to meet twice a year to review data and discuss PPP issues with officers.

The PPP gives information about the supply of school places in Thurrock and forecasts pupil numbers for the next five years, with information on the changing context within which planning takes place.
The 2017-2021 PPP is based on the demand for school places from each planning area, rather than representing the anticipated demand for individual schools. The draft PPP will shortly be sent out for review. The final document will be sent electronically to all schools and academies mid April 2017 and will also be available on the Council’s website.

The Plan highlights a number of issues; one of these is the impact of the rise in the birth rate in Thurrock in recent years. Although there was a slight decline in the number of live births in the 2013/14 academic year the number of live births in 2014/15 are the highest Thurrock has had.

The primary phase forecasts in the 5 year plan are calculated on the basis of known data regarding live births in Thurrock, the number of children already on roll in schools and the anticipated child yield from proposed housing developments in the planning system. We are still experiencing high levels of demand from families arriving in Thurrock therefore an element of additional places are added to meet this demand. In the 2014/15 academic year 5.6% of the total school population arrived in the Thurrock from elsewhere. In the 2015/16 academic year a further 5.3% of the total school population arrived. As at January 2017 the percentage of in year admissions from September 2016 is already 3.4%.

We have expanded 3 primary schools by 1 FE to enable us to meet demand to date. All building works are due to be completed imminently.

With regard to secondary schools, we can still see the increase in demand for school places as the primary cohort move into the secondary phase. Over the next five years we can see the demand for places exceeds the capacity of existing secondary stock. The forecasts show a shortage in all planning areas by 2020. There are currently free school applications that the Education Funding Agency are currently considering and Thurrock is awaiting the outcome of these bids. It is anticipated that these new schools will help address the projected requirement for pupil places.

There is currently surplus capacity in the secondary phase in all year groups. We anticipate that the surplus capacity in secondary schools will be required as the increased primary population moves through the system. The number of children Thurrock retains between Year 6 and Year 7 is also likely to increase as neighbouring Council schools fill up with their own increased primary population due to the general rise in pupil numbers. The need for secondary places will also be closely monitored with regards the impact of inward migration.

Thurrock’s forecasting for school places to date has been robust and accurate with a 0.1% difference between the forecasted numbers and the actual numbers admitted for September 2016.
FINANCIAL / RESOURCE IMPLICATIONS

School places are funded through allocations of the Dedicated Schools Grant, which is linked to the number of pupils within school, although it is lagged by one year, so significant growth can put some short term pressure on School Budgets.

The Capital costs of providing the infrastructure to provide more School places are funded through Basic Needs Capital Grants. These costs would be detailed within the Schools Capital plan.

4.0 REFERENCES TO OTHER KEY DOCUMENTS / PREVIOUS REPORTS

2016 – 2020 Pupil Place Plan.

CONTACT DETAILS OF LEAD OFFICER / AUTHOR

If you have any queries or comments in advance of the Schools Forum meeting about this report, please contact

NAME: Barry Wareham
E-MAIL: bwareham@thurrock.gov.uk
PHONE: 01375 652559
THURROCK SCHOOLS FORUM REPORT

DATE: 16th March 2017

SUBJECT: Academies and Free School Updates

REPORT OF: Sue Green

THE REPORT IS: For Information

1.0 EXECUTIVE SUMMARY
At the time of this report, Thurrock has thirty eight academies – fifteen of which are sponsored (S). There are currently four further schools in the process of converting.

2.0 RECOMMENDATIONS
None – this report is for information only.

3.0 INTRODUCTION

4.0 MAIN BODY OF REPORT

Thurrock Academies (in order from date of earliest conversion):

1. The Gateway Academy - Sponsored (S) - Sponsor: Ormiston Trust
2. Ormiston Park Academy (S) – Sponsor: Ormiston Academy Trust
3. The Ockendon Academy
4. Gable Hall School
5. William Edwards School
6. St Clere’s School
7. Hassenbrook Academy
8. Harris Academy Chafford Hundred
9.  East Tilbury Primary School & Nursery

10. Lansdowne Primary Academy (S) – Sponsor: Gateway Learning Community

11. Harris Primary Academy Chafford Hundred (S) – Sponsor: Harris Federation

12. Thameside Primary (S) – Sponsor: St Clere’s Co-operative Academy Trust

13. Beacon Hill Academy

14. Kenningtons Primary Academy

15. Herringham Primary Academy

16. Woodside Academy

17. Belmont Castle Academy

18. Dilkes Academy

19. Shaw Primary Academy

20. Purfleet Primary Academy (S) – Sponsor: REAch2

21. Benyon Primary School (S) – Sponsor: Catalyst Academies Trust

22. Graham James Primary Academy

23. Abbots Hall Primary Academy

24. Stanford Le Hope Primary (S) – Sponsor: St Clere’s Co-operative Academy Trust

25. The Hathaway Academy (S) – Sponsor: Academy Transformation Trust

26. Quarry Hill Academy (S) – Sponsor: Catalyst Academies Trust
27. West Thurrock Academy

28. Corringham Primary (S) – Sponsor: Stanford & Corringham Schools Trust

29. Giffards Primary

30. Tilbury Pioneer Academy (S) – Sponsor: Gateway Learning Community

31. Tudor Court Primary

32. Olive AP Academy (S) – Sponsor: Olive Academies

33. Deneholm Primary*

34. Stifford Clays Primary* (S) – Sponsor: William Edwards School
   *Multi-Academy Trust formed on 1st April 2015 between William Edwards School, Deneholm Primary and Stifford Clays Primary

35. Arthur Bugler Primary

36. Chadwell St Mary Primary (S) – Sponsor: SWECET

**Schools Currently Converting to Academy Status:**

1. Treetops School

2. Bulphan C of E Primary

3. Somers Heath Primary (C)

4. Orsett C of E Primary (VA)

**Other Thurrock Schools**:

1. Aveley Primary (C)

2. Bonnygate Primary (C)

3. Gateway Primary Free School

4. Grays Convent High School (VA)
5. Holy Cross Catholic Primary (VA)
6. Horndon on the Hill C of E Primary (F)
7. Little Thurrock Primary (C)
8. St Joseph’s Catholic Primary (VA)
9. St Mary’s Catholic Primary (VA)
10. St Thomas of Canterbury Catholic Primary (VA)
11. Warren Primary (C)

** C = Community, CS = Community Special, VA = Voluntary Aided, VC = Voluntary Controlled, F = Foundation

5.0 REFERENCES TO OTHER KEY DOCUMENTS / PREVIOUS REPORTS

Previous reports

CONTACT DETAILS OF LEAD OFFICER / AUTHOR

If you have any queries or comments in advance of the Schools Forum meeting about this report, please contact

NAME: Sue Green
ROLE: Strategic Leader Children's Commissioning and Service Transformation
E-MAIL: sggreen@thurrock.gov.uk
PHONE: 01375 652340
THURROCK SCHOOLS FORUM REPORT

DATE: 16th March 2017
SUBJECT: Agenda Priorities
REPORT OF: Janet Clark
THE REPORT IS: For Information

1. EXECUTIVE SUMMARY
This report outlines the items that are scheduled for the next meeting on 22nd June 2017, based on the agreed forward plan.

2. RECOMMENDATIONS
To confirm any required additions or deletions from the proposed agenda items for the next meeting.

3.0 MAIN BODY OF REPORT
3.1 The proposed items for the meeting on 22nd June 2017 are as follows:-.

- Academies and Free School Update
- DfE Consultations
- DfE Benchmarking Data
- Thurrock Code of Practice for delivery of early education for 2, 3&4 year olds
- Review of Forward Plan 2017-18
- Union Facility Time Annual Review
- Schools Forum Membership

4.0 CONTACT DETAILS OF LEAD OFFICER / AUTHOR

NAME: Janet Clark
ROLE: Strategic Lead, Educational Specialist Unit
E-MAIL: jclark@thurrock.gov.uk
PHONE: 01375 652084
# Thurrock School Forum Forward Plan for 2016 - 2017

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<td>Academies Update</td>
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<td>Election of Chair and Vice Chair – Discuss if all members happy to continue</td>
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<tr>
<td>Thurrock Adult Community College</td>
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<td>DFE Benchmarking Data</td>
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<td>Thurrock Schools Growth Policy</td>
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<td>Virtual Schools LAC Pupil Premium</td>
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<td>24 November 2016</td>
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<td>Sparsity</td>
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<td>Council’s Budget Position</td>
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<td>Thurrock Adult Community College</td>
<td>Apprenticeship Levy</td>
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<td>16 March 2017</td>
<td>Academies and Free School Update</td>
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<tr>
<td>9-11 am</td>
<td>Council’s Budget Position</td>
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<td>Gable Hall School</td>
<td>Early Years Funding</td>
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<td>Southend Road Corringham</td>
<td>DfE Consultations</td>
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<td>Pupil Place Planning Sub-Group - Feedback</td>
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<tr>
<td>22 June 2017</td>
<td>Academies and Free School Update</td>
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<tr>
<td>4-6 pm</td>
<td>DfE Consultations</td>
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<td>Room 5</td>
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<td>Union Facility Time Annual Review</td>
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<td>Schools Forum Membership</td>
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Schools Forum
Minutes of the meeting held on 24th November 2016 – 9.00 a.m. – 11.00 a.m.
At Gable Hall School, Southend Road, Corringham

In Attendance:

Primary Academies
Headteacher – Kenningtons
Mrs J Sawtell-Haynes
Headteacher – Abbots Hall Primary
Ms L Fishleigh
Headteacher – Giffards Academy
Ms N Haslam
Principal – Woodside Academy
Mr E Caines – Vice-Chair
Headteacher – Arthur Bugler Primary
Governor
Ms S Sayers

Primary Maintained Schools
Headteacher – Warren Primary
Ms E Field
Headteacher – Holy Cross Primary
Mrs M Shepherd
Governor
Mrs H Gentry

Secondary Academies
CEO – St Clere’s Trust
Ms A Jones
Asst Principal - The Gateway Academy
Mr D Zeffie
Headteacher – William Edwards
Mr S Munday
Headteacher – Gable Hall

Headteacher – Harris Primary Academy
Ms N Graham
Governor

Secondary Maintained Schools
Headteacher – Grays Convent
Mrs P Johnson

Special Maintained Schools
Headteacher – Treetops School
Mr P Smith

Special Academy
Headteacher – Beacon Hill
Ms S Hewitt

PRU
Executive Headteacher
Mr B Wilby

Non School Members
Diocese of Brentwood
Diocese of Chelmsford
0-11 Representative
Ms A Jones
11-19 Representative

Portfolio Holder – Children and Learning

Also in Attendance:
Rory Patterson - Corporate Director – Children’s Services
Kay Goodacre - Finance Manager – Children & Adults
Janet Clark - Strategic Lead, Education Support Services
Roger Edwardson - Interim Strategic Lead – School Improvement
Shaj Sivadasan - Education Accountant
Sarah Williams - School Capital & Planning Project Manager
Jenny Pittam - School Catering and Traded Services Manager
Sharon Bushnell - Childcare Sufficiency Officer
Caroline Koblitz - Minutes
1. Welcome from the Vice-Chair

Mr Caines explained that he would Chair the meeting in the absence of Mr Griffiths who has sent his apologies for the meeting.

The Chair welcomed the Forum to the meeting.

The Chair wanted to pass on his thanks to Dr Asong for offering the meeting room for the meeting.

2. Apologies for Absence:

i) Apologies for absence were received from Mr P Griffiths, Mr J Bryant, Mr S Sweeting and Dr S Asong. Ms S Sayers attended the meeting representing Mr R Price. Mrs M Shepherd attended the meeting representing Miss N Shadbolt. Mr D Zeffie attended the meeting representing Mr K Sadler.

ii) The Chair asked whether Rev Elbourne would be attending any of the Forum meetings and Mrs Clark advised that after the meeting contact would be made to the Rev Elbourne to ascertain whether he was still the Schools Forum representative for the Diocese of Chelmsford. Mrs Clark also informed the Forum that a new principal, by the name of Mr Rob Simpson, had been appointed by the Diocese of Brentwood. He had only just started in post but would hopefully be in attendance at the next meeting.

3. Agreement of Agenda, Time-Guide and Notification of Any Other Business

i) The Forum agreed the agenda and time guide.

ii) The Chair advised that Item 5 on the agenda will become Item 4 as Ms Pittam needs to leave the meeting after presenting the item.

iii) The Forum agreed that there are no items to discuss any other business.

5. School Meal Prices Increase

i) Ms Pittam advised that there will be a price increase on school meals from April 2017. The primary school meals will increase by 5p to £2.10. In addition the adult paid mean will also increase to £2.30 excluding VAT and the adult free to £2.76 including VAT.

ii) Ms Pittam informed the Forum that suppliers have advised that key suppliers want to make increase in their prices by approximately 5%. So far this has been held off but the contract is due to come to an end in December. They are saying that the reason for this is due to Brexit. Presently 69.4% of Thurrock’s school food is sourced from the UK and although increasing local sources is always being looked at 30% of food still comes from abroad and the rising costs will impact on the food costs.
iii) Labour costs will also rise by 1% in April 2017. Additional labour will be required to meet the demand of increasing school meal take-up particularly with growing numbers on role. Recruiting and training new staff is a recurring cost to avoid deterioration in the quality of the service provided.

iv) Thurrock Catering Services have been re-awarded the Soil Association’s GOLD – Food for Life Catering Mark which has been achieved by only 4.6% of local authorities.

v) The Chair agreed that the GOLD – Food for Life award was a fantastic achievement and generally on the whole felt that the meals were good value for money but was concerned that only 69.4% was locally sourced.

vi) The question was asked whether schools are able to charge a 5p surcharge for handling cash and the Forum were advised that academies are within their rights to charge this fee.

vii) Concern was expressed at the quantity of food that was provided to students as there were Year 5/6 pupils who were still hungry. Ms Pittam advised that there were “second helpings” that the pupils could have and also an unlimited salad bar available. The reason for a lack of food is likely to be due to the food choices the students are making.

viii) The Forum was asked to note the school meal prices increase from April 2017, subject to Cabinet approval.

AGREED

(a) The Forum noted the contents of the report.

4. Thurrock Childcare Sufficiency Assessment 2016

i) Mrs Bushnell advised that the report is part of the Local Authority’s statutory duty to provide access to two, three and four year old placed for early education and childcare.

ii) The recommendations that the Forum were asked to agree were discussed. It was reported that when discussed at TPHA there were no headteachers present that wanted to support the addition of places in the Orsett and Stifford Clays wards or consider the eligible two year intake in the Belhus ward.

iii) The Forum was advised that most schools were not interested to move to the 30 hour provision as this is over 52 weeks. Schools are happy to offer within schools days but not during school holidays.

iv) Forum members felt that if the Local Authority knows there is a need in a particular area then those schools/academies in the area should be approached directly.
v) Mrs Bushnell advised that the electronic parental survey only received 40 responses which was too little to contribute to any meaningful data unlike the face to face survey carried out with 200 parents in Nov/Dec 2015. It was suggested that for the next version of the Childcare Sufficiency Assessment in 2017 that “Survey Monkey” could be adopted as this can be adapted to the required criteria. Mr Patterson advised that this would be taken away and discussed further.

vi) The Forum were asked to support the recommendation detailed in the paper.

AGREED

(a) The Forum agreed to adopt the draft version of the Childcare Sufficiency Assessment 2016 but felt that they could not make comment on particular wards when there were not representatives from the wards present.

6. Terms of Reference

i) Mrs Clark advised that this paper had been brought back to Forum from the last meeting due to some inaccuracies.

ii) The Forum were advised that TAG (Thurrock Association of Governors) has disbanded. All Chairs of Governors were written to in respect of the governor vacancy on the Forum. If there are no governors put forward to fill the vacancy, this can be filled by a primary academy head or bursar.

iii) It was agreed that paragraph 1.15 needed to be amended as it was not always possible to send a maintained/academy headteacher as a representative for a maintained/academy headteacher and therefore needed to be changed to accommodate other senior management staff with the same voting rights who may attend.

AGREED

(a) Mrs Clark agreed that the Terms of Reference will be revised for the next version.

(b) The Forum noted the contents of the report.

7. Council’s Budget Position

i) Ms Goodacre presented the report on behalf of Sean Clark.

AGREED

(a) The Forum noted the contents of the report.
8. **Academies Update**

i) The Forum were advised that academy conversion now sits under the remit of Sue Green’s team (Children’s Commissioning and Service Transformation).

ii) Mrs Clark noted that at the previous meeting the Forum had asked that Free School Applications were included in future Academies Update reports but this had been omitted. Mrs Clark agreed that she would ensure this is added to the next report but verbally confirmed that there have been no changes since the last report in September 2016. It was suggested that future reports are titled “Academies and Free School Updates”.

**AGREED**

(a) Mrs Clark agreed to arrange for new Free School Applications to be included in the future reports.

(b) The Forum noted the contents of the report and also agreed to the amendments to be made on the name of the report.

9. **Sparsity**

i) Ms Goodacre advised that, as discussed at the last Forum meeting, it was thought that Bulphan Primary C of E Primary was the only school that may qualify for sparsity.

ii) The qualification for sparsity is that the average class size has to be fewer than 20 and the travelling distance in over two miles. After investigation it would appear that Bulphan C of E Primary only met the criteria for one year only. They have not met the criteria for the past three years.

iii) Ms Goodacre advised that, at present, there would be no benefit in including sparsity into the School Funding Formula.

**AGREED**

(a) The Forum noted the above change, update and the contents of the report.

10. **Agenda Priorities**

i) No additions/deletions are required for the next proposed Agenda.

**AGREED**

(a) The Forum noted the contents of the report.

i) Mrs Clark presented the paper.

AGREED

(a) The Forum noted the contents of the report.

12. Minutes of the previous meeting held on 15th September 2016

i) The accuracy of the minutes from the meeting held on 15th September 2016 was agreed.

AGREED

(a) The Forum agreed the accuracy of the minutes from the meeting held on 15th September 2016.

13. Matters Arising

i) There were no other items discussed under this item.

AGREED

(a) The Forum noted that there were no matters arising from the minutes.

14. Any Other Business

i) There were no other items discussed under this item.

AGREED

(a) The Forum noted that there were no items under Any Other Business to discuss.

Future Meeting Dates

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<tr>
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<td>26th January 2017</td>
<td>Meeting</td>
<td>Adult Community College, Richmond Road, Grays</td>
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<td>16th March 2017</td>
<td>Pre Meet Meeting</td>
<td>Gable Hall School, Corringham</td>
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<td>08:30 am – 09.00 am</td>
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<td>22nd June 2017</td>
<td>Pre-Meet Meeting</td>
<td>Adult Community College, Richmond Road, Grays</td>
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Schools Forum

Minutes of the meeting held on 26th January 2017 – 4.00 p.m. – 6.15 p.m.
In Room 10 at the Adult Community College, Grays

In Attendance:

Primary Academies
Headteacher – Kenningtons Mrs J Sawtell-Haynes
Headteacher Abbots Hall Primary Academy Miss L Fishleigh
Headteacher – Giffards Academy Ms N Haslam
Principal – Woodside Academy Mr E Caines
Headteacher – Arthur Bugler Primary Mr J Bryant
Governor Mr R Price

Primary Maintained Schools
Headteacher – Warren Primary Ms E Field
Headteacher – Aveley Primary Miss N Shadbolt
Governor Mrs H Gentry

Secondary Academies
CEO – St Clere’s Trust Mr P Griffiths - Chair
The Gateway Academy
Headteacher – William Edwards
Headteacher – Gable Hall Ms S Asong
Governor Mr S Sweeting

Secondary Maintained Schools
Deputy Head – Grays Convent Nr G Williams

Special Maintained Schools
Headteacher – Treetops School Mr P Smith

Special Academy
Headteacher – Beacon Hill Ms S Hewitt

PRU
Executive Headteacher

Non School Members
Diocese of Brentwood Mrs M Shepherd
Diocese of Chelmsford
0-11 Representative Ms A Jones
11-19 Representative

Portfolio Holder – Children and Learning

Also in Attendance:
Rory Patterson - Corporate Director – Children’s Services
Kay Goodacre - Finance Manager – Children & Adults
Janet Clark - Strategic Lead, Education Support Services
Roger Edwardson - Interim Strategic Lead – School Improvement
Shaj Sivadasan - Education Accountant
Malcolm Taylor - Strategic Lead – Learner Support
Caroline Koblitz - Minutes
1. **Welcome from the Chair**

   The Chair welcomed the Forum to the meeting and members were asked to introduce themselves.

2. **Apologies for Absence:**

   i) Apologies for absence were received from Mr S Munday and Mr K Sadler. Mr G Williams attended the meeting representing Mrs P Johnson.

3. **Agreement of Agenda, Time-Guide and Notification of Any Other Business**

   i) The Forum agreed the agenda and time guide.

   ii) The Chair advised that one item had been added under Any Other Business.

4. **Schools Budget**

   i) Ms Goodacre advised that the 2017/18 budget for schools and academies is the last one before all schools/academies take the first steps towards a National Funding Formula. The budgets for maintained schools will be set from 1st April 2017 and the budgets for academies will be set from 1st September 2017. The datasets have been provided by the DfE based on the Autumn Census which was submitted on the Authority Proforma Tool.

   ii) Ms Goodacre advised that the overall settlement has a 0% change. The changes in the budget relate only in changes to the base data. Thurrock has issues with growing numbers across the primary sector and this is due to move to the secondary sector.

   iii) The DSG has been adjusted to move the previous Education Services Grant (ESG) to the DSG, including those duties retained by the Local Authorities for all Schools and Academies at £15 per pupil. Duties that remain for the Local Authority for maintained schools only are now within the DSG. The ESG equivalent grant would have been at a rate of £77 per pupil, however no additional allocation of grant has been made.

   iv) It was reported that future concerns are around the High Needs Block. Costs continue to escalate and it would appear that the new EHC Plan has led to a demand of higher cost placement. There have been increased exclusions and a demand for alternative provision. Also the outstanding OFSTED ratings and popularity of Thurrock special schools has had an adverse effect as the demand of places has increased. There are also additional support requirements for early years provision.

   v) Ms Goodacre advised that the proforma had to be submitted to the DfE by 20th January 2017. This can be re-submitted with changes. The full
maintained school budgets school be issued to schools before 28th February 2017.

vi) The Forum were asked to agree the following questions:-

**Question 1**

*To agree to the continuation of the Central Spend at £1.546m, at the same level for central budgets.*

It was reported that at TPHA the cost of running the School Forum were queried by its members and they request a breakdown of the costs. Members were advised that this cost included the administration costs to organise the meetings, along with the modelling production costs and staff costs to carry this out.

**AGREED**

(a) The Forum agreed to the continuation of the Central speech at £1.546m, at the same level for central budgets.

**Question 2**

*To move the balance of Schools Block, being circa £800k to the High Needs Block, representing the 2016/17 overspend on the Schools Block.*

It was agreed that there are huge pressures on the High Needs Block and that there had been no increase to the funding.

**AGREED**

(a) The Forum agreed to the move of the balance of Schools Block, being circa £800k to the High Needs Block, representing the 2016/17 overspend on the Schools Block.

**Question 3**

*To agree to allocate the £15 per pupil for all pupils within the LA, matching the previously separate grant Central Spend.*

The Forum agreed.

**AGREED**

(a) The Forum agreed to the allocation of £15 per pupil for all pupils within the LA, matching the previously separate grant Central Spend.
Question 4

To agree to de-delegate £77 per pupil for maintained schools matching the cost of services in the ESG currently for maintain schools (Maintained School representatives only).

Ms Goodacre informed the Forum that this would be for one year only as next year will see the move to a National Funding Formula. This money was previously given to the Local Authority in the Education Support Grant to provide services to the maintained schools. If this item is agreed by the Maintained School representatives and a maintained school converts to an Academy during the financial year this money will be paid back (pro-rata) to the setting.

Ms Goodacre advised that if the Maintained School representatives did not agree to the de-delegation a referral would have to be made to the Secretary of State for a decision.

Concerns were expressed by the Maintained School representatives as they felt that this was quite a lot of money to de-delegate per school and were uncomfortable voting on this decision on behalf of the maintained sector. Mr Edwardson suggested this this was deferred, rather than voted on at this time, so that representatives could discuss this further with the other maintained Heads and another meeting arranged, as this figure could be critical to Local Authority staffing next year if representatives did not agree.

It was also noted that if the vote was delayed there could also be a delay in the release of budgets.

If the de-delegation of monies is not agreed by Maintained School representatives the Local Authority would still be required to provide statutory services and those services that were discretionary would have to be removed. Concern was expressed by the Academy representatives as some academies to buy into some of the services provided by the Local Authority and would like to be made aware what services could be affected by outcome.

It was suggested that a sub meeting is arranged and all Maintained School Heads are invited to attend to discuss the implications of the vote but only the Maintained School representatives have the option to vote. It was asked whether all Forum members were required to be present to witness the vote. This will need to be checked with Democratic Services. A minute taker will be required. (Appendix A)

AGREED

(a) The Forum agreed that a sub meeting would be arranged, if appropriate, for all Maintained School Heads to discuss the
implications of the vote for/against de-delegation of monies. Only Maintained School Forum representative are able to vote at this meeting.

5. **Funding Consultation**

i) Ms Goodacre advised that a presentation was taking place on 1st February and expressed that it was very important that everyone is able to attend. This is something that has been discussed at Forum on numerous occasions and it is important that everyone looks at their own position in this regard. Full details can be accessed via the Collect System.

**AGREED**

(a) The Forum noted Ms Goodacre’s comments.

*Mr Price left the meeting at 5.30 p.m.*

*Dr Asong left the meeting at 5.40 p.m.*

6. **Early Years Funding Changes**

i) Mr Sivadasan gave an overview of the report. The formal consultation is currently running and due to close at the beginning of March 2017. The proposed funding model will be presented at the next Forum meeting on 16th March 2017.

**AGREED**

(a) Forum noted the contents of the report.

7. **Apprenticeship Levy**

i) Ms Goodacre reported that those organisations with a salary bill over £3M are required to pay a levy on salaries. This does not affect single academies or voluntary aided schools.

**AGREED**

(a) The Forum noted Ms Goodacre’s comments.

8. **Any Other Business**

The Chair advised that this was Ms Goodacre’s last Forum meeting as she is taking up a post at the Education Funding Agency. On behalf of the Forum, the Chair wished to thank Ms Goodacre for all her contribution and hard work.
The Chair also advised that this was Mrs Clark’s last Forum meeting as she will be leaving the Local Authority at the end of March 2017. The Chair, on behalf of the Forum, thanked Mrs Clark for all her hard work and services to the Forum

**Future Meeting Dates**

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>16&lt;sup&gt;th&lt;/sup&gt; March 2017</td>
<td>Pre Meet Meeting 08:30 am – 09.00 am 09.00 am – 11.00 am</td>
<td>Gable Hall School, Corringham</td>
</tr>
<tr>
<td>22&lt;sup&gt;nd&lt;/sup&gt; June 2017</td>
<td>Pre-Meet Meeting 03:30 pm - 04.00 pm 04:00pm - 06:00pm</td>
<td>Adult Community College, Richmond Road, Grays</td>
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Schools Forum Sub Meeting

Minutes of the meeting held on 1st February 2017 – 2.30 p.m. – 3.30 p.m.
at Aveley Primary School

In Attendance:

Primary Maintained Schools
Headteacher – Aveley Primary  Miss N Shadbolt
Headteacher – Bonnygate Primary  Mrs S McHugh
Headteacher – Warren Primary  Ms E Field
Headteacher – Horndon-on-the-Hill  Mr T Martinson
Headteacher – Little Thurrock Primary  Ms J Cole
Business Manager – Little Thurrock Primary  Ms T Lee

Secondary Maintained Schools
Headteacher – Grays Convent  Mrs P Johnson

Special Maintained Schools
Headteacher – Treetops School  Mr P Smith

Non School Members
Diocese of Brentwood  Mrs M Shepherd

Also in Attendance:
Rory Patterson  - Corporate Director – Children’s Services
Roger Edwardson  - Interim Strategic Lead – School Improvement
Malcolm Taylor  - Strategic Lead – Learner Support
Andrea Winstone  - Local Authority School Improvement Manager
Paul Griffiths  - Chair of the Schools Forum
Caroline Koblitz  - Minutes
1. **Reason for the Meeting**

The meeting has been called as a result of a deferred vote on the School Budget Paper that was presented to Forum on 26th January 2017. This was an item that could only be voted upon by Maintained School representatives. The representatives did not feel, at that time, that they could vote on behalf of their colleagues in the maintained school sector as they were unsure of the implications involved and also the individual costs to each school. It was felt that further discussion was required before a vote could take place.

All Maintained School Heads were invited to the meeting but it was agreed that only Maintained School Forum representatives would be allowed to vote.

Mrs Shepherd was unsure whether she was able to take a vote in her capacity as Schools Forum representative on behalf of the Diocese of Brentwood. The Schools Forums (England) Regulations 2012, Page 6, Item 8(10) states “Non-school members, other than those who represent early years providers, must not vote on matters relating to the formulae to be used by the Local Authority to determine the amounts to be allocated to schools and early years providers in accordance with regulations made under sections 47 and 47ZA of the Act”.


*To agree to de-delegate £77 per pupil for maintained schools matching the cost of services in the ESG currently for maintained schools (Maintained school representatives only)*

i) Mr Edwardson circulated a copy of Kay Goodacre’s slides presented to the Schools Forum on 26th January 2017. Mr Edwardson advised that the ESG for maintained schools was previously given to the Local Authority directly at a rate of £77 per pupil. The ESG has now been removed. The Local Authority are asking that all maintained school de-delegate at a rate of £77 per pupil to the Local Authority in order to maintain the services. This request is for one year only.

ii) Miss Field stated that at the Schools Forum meeting held on 26th January, she had particularly asked whether the monies in question were additional monies that maintained schools would receive in addition to their budget or whether this was money they would need to find from their actual budget. Miss Field reported that she was told by Ms Goodacre that maintained school budgets would remain at the same figure as the previous year, thereby highlighting that no extra monies would be given.

iii) Extreme concern was expressed by Heads as many have set their individual budgets for 2017/18 and if it is the case that the de-delegation is agreed, not only would the budgets need to be reset but also each schools would have to remove approximately £35K+ from their current budget to pay this cost.
iv) Mr Edwardson advised that if it is agreed not to de-delegate monies to the Local Authority then it would mean that some services would need to be withdrawn as potential staffing cuts would be required to cover the funding loss. The Local Authority will still have to provide statutory services but would be unfunded.

v) The Maintained School Heads asked that it could be clarified in writing whether the monies previously given directly to the Local Authority were now being given to the maintained schools for de-delegation back or whether maintained schools are expected, if agreed, to find these monies from their budget which has not been increased since last year.

vi) The Maintained School Heads were also concerned as they felt they were already paying for some of the services that should be covered by the de-delegated money.

vii) It was agreed that until the maintained schools received written clarification, as to whether the amount of money the Local Authority want the maintained schools to de-delegate is in fact additional monies or whether they are expected to take this from their non-increased budget, then a vote could not take place.

vii) It was agreed that another meeting would be arranged once clarification is received by maintained schools so that Schools Forum representatives for Maintained Schools can take a vote.

AGREED

(a) It was agreed that another meeting would be held once clarification has been received so a vote can take place.
Schools Forum Sub Meeting

Minutes of the meeting held on 21st February 2017 – 4.00 p.m. – 5.30 p.m.
at St Clere’s School

In Attendance:

Primary Maintained Schools
Headteacher – Aveley Primary  Miss N Shadbolt
Headteacher – Warren Primary  Ms E Field

Secondary Maintained Schools
Headteacher – Grays Convent  Mrs P Johnson

Also in Attendance:
    Rory Patterson - Corporate Director – Children’s Services
    Malcolm Taylor - Strategic Lead – Learner Support
    Andrea Winstone - Local Authority School Improvement Manager
    Paul Griffiths - Chair of the Schools Forum (Chair)
    Shaj Sivadasan - Management Accountant, Thurrock Council
    Lorraine Pearson - Finance Officer, Thurrock Council
    Caroline Koblitz - Minutes
1. **Reason for the Meeting**

The second Sub Group Meeting was called as a result of a deferred vote on the School Budget Paper that was presented to Forum on 26th January 2017. This was an item that could only be voted upon by Maintained School representatives. The representatives did not feel, at that time, that they could vote on behalf of their colleagues in the maintained school sector as they were unsure of the implications involved and also the individual costs to each school. It was felt that further discussion was required before a vote could take place.

A Sub Group Meeting took place on 1st February 2017 at 2.30 p.m. which was held at Aveley Primary School. All Maintained School Heads were invited to the meeting but it was agreed that only Maintained School Forum representatives would be allowed to vote. Representatives did not feel in a position to vote as they felt more information was required. It was agreed that a further meeting would be arranged, once further information was provided, so that a vote could take place.

2. **Apologies**

Apologies for the meeting were received from Mr R Edwardson.


To agree to de-delegate £77 per pupil for maintained schools matching the cost of services in the ESG currently for maintained schools (Maintained school representatives only)

(a) The Chair explained that this was a re-convened meeting as at the last meeting held on the 1st February the Sub Group members agreed that there was a lack of clarity in the information provided in respect of whether or not the funding for the ESG was additional to the mainstream schools’ basic budgets.

(b) Mr Taylor explained that since that meeting he understood that Mr Edwardson had sent out some clarification and also summarised the Local Authority duties carried out under the ESG funding.

(c) Mr Patterson apologised on behalf of the Local Authority that the correct information had not been provided initially. He advised that he did appreciate that schools are in a very difficult position and recognised the pressures that schools are under.

(d) Mr Patterson advised that he understood that a different proposal was being discussed today with a reduced de-delegated figure of £35 per pupil.
(e) The Chair expressed concern that the maintained school governor representative had not been invited to the meeting. He advised that he had called the Local Authority to ask why this representative had not been included on the invite and he was advised that she had not been invited. Concern was also expressed that only three votes could now be made (2 x primary representative and 1 x secondary representative) and this extra vote could change the outcome as the numbers are so small. It is usual practice for the Chair of the Forum to provide the deciding vote but as the Chair represents an academy he did not feel that this was appropriate. In addition the special schools representative was not present at the meeting to take a vote either.

(f) It was asked that, should the outcome of the vote be ‘Not Agreed,’ why maintained schools could not buy the duties as traded services. Mr Taylor explained that under ESG services the Local Authority are unable to request payments for statutory duties. Only non-statutory services can be traded.

(g) It was asked why the Local Authority did not report on this sooner when it was due to have such a massive impact on maintained schools. It was thought that this may have been due to the fact of the scheduling of the Schools Forum meetings.

4. Vote

(a) The voting members agreed that they would vote. The Chair asked that each vote was recorded for the minutes.

(b) Mrs Johnson advised that, after instruction from her governing body, she would be voting ‘Yes’. She advised that they had felt commercially it made no viable sense not to agree.

(c) Miss Shadbolt advised that after discussion with the other maintained schools, she would be voting ‘No’.

(d) Ms Field advised that after discussion with the other maintained schools, she would be voting ‘No’. Ms Field explained that one of the reasons for the ‘No’ vote was that the DfE needed to understand that they cannot expect a Local Authority to fulfil its statutory duties without funding and also could not expect maintained schools to find this funding out of their basic budgets.

(e) Concern was expressed as if the maintained school governor representative had been invited to the meeting the vote would have possibly been two votes all.
5. **Next Steps**

(a) Mr Taylor expressed concern and felt that appropriate legal advice needed to be sought. The Chair of the meeting should have the authority to vote and he felt that the meeting did not have quorate.

(b) The Chair advised that he had never witnessed in his time at Forum a situation where a Sub Group had made the vote. Usually a Sub Group would meet and provide recommendation for the whole Forum to vote upon. Mr Taylor advised that after reading the School Forum Policy he was of the opinion that this format of voting was not correct. The Chair also expressed serious reservations that the process used was not correct.

(b) Mr Sivadasan advised that the budgets need to be issued to maintained schools by 28th February 2017. It is vital that the issue is resolved as quickly as possible. The DfE are expecting the budgets to be set on 22nd February 2017. It was asked that as no extra money is being given in addition to the budgets why this had to be resolved first. Mr Sivadasan advised that the adjustment would have to go into the return to the DfE as the Local Authority are not able to ask for this money afterwards as it will look as though it is a traded service contribution.

(d) Mr Patterson agreed that he would look at the legal position before making a decision on how to proceed. A further meeting may take place upon this advice and he agreed to ensure that an ongoing dialogue would take place with the Forum to advise of what changes may happen.

(e) The Chair advised that he would not like to Chair a further Sub Group meeting as he felt that this role should be taken up by a maintained Head.

(f) It was expressed that the Local Authority should have provided clarity at the last meeting on 1st February 2017. As all the information was not provided the maintained schools were unable to make a decision.

(g) The Chair did express that the commitment to work together by schools/academies and the Local Authority has always been strong and hoped this would continue in the future.

**AGREED**

i) Mr Patterson agreed to seek legal advice on the Local Authorities position and agreed to communicate any outcomes back to the Forum.

ii) It was agreed that if another Sub Group meeting is scheduled then a maintained Head would be sought as Chair.