

**DRAFT MINUTES
MEETING OF THE SCHOOLS' FUNDING FORUM (SFF)**

8:00 – 12:00, 3 May 2019

**Mercure Maidstone, Great Danes Hotel, Ashford Road,
Hollingbourne, Maidstone ME17 1RE**

Present: John Dennis (Chairperson), Phil Sayer (Vice Chairperson), David Anderson, Jenny Ashley-Jones, Sue Beauchamp, Sue Birchall, Ben Cooper, Annabel Lilley, Céranne Litton, Michael Powis, Mike Smith, David Stanley, Tracy Thomas, Mark Tomkins, Darren Waters, David Whitehead, Steve Avis, Keith Abbott, Stuart Collins, Robin Goldsmith (Clerk), Roger Gough (Cabinet Member), Ian Hamilton, Louise Langley, Simon Pleace, Karen Stone

Apologies: Lynda Downes, David Glead, Tracey McCartney, Richard Powell, Mark Seymour, Neil Willis, Louise Burgess, Matt Dunkley CBE (Corporate Director)

1.	<p>Welcomes and Introductions</p> <p>The Chairman welcomed Jenny Ashley-Jones as the new representative for Academies and Free Schools.</p> <p>Simon Pleace gave the following update on staffing at KCC.</p> <p>Ian Hamilton has started his new role as Head of Schools Financial Services. Karen Stone will be taking over Ian's previous position as Manager of Schools, High Needs and Early Years Finance from 3 June.</p> <p>Simon Pleace is still outgoing Finance Business Partner for CYPE however Janice Venn has been appointed to this role with an estimated start date of early September.</p> <p>Robin Goldsmith is the Interim Clerk for these meetings.</p>	
2	<p>Minutes and matters arising from the SFF meetings held on the 30 November 2018 and 15 January 2019</p> <p><u>Item 2 Submission to Schools' Funding Forum from the Kent Association of Headteachers (KAH)</u></p> <p>An email from Alan Brookes was circulated prior to the meeting which should have addressed the following 3 points (which were stipulated by the Forum at its meeting in November):</p> <ol style="list-style-type: none">1) This would be the absolute final time that KAH made a request to the SFF for collaboration funding.2) That the KAH would develop a subscription model from schools that would make KAH self-sustaining and details of this model would be presented to the SFF at its meeting on the 3 May 2019 for ratification.3) A detailed breakdown of how the £100k funding would be allocated.	

	<p>The forum felt that not all three points were fully met, particularly in relation to the development of a subscription model, however it was agreed that the agreement to pay £100k remains in place.</p> <p>The Forum requested that KAH provide an update report at each forum meeting on how they are spending the £100k funding and any progress on future sustainability of KAH.</p> <p><u>Item 7 Vulnerable Schools</u></p> <p>An email will be sent out in due course requesting volunteers for the working group – An apology was made as this was not yet commenced.</p> <p>ACTION: To start this by the next forum meeting 27th June.</p> <p><u>Item 8 Schools Resource Management Self-Assessment Tool</u></p> <p>Keith Abbott mentioned that the DfE are making available a School Resource Management Advisor for Kent (free of charge to us) for one week and that they may want to talk to some Headteachers.</p>	Karen Stone
3	<p>High Needs Update</p> <p>A) <u>Budget update</u></p> <p>Simon Pleave presented this item to the SFF. The slides focused on the movement between 2017-18 and 2018-19 financial years. To access the presentation click on this link Item 3a - Update on High Needs 3May2019</p> <p>High Needs pupil numbers have moved from 9,057 to 9,468 which is a 4.5% (411) increase. Actual cost of providing for these children has moved from £157.9m to £167.5m. Although this has reduced from the previous report presented to SFF, this is still an increase of over 6% (£9.6m) from 2017-18 to 2018-19.</p> <p>Projected 2019-20 in year overspend is just under £13m and this figure is after the 1% transfer from Schools Block to the High Needs Block and the £3.5m additional funding from the DFE. These overspends are mirrored across the country.</p> <p>Areas of concern for Kent are the increases in children going to Independent Schools and Colleges, the costs of these placements and the reduction in children going to Mainstream Schools.</p> <p>ACTION: Next budget update to include forecast for financial year 2019-20.</p> <p>B) <u>Update on the SEND Action Plan</u></p> <p>Louise Langley presented this item to members of the SFF. To access the presentation click on this link Item 3b - Update on High Needs 3 May 2019</p>	Simon Pleave

	<p>A main focus is how we can reduce costs and pupils moving to Independent schools. Kent is continuing to scrutinise placements at panel meetings and are still increasing actual available places in Special schools and SRP's.</p> <p>One thing East Sussex has is a communication officer to help inform parents of the quality of learning in their maintained special schools and specialist resource provision. The forum fully supports the appointment of such a communication officer to support KCC schools and services.</p> <p>Members of the SFF had a healthy discussion in respect of the contents of the Action Plan.</p>	
4	<p>DSG Deficit Recovery Plan</p> <p>Simon Pleave presented this item to the SFF.</p> <p>The paper provided details on the Governments response to their 2018 consultation on the requirement for Local Authorities to submit a deficit recovery plan and Kent's Dedicated Schools Grant (DSG) reserve position. To access the paper click on this link Item 4 - Update on DSG deficit recovery plans</p> <p>The threshold when Kent would have to complete a Deficit Recovery Plan is when our deficit reserves are greater than 1% of our annual DSG, for 2018-19 this figure is £11.78m. Kent's current position is an accumulated deficit of £6.5m and our latest predictions are for a position where this time next year we will be required to submit a deficit recovery plan.</p> <p>Members of SFF discussed this and felt that making drastic cuts to services and funding for short term gains is the wrong course of action as this will only increase our budget pressure in future years. Kent should continue to make savings where possible but still support the strategic objectives.</p> <p>Members of SFF agreed that the Council should only take management action that is in line with our strategic objectives if it is required to complete a Deficit Recovery Plan.</p>	
5	<p>Update on the Alternative Provision Funding Model</p> <p>Stuart Collins presented this item to the SFF. To access the paper click on this link Item 5 - Update on the Alternative Provision Funding Model</p> <p>A consultation ran between December 2018 to February 2019. The consultation is not to change the total budget, but it may change the way the total budget is distributed. Out of the 14 proposals, 12 have now been broadly agreed with the 2 remaining needing further work. A final decision will be made in June when a fuller paper will be presented to the SFF.</p> <p>ACTION: Stuart Collins to attend next forum meeting to present final position.</p>	Stuart Collins

6	<p>2019-20 School Budget Update</p> <p>Simon Pleave presented this item to the SFF. To access the presentation click on this link Item 6 - School Budget 2019-20 update</p> <p>The report was split into two sections Schools Budgets and Cost Pressures.</p> <p><u>School Budgets Summary</u> School Budgets and guidance were published on Kelsi on 28 February. When NFF is fully implemented Kent should receive a further £12.2m, there is no news when this will be. Kent were able to honour the 2019-20 indicative funding rates previously advised. Kent remains a low funded area.</p> <p><u>Cost Pressures summary</u> Teachers Pay rise September 2019 will be unfunded. Teachers Pension rise September 2019 will be funded on pupil numbers however if the difference from funding and cost is greater than 0.5% of your budget then a claim will need to be made against a supplementary grant. Kent will need to make sure we are receiving our fair share of this funding. Further guidance for this will be made available in the Autumn term. KCC Total Contribution Pay rates have been confirmed which includes the KR2 increase to £9 which was to mirror the NJC pay scales.</p> <p>The forum was asked if schools would be interested in a specific pay scale for non-teaching staff. This was widely supported as the timing of the increases above were late in the day and these rates affected schools with high levels of support staff, for example Special schools. Having a schools specific pay scale would give schools more notice to enable them to make the relevant changes needed when these increases happen.</p> <p>There is an emerging issue around the calculation of pay for term time only staff and as a result the NJC has changed their calculation. This will mean the cost of these staff will be slightly more expensive. The Forum recommended that if Kent were to change their calculation, 1st April 2020 would be the preferred date of change.</p> <p>ACTION: Investigate what is required for a schools specific pay scale.</p>	Simon Pleave
7	<p>Schools' Outturn analysis for 2018-19</p> <p>Ian Hamilton presented this item to the SFF. To access the paper click on this link Item 7 - Schools Outturn analysis for 2018-19</p> <p>This is the first year with the raised Balance Control Mechanism (BCM) limits. School revenue reserves have increased by £2,845,150 (0.38%). There are 27 schools over the BCM limit all with permitted exceptions. 11 schools finished the year in deficit (which has reduced from 17), the combined deficit of the 11 schools is £2,164,959.</p>	

	<p>The forum felt the reserves are at broadly correct levels and there was no need to review the BCM limits at this time.</p> <p>ACTION: Ian to present a more detailed report on schools in a deficit position at the next meeting 26th June.</p>	Ian Hamilton																		
8	<p>Forum Elections</p> <p>Simon Pleace presented this item to the SFF. To access the paper click on this link Item 8 - Forum Elections</p> <p>The following five SFF members period of office is coming to an end soon.</p> <table border="1" data-bbox="197 674 987 904"> <thead> <tr> <th>Group representing</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>LA - Governor</td> <td>Phil Sayer</td> </tr> <tr> <td>LA - Primary School</td> <td>Ben Cooper</td> </tr> <tr> <td>Academy and Free Schools</td> <td>Louise Burgess</td> </tr> <tr> <td>Academy and Free Schools</td> <td>Céranne Litton</td> </tr> <tr> <td>Academy and Free Schools</td> <td>Michael Powis</td> </tr> </tbody> </table> <p>Phil Sayer had been confirmed as a member of SFF for another term of office. The process for the remaining four will start on the 7th May in time for the successful candidates to attend the next meeting on the 27th June.</p> <p>The annual election for Chair and Vice Chair of the SFF will be held at the beginning of June to take up position from 1st September.</p>	Group representing	Name	LA - Governor	Phil Sayer	LA - Primary School	Ben Cooper	Academy and Free Schools	Louise Burgess	Academy and Free Schools	Céranne Litton	Academy and Free Schools	Michael Powis							
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	<p>SFF meetings - Period June 2018 to August 2020</p> <table border="1" data-bbox="181 1310 1347 1541"> <thead> <tr> <th>Date</th> <th>Timings</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>27 June 2019</td> <td>8:00 to 12:00</td> <td>MMGDH – ME17 1RE</td> </tr> <tr> <td>20 September 2019</td> <td>8:00 to 12:00</td> <td>MMGDH – ME17 1RE</td> </tr> <tr> <td>29 November 2019</td> <td>8:00 to 12:00</td> <td>MMGDH – ME17 1RE</td> </tr> <tr> <td>27 March 2020</td> <td>8:00 to 12:00</td> <td>MMGDH – ME17 1RE</td> </tr> <tr> <td>10 July 2020</td> <td>8:00 to 12:00</td> <td>MMGDH – ME17 1RE</td> </tr> </tbody> </table>	Date	Timings	Venue	27 June 2019	8:00 to 12:00	MMGDH – ME17 1RE	20 September 2019	8:00 to 12:00	MMGDH – ME17 1RE	29 November 2019	8:00 to 12:00	MMGDH – ME17 1RE	27 March 2020	8:00 to 12:00	MMGDH – ME17 1RE	10 July 2020	8:00 to 12:00	MMGDH – ME17 1RE	
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