

DRAFT MINUTES- MEETING OF THE SCHOOLS' FUNDING FORUM (SFF)
8:00 – 12:00, 12 July 2013
Russell Hotel ,136 Boxley Road, Penenden Heath, Maidstone, ME14 2AE

Present: John Dennis (Chairperson), Phil Sayer (Vice Chairperson), Michael Blanning, Janice Brooke, Richard Hitchin, Jenny King, Alison Coppitters, Malcolm Goddard, Lynda Downes, Julia Campbell, Robert Masters, Roland Gooding, Panna Nagar, Jo Southby, Neil Willis, Louise Burgess, Alan Barham, Rosemary Joyce, Mike Smith, Rev Simon Foulkes, Christine Fordham, Paul Danielson, Patrick Leeson, Sue Rogers, Roger Gough (Member), Keith Abbott, Simon Pleace, Ian Hamilton (Clerk), Danny O'Donovan (Item 1 only), Stephanie Holt (Item 1 only), Karen Watson (Item 7 only), Ian Allwright (Item 7 only), John Rivers- ATL (Item 7 Only) and Brian Thomas – NUT (Item 7 only)

Apologies: Ben Cooper, John Bird

1.	<p>Minutes and Matters Arising</p> <p>First action of the meeting was for the Clerk of the SFF to announce the appointment of John Dennis as the Chairperson of the SFF and Phil Sayer as Vice Chairperson of the SFF.</p> <p>Keith Abbot (KA) presented Roland Gooding (RG) the outgoing Chairperson of the SFF with a small gift to thank him for all his hard work as Chairperson over the previous three years.</p> <p>Since the last SFF meeting on the 8 March a number of elections and subsequent appointments had been made to the SFF. The following were either newly appointed or re-elected to the membership of the SFF;</p> <p>Malcom Goddard – Head Teacher (HT) Marden Primary School – representing Primary Schools Jenny King – Willesborough Junior School – representing Primary Schools Alison Coppitters – Sedley's Church of England Primary School – representing Primary Schools Julia Campbell- HT Holmesdale Technology College – representing Non-selective secondary schools. Roberts Masters- HT The Judd School- representing selective secondary schools. Roland Gooding – HT Valence Special School- representing special schools. Jo Southby – Executive HT North West Alternative Provision- representing Pupil Referral Units (PRUs) Louise Burgess – Business Manager Hayesbrook School Academy Trust- representing academies. Neil Willis – Deputy Chief Executive Officer (CEO) Leigh Academy Trust – representing academies Alan Barham - Executive Headteacher -The Sittingbourne Community College, a member of Swale Academies Trust – representing academies.</p>	
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	<p>Patrick Leeson (PL) raised a couple of points in relation to item 6 (Post 16 Funding Concerns). The questions directed to Robert Master (RM) and Rosemary Joyce (RJ) was whether the information collection process in respect of post 16 funding had been extended to non selective schools and was there any further update.</p> <p>PL was intending to meet with Peter Lauener (Chief Executive Education Funding Agency (EFA)) in the autumn and would like to raise the points in relation to item 6 if they were still unresolved or had not been responded to.</p> <p>(RMs) response was;</p> <ul style="list-style-type: none"> - The information collected on behalf of Selective schools had been submitted to a number of Members of Parliament(MPs) and the EFA. - There had been no response to date from the EFA. - Details of the submission will be passed onto the LA - The information collection process had not been extended to non-selective schools. <p>The minutes from the SFF meeting on 8 March 2013 were ratified as a true and accurate account of the meeting.</p>	Ian Hamilton
2.	<p>Sub-Group Feedback</p> <p>a) Delegated Formula Funding Group (DFFG)</p> <p>John Dennis (JD) updated the SFF on the contents of the DFFG meeting held on the 5 June where two schools submitted contingency applications for Schools in Financial Difficulties.</p> <p>1. Members of the SFF unanimously agreed DFFGs recommendation that Hoath Primary School receive contingency funding of £12,726.</p> <p>2. For information only it was noted that St John's CE of Primary School (Canterbury) had submitted an application however this was subsequently withdrawn by the school.</p> <p>b) Schools Capital Group (SCG)</p> <p>Phil Sayer (PS) provided an update to the SFF from the SCG meeting held on the 5 June (minutes to the meeting). Roland Gooding highlighted item 7 Response to Automatic Fire Alarm (AFA) – Automatic Dial- by Kent Fire and Rescue Services from the minutes and the need to have this communicated to Schools via the E- bulletin. (PS) agreed that he would confirm that this important piece of information is included in a future e-bulletin</p> <p>A discussion was had between members of the SFF regarding fire safety</p>	Phil Sayer

	<p>assessment carried out by Kent Commercial Services. Mr Gough who sits on Kent Commercial Services share holders group invited members of the group to pass on (to contact Mr Gough direct) any good or bad experiences they have had in relation to services provided by Commercial Services.</p> <p>c) Early Years Sub Group (EYSG)</p> <p>No EYSG meeting has taken place since the last SFF meeting on the 8 March, therefore no update was given to the SFF in respect of the EYSG.</p>	
3.	<p>Kent Schools' Educational Olympics Legacy Programme – INSPIRE</p> <p>Danny O'Donovan(DO) and Stephanie Holt (SH) presented the paper to the SFF which was warmly received by the group. (DO) also provided paper copies of detailed supplementary information to the report and agreed to provide an electronic version to Clerk of the SFF so that members of group could on request have an electronic version forwarded to them. It was agreed that a further update would be provided to the SFF at a future meeting scheduled to take place on the Friday the 7th March 2014.</p>	Ian Hamilton
4.	<p>Update – School Collaboration and Partnership Funding</p> <p>(JD) thanked Sue Rogers for the detailed information provided in the report. (PL) emphasised the success of the collaboration and partnership working practices that have been a significant contributing factor in the recent improvement of Kent schools ofsted judgements.</p> <p>Further information will be provided to the SFF at its meeting on the 11 October, this will be in a table format detailing the amount allocated to each collaborative partnership.</p>	Sue Rogers
5.	<p>DfE Review of 2013-14 School Funding Reforms and Implications For 2014-15</p> <p>Simon Pleace (SP) presented the paper to the group. SFF members acknowledged that Kent has or would be compliant with the 2014-15 mandatory changes to the funding formula in paragraphs 2.1 to 2.8.</p> <p>The relevant (eligible to vote) SFF members made the following recommendations in respect of the optional funding reform changes from 2014-15;</p> <p>Mobility Factor – Members voted unanimously not to introduce a Mobility factor into the Schools Funding Formula for 2014-15.</p>	

	<p>Lump Sum Factor - Members voted unanimously not to change the current lump sum amount of £120k which is applied to both the primary school and secondary school phases.</p> <p>Sparsity Factor – Members voted unanimously not to introduce a Sparsity Factor into the Schools Funding Formula for 2014-15</p> <p>Schools With Falling Rolls – Members voted unanimously not to introduce a contingency fund for schools/academies with falling rolls.</p> <p>It was acknowledged by members of the SFF that as the SFF had recommended not introducing any of the additional optional factors to Kent's school funding formula for 2014-15 it will not be necessary to hold schools / academy consultation in 2013-14 for changes to the formula in 2014-15.</p>	
6.	<p>DSG – Review of Non-delegated budgets</p> <p>Members of the SFF requested that a review of the following budgets take place;</p> <ul style="list-style-type: none"> - Central Overheads - Schools Delegated Contingency - Early Intervention and Prevention Services - Virtual Schools Kent - Family Liaison Officers - Integrated Process - Children and Families Preventative Services. - Payments to Independent and non- maintained provision - Specialist Teaching Services (STS) <p>The budgets with the exception of STS will be reviewed by the SFF Executive and volunteers from the SFF. The review will take place before the next SFF meeting on the 11 October and the findings will be reported back to the SFF at this meeting.</p> <p>A report of the devolution of STS has already been prepared and will be shared with the SFF at its next meeting on the 11 October. (awaiting confirmation from Patrick that a report written)</p>	
7.	<p>Update on DSG De-delegation Trade Unions</p> <p>The SFF representatives for LA Primary schools and LA Secondary Schools acknowledged the process in place for resourcing Union representation in schools and academies and voted unanimously to continue de-delegation of the trade union funding for maintained schools for 2014-15.</p>	

	<p>The SFF also felt that the initial letter sent to academies may have been overlooked and suggested that the LA should send a further letter to all academies to encourage pooling of this funding via highlighting the benefits of this arrangement.</p> <p>-</p>	Simon Pleace
8.	<p>2012-13 Outturn, 2013-16 Three Year Financial Plans and Support for Schools in financial Difficulties</p> <p>KA presented the paper to the group. One of the main points in the paper was to highlight the improvements that had recently been made in collaborative working arrangement between members of Schools Financial Services (SFS) and School Improvements advisers. A paper In recognition of these enhancements providing details of these working practices will be presented to the SFF at its next meeting on the 11 October.</p>	
9.	<p>Changes to the Scheme for Financing Schools</p> <p>Members of the SFF unanimously ratified the recommendations in the appendix A to the report.</p> <p>SFF members highlighted 2.17 from appendix A and requested that it be brought to the attention of all schools via the Schools E-bulletin.</p>	
10.	<p>AOB</p> <p>There was no AOB.</p>	