



GATESHEAD SCHOOLS FORUM AGENDA

Thursday, 10 November 2022 at 2.00 pm via Microsoft Teams

From the Chief Executive, Sheena Ramsey

Item	Business
1	Apologies
2	Minutes (Pages 3 - 6) The Forum is asked to approve as a correct record the minutes of the last meeting held on 22 September 2022.
3	Emotionally Based School Avoidance Learning Mentors (Pages 7 - 8) Julie McDowell, Education, Schools and Inclusion
4	Primary Behaviour Support (Pages 9 - 12) Julie McDowell, Education, Schools and Inclusion
5	Trade Union Facility Time and Maternity Credits (Pages 13 - 14) Carole Smith, Resources and Digital
6	Admissions Funding (Pages 15 - 16) Carole Smith, Resources and Digital
7	Dedicated Schools Grant Quarter 2 (Pages 17 - 18) Terence Appleby, Resources and Digital
8	Date and Time of Next Meeting Thursday 15 December 2022 at 2pm

Contact: Rosalyn Patterson - email: rosalynpatterson@gateshead.gov.uk,
Tel: 0191 433 2088, Date: Thursday, 3 November 2022

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GATESHEAD METROPOLITAN BOROUGH COUNCIL

GATESHEAD SCHOOLS FORUM MEETING

Thursday, 22 September 2022

PRESENT:	Sarah Diggle (Vice Chair)	Secondary Maintained Governors
	Jacqui Ridley	Primary Governors
	Brendan Robson	Secondary Faith Academies
	Alison Hall	Primary Maintained Schools
	Paul Harris	Primary Maintained Schools
	Denise Kilner	Nursery Sector Representative
	Julie Goodfellow	Primary Academy Headteachers
	Steve Haigh	Secondary Academy Headteachers
	Ethel Mills	PVI Sector Representative
	Michelle Richards	Special School Headteachers
	Christina Jones	Pupil Referral Unit
	Councillor Sheila Gallagher	Elected Member

IN ATTENDANCE:	Carole Smith	Gateshead Council
	Suzanne Dunn	Gateshead Council
	Rachel Pizzey	Gateshead Council
	Rosalyn Patterson	Gateshead Council

APOLOGIES:

Peter Largue, Andrew Fowler and Mustafaa Malik

1 APOLOGIES

Apologies for absence were received from Andrew Fowler, Mustafaa Malik and Cllr Gary Haley.

2 MINUTES

The minutes of the meeting held on 7 July 2022 were agreed as a correct record.

3 SCHOOL FUNDING ANNOUNCEMENTS

The Forum received a report on the funding announcements made by the DfE at the end of July.

It was reported that although mainstream allocation will increase this will include teachers pay and pension grants, therefore taking into account potential increases in those the increased funding will not cover. MFG for mainstream will be the lowest ever at 0% - +0.5%.

The Gateshead APT has not been received and further reports will be brought to the Forum after the actual allocation is known in December.

It was noted that for the High Needs Block there is a 5.2% increase in funding and MFG will be at least 3% to ensure additional funding for the increase in national insurance and other cost pressures has been passed on to special schools. It was questioned whether this included alternative provision. It was agreed that further clarity on this would be sought.

It was noted that further updates would be provided on the national tutoring programme next year.

RESOLVED - That the Schools Forum noted the information in the report.

4 HARPUR TRUST V BRAZEL - TERM TIME ONLY NON-TEACHING STAFF

A report was presented on the guidance on the employment of term time only employees and the judgement from the Supreme Court in July which supported the earlier decision.

It was noted that is no individual estimates for Gateshead schools as yet, an outcome on this calculation will be shared when there is further information. It was confirmed that Human Resources are currently working with legal teams to look at who is to be included.

RESOLVED - That the Forum noted the content of the report and the judgement made by the Supreme Court.

5 EMOTIONALLY BASED SCHOOL AVOIDANCE LEARNING MENTORS

The Forum received a report on the work of the Emotionally Based School Avoidance (EBSA) Learning Mentors during 2021/22.

During the year there were 78 referrals made, 30 of which were for EBSA Learning Mentors. Over the year there were 59 active cases, 21 cases were closed as the young person returned to school, 8 pupils did not engage and 15 cases were carried forward to 2022/23.

It was noted that the mixed success was due to long-term staff absences on the team however going forward workers are now more skilled at identifying the need early.

The Schools Forum was asked to consider de-delegation for maintained mainstream schools for an EBSA Learning Mentor for 2023/24.

It was questioned whether this is a service for secondary schools only. It was clarified that the team works across both primary and secondary schools, however the vast number of referrals comes from secondary schools.

It was also questioned as to whether the long-term staff absence has been resolved. It was confirmed that one staff member left and one is working 30 hours per week, therefore if the Forum agreed to the funding the service would look to recruit to the empty post.

The Forum was concerned that it would be early to agree de-delegation given that schools did not yet know their budgets. It was explained that this was coming to Schools Forum early to enable recruitment to take place as soon as possible.

The point was made that this is an extremely stretched service which is worth keeping hold of if there was more capacity.

It was also pointed out that this would not just be for de-delegation but academies support would also be needed.

It was suggested that further awareness raising of what the service offers should be carried out with Headteachers.

It was proposed that further information be circulated for Forum members to share when consulting their respective sectors and a virtual decision be made before the next meeting.

- RESOLVED -
- (i) That feedback from all schools be sought around de-delegation or payment towards the cost for a ESBA Learning Mentor.
 - (ii) That responses be submitted by 12 October 2022.

6 EARLY YEARS CONSULTATION

The Forum received the Council's response to the Early Years Consultation. It was noted that a sub-group would be required in order to carry out a formula review to allocate funding fairly.

Volunteers for the sub-group were requested from each sector, with at least two representatives from the Schools Forum. Volunteers from the Forum were Ethel Mills, Denise Kilner, Paul Harris and Alison Hall.

- RESOLVED - That the Schools Forum noted the information in the report.

7 FEEDBACK FROM MAINTAINED SCHOOLS ON FINANCIAL DIFFICULTY DE-DELEGATION

Feedback from maintained primary schools was that a further discussion was needed once further information is known but that it would be vital to support this.

It was agreed that this would be added to the agenda for the next Primary Heads meeting and the last Schools Forum report would be provided to that meeting for discussion.

- RESOLVED - That the issue be discussed at the Primary Headteachers meeting.

8 DATE AND TIME OF NEXT MEETING

Thursday 10 November 2022 at 2pm.

TITLE OF REPORT: Emotionally Based School Avoidance (EBSA) Learning Mentors

Purpose of the Report

1. The purpose of this report is to update School Forum on the funding of Emotionally Based School Avoidance (ESBA) Learning Mentors for financial year 2023/2024.

Background

2. This report builds feeds back on the actions agreed during Septembers Schools Forum relating to EBSA buyback. Members of Schools Forum consulted with secondary schools and maintained primary schools.
3. Information was sent out to maintained primary schools with 32 reponses received. 29 of the responses indicated "All Schools", 2 schools indicated "Maintained Schools only, and one school "Other".
4. The proposal was also discussed at Gateshead's Secondary Leaders Group which feedback that all of Gateshead's Secondary Schools apart from Heworth Grange would support EBSA buyback for 2023/24 financial year.

Proposal

5. On the basis of the support provided by Gateshead Schools the buy back values for schools will be set at £1.20 per pupil for primary schools and £2.40 per pupil for secondary schools.

Recommendations

6. It is recommended that Schools Forum ratifies the dedelegation and buyback proposals for the EBSA service for the financial year 2023/24 at £1.20 per pupil for primary schools and £2.40 per pupil for secondary schools.

For the following reason(s):

To enable the EBSA service to be provided to all schools that financially support the service.

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TITLE OF REPORT: De– Delegation Primary Behaviour Support

Purpose of the Report

1. The purpose of this report is to bring to Schools Forum an update on existing Primary Behaviour Support Service that they currently fund through de-delegation so that they can consider further de-delegation for the 2023/2024 financial year.

Background

2. Revenue funding arrangements for schools have changed following the last school funding review. It is now not permissible for LA's to hold budgets centrally for the provision of some services to schools. This previously centrally held funding has been delegated to schools on a per pupil basis.
3. However, there are some areas that schools have the option for de-delegation.

These are: -

- a) Contingencies, (including support for schools in financial difficulties, new/closing/amalgamating schools, closing school deficits)
 - b) Behaviour Support Services
 - c) Support for minority ethnic minority pupils or underachieving groups
 - b) Free School Meals (FSM) eligibility
 - c) Insurance
 - d) Library and museum services
 - e) Licences/subscriptions
 - f) Staff costs – supply cover (long term sickness, maternity, trade union and public duties)
4. For each of these areas, it is for the Schools Forum members in the relevant phase (primary or secondary) to decide whether that service should be retained centrally.
 5. The decision would apply to all maintained schools in that phase and would mean that the funding for these services was removed from individual school budgets before they are issued to schools. There can be different decisions for each phase.
 6. Academies, special schools and nursery schools can buy back into these services if they wish too.

Primary Behaviour Support Team

7. The Primary Behaviour Support Team work mainly, but not exclusively, on early intervention in the area of behaviour. The team consists of five specialist behaviour teaching assistants and two teachers. A number of these staff are now Thrive trained.

8. The team work principally with primary aged children in their school setting offering direct intervention and support with children alongside consultancy for primary Headteachers and teaching staff. This work includes assessment of pupils' needs, strategies, whole class modelling, small group and individual support and training for staff where this is identified as a need.
9. The work of the team is non-statutory. Since April 2013 funding has been provided from the High Needs Block for the two teacher posts (to maintain consultancy and guidance for all primaries) and the specialist behaviour teaching assistants' element of the team has been subject to a buy back arrangement.

Service summary 2021/2022

10. In 2021/2022 43 primary schools in Gateshead accessed the service with appropriate referrals and several others requested advice. This is an increase of 4 schools accessing the service from the previous year and continues the year on year increase of schools requiring the expertise of the service.
11. This constituted a total of 55 children referred into service during 2021/2022. Although the number of referrals is lower than the number seen before the pandemic this is, in part, a result of the online behaviour surgeries run by the service which have been very successful. Schools have benefitted considerably from this online support and advice which has supported very early intervention. Many teachers have reported that this method of working has meant that referrals have not been required into service for individual children. This also means that we are supporting the focus on inclusive learning environments and supporting school colleagues more efficiently and effectively to develop their own capabilities, skills and knowledge.
12. Overall, schools continue to refer for:
 - Behaviour assessment and management – acting out, withdrawn, aggression, noncompliance, refusals, trauma and attachment needs
 - Thrive assessment
 - Social skills
 - Self –esteem and anxiety
 - Anger management
 - Friendship problems
 - Advice with issues such as ADHD or social communication difficulties
 - Emotional support
 - Teacher and whole class support

Breakdown of year group referrals

	2019/20	2020/21	2021/22
Reception:	15%	22%	28%
Year 1:	24%	18%	16%
Year 2:	15%	9%	17%
Year 3:	9%	16%	16%
Year 4:	18%	13%	7%
Year 5:	16%	15%	13%
Year 6:	4%	7%	3%

Training

13. The service have devised an online short training session for **lunchtime supervisors** which was rolled out in 2021/2022 to a large number of schools. This has proved extremely popular and continues to be requested. The service have also provided training on adverse childhood experiences (ACES) to requesting schools as well as bespoke training such as that delivered with regards to children struggling to manage their emotions and strategies around more difficult cohorts.

“Drop in” surgeries

14. The drop-in surgeries are hosted by the service team leader and the specialist teacher and have been a huge success. They allow for staff to come online and ask questions or explore an area of difficulty they are having in the field of SEMH. More and more schools are requesting an appointment at the surgeries and, in a very busy recovery year, they have provided something of a lifeline.

Primary Fair Access Panel

15. The service team leader continues to attend and contribute to the Primary Fair Access Panel and the team have also supported a number of referrals through this route.

SEN Panel

16. The service team leader continues to be an active member of the SEN panel. Additionally, joint work has been undertaken to evaluate our SEMH Primary ARMS provision and create a service level agreement. The service team leader has been integral to the changes within ARMs provision and will support with its monitoring and evaluation in 2022/2023.
17. The service have supported a number of children in ARMs provision and many have reintegrated back into mainstream school. The service have also supported the ARMs process by carrying out several observations on behalf of the SEN panel to ensure that children struggling in a mainstream primary, with an EHCP already in place, receive the correct provision and placement.

Professional Development

18. The team constantly strive to upskill, improve and keep abreast of recent developments in education, behaviour and social/emotional aspects of learning. In 2021/2022, two more of our teaching assistants trained to become Thrive practitioners, additional to the three staff already trained.

Closed Cases 2021/2022

19. 53% of all referrals (9% of whom were EHCP) returned successfully to their mainstream educational provision during 2021/2022. This demonstrates the team's ability to maintain improved outcomes for children within their mainstream settings.

20. Additionally, the team have been astute in recognising when they are able to advise and give strategies without needing to carry out a full assessment. Some children may also be signposted on to more appropriate teams such as when identifying that a child's main difficulties are social communication.

De-Delegation

21. Primary Behaviour Support there is a projected overspend on the budget and therefore it is proposed that this overspend is mitigated against so that the rates will be increased from £5.50 per pupil to £6.00 per pupil and an increase of £8.00 on the lower prior attainment factor from £30 per factor to £38.

Proposal

22. It is proposed that Schools Forum de-delegate funding for 2023/2024.

Proposed de-delegation values are:

- Primary Behaviour Support (five TA's) £6 per pupil (primary only) 2023/2024 estimated funding £67,500
- Primary Behaviour Support (five TA's) £38 per low prior attainment pupil (primary only) 2023/2024 estimated funding £120,687

23. These amount could change if the data in the updated APT is significantly different to 2023/2024 APT data.

Recommendations

24. That School Forum approves the de-delegation of funds for the Primary Behaviour Support Team special needs assistants.

For the following reason(s):

To ensure that all children in Gateshead receive an education that is suitable and appropriate to their aptitude, needs and abilities.

To enable schools to receive support to accurately identify the needs of children and implement support strategies as/when appropriate to maintain them in a mainstream setting.

CONTACT: Julie McDowell

ext. 8644

TITLE OF REPORT: De-Delegation Trade Union Facility and Maternity Credits Time

Purpose of the Report

1. The purpose of the report is to bring to Schools Forum options for them to consider for de-delegation so that maintained schools by phases (primary and secondary schools) can consult with their sector on the options for de-delegation.

Background

2. De-delegation is the process by which Schools Forum can agree for the LA to centrally hold funding for specific purposes.
3. Revenue funding arrangements for schools changed following the school funding review which commenced in 2013/14. It is now not permissible for LA's to hold budgets centrally for the provision of some services to schools. This previously centrally held funding has been delegated to schools on a per pupil basis.
4. However there are some areas that schools have the option for de-delegation.

These are:-

- a) Contingencies, (including support for schools in financial difficulties, new/closing/amalgamating schools, closing school deficits and growing schools)
 - b) Behaviour Support Services
 - c) Support for minority ethnic minority pupils or underachieving groups
 - d) Free School Meals (FSM) eligibility
 - e) Insurance
 - f) Library and museum services
 - g) Licences/subscriptions
 - h) Staff costs – supply cover (long term sickness, maternity, trade union and public duties)
5. For each of these areas, it is for the Schools Forum members in the relevant phase (primary or secondary) to decide whether that service should be retained centrally.
 6. The decision will apply to all maintained schools in that phase and will mean that the funding for these services will be removed from the formula before school budgets are issued. There can be different decisions for each phase.

7. Academies, special schools, the behaviour support service and nursery schools can buy back into these services if they wish to.
8. This report brings proposals for Staff Costs –Maternity Credits and Trade Union Facility Time (TUFT).

Maternity Credits

9. Under the current Maternity Credits scheme, schools can claim from week 7 to week 18 for maternity or adoption leave at a specified daily rate depending on the staff role.

Trade Union Facility Time

10. The TUFT credits facilitate the recognised trade union reps undertaking the following duties on behalf of all schools and individual members as required:-
 - Attendance at LA meetings and briefings re policy decisions
 - Attending school based meetings to resolve staffing issues, facilitate return to work interviews, capability meetings and disciplinary meetings
11. Having a central Trade Union resource will benefit all schools as it will negate the need for additional training for staff in every school, ensure a consistent approach and bring economies of scale savings.

Proposal

12. It is proposed for the January submission of the APT the level of de-delegation is maintained for TUFT and maternity credits at the below rates:-
 - Maternity Credits £8.50 per pupil
 - Trade Union Facility Time £4.50 per pupil

Recommendations

13. That School Forum consults with their respective phases on the possible areas of de-delegation and brings their views to enable Schools Forum to decide on de-delegation.

For the following reasons:

To enable Schools Forum to decide on mainstream school de-delegation for TUFT and Maternity Credits and enable mainstream school budgets to be calculated.

Contact: Carole Smith Ext. 2747

TITLE OF REPORT: Admissions Funding

Purpose of the Report

1. This report builds on the Admissions Funding Report brought to Schools Forum May 2022.

Background

2. From 2012/13 there have been several structural changes to school funding and the Dedicated Schools Grant (DSG) in particular, together with changes in operational guidance.
3. For 2018/19 the Department for Education (DfE) introduced the central services schools block (CSSB), which brought together:-
 - funding previously allocated through the retained duties element of the education services grant (ESG)
 - funding for ongoing central functions, such as admissions, previously top-sliced from the schools block
 - residual funding for historic commitments, previously top-sliced from the schools block
4. Updated operational guidance now states that local authorities cannot charge academies for services such as admissions if they do not charge maintained schools.
5. The Admissions and Admissions Appeals Services rely on buyback from academies to fund the full cost of the services. It is not possible to maintain the current level of service to all schools without the current staffing levels in both areas.
6. Following clarification provided by the DfE, CSSB spend can be increased with the approval of Schools Forum and this can be funded from a block transfer from the Schools Block without the approval of the Secretary of State (SoS) if it is below the 0.05% threshold for block transfers.

Proposal

7. It is proposed that Schools Forum approve a small top slice of £85K to support the staffing structures to provide admission services to all Maintained schools and academies in Gateshead. This top slice will be well below the 0.5% that requires the SoS approval.

Recommendations

8. That Schools Forum approves the small top slice of the Schools Block to support the admissions process for all maintained schools and academies in Gateshead.

For the following reasons:

- To enable the admissions and admissions appeals services to be carried out for all Gateshead Schools.

Contact: Carole Smith Ext. 2747

TITLE OF REPORT: Dedicated Schools Grant Revenue Q2 2022/23

Purpose of the Report

1. To inform Schools Forum of the quarter 2 projected outturn position of Dedicated Schools Grant (DSG) for 2022/23.

Background

2. The DSG is made up of four funding blocks:
 - The **Early Years (EY) block** for 2 and 3 & 4-year-old funding;
 - **Mainstream Schools block** which includes some centrally held and de-delegated funding;
 - **High Needs block (HNB)** which includes special schools, alternative provision and top-ups to maintained schools and academies; and
 - **Central Services Schools block** which includes central functions carried out on behalf of schools, for example, licences, schools' admissions, pension costs.
3. Schools Forum receives details of DSG revenue monitoring throughout the financial year, with the format presented based on the expenditure headings of the Section 251 statement. Details are provided in Appendix 1.
4. The Council-lead DSG budget for 2022/23 is £105.001m.
5. At quarter 2, the projected year-end outturn for the year was £103.142m, an underspend of £1.859m. The projections are based on expected activity at the time of preparing the report. The main areas of underspend relate to: additional HNB funding, special schools top-ups, ARMS, SEN Support Services, Support for Inclusion and alternative provision which are partially being offset by maintained, academy and independent school top ups.
6. The balance of the DSG reserve at 31 March 2022 was £2.255m. Factoring in the in year underspend of £1.859m and the Early Years adjustment for 2021/22 of £0.043m, it is forecast that the balance will increase to £4.071m at 31 March 2023. However, pay awards for teaching and non-teaching staff are not yet factored in.

Proposal

7. That Schools Forum notes the content of the report.

Recommendations

8. That Schools Forum notes the content of the report.

CONTACT: Terence Appleby x2468

2022/23 DSG Revenue Monitoring Quarter 2

DSG Area	Central Services Budget £'000	Total Approved Budget £'000	Central Services Outturn £'000	Outturn £'000	Variance £'000	Comments/Notes
Maintained Schools Budget Share		70,813	0	70,813	0	Reduced further due to academy conversions
DEDELEGATION						
Contingencies		0	0	2	2	
Behaviour support services		214	0	189	(25)	
Support to UPEG and bilingual learners		227	0	173	(54)	
Staff costs		175	0	174	(1)	Maternity Credits & TU facilitator costs
HIGH NEEDS BUDGET						
High Needs Budget (including Special Schools, PRU and Additional Support Top-ups)	547	23,249	547	21,431	(1,818)	-£1,122k Additional HNB -£474k Special schools - OOB income -£332k ARMS -£212k SEN Support Services -174k Support for Inclusion -£97k All Alternative Provision +£429k Maintained and Academy +£194k Independent schools
EARLY YEARS BUDGET						
2,3 and 4 year-olds funding to PVI's	0	8,908	0	8,965	57	
CENTRAL PROVISION WITHIN SCHOOLS BUDGET						
Contribution to combined budgets	50	365	50	341	(25)	
School admissions		144	0	146	2	
Servicing of schools forums		47	0	47	0	
Termination of employment costs		313	0	325	12	Premature Retirement costs
Pupil growth/ Infant class sizes		40	0	40	0	
Other Items		148	0	139	(9)	CLA/ MPA Licences top sliced from DSG for all school licences
Statutory/ Regulatory duties		358	0	358	0	ESG topslice agreed by Schools Forum
TOTAL DSG	597	105,001	597	103,142	(1,859)	Appropriated to DSG reserve

	£'000	Comments/Notes
Reserves balance at 31 March 2022	(2,255)	
Appropriation to reserve: in year adjustments	43	EY 21/22 clawback
Appropriation (to)/from reserve: in-year (surplus)/deficit	(1,859)	
Projected reserve balance at 31 March 2023 (surplus) / deficit	(4,071)	