

Date: Friday, 17 July 2020

Democratic and Members' Services

Fiona McMilan

Monitoring Officer

10:00 hr

Law and Governance

Shire Hall

Castle Hill

Cambridge

CB3 0AP

Virtual meeting
[Venue Address]

AGENDA

1. Appointment of Chairman/ woman and Vice Chairman / woman

Please note that the current chairman Philip Hodgson has confirmed that he does not wish to be nominated as the Chairman of Forum for 2020-21.

2. Apologies for absence and declarations of interest

Guidance on declaring interests is available at
<http://tinyurl.com/ccc-conduct-code>

3. Schools Forum Minutes 25th February 2020 3 - 10

4. Minutes Action Log July 2020 11 - 12

5. Cambridgeshire County Council's Response to Covid-19 Pandemic 13 - 18

6. Update on High Needs Recovery Plan 19 - 26

7. School Balances and DSG Financial Health - July 2020 27 - 40

| | | |
|-----|---|----------------|
| 8. | <u>Review of Schools Forum Constitution - terms of Reference</u> | 41 - 52 |
| 9. | <u>Review of Membership and Proportionality 2020</u> | 53 - 66 |
| 19. | <u>Schools Forum Agenda Plan Update</u> | 67 - 68 |
| 11. | <u>Date of Next Meeting Friday 6th November 2020</u> | |

The County Council is committed to open government and members of the public are welcome to attend Committee meetings. It supports the principle of transparency and encourages filming, recording and taking photographs at meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening, as it happens. These arrangements operate in accordance with a protocol agreed by the Chairman of the Council and political Group Leaders which can be accessed via the following link or made available on request:
<http://tinyurl.com/ccc-film-record>

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact

Clerk Name: Rob Sanderson

Clerk Telephone: 01223 699181

Clerk Email: Rob.Sanderson@cambridgeshire.gov.uk

The Council does not guarantee the provision of **car parking** on the Shire Hall site and you will need to use nearby public car parks <http://tinyurl.com/ccc-carpark> or public transport.

CAMBRIDGESHIRE SCHOOLS FORUM: MINUTES OF A SPECIAL MEETING

| | | |
|------------|---|---|
| Date: | 25 th February 2020 | |
| Time: | 14:30 p.m. – 16.04 p.m. | |
| Venue: | Council Chamber, Shire Hall, Castle Street, Cambridge, CB3 0AP. | |
| Present: | <u>Maintained Primary</u> | Liz Bassett Tony Davies Sasha Howard Guy Underwood |
| | <u>Academy Primary</u> | Susannah Connell |
| | <u>Academy Alternative Provision</u> | Nick Morley |
| | <u>Other Academy Appointments</u> | Christopher Bennet Jonathan Culpin Ryan Kellsall John King James Robertson (Substituting for Patsy Peres) |
| | <u>Maintained Pupil Referral Unit</u> | Amanda Morris-Drake |
| | <u>Early Years Reference Group</u> | Deborah Parfitt |
| | <u>Post 16 Further Education</u> | Jeremy Lloyd |
| | <u>Maintained Special School</u> | Lucie Calow |
| | <u>Academy Special School</u> | Dr Kim Taylor OBE |
| | <u>Cambridgeshire County Council</u> | Councillor Simon Bywater Councillor Peter Downes |
| | <u>Observers</u> | Jon Duveen (Teachers Unions) Joe McCrossan (Diocese of East Anglia) |
| | <u>Officers</u> | G, Arnold (Until 14:40 p.m.) J Lewis, R Sanderson, M Wade, J Veitch |
| | <u>Also In attendance</u> | Joanne Hardwick (Maintained Special School) |
| Apologies: | <u>Maintained Secondary</u> | Carole Moss |
| | <u>Academy Board Member</u> | Philip Hodgson (Chairman) |
| | <u>Other Academy Appointments</u> | Patsy Peres (Substituted by James Robertson) Richard Spencer |
| | <u>Maintained Nursery School</u> | Rikke Waldau |

| | | |
|---------|--------------------------------------|--|
| | <u>Maintained Governor</u> | Paul Stratford |
| | <u>Cambridgeshire County Council</u> | Councillor Joan Whitehead (CCC) |
| | <u>Observers</u> | Andrew Read (Diocese of East Anglia) Rob Turner |
| Absent: | <u>Other Academy Appointments</u> | Adrian Ball |

144. APPOINTMENT OF CHAIRMAN/CHAIRWOMEN FOR THE MEETING

As the Chairman, Philip Hodgson was unable to attend the meeting and the vacant Vice Chairman position had not yet been filled, there was a need to appoint a temporary Chairman / woman to chair the meeting.

It was proposed and seconded that Jonathan Culpin be appointed as Chairman of Schools Forum for this special meeting.

Forum agreed unanimously:

To appoint Jonathan Culpin as the Chairman for the meeting.

145. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies were as set out above.

There were no declarations of interest.

146. SCHOOLS FORUM MINUTES – 17TH JANUARY 2020

Subject to the following amendment, the minutes of the meeting held on 17th January 2020 were approved as a correct record and signed by the Chairman.

- Page 7 – 6th bullet point – “Reminded Officers that at the last meeting, all Forum member had agreed that they would not support a 1.8% transfer” should read “Reminded Officers that at the last meeting, **the majority of** Forum members had agreed that they would not support a 1.8% transfer”.

147. ACTION LOG

The Forum noted the Minute Action Log with the following updates:

- Minute 87 – High Needs Block Funding – The Challenges for Cambridgeshire – The Service Director, Education informed Forum that this was progressing and that Officers would be able to provide more information at a future meeting.
- Minute 120 – Review of Maintained Nurseries – The Service Director, Education stated that a review of maintained nursery school funding was ongoing and that Officers were still waiting for further Central Government announcements to be made.

148. EARLY YEARS NATIONAL FUNDING FORMULA 2020-21 INCLUDING NURSERY SCHOOLS

Schools Forum considered a report providing an update on the latest local Early Years funding formula proposals for 2020/21. The Early Years Development and Funding Manager drew Forum's attention to the information found within the report. It was highlighted that in October 2019 the Department for Education (DfE) announced an increase in the hourly rate paid to Cambridgeshire for 2020/21 of 8p per hour, from £4.42 to £4.50. This increase in funding had given Cambridgeshire the flexibility to propose an increase to the 3- and 4- year old base rate of funding to providers of 9p an hour, from £4.05 to £4.14.

It was resolved unanimously to:

Note the contents of the report and to approve the planned Centrally Retained amounts for 2020/21 as set out in section 2.4 as follows: £633,187k for Early Years statutory duties, £375k for Early Years and Childcare Qualifications, £88,355 for EY Accelerating the achievement of vulnerable groups, £11k for Early Years Pupil Premium Eligibility and £60k for Special Education Needs Inclusion Fund (SENIF) coordination and administration.

149. SCHOOLS FUNDING UPDATE – FEBRUARY 2020

At the previous meeting of Schools Forum on the 17th January 2020, it was agreed to uphold the decision made by Forum on the 18th December 2019 to approve a 0% block transfer from the Schools Block to the High Needs Block. However, a 0.5% transfer could be reconsidered subject to the Secretary of State's decision not to approve the 1.8% transfer. Following on from this, at the Children and Young People (CYP) Committee meeting on the 21st January 2020, it was agreed to seek the Secretary of State's approval to a transfer of 1.8% as the Local Authority were not minded to endorse the decision of Schools Forum. The Committee also agreed that should the Secretary of State not approve the Local Authority's (LA) request of a 1.8% transfer, then Schools Forum would be asked to reconsider a transfer of 0.5%. The Service Director, Education informed Forum that on the 11th February 2020 the Local Authority (LA) had received notification that the disapplication request to transfer 1.8% of the Schools Block to support High Needs pressures had been declined by the Secretary of State. Therefore this Special meeting of Cambridgeshire Schools Forum had been called in order to reconsider a block transfer of 0.5%/1.85m from the Schools Block to the High Needs Block.

Forum considered a report providing an update on the latest local funding formula proposals for the 2020/21 Schools budget setting round. The Service Director, Education and the Strategic Finance Business Partner drew Forum's attention to the 2020/21 Schools Funding Update, Illustrative Funding Data Scenarios – 2020/21 and the Primary and Secondary Schools Budgets – 2020/21. (Attached as Appendix 1, 2 and 3 to these minutes).

Individual members raised the following issues in relation to Appendix 1, 2 and 3.

- asked whether Officers, due to the proposed reduction in Behaviour and Attendance Improvement Partnership (BAIP) funding, needed to model the financial impacts caused by an potential increase in permanent exclusions. The Service Director, Education was unclear as to whether Officers could do this. He explained that the LA were in a difficult financial position and that they had been

directed by the Secretary of State to implement cuts in funding for high needs provision. He commented that the LA could see a significant increase in the current deficit depending on the decision made by Forum.

- raised concerns regarding the reduction of top up funding for mainstream schools, units and special schools and suggested that this would create larger financial problems in the future which would ultimately lead to less educational provision being provided to children in Cambridgeshire.
- queried whether the LA would have to propose even greater savings measures in the future. The Service Director, Education commented that Officers were proposing these savings in order to create financial stability. He informed Forum that the new national funding formula had been delayed until the 2022/23 financial year. Officers were hoping that the Department for Education's (DfE's) review of the funding allocated to Special Educational Needs (SEN) would help address the issues that had caused the LA's deficit such as the ability to access the Educational Health and Care Plan (EHCP) system and the funding allocated to 19-25 year olds.
- reminded Forum that the School Funding Consultation 2020/21 survey results indicated that 54% of respondents had agreed with the idea that the LA propose a transfer from the Schools Block to the High Needs Block (HNB) to support the High Needs budget in 2020-21.
- The Academy Special Schools representative suggested that a 0.5% transfer would help support vulnerable children in the mainstream sector. Without this transfer, it was suggested that there would be severe reductions made to the delivery of education provision. She reminded Forum that children with SEN were found in all education sectors. She commented that EHCPs provided children with SEN with an opportunity for an education. She stated that they could not move to a system where schools only provided educational provision to the most able children.
- A member supporting a 0.5% transfer explained that there was already significant pressure on primary and secondary schools. He stressed that there were currently no placements available for children with severe SEN in Cambridge City. A further comment made another member stated that without the financial support given to schools by the LA then education provision would deteriorate.
- explained that the majority of Cambridgeshire Primary Heads (CPH) Representatives did not support a 0.5% transfer, as the cuts being proposed would take place regardless of a transfer. He suggested that a 0.5% transfer would make the balance sheet appear slightly better at the start of the financial year. The CPH representatives believed that the deficit reduction plan involved schools taking more responsibilities for education provision which would lead to greater financial cost. The majority of CPH representatives also believed it would be beneficial to keep the money in the schools so it did not disappear into the deficit.
- queried the maximum overspend the LA could incur. The Service Director, Education informed Forum that currently the LA were facing significant cash flow issues, it was costing £500k a year to borrow the money needed to fund the

current schools budget. He reminded Forum that the LA had a statutory obligation to financially support schools, but that this level of borrowing could not be sustained.

- The Chairman of the Children and Young People (CYP) Committee informed Forum that the LA were facing a number of other financial pressures. He commented that the current debate was identical to the one that had taken place at CYP Committee.
- sought more information regarding how the Dedicated Schools Grant (DSG) account and HNB would be brought into balance. The Service Director, Education clarified that due to most recent government consultation, the LA could no longer put money into or take money out of the HNB without the approval of the Secretary of State. He commented that HNB funding was now ring-fenced within the DSG.
- queried how the LA would sustain the funding allocated to the HNB. The Service Director, Education confirmed that funding would have to be found from within the DSG. He suggested that if Forum did not approve the 0.5% transfer at the current meeting then they were only deferring a decision that would ultimately have to be taken at a later date.
- commented that Forum, County Councillors and Parents needed to be made aware of the serious financial position the LA was in.
- requested clarification regarding the financial implications of a 0% transfer. The Service Director, Education stated that a difficult decision would have to be taken around the funding allocated to special schools. Officers had spoken to the DfE regarding the level of service cuts required to achieve financial sustainability.
- reminded Forum members that the current deficit impacted all sectors of the education system within Cambridgeshire. She also reminded Forum that without special school provision, the SEN children would be attending mainstream schools.
- believed that Central Government and the inadequacies of the national funding formula had been responsible for the current deficit found within Cambridgeshire. She stressed that there was now not enough money in Cambridgeshire to support the needs of children with SEN. She suggested that the deficit should be kept in one place to show Government the severity of Cambridgeshire's financial situation.
- argued that service cuts would only reduce the deficit artificially, by implementing these cuts, the LA would disguise their 'need to spend' at the point where the DfE were using this 'need to spend' to assist with their review of the funding formula for high needs. He suggested that the right approach for this decision could be to defer it for 12 months so the LA could highlight their full expenditure to the DfE.
- commented that the deficit would still be present no matter the decision made by Forum. She believed that at the end of the financial year they would be facing an

even greater deficit. She stated that by not supporting the LA, educational services would erode.

- queried the financial implications a 0.5% transfer would have. The Service Director, Education confirmed that it would help achieve financial balance in year.
- sought more information regarding the implications of a 0.5%/1.85m transfer and how the LA would identify the further savings required to balance the budget. The Service Director, Education explained that the recovery plan identified a number of streams that would create further savings. He suggested that a 0.5% transfer would mean that the LA could reduce the amount of proposed cuts.

In further discussion, individuals raised the following issues in relation to the recommendation to approve the submission of a disapplication request to reduce the Special Schools Minimum Funding Guarantee (MFG) to minus 5%:

- commented that approval of this recommendation would only affect one particular sector of the education system.
- sought more information regarding the suggestion that this recommendation would penalised one education sector. It was clarified that special schools could go below the 5% MFG if this recommendation was agreed.
- stressed that children with SEN required significant levels of support.
- asked whether approval of this would lead to a minus 5% reduction in MFG for special schools and a reduction in special top up. The Service Director, Education clarified that this was not the case, he confirmed that the LA were not proposing a cut across the general top up. He agreed that the wording in the report could be clearer.
- explained that if a certain level of financial support was not given to special schools, then the provision they could provide would be reduced and therefore SEN placements could not be maintained,
- raised concerns regarding the fact that if this recommendation was approved then it would set a dangerous precedent going forwards as it was only being applied to one educational sector. She commented that the implications of the cuts were unknown. In reference to a Government publication, she requested that this decision be deferred until a future meeting, once the result of the banding changes were known.
- queried whether this recommendation needed the agreement of both Forum and Special Schools. It was confirmed that this was the case.

Following queries raised by Forum members regarding the proposed minus 5% reduction in MFG, the Service Director, Education confirmed that the LA could only reduce special schools top up funding with the agreement of Forum.

It was resolved to:

- a) Not approve a block transfer of 0.5% / 1.85m from the Schools Block to the High Needs Block.**
- b) Not approve a submission of a disapplication request to reduce the Special School Minimum Funding Guarantee to minus 5%**

Following the decision, the Academy Special Schools representative explained that the LA had absorbed a number of cuts in the last 10 years and were now not in a position to absorb anymore. She suggested that if the proposed 5% reduction to special school MFG was agreed, it would have reduced the educational provision being provided by special schools. The Service Director, Education reiterated the fact that this had been a difficult decision. He expressed his support for special schools and raised concerns that the 5% reduction to per-pupil funding for special schools would have been significant, if implemented.

150. PROPOSED FUTURE SCHOOLS FORUM DATES FOR JANUARY 2021 AND MARCH 2021

Forum considered a report outlining the proposed future Schools Forum meeting dates in January and March 2021.

It was resolved unanimously to:

- a) Confirm Friday 15th January 2021 as the date for the January 2021 Forum.
- b) Agree Wednesday 24th March 2021 as the date for the March 2021 Forum.

151. SCHOOLS FORUM AGENDA PLAN – FEBRUARY 2020

It was resolved to:

Note the agenda plan with the following updates:

- Appointment of a new Vice-Chairman/women to be made at the Schools Forum meeting on the 27th March 2020. (*Note this meeting was subsequently cancelled due to the Covid-19 Pandemic crisis*)

DATE OF NEXT MEETING

The next scheduled Cambridgeshire Schools Forum was on Friday 15th May 2020 at 10:00 am in the Kreis Viersen, Shire Hall, Cambridge.

Chairman
17th July 2020

SCHOOLS FORUM MINUTES ACTION LOG

The Action Log was updated following the February Forum meeting and captures the actions from meetings of the Cambridgeshire Schools Forum requiring a response / or the response undertaken and completed since the last Action Log update. Due to the covid-19 crisis any updates will be provided orally at the meeting

MINUTES 14TH DECEMBER 2018

| ITEM | MINUTE NUMBER AND REPORT TITLE | LEAD OFFICER | ACTION REQUIRED | RESPONSE | STATUS |
|------|--|---|---|--|--------|
| 1. | 87. High Needs Block Funding – The Challenges for Cambridgeshire | Service Director of Education Jon Lewis | Work on looking at what efficiencies could be found and demand for high need services reduced would be undertaken by the Schools Forum Working Group. | A report is included on the current agenda | |

MINUTES 12TH JULY 2019

| | | | | | |
|----|-------------------------------------|--|---|---|----------------|
| 1. | 120. Review of Maintained Nurseries | Jon Lewis Service Director of Education / Hazel Belchamber | Agreed an update report on the review would be presented to Forum and that no decision would be made before the beginning of 2020. An update provide to December Forum is included as set out in the next column. | Following the agreement by the Department for Education (DfE) to continue funding to Nursery Schools for a further year, officers continue to work with Nursery Heads and governors over the longer term future of the Nursery Schools. A report will be brought to Schools Forum when appropriate. | Action Ongoing |
|----|-------------------------------------|--|---|---|----------------|

MINUTES 25th February 2020

No actions Identified

CAMBRIDGESHIRE COUNTY COUNCIL'S RESPONSE TO COVID-19

To: Cambridgeshire Schools Forum

Date: 17th July 2020

From: Jonathan Lewis: Service Director, Education

Purpose: The Council's response to COVID-19 and our strategies for county-wide recovery will have a significant impact on outcomes for individuals and communities.

This report provides an update on the Council's ongoing response to the current Coronavirus pandemic in relation to Education.

Recommendation:

Schools Forum is recommended to note the continuing commitment of leaders and staff across children's services and partner agencies to ensure that the education needs of all children and young people continue to be met.

1. BACKGROUND

- 1.1. This report provides an update on the Council's ongoing response to the coronavirus pandemic in relation to Education for the period from 22nd June to 3rd July 2020 set out in Appendix A.

| Source Documents | Location |
|----------------------------|---|
| Covid-19 Highlight Reports | https://cambridgeshire.cmis.uk.com/ccc_live/CambridgeshireCommittees/PolicyServiceCommittees/tabid/138/ctl/ViewCMIS_CommitteeDetails/mid/528/id/60/Default.aspx |

COVID-19 EMERGENCY PLANNING HIGHLIGHT REPORT

| | |
|--------------------------|-----------------------|
| SERVICE AREAS: | Education |
| REPORT AUTHOR: | Jonathan Lewis |
| REPORTING PERIOD: | 22nd June to 3rd July |

NEW GUIDANCE AND IMPACT

- The government have announced that there will be no compulsory school opening during the summer holidays. Unlike in other holiday periods since schools closed, they have also indicated that schools do not need to open for vulnerable children or children of critical workers. Their guidance outlines that *'teachers, support staff and school leaders deserve a break, to recharge and rest'*.
- On the 2nd July the Department for Education (DfE) announced the process for full education opening in September along with detailed guidance. The guidance covered Early Years / Schools / FE / Special Schools.

The schools guidance outlines the key focus should be on control system to ensure the safety of children and staff. These systems include

- minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school
- clean hands thoroughly more often than usual
- ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- introduce enhanced cleaning
- minimise contact between individuals and maintain social distancing wherever possible including the operation of bubbles in schools (class or year group depending on sector).
- where necessary, wear appropriate personal protective equipment (PPE)
- engage with the NHS Test and Trace process
- manage confirmed cases of coronavirus (COVID-19) amongst the school community
- contain any outbreak by following local health protection team advice

School transport is going to be a challenge as LA delivered transport should try and maintain the bubble arrangements in schools. Use of public transport by pupils, particularly in peak times, should be kept to an absolute minimum. Further guidance is due to be issued to Local Authorities shortly.

Attendance will be compulsory from September. This includes the parents' duty to secure that their child attends regularly at school. Schools retain the responsibilities to record attendance and follow up absence. They will be able to use their ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct. Where children cannot attend due to health issues, schools will be expected to offer these pupils access to remote education. In terms of curriculum, schools will be required to teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content. While substantial modification to the curriculum may be needed at the start of the year, schools should aim to return to the school's normal curriculum in all subjects by summer term 2021. Schools are required to develop remote education so that it is integrated into school curriculum planning.

Routine Ofsted inspections will remain suspended for the autumn term. However, during the autumn term, inspectors will visit a sample of schools to discuss how they are managing the return to education of all their pupils. These will be collaborative discussions, taking into

account the curriculum and remote education expectations set out in this document, and will not result in a judgement.

Statutory primary assessments will take place in summer 2021. The early years foundation stage profile, and all existing statutory key stage 1 and 2 assessments, will return in the summer 2021. The statutory rollout of the reception baseline assessment has been postponed until September 2021. GCSEs and A levels will take place in summer 2021 but with adaptations, including those which will free up teaching time.

- The government have announced a £1bn fund for pupil catch up. £650m of this funding will be allocated to schools directly. The remaining £350m will be focused on the new National Tutoring Programme (NTP). The NTP will be targeted to reach disadvantaged pupils eligible for the pupil premium. However, teachers and school leaders will be able to exercise their professional judgement to determine if tutoring is the right support for each pupil. The offer is in two parts –
 - NTP Partners - access to heavily subsidised tutoring from an approved list of tuition partners. These organisations, subject to quality, safeguarding and evaluation standards, will be given support and funding to reach as many disadvantaged pupils as possible. The tutoring will be provided by trained tutors who are external to the school. This is targeted support and will include activity such as one hour of tutoring per week for a course of 12-15 weeks.
 - TP Coaches – Coaches will be based in, and employed by, schools. They will be trained graduates in schools in the most disadvantaged areas to provide intensive catch-up support to their pupils, allowing teachers in these schools to focus on their classrooms. These coaches will be in schools full-time and can therefore provide more intensive and frequent support for the pupils who need this the most. They will mostly be providing one-to-one or small group support, but can also provide in-class support.

Provision will be subsidised by the DfE for up to 75%. This means that a school can buy a session that would normally cost £50, for £12. Schools are also free to use additional catch-up funding, announced by the Department for Education in 2020, to pay for the remainder of the cost.

- We are receiving around 10 update and guidance emails per day from the DfE to support the current situation around Covid-19.

NEW CHALLENGES AND ACTIVITY

- We have seen the number of pupils attending school rise from 17,603 on the 11th June to 25,947 on the 30th June.
- Following government announcements, the LA advice to schools is to follow their existing plans and risk assessments until further guidance is received. Many of our school have gone to extraordinary efforts to open and have filled all capacity they have – the main challenge to further opening is the availability of staff. This has led to challenges with more key worker staff wishing to return.
- Early years numbers continue to fill with children. The position on the 2nd July within early years provision can be seen below –

| | Childminders | | Early Years Settings | | Overall Children (11 th June position in brackets) |
|-----|--------------|--------|----------------------|--------|--|
| | Number | % Open | Number | % Open | |
| CCC | 350 | 59% | 270 | 77% | 4,588 (2,231) |
| PCC | 96 | 61% | 91 | 85% | 2,748 (1,847) |

- We are communicating daily with schools and settings giving updates and interpretation on government guidance. We have provided support on use of hand dryers, the new guidance on [Keeping Children Safe in Education 2020](#), changes in government guidance on social distancing, test and trace materials for parents, covid-19 funding for schools, summer free school meals, schools contribution to armed forces week, schools admissions code consultation, our summer learning resources, procurement guidance, DfE digital devices scheme and support for Headteachers with mental health challenges.
- A weekly report is provided to schools on the local public health data to help inform schools of position around Covid-19. The test and trace process continues to operate well. We have seen higher rates of suspected symptoms in line with increasing pupil numbers but very low reported cases of covid-19 in either staff or pupils. The operation of bubbles and the detailed risk planning undertaken by schools have been effective.
- Briefing were held with Headteachers and SENCOs on the easement to Education Health and Care Plans. These legal changes which will be in place until the end of September.

RECOVERY ACTIVITIES

- We have started our support for the recovery plans for schools for September. We will provide sign off for maintained schools risk assessment. In line with the previous partial opening, we will continue to share these with the trade unions.
- Development of a primary recovery curriculum and getting ready for restarting.
- Twice weekly meetings are held with the Department for Education to seek clarity on arrangements.
- A Headteacher briefing is taking place on Zoom on Monday 6th July – the 300 places have been fully booked.

DECISIONS MADE SINCE LAST REPORTING PERIOD

- We have agreed to restart restructuring proposals from schools. These were originally put on hold due to the covid-19 crisis. In all cases, these changes are a result of financial challenges so they are essential.

NEW FINANCIAL IMPLICATIONS SINCE LAST REPORTING PERIOD

- Following the release of reopening guidance, we remain concerned around the lack of clarity on providing home to school transport. If social distancing is required, there is a significant additional cost if we can source suitable vehicles to provide transport. Our teams are currently working out the implication of this new guidance.

WORKFORCE CHANGES

- There are no critical issues currently with staff absence although the workforce has worked extended hours for nearly a 3 month period. Our capacity for business as normal activity is impaired.
- We continue to be concerned around the stress and anxiety in schools and settings and are providing whatever support we can to leaders. Sickness around stress is rising across the education sector.

COMMUNICATIONS

- Daily positive news stories from Education continue to be published.
- The Service Director has written an article for the Trust Journal on collaboration in Cambridgeshire and Peterborough during Covid-19. He also undertook an interview on Radio Cambridgeshire Breakfast Show on school re-opening.

UPDATE ON HIGH NEEDS RECOVERY PLAN

To: Cambridgeshire Schools Forum

Date: 17th July 2020

From: Toni Bailey/Marian Cullen

Purpose: To provide an update on the work streams in respect of the Special Educational Needs and Disabilities (SEND) Recovery Plan.

Recommendation:

Schools Forum is recommended to note and comment on the report.

1. Background

- 1.1 Due to the continuing increase in the number of children and young people with an Education, Health and Care Plan (EHCP), and the complexity of need of these young people the overall spend on the High Needs Block element of the Dedicated Schools Grant (DSG) budgets has continued to rise. At the end of 2019/20 the High Needs Block overspent by approximately £11.6m. However there were a number of one-off underspends in other areas of the DSG including the Early Years Block which resulted in a net DSG overspend of £9.3m to the end of the year. When added to the existing DSG deficit of £7.2m, this results in a cumulative DSG deficit of £16.6m carried forward into 2020/21.
- 1.2 Cambridgeshire County Council (CCC) has been responding to these growing pressures through a variety of measures and in June 2019 submitted a Recovery Plan to the Department for Education. The Recovery Plan outlines a number of options that have been identified and discussed with the Schools Forum and aims to reduce the levels of High Needs spend in the coming years.
- 1.3 The SEND Recovery Project Board is responsible for overseeing and driving the delivery of the required savings within the SEND service and ensuring the planning, prioritisation and implementation of projects, actions and enablers. In the SEND Recovery project plan, the Board have identified 14 main work streams. Some of these work streams will have direct financial impact on the deficit, whilst others are enablers to allowing the work to happen.

2. Impact of COVID-19 Pandemic on SEND Recovery workstreams

- 2.1 During the Covid-19 crisis lockdown period we have paused on SEND Recovery work that requires engagement with schools and providers. Work has continued to progress both background and internal work where possible. Details on workstream progress and impact of Covid-19 is shown in the table below. We are expecting a spike of activity when we get back to the new normal, which is also likely to impact on workstream progress. We have also put on hold any public consultations during this time which has meant delays in reducing costs. These have been added to the MHCLG financial return.
- 2.2 The Government has issued temporary legislative changes to the arrangements for education, health and care needs assessments and plans as a result of Covid-19. The changes allow Local Authorities and health commissioning bodies to use 'reasonable endeavours' to deliver or arrange the provision that is in EHCPs. We are required to contact all families whose child/young adult has an EHCP for their views on what provision might be

appropriate – a taskforce has been established to complete this, letters were issued week commencing 18 May. There will be financial costs associated with this.

3. Progress against SEND Recovery Workstreams

3.1 See Appendix A

| Source Documents | Location |
|-------------------------|-----------------|
| None | |

Schools Forum: Cambridgeshire SEND Deficit Recovery Plan 2019-2021

(Appendix A)

| SEND Recovery Project Workstreams with Direct Savings | | | | |
|--|---|--------------------|--|---|
| Workstream | Purpose | Indicative Savings | Current Status | Covid impact |
| Top Up Fees | Universal reduction of top up fees and introduction of banded funding | £1.14m | <p>Consultation on changes delayed until schools reopen more widely. (Original plan to consult Spring 2020 for implementation Sept 2020)</p> <p>Research on banding models used in other LAs completed. Links made to potential use of the Impower Valuing SEND tool as a basis for banding model. Work rescoped and development of banding descriptors has begun, going forward we need to engage schools in the development process.</p> | Consultation delayed. Unlikely that changes will be implemented from September 2020. This will reduce the delivery of savings. Every months delay equates to approx. £95k. Assuming changes are not implemented until April 2021 this would result in a reduction of approximately £665k. |
| RAIISE (Resilience and independence in SEND environment) | Review of high cost placements in order to generate savings | £1,330k | Work continues to be progressed on contracts and case review work (£900k savings) | 70% of work has been paused due to access to providers and schools at this time. |
| High cost top ups | Reduction in high cost allocations and cost avoidance on long term allocations. | £582k | To date £381,435 savings identified from special school reviews. This included: spot purchase adjustments, 11 pupils reviewed | Work is currently paused. LA officers to continue desktop review of mainstreams when capacity allows. |

| | | | | |
|---------------------------------|---|-------|---|---|
| | Seeking to ensure packages are appropriate, timely and well monitored and focused on improving outcomes for children and young people whilst promoting independence | | with incorrect 1:1/2:1 funding, pupils with reduced funding | |
| Tuition | Review of what is required to prevent the need for tuition & support to children and young people in returning to school | £500k | Review in progress to determine our future approach, to include feasibility of in house provision. Plus review of our commissioning approach and strategic market development | Work has been paused |
| Alternative Provision | To redesign the Behaviour, Attendance and Improvement Partnership (BAIPs) approach to enable better efficiencies as well as consistency of delivery to provide an equitable level of service that remains focussed on the best possible outcomes for our most vulnerable mainstream pupils. | £497k | BAIP structures reviewed. Consultation sessions to be undertaken with the BAIP leads starting week beginning 25 May 2020 on development of a single BAIP model. We hope to complete the consultation process by the end of June and to move towards a relaunch of the new BAIP model by September 2020. | Confirmed 10% reduction in funding from Sept 2020. If not implemented in 2020, realistically could not be changed until Sept 2021 as provides funding for the full academic year. 12 months would equate to 497k |
| Enhanced Resource Centres/Bases | Review of quality and consistency of provision. Develop a set of proposals/recommendations/models for future ERB provision | £250k | ERB review report to the presented at July SEND Recovery Board to consider recommendations and potential future models. | Majority of ERC reviews completed before restrictions in place. Units top up - currently assumed 10% reduction in funding from September 2020. If not implemented until April 2021 would result in a reduction of approx. £131k |

| | | | | |
|------------------------------|---|-------|--|--|
| SEMH Review | Review of social, emotional and mental health provision in Cambridgeshire | - | <p>Report commissioned in 2017. Recommendations now circulated to partnership steering group for consideration of next steps based around:</p> <ul style="list-style-type: none"> • building capacity across universal provision • developing targeted local provision that supports universal provision and prevents escalation to more specialist services: • developing local specialist provision that meets local needs, provides equality of access across the local area, prevents escalation to independent out of area provision | |
| SEND Service Delivery Review | To identify efficiencies, alternative delivery models, increase strategic capacity and achieve savings. | £100k | <p>SEND SMT restructure progressed. Principal Educational Psychologist and new Strategic Improvement Lead appointed.</p> <p>Revised structure for SEND District Teams agreed, reducing from 7 to 5 teams, roles reconfigured to streamline supervision, improve progression routes, provide a STEPS lead and Trauma practitioners. Implementation plan to be delivered by Sept 2020 (£72.8k savings identified)</p> <p>Review of Sensory Support to be progressed.</p> | |

SEND Recovery Project - Enablers

| Workstream | Purpose | Progress |
|--------------------------|---|---|
| Demand Management | To understand the demand drivers in SEND and take action to design, test and deliver opportunities to positively influence demand | <p>The external consultancy Impower appointed to undertake high needs diagnostic. This is largely complete, bar a few activities paused due to Covid-19 restrictions. Emerging recommendations in interim report include:</p> <ul style="list-style-type: none"> • Drive earlier, impactful support through SEN support funding and clearer advice and expectation setting –particularly for ASD and SEMH cohorts • Optimise holistic decision-making in panels, informed by behavioural insights • Embed a strengths-based approach to conversations in EHCP processes • Use annual reviews to ensure support is tailored to needs • Develop 'Targeted Inclusion Pathway' to return children/ young people to mainstream • Embed use of Valuing SEND approach and upskill staff in use of tool • Drive forward a primed performance approach and framework <p>Phases 2 and 3 of this work stream - design and delivery, to begin when schools return. Date to be determined</p> |
| Business Process Mapping | To map SEND processes with a view to identifying opportunities for improvement | <p>14 processes in Statutory Assessment Teams mapped, largely around the panel process. Introduced 'outcome sheet' detailing funding allocated per session and 'front sheet' to provide panel's with summary information. Process maps shared with Business Intelligence, to enable move of spreadsheet data to ONE/WISDOM. Findings to be ratified.</p> |

| | | |
|---|---|---|
| Performance data Data Management System | To measure service performance and offer oversight of what is being done and how Procurement /implementation of online data system | SEND Dashboard restarted to provide management and performance information for Statutory Assessment Team. Work on procurement of Education data system to begin June/July. SEND requirements to be determined. |
| SEND Sufficiency Review | Accurate data that can be analysed providing a predictive model to inform decisions, service redesign and commissioning. | Initial data provided, await further iteration to inform strategic commissioning /planning. |
| Quality Assurance Framework and Process | Framework and tools to report on the quality of provision to enable CCC and partners to improve the quality of service provided. | QA (SEND) Officer appointed. SEND Quality Assurance Framework, Practice Guidance and Toolkit developed. |

SCHOOLS AND DSG FINANCIAL HEALTH

To: Cambridgeshire Schools Forum

Date: 17th July 2020

From: Martin Wade – Strategic Finance Business Partner

1.0 INTRODUCTION

- 1.1 This paper analyses the 2019/20 final closing balance position of maintained schools and the overall Dedicated Schools Grant (DSG) as at 31st March 2020.

Please note: the figures below are based on the year-end returns from maintained schools. However, following further validation of the Consistent Financial Reporting (CFR) returns the final information on Schools balances published by the Department for Education (DfE) may differ slightly.

The balances for academies to 31st August 2019 have also been collated based on the latest information published by the DfE.

2.0 MAINTAINED SCHOOL BALANCES

- 2.1 The table below shows rounded revenue balances for each sector. The prior year is adjusted for academy conversions during 2019/20 to enable a like-for-like comparison to the year end position.

| | 31st March 2019 £m (original published balances) | 31st March 2019 £m (amended for in-year academy conversions) | 31st March 2020 £m | Change £m |
|---|---|---|--|---------------------------|
| Nursery Schools | 0.9 | 0.9 | 0.8 | -0.1 |
| Primary Schools | 11.1 | 10.6 | 10.6 | 0 |
| Secondary Schools | 0 | 0 | 0 | 0 |
| Special Schools | 0.5 | 0.5 | 0.5 | 0 |
| Pupil Referral Units (PRUs) | 0.1 | 0.1 | 0.1 | 0 |
| Sub Total | 12.6 | 12.1 | 12.0 | -0.1 |
| Other Revenue Balances (Community Focused Staff) | 1.1 | 1.1 | 1.1 | 0 |
| TOTAL | 13.7 | 13.2 | 13.1 | -0.1 |

- 2.2 **Appendix A** provides separately for each maintained school the revenue balances as at 31st March 2020. It must be noted that further to the Dedicated Schools Grant (DSG) schools budgets include funding in year funding for items such as top-up funding for pupils with Education, Health and Care Plans, and additional grants such as Pupil Premium and Teachers Pay Grants. Schools that converted to Academy status prior to 31 March are no longer reported by the Local Authority and therefore are not included within the figures.

2.3 The change in individual schools balances will be specific to each school's circumstances with some of the main reasons being:

- Some schools will have delayed or cancelled spending decisions due to the uncertainty around future years' funding amounts.
- Some schools have chosen to apply balances in 2019/20 to maintain current staffing levels and class structures.
- Pressures on capital funding have led some schools to reconsider and reprioritise revenue resources to allow for the possibility of capitalisation in future years.

2.4 The table below provides a summary of the value of **surplus** balances held by maintained schools as at 31st March 2020 (excluding academy convertors).

Revenue balances Fund 1 (FD01) / Fund 2 (FD02)

| Surplus | Nursery | Primary | Secondary | Pupil Referral Units | Special | Total |
|---------------|----------|------------|-----------|----------------------|----------|------------|
| £0k - £10k | 0 | 1 | 1 | 0 | 0 | 2 |
| £10k - £20k | 0 | 5 | 0 | 0 | 0 | 5 |
| £20k - £60k | 2 | 36 | 0 | 0 | 0 | 38 |
| £60k - £100k | 0 | 33 | 0 | 1 | 0 | 34 |
| £100k - £150k | 1 | 20 | 0 | 0 | 1 | 22 |
| £150k - £200k | 4 | 8 | 0 | 0 | 0 | 12 |
| £200k - £300k | 0 | 6 | 0 | 0 | 0 | 6 |
| £300k - £400k | 0 | 4 | 0 | 0 | 0 | 4 |
| £400k+ | 0 | 0 | 0 | 0 | 1 | 1 |
| Total | 7 | 113 | 1 | 1 | 2 | 124 |

2.5 The table below shows the number of maintained schools that ended 2019/20 with a deficit revenue balance (of which there were 10) and the value of the deficit balances:

| Deficit | Nursery | Primary | Secondary | Special | Total |
|--------------|----------|----------|-----------|----------|-----------|
| £100k+ | - | - | - | - | - |
| £60k - £100k | - | - | - | - | - |
| £20k - £60k | - | 3 | - | 2 | 5 |
| £10k - £20k | - | 4 | - | - | 4 |
| £1k - £10k | - | 1 | - | - | 1 |
| Total | - | 8 | - | 2 | 10 |

3.0 SURPLUS BALANCES

3.1 Schools Forum previously agreed to a relaxation of the balance control mechanism. An excessive balance is therefore currently classed as:

- over 16% of Individual Schools Budget (ISB) or £80,000 for nursery, primary and special schools

- over 10% of ISB for secondary schools

Or, where a school is below the national educational floor targets:

- over 8% of ISB or £40,000 for nursery, primary and special schools
- over 5% of ISB for secondary schools

3.2 Schools Forum are asked to consider the reintroduction of a more rigorous balance control mechanism for maintained schools.

3.3 Where balances exceed the following thresholds:

- over 10% of ISB or £50,000 for nursery, primary and special schools
- over 5% of ISB for secondary schools

Schools will be required to provide details of planned expenditure, including any planned capital expenditure by means of completing a short survey. All supporting evidence should be retained in the school and would not be required to be submitted unless requested.

Any school that does not spend their excess on the stated purpose will need to produce documentation for a panel decision to determine whether the money can be kept by the school or be subject to claw back.

3.4 Where schools are categorised as requiring improvement or inadequate the Education directorate will discuss whether plans for using the excess balance will help to raise attainment and progress levels. Where categorised as inadequate, this intervention will be prior to conversion to academy status.

3.5 The table below shows the number of maintained schools who currently fall into the different categories:

| Sector | Schools with a surplus balance > 16%/10% ISB / £80k | Schools with a surplus balance > 10%/5% ISB / £50k | Schools with a surplus balance > 10%/5% ISB / £50k and categorised as Requiring Improvement (RI) or Inadequate by Ofsted |
|---------------|---|--|--|
| Nursery | 5 | 5 | 0 |
| Primary | 76 | 82 | 11 |
| Secondary | 0 | 0 | 0 |
| Special | 2 | 2 | 0 |
| Total | 83 | 89 | 11 |

3.6 If adopted it is proposed to have a sub-group of Schools Forum to review the balances in more detail, decide on the appropriate action and manage any subsequent appeals.

4.0 MAINTAINED SCHOOLS IN OR FACING FINANCIAL DIFFICULTY

4.1 The number of schools with a deficit at the end of the year has increased when compared to previous years (a total of 10, compared to 4 at the end of 2018/19).

4.2 Where a school does apply for a deficit licence, the application must include a multi-year recovery plan, detailing actions the school will be taking to repay the accumulated deficit.

- 4.3 Whilst the report presents an increase in the value of school balances there are a number of schools where the balance has decreased from the prior year indicating that they are potentially having to use brought forward balances to meet the costs of running their schools. The budgets that these schools set will need to be assessed and ongoing monitoring of the schools in such circumstances to support them to avoid getting in to deficit.
- 4.4 Due to the current Covid-19 pandemic it is likely that schools budgets will need to be revisited in the autumn term once the position becomes clearer and the DfE process for claiming additional expenditure has taken place.

5.0 ACADEMY BALANCES

- 5.1 Although the Local Authority (LA) do not collect information on academy revenue balances we have collated the latest information from the Academy Accounts Returns which the DfE publish at: <https://schools-financial-benchmarking.service.gov.uk/Help/DataSources> . This information can be viewed at **Appendix B**, although it must be noted that this is based solely on the published information and as such has not been verified by the LA. Equally in some instances academy trusts have not submitted school level balances.

6.0 OVERALL DEDICATED SCHOOLS GRANT (DSG POSITION

- 6.1 As part of the final notes to the accounts there is a requirement to report the overall DSG position as at the end of 2019/20 and the total amount to be carried forward to 2020/21. For DSG purposes, grant allocated to the Individual Schools Budget (ISB) is taken to have been spent as soon as it is deployed – i.e. passed to schools' budget shares. There is no requirement to track DSG through the ISB to its use by individual schools, and changes in balances held by schools are not to be recorded in this note.

| | Central expenditure £000 | Individual schools budget £000 | Total £000 |
|--|--------------------------------|--------------------------------------|----------------|
| Final DSG for 2019-20 before Academy recoupment | | | 463,537 |
| Academy figure recouped for 2019-20 | | | 242,529 |
| Total DSG after Academy recoupment for 2019-20 | | | 221,008 |
| Brought forward from 2018-19 | | | -7,171 |
| Less: Carry forward to 2020-21 agreed in advance | | | 0 |
| Agreed initial budgeted distribution in 2019-20 | 39,346 | 184,669 | 213,836 |
| In year adjustments | 17 | -290 | -273 |
| Final budget distribution for 2019-20 | 39,363 | 184,380 | 213,564 |
| Less: Actual central expenditure | 52,948 | | |
| Less: Actual ISB deployed to schools | | 187,415 | |
| Plus: Local authority contribution for 2019-20 | | | 0 |
| Carryforward to 2020-21 | -13,585 | -3,035 | -16,620 |

Please note: Early Years Expenditure for 2, 3 and 4 year olds is included under the ISB heading. The in-year adjustments relate to prior year adjustments of Early Years funding and estimates of Early Years funding

adjustments for the period September 19 to March 20, alongside write-offs of balances in relation to academy conversions.

- 6.2 The final DSG balance to carry forward to 2020-21 is a deficit of £16.6m and includes assumptions around the level of Early Years funding to be clawed back for the period September 2019 to March 2020 which will be confirmed by the ESFA in July.

In-year overspends on High Needs Block budgets totalled approximately £11.6m, but were offset by one-off funding such as upsides from recoupment, early years underspends, other revenue contributions and vacancy savings.

A summary table of the key overspends and offsetting underspends/contributions can be seen below:

| | £'000 |
|--|-----------------|
| Original Reported Deficit b/fwd from 18/19 | £7,171 |
| Prior-Year Adjustments | £115 |
| Revised Deficit b/fwd from 18/19 | £7,286 |
| | |
| High Needs Top-Up Funding | £3,475 |
| SEN Placements | £421 |
| SEND Specialist Services | £394 |
| Out of School Tuition | £2,565 |
| Special School and High Needs Units | £4,567 |
| Other Net High Needs Block spend | £155 |
| Early Years (including estimate of additional funding) | (£1,120) |
| DSG Financing (CSSB, recoupment, vacancy savings and net of other miscellaneous pressures and one-off contributions) | (£1,124) |
| Total in-year DSG Overspend | £9,333 |
| | |
| Total Estimated Net DSG Carry-Forward (+deficit / - surplus) | £16,620* |

*slight difference due to rounding.

- 6.3 The requirement to submit a DSG deficit recovery plan to the department by 30 June, where a local authority has a cumulative deficit of 1% or more at the end of the financial year, as set in the DSG: Conditions of grant 2019 to 2020 has been superseded by the conditions in the DSG: Conditions of grant 2020 to 2021.

Any local authority that has an overall deficit on its DSG account at the end of the 2019 to 2020 financial year, or whose DSG surplus has substantially reduced during the year, must co-operate with the Department for Education (DfE) in handling that situation. In particular, the local authority must:

- Provide information as and when requested by the department about its plans for managing its DSG account in the 2020 to 2021 financial year and subsequently.
- Provide information as and when requested by the department about pressures and potential savings on its high needs budget.
- Meet with officials of the department as and when they request to discuss the local authority's plans and financial situation.
- Keep the schools forum regularly updated about the local authority's DSG account and plans for handling it, including high needs pressures and potential savings.

The Secretary of State reserves the right to impose more specific conditions of grant on individual local authorities that have an overall deficit on their DSG account, where he believes that they are not taking sufficient action to address the situation.

- 6.6 The level of deficit held also impacts on the Council's overall cash-flow position and as such senior officers have written to the DfE on several occasions to request support in this matter. To date the responses received have not resulted in any additional financial support, but following the latest guidance we would hope to have opportunity to discuss the issues with the DfE in the coming months.

7.0 RECOMMENDATION

- 7.1 Members of Schools Forum are asked to note the contents of the report and to consider the appropriateness of the balance control mechanism as per paragraph 3.4.**

Appendix A – Maintained School Revenue Balances as at 31st March 2018, 31st March 2019 and 31st March 2020 as per FD01/FD02

| School Name | c/f 17/18 (+Surplus -Deficit) | c/f 18/19 (+Surplus -Deficit) | c/f 19/20 (+Surplus -Deficit) | change | % of formula budget |
|------------------------------------|--|--|--|------------------|------------------------------------|
| Brunswick Nursery School | £65,200 | £142,211 | £155,701 | £13,490 | 37% |
| Colleges Nursery School | £104,484 | £155,822 | £170,583 | £14,761 | 40% |
| Histon Early Years Centre | £172,341 | £180,327 | £104,106 | -£76,221 | 25% |
| Homerton Children's Centre | £67,609 | £124,921 | £187,624 | £62,703 | 38% |
| Huntingdon Nursery School | £67,224 | £62,165 | £27,249 | -£34,916 | 5% |
| Kings Hedges Nursery School | £159,011 | £223,785 | £163,486 | -£60,299 | 44% |
| The Fields Early Years Centre | £4,921 | £60,919 | £33,707 | -£27,212 | 7% |
| Total Nursery Schools | £640,790 | £950,150 | £842,456 | -£107,694 | |
| Abbots Ripton Primary School | £34,715 | £24,255 | £52,856 | £28,601 | 11% |
| Alconbury Primary School | £33,707 | £25,032 | £27,960 | £2,928 | 4% |
| Alderman Payne Primary School | £68,504 | £87,436 | £65,071 | -£22,365 | 13% |
| Arbury Primary School | £171,865 | £237,306 | £203,309 | -£33,997 | 12% |
| Ashbeach Primary School | £59,177 | £70,345 | £26,321 | -£44,024 | 5% |
| Barnabas Oley Primary School | £30,896 | £20,065 | £45,110 | £25,045 | 8% |
| Barrington Primary School | £33,344 | £54,356 | £42,739 | -£11,617 | 10% |
| Barton Primary School | £56,736 | £73,552 | £46,956 | -£26,596 | 11% |
| Bassingbourn Primary School | £74,645 | £106,271 | £105,788 | -£483 | 9% |
| Beaupre Primary School | £57,007 | £74,972 | £77,283 | £2,311 | 10% |
| Bellbird Primary School | £119,865 | £137,544 | £167,408 | £29,864 | 13% |
| Benwick Primary School | £29,830 | £64,247 | £95,195 | £30,948 | 16% |
| Bewick Bridge Comm. Primary School | £43,936 | £88,358 | £69,306 | -£19,052 | 7% |
| Brampton Village Primary School | £22,530 | £1,637 | -£21,417 | -£23,054 | -1% |
| Brington Primary School | £101,875 | £72,765 | £86,045 | £13,280 | 25% |
| Burrough Green Primary School | £28,108 | £67,227 | £86,255 | £19,028 | 18% |
| Burwell Primary School | £87,303 | £39,756 | £54,361 | £14,605 | 3% |
| Bushmead Primary School | £32,564 | -£2,188 | -£16,506 | -£14,318 | -1% |
| Caldecote Primary School | £53,390 | £47,928 | £52,120 | £4,192 | 7% |
| Castle Camps Primary School | £17,748 | £40,449 | £40,796 | £347 | 8% |
| Cherry Hinton Primary School | £59,061 | £41,326 | £35,027 | -£6,299 | 4% |
| Cheveley Primary School | £24,702 | £33,889 | £72,888 | £38,999 | 13% |
| Clarkson Infant School | £171,688 | £221,759 | £191,739 | -£30,020 | 25% |
| Coates Primary School | £79,738 | £111,536 | £178,267 | £66,731 | 24% |
| Colville Primary School | £39,662 | £40,233 | £57,851 | £17,618 | 5% |
| Coton Primary School | £34,055 | £53,146 | £15,504 | -£37,642 | 3% |
| Cottenham Primary School | £71,132 | £152,165 | £136,464 | -£15,701 | 7% |
| Dry Drayton Primary School | £36,733 | £61,197 | £82,424 | £21,227 | 29% |
| Duxford Primary School | £43,524 | £103,318 | £75,116 | -£28,202 | 9% |

| School Name | c/f 17/18 (+Surplus -Deficit) | c/f 18/19 (+Surplus -Deficit) | c/f 19/20 (+Surplus -Deficit) | change | % of formula budget |
|---------------------------------------|--|--|--|---------------|------------------------------------|
| Eastfield Infant School | £76,794 | £63,907 | £72,676 | £8,769 | 9% |
| Elsworth Primary School | £95,554 | £98,670 | £111,462 | £12,792 | 22% |
| Elton Primary School | £51,123 | £45,852 | £61,897 | £16,045 | 11% |
| Ely St John's Primary School | £34,852 | £30,581 | £63,258 | £32,677 | 4% |
| Eynesbury Primary School | £31,868 | £8,775 | £35,131 | £26,356 | 5% |
| Fawcett Primary School | £82,678 | £112,669 | £188,491 | £75,822 | 14% |
| Fen Drayton Primary School | £22,793 | £9,598 | £37,640 | £28,042 | 8% |
| Fenstanton and Hilton Primary School | £35,719 | £78,558 | £55,254 | -£23,304 | 6% |
| Folksworth Primary School | £52,283 | £8,545 | £13,769 | £5,224 | 3% |
| Fordham Primary School | £119,684 | £185,754 | £327,187 | £141,433 | 28% |
| Fourfields Primary School | £203,788 | £226,540 | £240,523 | £13,983 | 16% |
| Fowlmere Primary School | £48,014 | £27,651 | £24,411 | -£3,240 | 5% |
| Foxton Primary School | £60,405 | £61,894 | £60,525 | -£1,369 | 13% |
| Friday Bridge Primary School | £39,065 | £43,423 | £78,188 | £34,765 | 16% |
| Fulbourn Primary School | £104,825 | £100,455 | £124,990 | £24,535 | 11% |
| Girton Glebe Primary School | £129,449 | £106,866 | £116,354 | £9,488 | 17% |
| Great Abington Primary School | £44,297 | £29,671 | £35,937 | £6,266 | 7% |
| Great Gidding Primary School | £34,808 | £74,063 | £38,349 | -£35,714 | 13% |
| Great Paxton Primary School | £22,913 | £5,350 | £33,638 | £28,288 | 6% |
| Great Wilbraham Primary School | £48,105 | £50,952 | £34,583 | -£16,369 | 8% |
| Grove Primary School | £137,001 | £141,865 | £196,837 | £54,972 | 16% |
| Gt & Lt Shelford Primary School | £4 | £19,992 | £20,639 | £647 | 3% |
| Hardwick and Cambourne Primary School | £41,675 | £288,484 | £266,426 | -£22,058 | 12% |
| Harston & Newton Primary School | £45,146 | £57,687 | £47,127 | -£10,560 | 7% |
| Haslingfield Primary School | £142,743 | £159,223 | £115,664 | -£43,559 | 18% |
| Hauxton Primary School | £33,220 | £63,167 | £51,270 | -£11,897 | 12% |
| Hemingford Grey Primary School | £85,238 | £86,658 | £94,903 | £8,245 | 9% |
| Holywell Primary School | £32,438 | £19,397 | £35,824 | £16,427 | 5% |
| Houghton Primary School | £90,311 | £139,623 | £168,272 | £28,649 | 22% |
| Huntingdon Primary | £150,511 | £178,186 | £120,585 | -£57,601 | 6% |
| Icknield Primary School | £54,276 | £74,602 | £87,894 | £13,292 | 13% |
| Isleham Primary School | £46,819 | £89,746 | £76,930 | -£12,816 | 10% |
| Kettlefields Primary School | £97,245 | £70,758 | £18,271 | -£52,487 | 4% |
| Kinderley Primary School | £62,420 | £65,601 | £43,195 | -£22,406 | 12% |
| Kings Hedges Primary School | £231,926 | £277,702 | £368,640 | £90,938 | 21% |
| Linton Infant School | £31,049 | £14,570 | -£8,473 | -£23,043 | -1% |
| Lionel Walden Primary School | £110,583 | £87,366 | £103,396 | £16,030 | 12% |
| Little Paxton Primary School | £83,725 | £36,484 | £88,997 | £52,513 | 7% |
| Little Thetford Primary School | £43,777 | £12,076 | £15,016 | £2,940 | 3% |
| Littleport Primary School | £77,626 | £200,939 | £204,987 | £4,048 | 12% |
| Manea Primary School | £98,838 | £105,743 | £78,546 | -£27,197 | 10% |

| School Name | c/f 17/18 (+Surplus -Deficit) | c/f 18/19 (+Surplus -Deficit) | c/f 19/20 (+Surplus -Deficit) | change | % of formula budget |
|--------------------------------------|--|--|--|---------------|------------------------------------|
| Mayfield Primary School | £149,228 | £125,015 | £93,671 | -£31,344 | 6% |
| Melbourn Primary School* | £23,845 | £914 | -£31,996 | -£32,910 | -3% |
| Meldreth Primary School | £145,422 | £152,164 | £65,451 | -£86,713 | 9% |
| Meridian Primary School | £83,026 | £115,227 | £119,617 | £4,390 | 17% |
| Milton Road Primary School | £2,893 | £31,468 | £93,400 | £61,932 | 6% |
| Monkfield Park Primary School | £201,288 | £281,519 | £318,615 | £37,096 | 23% |
| Morley Memorial Primary School | £265,787 | £359,382 | £397,302 | £37,920 | 27% |
| Newnham Croft Primary School | £52,997 | £42,245 | £70,849 | £28,604 | 8% |
| Newton Primary School | £49,198 | £28,282 | £37,271 | £8,989 | 9% |
| Orchard Park Comm. Primary School | £46,450 | £101,655 | £91,252 | -£10,403 | 10% |
| Over Primary School | £84,326 | £53,981 | £50,781 | -£3,200 | 6% |
| Park Street Primary School | £41,553 | £43,691 | £78,631 | £34,940 | 16% |
| Pathfinder (Northstowe) | n/a | £86,650 | £123,000 | £36,350 | 16% |
| Pendragon Primary School | £111,021 | £105,920 | £84,834 | -£21,086 | 6% |
| Petersfield Primary School | £21,962 | £74,509 | £47,006 | -£27,503 | 10% |
| Priory Junior School, St Neots | £123,657 | £177,162 | £266,276 | £89,114 | 22% |
| Priory Park Infant School | £123,631 | £151,745 | £140,298 | -£11,447 | 14% |
| Queen Edith Primary School | £211,913 | £47,873 | £149,521 | £101,648 | 10% |
| Queen Emma Primary School | £442,706 | £229,842 | £281,554 | £51,712 | 19% |
| Rackham Primary School | £59,354 | £30,365 | £42,493 | £12,128 | 4% |
| Ridgefield Primary School | £71,219 | £106,611 | £176,465 | £69,854 | 22% |
| Robert Arkenstall Primary School | £96,508 | £96,378 | £82,431 | -£13,947 | 8% |
| Sawtry Infant School | £95,068 | £92,584 | £3,401 | -£89,183 | 0% |
| Shirley Primary School | £95,436 | £157,401 | £64,282 | -£93,119 | 4% |
| Spaldwick Primary School | £45,108 | £120,932 | £109,173 | -£11,759 | 20% |
| Spinney Primary School | £27,112 | -£1,783 | £12,817 | £14,600 | 2% |
| Spring Meadow Infant School | £127,541 | £131,984 | £25,088 | -£106,896 | 3% |
| St Alban's Primary School | £4,425 | £17,717 | £28,402 | £10,685 | 4% |
| St Anne's Primary School | £45,580 | £90,911 | £65,112 | -£25,799 | 9% |
| St Helen's Primary School | £6,726 | £28,244 | £36,713 | £8,469 | 6% |
| St Matthew's Primary School | £9,064 | £66,005 | -£14,090 | -£80,095 | -1% |
| St Paul's Primary School | £64,677 | £82,146 | £136,794 | £54,648 | 18% |
| St Philip's Primary School | £145,386 | £53,640 | £45,006 | -£8,634 | 4% |
| Steeple Morden Primary School | £73,369 | £20,684 | -£10,097 | -£30,781 | -1% |
| Stretham Primary School | £118,004 | £169,338 | £150,409 | -£18,929 | 21% |
| Stukeley Meadows Primary School | £17,663 | £34,571 | £57,135 | £22,564 | 4% |
| Sutton Primary School | £96,217 | £97,380 | £38,259 | -£59,121 | 3% |
| Swavesey Primary School | £73,385 | £87,144 | £112,828 | £25,684 | 10% |
| Teversham Primary School | £55,095 | £33,993 | -£23,746 | -£57,739 | -4% |
| The Vine Inter-Church Primary School | £128,948 | £188,537 | £130,314 | -£58,223 | 9% |
| Thorndown Primary | £21,416 | £39,773 | £61,008 | £21,235 | 3% |
| Townley Primary School | £33,498 | £55,461 | £114,595 | £59,134 | 24% |

| School Name | <u>c/f 17/18</u> <u>(+Surplus</u> <u>-Deficit)</u> | <u>c/f 18/19</u> <u>(+Surplus</u> <u>-Deficit)</u> | <u>c/f 19/20</u> <u>(+Surplus</u> <u>-Deficit)</u> | <u>change</u> | <u>% of</u> <u>formula</u> <u>budget</u> |
|--------------------------------|---|---|---|----------------------|---|
| Trumpington Meadows P | £2,574 | £50,520 | £25,285 | -£25,235 | 3% |
| Waterbeach Primary School | £34,259 | £97,091 | £41,031 | -£56,060 | 3% |
| Westfield Junior School | £40,521 | £64,686 | £76,228 | £11,542 | 6% |
| Wheatfields Primary School | £245,392 | £177,562 | £122,476 | -£55,086 | 9% |
| Wilburton Primary School | £101,132 | £120,710 | £63,868 | -£56,842 | 14% |
| William Westley Primary School | £148,828 | £144,309 | £116,349 | -£27,960 | 15% |
| Willingham Primary School | £35,806 | £81,238 | £74,075 | -£7,163 | 6% |
| Wyton Primary School | -£28,546 | -£33,814 | -£19,765 | £14,049 | -3% |
| Yaxley Infant School | £111,883 | £132,655 | £110,964 | -£21,691 | 16% |
| Total Primary Schools | £9,137,179 | £10,553,742 | £10,634,077 | £80,335 | |
| | | | | | |
| Northstowe Secondary School | | | £7,169 | £7,169 | 2% |
| Total Secondary Schools | £0 | £0 | £7,169 | £7,169 | |
| | | | | | |
| Castle Special School | £132,752 | £73,079 | -£27,869 | -£100,948 | -1% |
| Granta Special School | £91,747 | £151,821 | £130,982 | -£20,839 | 5% |
| Harbour Special School | £110,093 | -£52,872 | -£47,757 | £5,115 | -2% |
| Samuel Pepys Special School | £253,682 | £374,231 | £402,389 | £28,158 | 16% |
| Total Special Schools | £588,274 | £546,259 | £457,745 | -£88,514 | |
| | | | | | |
| Overall Total | £10,366,243 | £12,050,151 | £11,941,447 | -£108,704 | |

***Please note:** Melbourn Primary deficit due to change in business rates in-year.

Appendix B – Academy Revenue Balances as at 31st August 2017, 31st August 2018 and 31st August 2019 as per Academy Accounting Returns - BNCH44001 - Revenue Reserves

| <u>Academy Name</u> | <u>c/f 16/17</u> <u>(+Surplus</u> <u>-Deficit)</u> | <u>c/f 17/18</u> <u>(+Surplus</u> <u>-Deficit)</u> | <u>c/f 18/19</u> <u>(+Surplus</u> <u>-Deficit)</u> |
|-------------------------------------|---|---|---|
| Alderman Jacobs School | £212,000 | £151,000 | £182,000 |
| All Saints Interchurch Academy | £294,000 | £283,000 | £320,000 |
| Babraham CoFE (VC) Primary School | | £32,000 | £51,000 |
| Bar Hill Community Primary School | | £69,000 | £56,000 |
| Bottisham Community Primary School | | £79,000 | £123,000 |
| Bourn CoFE Primary Academy | £124,000 | £109,000 | £105,000 |
| Buckden CoFE Primary School | £32,000 | £69,000 | £74,000 |
| Burrowmoor Primary School | £274,000 | £309,000 | £348,000 |
| Bury CoFE Primary School | £198,000 | £198,000 | £195,000 |
| Cavalry Primary School | £209,000 | £250,000 | £244,000 |
| Chesterton Primary School | £14,000 | £95,000 | £55,000 |
| Cromwell Academy | £189,000 | £295,000 | £345,000 |
| Crosshall Infant School Academy | £163,000 | £77,000 | £95,000 |
| Crosshall Junior School | £203,000 | £57,000 | £104,000 |
| Ditton Lodge Primary School | | £68,000 | £81,000 |
| Downham Feoffees Primary Academy | | £54,000 | £156,000 |
| Earith Primary School | | £63,000 | £75,000 |
| Elm CoFE Primary School | | £35,000 | £81,000 |
| Elm Road Primary School | -£4,000 | £1,000 | £30,000 |
| Ely St Mary's CoFE Junior School | £313,000 | £340,000 | £350,000 |
| Ermine Street Church Academy | £152,000 | £19,000 | £54,000 |
| Farcet CoFE (C) Primary School | | £69,000 | £59,000 |
| Fen Ditton Primary School | | £142,000 | £151,000 |
| Gamlingay Village Primary | £50,000 | £79,000 | £46,000 |
| Glebelands Primary Academy | £119,000 | £89,000 | £13,000 |
| Godmanchester Bridge Academy | £258,000 | £313,000 | £492,000 |
| Godmanchester Community Academy | £267,000 | £230,000 | £390,000 |
| Gorefield Primary School | | £194,000 | £89,000 |
| Great Staughton Primary Academy | £28,000 | £1,000 | £37,000 |
| Guilden Morden CoFE Primary Academy | £81,000 | £8,000 | -£29,000 |
| Guyhirn CoFE VC Primary School | | £146,000 | £208,000 |
| Hartford Infant School | £152,000 | £168,000 | £201,000 |
| Hartford Junior School | £10,000 | £40,000 | £12,000 |
| Hatton Park Primary School | £160,000 | £68,000 | £77,000 |
| Histon and Impington Infant School | £149,000 | £79,000 | £37,000 |
| Histon and Impington Junior School | £767,000 | £502,000 | £468,000 |
| Holme CoFE Primary School | | | £49,000 |
| Isle of Ely Primary School | £145,000 | £86,000 | £231,000 |
| Jeavons Wood Primary School | £171,000 | £229,000 | £199,000 |
| Kennett Primary School | £74,000 | £93,000 | £73,000 |
| Kimbolton Primary Academy | £55,000 | £65,000 | £52,000 |

| Academy Name | c/f 16/17 (+Surplus -Deficit) | c/f 17/18 (+Surplus -Deficit) | c/f 18/19 (+Surplus -Deficit) |
|---|--|--|--|
| Kingsfield Primary School | £156,000 | £131,000 | £84,000 |
| Lantern Community Primary School | | £82,000 | £101,000 |
| Leverington Primary Academy | £227,000 | £99,000 | £134,000 |
| Linton Heights Junior School | £27,000 | £99,000 | £122,000 |
| Meadow Primary School | £138,000 | £301,000 | £264,000 |
| Mepal and Witcham Church of England Primary School | £76,000 | £76,000 | £70,000 |
| Middlefield Primary Academy | £74,000 | £17,000 | £6,000 |
| Millfield Primary School | £210,000 | £229,000 | £261,000 |
| Milton Church of England Primary School | | £152,000 | £115,000 |
| Murrow Primary Academy *1 | | | £172,000 |
| New Road Primary School | £104,000 | £90,000 | £73,000 |
| Oakington CofE Primary School | | | £57,000 |
| Offord Primary School *2 | | | |
| Orchards Church of England Primary School | | £133,000 | £219,000 |
| Park Lane Primary & Nursery School | £44,000 | £145,000 | £210,000 |
| Peckover Primary School | £361,000 | £344,000 | £237,000 |
| Ramnoth Junior School | £121,000 | £182,000 | -£57,000 |
| Ramsey Junior School | | £51,000 | £90,000 |
| Ramsey Spinning Infant School | | £39,000 | £52,000 |
| Sawtry Junior Academy | £74,000 | £48,000 | £103,000 |
| Somersham Primary School | | | £17,000 |
| St Andrew's CofE Primary School | £167,000 | £140,000 | £207,000 |
| St John's CofE Primary School | | £144,000 | £183,000 |
| St Laurence Catholic Primary School *2 | | | |
| St Luke's CofE Primary School | | | £26,000 |
| St Mary's Church of England Primary School St Neots | £214,000 | £233,000 | £270,000 |
| St Peter's CofE Aided Junior School | £282,000 | £222,000 | £119,000 |
| Stapleford Community Primary School | | £37,000 | £43,000 |
| Stilton Church of England Primary Academy | | £109,000 | £63,000 |
| Swaffham Bulbeck Church of England Primary School | | | £14,000 |
| Swaffham Prior Church of England Academy | | | £85,000 |
| The Galfrid Academy *3 | | | £0 |
| The Nene Infant & Nursery School | £345,000 | £419,000 | £281,000 |
| The Round House Primary Academy | £186,000 | £322,000 | £390,000 |
| The Shade Primary School | £326,000 | £457,000 | £506,000 |
| The Weatheralls Primary School | -£150,000 | -£439,000 | -£422,000 |
| Thomas Eaton Primary Academy | £9,000 | -£43,000 | £19,000 |
| Thongsley Fields Primary and Nursery School | | | £445,000 |
| Thriplow CofE VA Primary School | | £16,000 | £73,000 |
| Trumpington Park Primary School | | £25,000 | £312,000 |
| University of Cambridge Primary School | £188,000 | £186,000 | £253,000 |
| Upwood Primary Academy | | £209,000 | £201,000 |
| Warboys Primary Academy | | | £66,000 |
| Westwood Primary School | | | £114,000 |

| Academy Name | c/f 16/17 (+Surplus -Deficit) | c/f 17/18 (+Surplus -Deficit) | c/f 18/19 (+Surplus -Deficit) |
|---|--|--|--|
| William de Yaxley Church of England Academy | £160,000 | £45,000 | £71,000 |
| Winhills Primary Academy | £44,000 | -£5,000 | £1,000 |
| Wintringham Primary Academy *4 | | | £333,000 |
| Wisbech St Mary CofE Academy | £19,000 | -£32,000 | £37,000 |
| Total Primary Schools | £8,261,000 | £9,517,000 | £11,999,000 |
| Abbey College, Ramsey | £274,000 | -£103,000 | -£22,000 |
| Bassingbourn Village College | £127,000 | £137,000 | £174,000 |
| Bottisham Village College | £1,257,000 | £1,423,000 | £1,106,000 |
| Cambourne Village College | £392,000 | £604,000 | £770,000 |
| Cambridge Academy for Science and Technology *3 | -£701,000 | -£224,000 | £0 |
| Chesterton Community College | £356,000 | £56,000 | £128,000 |
| Coleridge Community College *3 | -£173,000 | £74,000 | £0 |
| Comberton Village College | £232,000 | £275,000 | £1,019,000 |
| Cottenham Village College *3 | £94,000 | -£515,000 | £0 |
| Cromwell Community College | £458,000 | £774,000 | £878,000 |
| Ely College | £17,000 | -£298,000 | -£494,000 |
| Ernulf Academy *3 | £90,000 | -£371,000 | £0 |
| Hinchingbrooke School | £346,000 | £602,000 | £515,000 |
| Impington Village College | £396,000 | £563,000 | £770,000 |
| Linton Village College | £159,000 | £159,000 | £313,000 |
| Littleport & East Cambs Academy *4 | | £8,000 | £218,000 |
| Longsands Academy *3 | £656,000 | £603,000 | £0 |
| Melbourn Village College | £170,000 | £144,000 | £537,000 |
| Neale-Wade Academy | £888,000 | £577,000 | £508,000 |
| North Cambridge Academy | -£59,000 | -£127,000 | -£152,000 |
| Parkside Community College *3 | £874,000 | £17,000 | £0 |
| Sawston Village College | £442,000 | £398,000 | £575,000 |
| Sawtry Village Academy | £184,000 | £254,000 | £8,000 |
| Sir Harry Smith Community College | £1,309,000 | £977,000 | £857,000 |
| Soham Village College | £819,000 | £808,000 | £921,000 |
| St Bede's Inter-Church School | £517,000 | £178,000 | £304,000 |
| St Ivo Academy *3 | £1,180,000 | £1,125,000 | £0 |
| St Peter's School | £287,000 | £349,000 | £543,000 |
| Swavesey Village College | £116,000 | £107,000 | £238,000 |
| The Netherhall School | £1,073,000 | £567,000 | £342,000 |
| Thomas Clarkson Academy | -£858,000 | -£623,000 | -£567,000 |
| Trumpington Community College *3 | | £15,000 | £0 |
| Witchford Village College | £319,000 | £140,000 | £544,000 |
| Total Secondary Schools | £11,241,000 | £8,673,000 | £10,033,000 |
| Highfield Ely Academy | £130,000 | £238,000 | £303,000 |
| Highfield Littleport Academy *4 | | £72,000 | £140,000 |
| Meadowgate Academy | £163,000 | £216,000 | £43,000 |

| | | | |
|------------------------------|--------------------|--------------------|--------------------|
| Spring Common Academy | £374,000 | £431,000 | £470,000 |
| TBAP Unity Academy | | £522,000 | £866,000 |
| The Centre School *3 | £75,000 | -£64,000 | £0 |
| Total Special Schools | £742,000 | £1,415,000 | £1,822,000 |
| | | | |
| Overall Total | £20,244,000 | £19,605,000 | £23,854,000 |

Please note:

*1 - Inconsistencies with prior-year AAR data due to mid-year change

*2 - Converted 01/09/2019

*3 - Trust has not reported individual school balance in AAR

*4 - New School

REVIEW OF SCHOOLS FORUM'S CONSTITUTION - TERMS OF REFERENCE

To: Cambridgeshire Schools Forum

Date: 17TH July 2020

From: Rob Sanderson
Democratic Services Officer
Rob.sanderson@cambridgeshire.gov.uk
01223 699181

Purpose: The current report proposes changes to the Schools Forum Constitution / terms of reference to reflect recent Department for Education (DfE) guidance and to also help safeguard continuity of membership.

Recommendation:

Schools Forum is recommended to:

- a) Agree the changes set out in section 2 of the report at paragraphs 2.5, 2.7 and 2.8.
- b) Agree that Democratic Services in consultation with the Chairman/ woman and the Service Director Education is authorised make any minor changes in the Forum Constitution referencing seats allocated on Forum to reflect any changes made in the proportionality of the Forum representation that may be agreed during the year.

1. BACKGROUND

- 1.2. At the July 2018 Forum meeting it was agreed that there should be an annual review of the terms of reference at around March / April. This was not possible due to the suspension of all meetings in Cambridgeshire following the Covid 19 outbreak and which led to the scheduled Forum date in May being cancelled. In term of Forums being able to meet remotely, this was not possible until a change of legislation was made by Central Government. The change was set out in the latest update of the guidance published in June by the DfE which allows remote meetings up to the 31st March 2021 while forums are unable to meet physically in a room during the outbreak of coronavirus (COVID 19).
- 1.2 The Current Forum Constitution / terms of reference is included as appendix A to this Report. This report proposes a limited number of changes to reflect the recent Department for Education (DfE) revised guidance and to also ensure continuity of membership in a similar crisis. Any major review of the terms of reference would now take place in March 2021.

2. CHANGES PROPOSED TO CAMBRIDGESHIRE SCHOOLS FORUM TERMS OF REFERENCE

- 2.1 The most recent Operational and Good Practice Guide has provided some useful clarifications and taking account of these, some changes to this Forum's terms reference are now proposed as set out below.

Changes To Terms of Reference

- 2.2** The DFE carried out a survey last year inviting schools forum clerks across the country to complete a survey in terms of monitoring compliance with the best practice guidance that has been issued over a number of years. I am pleased to say the DFE had no issues with the way Cambridgeshire Schools Forum has been administered.
- 2.3** At the same time they also invited comments on their latest proposed draft guidance. Included in this was a requirement to publish minutes from Forum meetings five days after a Forum meeting. The response from Democratic Services was that this time scale was completely unrealistic as this took no account of workloads, the time taken to draft minutes from what was sometimes very complex discussions, the need for lead officers to have time to comment on a draft and finally time for the chairman to also comment and return the minutes. We stated that the target for Cambridgeshire Democratic Services was publication of a decision sheet within two working days and for the minutes to be published 12 working days after the meeting. We also highlighted that this was a tighter target than that adopted by many other Democratic Services sections.
- 2.4** Again, I am pleased to report that the DFE has taken account of the submission made and indeed changed the final guidance issued. The guidance now includes a requirement for a decision summary to be published (which was not originally in their proposed draft amended guidance) and they have also significantly increased the target for publication of the final minutes. This being the case, the targets are proposed to be added to the current terms of reference as follows.

2.5 UNDER A) TERMS OF REFERENCE Last paragraph reading as set out below the addition of the following in red to reflect the most recent guidance received

Meetings of the Forum will be open to the public except for any confidential matters, which will be discussed within a closed meeting. Where a report is classified as “Confidential”, the Forum, with appropriate officer advice, will be asked at the meeting to determine its future status. The agenda, supporting papers and minutes of the Forum meetings shall be made available via the Council’s Internet.

A decision summary to be published two working days following the day of the meeting

Minutes to be published 10 working days after the date of the meeting

2.6 Terms of Office

Paragraph 23 of the guidance states that:

The terms of office for each schools member and academies member should be stipulated by the local authority at the time of the appointment, this should follow published rules and be applied in a consistent manner.

Comment

Currently the terms of office agreed in the Forum constitution are for appointments to be for a duration of four years. However the present covid pandemic crisis has resulted in meetings being cancelled and could have left Forum in the position that memberships had lapsed and even if appointments were agreed by the relevant grouping following an election process, these still would require formal Forum approval. Paragraph 110 of the guidance makes it very clear that it is not legal for the chair to take a decision on behalf of

the schools forum, no matter how urgent the question although the guidance does suggest schools forum may wish to put in place a procedure for the chair to give the local authority a view on an urgent issue. As the latter is not relevant in the case of appointments to be confirmed, the following amendment in red is proposed to be added to the existing paragraph to provide future flexibility when required.

Term of Office

- 2.7** The term of office for members of the Cambridgeshire Schools Forum is unlimited providing they are re-elected every 4 years by the group they represent. All terms will conclude on 31 August of their final year **unless there are extraordinary circumstances such as the recent covid crisis which either prevents an election taking place, or there is not a scheduled Schools Forum to confirm any new appointments. In such circumstances membership is extended by one year or until such time a replacement is agreed.**

:

Operating Conventions

- 2.8 Under C) Operating Conventions of Cambridgeshire Schools Forum Changing the reference to the number of meetings of Forum as follows:**

Ordinary meetings

An ordinary meeting of the Forum shall be held, at a minimum, ~~once every half term. Note: The legal requirement is now to meet a minimum~~ of four times a year **with additional meetings to be scheduled around budget setting time or if an urgent decision is required from Forum.**

- 2.9** Finally recommendation 3 asks for a delegation to be agreed to make any very minor changes to references in the Constitution of Forum in terms of the number of seats allocated to a sector that may have changed as a result of reports agreed during the year e.g. as proposed in another report on changes to proportionality included on the current agenda.

| Source Documents | Location |
|--|---|
| The Schools Forums (England) Regulations 2012 (as amended) | http://www.legislation.gov.uk/ukxi/2012/2261/regulation/1 |
| Department for Education publications last updated May 2020: | https://www.gov.uk/government/publications/schools-forums-operational-and-good-practice-guide-2015 |
| i. Schools Forums operational and good practice guide | |
| ii. Schools Forums structure | |
| iii. Schools Forums powers and responsibilities | |
| iv. Schools Forum self-assessment toolkit | |
| | http://www.legislation.gov.uk/ukxi/2020/540/note/made . |

CONSTITUTION OF THE CAMBRIDGESHIRE SCHOOLS FORUM

National regulations govern the composition, constitution and procedures of Schools Forums. These can be accessed at: -

<http://www.education.gov.uk/schools/adminandfinance/financialmanagement/schoolsrevenuefunding/schoolsforums>

This document is divided into 3 sections:-

- A Terms of Reference of the Cambridgeshire Schools Forum
- B Membership of the Cambridgeshire Schools Forum
- C Operating Conventions of the Cambridgeshire Schools Forum

(A) TERMS OF REFERENCE OF THE CAMBRIDGESHIRE SCHOOLS FORUM

The Cambridgeshire Schools Forum exists to facilitate the involvement of schools and settings in the distribution of relevant funding within the local authority area. It will decide on all matters within its competence, according to the Schools Forum and Schools Finance regulations currently prevailing. This includes deciding on:

- Central Schools Spend on
 - funding for significant pre16 pupil growth
 - Equal pay back-pay
 - Places in independent schools for non-Special Educational Needs (SEN) pupils
 - Early years expenditure
 - Carbon reduction commitment
- Central Spend on
 - Admissions
 - Servicing of Schools Forum
 - Capital Expenditure funded from revenue contributions to combined budgets
 - Schools budget centrally funded termination of employment costs
 - Schools budget funded prudential borrowing costs
- Carry forward of a deficit on central expenditure to the next year to be funded from the schools budget
- the Scheme of Financial Management changes
- The items to be removed from maintained schools' budget shares (voting restricted to representatives of maintained schools)

To be consulted annually on the following principal matters:

- funding formula changes for schools (including distributions) (voting restricted to schools members and the representative of the Early Years reference group)

- financial issues relating to arrangements for pupils with special educational needs
- arrangements for use of pupil referral units and the education of children otherwise than at school
- arrangements for early years provision
- the terms of any proposed contract for supplies or services to be entered into by the Local authority on behalf of schools and being a contract paid or to be paid out of the authority's schools budget

To give a view on

- the allocation of the Dedicated Schools Grant (DSG) including distribution between phases
- schedule 2 budgets including Early Years education, Pupil Referral Units (PRUs), education out of school
- arrangements for the allocation of central government grants paid to LA for the use of schools
- management of any contingency budgets
- any other matter concerning the funding of schools as Forum sees fit.
- oversee and agree the operation of the School balance control mechanism

To be consulted on the following:-

- the development of the Council's Business Plan including proposed capital plans.
- Children's Services budgets not funded by DSG
- Children's Trusts

Status of the Forum

The Forum is a non-executive body established to take decisions on a range of issues relating to the funding of schools.

Meetings of the Forum will be open to the public except for any confidential matters, which will be discussed within a closed meeting. Where a report is classified as "Confidential", the Forum, with appropriate officer advice, will be asked at the meeting to determine its future status. The agenda, supporting papers and minutes of the Forum meetings shall be made available via the Council's Internet.

(B) MEMBERSHIP OF THE CAMBRIDGESHIRE SCHOOLS FORUM

Composition

The Cambridgeshire Schools Forum shall comprise 23 members who shall be Headteachers, Governors, Early Years, Special School, Academy, Pupil Referral Unit representatives drawn from the schools/partnerships in the Cambridgeshire Local Authority area.

Schools Members

Cambridgeshire Schools Forum comprises 21 members drawn from schools in Cambridgeshire. There will be a twenty second Member representing the Early Years Reference Group and a twenty third Member representing post-16 providers.

Group. Note: The distribution of representatives between Academy and Maintained Schools will be reviewed annually.

Maintained School Representation

Eight representatives, including at least one representative of the governing bodies of maintained schools and one representative of the headteachers of maintained schools.

| | |
|-----------------------|---|
| Nursery | 1 |
| Primary | 4 |
| Secondary | 1 |
| Special | 1 |
| Alternative Provision | 1 |
| Governor | 1 |

Academies Representation:

12 representatives, including at least one representative of mainstream academies and one member from both special schools and alternative provision academies where they exist within the local authority area.

Non-School Members

Two members:

One representative of the Early Years Reference Group
One representative of 16-19 education providers

Election and Nomination of Schools Members

Support can be requested from County Council Democratic Services by Heads Groups or Governor Groups to help manage their election processes.

At a minimum the Clerk of the Cambridgeshire Schools Forum must make a record of the process by which the constituents of each group elect their nominees to the Forum. Any election scheme must take into account the following factors:

- The process for collecting names of those wishing to stand for election.
- The timescale for notifying all constituents of the election and those standing.
- The arrangements for dispatching and receiving ballots.
- The arrangements for counting and publicising the results.
- Any arrangements for unusual circumstances such as only one candidate standing in an election or where there is a tie between two or more candidates.
- Whether existing members can stand for re-election.

Every possible eligible member of a constituency must have an opportunity to be involved in the determination of their group's election process and is given the opportunity to stand for election if they choose to do so.

Non-School Members

One representative of the Early Years Reference Group will have full voting rights within the Forum. The representative will be elected by the Group and a record of the appointment process will be held by the Clerk of Cambridgeshire Schools Forum.

One member representing providers of 16-19 education. The representative will be elected by, and from amongst, the further education and sixth form colleges located in Cambridgeshire and from specialist institutions providing education to post-16 students where at least 20% of those students reside in Cambridgeshire, regardless of the location of the institution itself. A record of the election will be kept by the Clerk.

Substitute Members

Nominating groups may appoint two substitute members for each sector type. These members will receive agendas and minutes for all meetings. Notification of a named substitute member must be made in writing or by email to the Clerk. Substitute members may attend meetings after notifying the Clerk of the intended substitution before the start of the meeting either verbally or in writing. Substitute members must be elected on the same basis as the substantive members. Substitute members will have full voting rights when taking the place of the ordinary member for whom they are designated substitute.

In instances where the named substitutes are also unavailable then other eligible representatives can be substitutes and should be notified to the Clerk before the meeting starts.

Participation of Observers

Observers shall be invited to attend Forum meetings. Observers may participate in debate but will not have voting rights should any business of the Forum require a vote. The following groups shall be asked if they would like to nominate an observer (and a named substitute) to the Forum:

- Representative from the Diocesan Board of Education
- Representative from the Roman Catholic Diocese
- Representative from the union membership of the teachers' JCNG group
- Representative from the union membership of the non-teaching JCNG group.

The following will automatically be non voting elected member observers:

- three elected Members observers to be appointed by the Council's Children and Young People Committee.

Observer appointed by the Secretary of State

The Secretary of State can appoint an observer to attend and speak at Schools Forum. Where an appointment has been made, a record will be kept by the clerk.

County Council Officers

Officers may attend forum meetings in an advisory capacity only. This requirement does not apply to officers who are members of the Forum because they directly manage a service which provides education to individual children.

Term of Office

The term of office for members of the Cambridgeshire Schools Forum is unlimited providing they are re-elected every 4 years by the group they represent. All terms will conclude on 31 August of their final year.

As well as the term of office coming to an end, a schools member ceases to be a member of the Cambridgeshire Schools Forum if he or she resigns from the Forum or no longer occupies the office which he or she became eligible for election, selection or appointment to the Schools Forum.

(C) OPERATING CONVENTIONS OF THE CAMBRIDGESHIRE SCHOOLS FORUM

Ordinary meetings

An ordinary meeting of the Forum shall be held, at a minimum, once every half term. *Note: The legal requirement is now to meet a minimum of four times a year*

Notice of Meetings

Meetings of the Forum shall be convened by the Local Authority, who will also arrange the clerking and recording of meetings (a member of the County Council's Democratic Services Team will act as Clerk). Items for consideration by the Forum shall be submitted to the Clerk no later than 10 working days prior to the meeting.

Chairman and Vice-Chairman

The Forum will elect a Chairman and Vice-Chairman from the school members of the Forum who must not be an elected member of the Council or an officer.

The term of office is one year, but with the prospect of annual re-election.

Quorum

The Forum shall be quorate if at least 40% of the total membership is present (e.g. 9 members which excludes observers and assumes there are no vacancies).

Attendance

Members of the Schools Forum are expected to represent the collective view of the group or organisation by which they have been elected and to provide feedback on the Forum's discussions and decisions to that group or organisation. To do this they will be expected to attend meetings regularly or, on those occasions when they are unable to attend, to make every effort to arrange for a substitute to attend in their place in accordance with the process set out in the Constitution. In the event that a member fails to attend two or more meetings in a six month period without a substitute being arranged they will be contacted by the Clerk to confirm their wish for their appointment to continue. Should a member fail to attend three or more meetings in a twelve month period without arranging for a substitute to take their place the Clerk will contact their nominating group or organisation to ask if they wish the appointment to be terminated and a new representative elected.'

Voting

Each Member shall have only one vote. Voting shall be by show of hands. Decisions shall require a simple majority amongst the Members present and eligible to vote on a particular matter. If there are equal numbers of votes for and against, the Chairman will have a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote.

Sub-Committees and Working Groups

The Forum may have sub-committees or working groups. The Forum shall receive reports from the sub-committees or working groups to approve formally.

Declarations of Interest

Any Member of the Forum who has an interest in any proposal beyond the generality of the group they represent or in which they might have a personal or prejudicial interest in, shall declare the interest at the beginning of the relevant item. The member can explain any issues to the meeting and then must leave the meeting until the item is finished. The member cannot vote on that item.

Where it is clear that a decision in which a member has such an interest is likely to arise at a particular meeting, the member concerned may invite a substitute member (with no interest to declare) in accordance with the constitution to attend that meeting in their place.

Elected Members are subject to the governance of the County Council's Code of Conduct.

Status of Reports

All report authors will be responsible for informing Democratic Services in advance of the status of reports to be included on the agenda. Reports must fall into one of two categories set out below:

| Category | Status | Circulation limit following the Forum |
|------------------|------------------------------------|--|
| Non-Confidential | Ordinary Forum | To be made available to schools via the Council's intranet / school portal and for the public through the Council website / internet |
| Confidential | Sensitive confidential information | Forum Members, appointed observers, lead officers and report authors only Reports to be marked accordingly |

Where a report is classified as "Confidential", the Forum, with appropriate officer advice, will be asked at the meeting to determine its future status.

Expenses

The Local Authority (LA) shall maintain a small budget for expenses relating to the operation of the Forum from the Schools Funding Block with any underspend returned to the block.

The LA shall reimburse the reasonable expenses of school members of the Forum when members submit appropriate claims, in connection with attendance at meetings. Supply cover should only be claimed when it has been necessary to employ a supply cover teacher to enable the Head Teacher to attend the Forum. Travel expenses should be claimed at the standard County Council rates.

Interpretation of the Constitution

The Chairman or person presiding at the meeting shall be the final arbiter regarding the interpretation of the Forum's constitution.

The constitution shall be interpreted in conjunction with relevant provisions contained in legislation relating to the Forum's proceedings. The Chairman may also be guided by the Operational and Good Practice Guide published by the Department for Education. The requirements of legislation will prevail in the event of there being any inconsistency between the legislation and the constitution.

Proceedings of the schools forum are not invalidated by defects in elections or as a result of vacancies.

Amendment of the Constitution

With the exception of matters subject to legislative provision or approval by the authority, the Forum may vary its Constitution by a simple majority vote by the members provided that prior notice of the nature of the proposed variation is made and included on the agenda for the meeting.

Publicity relating to the Cambridgeshire Schools Forum

The Local Authority is responsible for putting the agenda, reports and minutes of the Cambridgeshire Schools' Forum on the Cambridgeshire County Council website and generally drawing it to the attention of schools, head-teachers and governors

REVIEW OF MEMBERSHIP AND PROPORTIONALITY

To: Cambridgeshire Schools Forum

Date: July 2020

From: Rob Sanderson
Democratic Services Officer
Rob.sanderson@cambridgeshire.gov.uk
01223 699181

Purpose: At the July 2018 Forum meeting it was agreed that there should be an annual report of Forum membership and composition in the light of the guidance contained in the *Schools Forum Operational and Good Practice Guide – September 2017* taking account of the most up to date pupil data in order to assess whether any further changes were required regarding Forum seats allocated between the maintained and academies sector. This report provides the background to the present review and the rationale for proposing a change to the membership arrangements.

The report also updates changes to Forum membership since its last meeting in February 2020.

Recommendation:

Schools Forum is recommended to:

- a) Note and comment on the current report.
- b) Increase the academy sector membership seats representation by one and decrease the maintained sector seats representation by one place to come into effect from September 2020.
- c) The reduction in the Maintained sector to be achieved by the reduction in the number of Primary heads seats from four to three.

1. BACKGROUND

- 1.1 National regulations govern the composition, constitution and procedures for schools forums and are set out in [The Schools Forum Regulations \(2012\) \(as amended\)](#). The Department for Education (DfE) also publishes and periodically updates the [Schools Forum Operational and Good Practice Guide](#) together with guidance on Schools Forums' structure, powers and responsibilities.
- 1.2 Schools Forums are made up of schools members (maintained schools), academies members and non-school members (Post 16 providers and Independent or Voluntary Sector Early Years providers). Schools and academies members must together comprise at least two thirds of the membership of the Forum.

- 1.3 The Regulations state that ‘...*primary schools, secondary schools (that is, maintained schools) and Academies must be broadly proportionately represented on the forum, having regard to the total number of pupils registered at them.*’ However, the Operational and Good Practice Guide also states that ‘*The Schools Forum Regulations provide a framework for the appointment of members, but allow a considerable degree of discretion in order to accommodate local priorities and practice.*’
- 1.4 Whilst Schools Forum good practice guidance suggests a review is undertaken at every meeting, this is not practicable on what are four year appointments. Forum agreed at the July 2018 meeting that it should receive a report once a year reviewing the proportionality of Forum membership. This would be based on the most up to date pupil numbers provided by the Annual Census, and that if there were any significant changes to the pupil numbers split, to then consider if any further changes should be made to the allocation of seats.

PREVIOUS REVIEWS

2. 2018 REVIEW

- 2.1 At January 2018 pupil numbers in Cambridgeshire were:

| | | |
|---|--------|-------|
| Total pupils across primary and secondary (maintained): | 33,134 | 41.7% |
| Total pupils across primary and secondary (academies): | 46,190 | 58.3% |

2.2 MAINTAINED SCHOOLS REPRESENTATION

- 2.2.1 The regulations currently require that at least one member must be a representative of the governing bodies of maintained schools and one member must be a representative of the headteachers of such schools.
- 2.2.2 At the beginning of 2018 Maintained Schools representation on the Schools Forum was as follows:

Schools Members (Maintained):

| | |
|-----------------------|----------|
| Nursery | 1 |
| Primary | 6 |
| Secondary | 1 |
| Special | 1 |
| Alternative provision | <u>1</u> |
| | 10 |

Based on the January 2018 pupil census data which became available in April 2018 and also taking account that there was no longer a maintained Secondary School in the County, the following recommended revised composition for the Cambridgeshire Schools Forum was agreed at the July Forum 2018 and came into effect from September 2018:

Schools Members (Maintained):

| | |
|-----------|---|
| Nursery | 1 |
| Primary | 4 |
| Secondary | 0 |
| Special | 1 |

| | |
|-----------------------|---------------|
| Alternative provision | 1 |
| *Governor | $\frac{1}{8}$ |

2.3 ACADEMIES REPRESENTATION

- 2.3.1 The Schools Forum Regulations require that at least one academy member must be a representative of mainstream academies and that there must be one member for both special schools and alternative provision academies where they exist within the local authority area. This condition is currently met.
- 2.3.2 As a result of the considerable changes in pupil numbers represented by the Academy sector from the previous review undertaken in 2015, the recommendation proposed and agreed at the July 2018 Forum meeting was to increase Academies representation on the Forum from 7 to 12.

2.4 2019 REVIEW

- 2.4.1 In respect of the agreed Annual Review, a further review based on the January 2019 Pupil Census Figures was undertaken and reported to the July 2019 Forum meeting. This showed the following which was not considered enough of an increase to warrant a change in the proportionality arrangements. Previous year's percentage shown in brackets.

| | | |
|---|--------|---------------|
| Total pupils across primary and secondary (maintained): | 31,831 | 39.7% (41.7%) |
| Total pupils across primary and secondary (academies): | 48,431 | 60.3% (58.3%) |

What was agreed was to increase Forum size to allow for a Secondary Maintained schools place to be added to reflect the new Secondary Maintained school which opened in September 2019.

- 2.4.2. The latest January 2020 census information received in April shows the following pupil breakdown with 2019 figures in brackets:

| | Primary | Secondary | Total |
|------------|--------------|--------------|--------------|
| Maintained | 28727 | 77 | 28804 |
| Academy | 22166 | 30478 | 52644 |
| Total | 50893 | 30555 | 81448 |

| | | |
|---|-------|--------------|
| Total pupils across primary and secondary (maintained): | 38804 | 35% (39.7%) |
| Total pupils across primary and secondary (academies): | 52644 | 65 % (60.3%) |

- 2.4.3 On the basis of this further increase, it would be appropriate to consider increasing the academy representation by at least one seat and reduce the Maintained Sector representation on Forum by one place. The current Membership is shown at Appendix 1. Officers recommend that the easiest way to reduce the Maintained sector seats which also reflects the proportionate decrease in primary pupil numbers would be to reduce the Primary Heads seats from 4 to 3. As Primary Headteacher Tony Davies term of Office is due to end at August 2020 this would appear to be the obvious way to make the change and implement the new Forum seating allocation from September 2020 without having to ask any other member to step down.

3. UPDATES ON MEMBERSHIP DUE TO NEW APPOINTMENTS / RESIGNATIONS / RE-APPOINTMENTS

3.1 Forum's attention is drawn to the following changes since the last meeting including vacancies that still require to be filled, re-appointments and new appointments:

- Special Schools Academies – Kim Taylor's term of office is due to end in August. Confirmation is awaited regarding any further reappointment from Special academies headteachers, in the meantime if this is not forthcoming by the Forum meeting it is suggested that subject to her agreement Kim is re-appointed for a further year.
- Academy Alternative Provision – Nick Morley resigned on 15th May 2020 having taken up in a new position in Peterborough. A replacement will be sought following an election process to be carried out by the Chief Education Officer.
- Following the death of Alan Rodger in January this vacancy still requires to be filled following an election process to be carried out by the Chief Education Officer.
- Early Years Reference Group – Deborah Parfitt's term of office was due to end in August. It has now been confirmed that she has been re-appointed for a further four year period.
- Special Schools Maintained - Joanne Hardwick has replaced Lucie Callow who resigned at the end of the February Forum meeting.
- Maintained Nurseries Representative - Claire Palmer previously a substitute - has been chosen by Nursery headteachers following an election process to replace Rikke Waldau who resigned on 30th April 2020.
- Councillor Joan Whitehead has stepped down as one of the three County Council Children and Young People Committee (CYP) observer representatives and has been replaced by Councillor Simone Taylor. Both Councillor Simon Bywater (Reappointed as Chair) and Councillor Peter Downes were reappointed to Forum at the 26th May CYP Committee.

| Source Documents | Location |
|--|---|
| The Schools Forums (England) Regulations 2012 (as amended) | http://www.legislation.gov.uk/ukxi/2012/2261/regulation/1 |
| Department for Education publications last updated May 2020: | https://www.gov.uk/government/publications/schools-forums-operational-and-good-practice-guide-2015 |
| i. Schools Forums operational and good practice guide | |
| ii. Schools Forums structure | |
| iii. Schools Forums powers and responsibilities | |
| iv. Schools Forum self-assessment toolkit | |
| | http://www.legislation.gov.uk/ukxi/2020/540/note/made . |

Cambridgeshire Schools Forum Membership – update July 2020 – recent appointments in blue recent resignations / replacement required in red bold

Full voting membership of Forum is now 23

Quorum calculated on existing membership minus vacancies

Forum Voting Members now 21 (2 vacancies) quorum currently eight as two academy appointments required to replace the late Dr Alan Rodger and Nick Morley.

Schools Members:

Maintained sector

| School Type | Representatives | Term of office (End 31 August of the relevant year) |
|---|--|--|
| Maintained Primary Election process undertaken by the Primary Head Teachers Group who inform Democratic Services of the outcome | 4 Maintained Primary Headteachers | |
| | 1. Tony Davies, Headteacher, St Matthews Primary & Chair of Cambs Primary Heads Group Email: head@stmatthews.cambs.sch.uk | 2016-2020 |
| | 2. Sasha Howard Headteacher Meldreth Primary Email: head@meldreth.cambs.sch.uk | 2019-2023 |
| | 3. Liz Bassett Headteacher Ely St Johns Primary Email: head@elystjohns.cambs.sch.uk | 2019-2023 |
| | 4. Guy Underwood Headteacher Great Abington Primary Email: guy.underwood@greatabington.school | 2019-2023 |
| | Substitute | 2019-2023 |

| | | |
|---|--|-------------------|
| | | |
| Maintained Special | 1 Maintained Special School representative | |
| Representative chosen by Maintained Special Schools Headteachers | <p>5) Joanne Hardwick, head teacher of Samuel Pepys maintained special school in St Neots</p> <p>Email: head@samuelpepys.cambs.sch.uk</p> | 2020-August 2024 |
| Maintained Secondary | 1 Maintained Secondary School place to represent the only Maintained Secondary school in the County | |
| There is only one maintained secondary school in the County and therefore for the sector to be represented requires a place on Forum with the appropriate person being the headteacher or a substitute when required. | <p>6. Carole Moss Headteacher Northstowe Secondary School</p> <p>Email: CMoss@northstowesc.org</p> <p>Substitute: Andy Daly</p> | August 2019-2023 |
| Maintained Nursery | 1 Maintained Nursery School representative | |
| Representative chosen by Nursery headteachers whop inform Democratic Services | <p>Rikke Waldau, Head of Centre, The Fields Children's Centre resigned 30th April 2020</p> <p>7.Claire Palmer Head at Huntingdon Nursery School (appointment confirmed May 2020)</p> <p>head@huntingdon-nur.cambs.sch.uk</p> | 2020- August 2024 |

| | | |
|--|--|--|
| | | |
| Maintained Pupil Referral Unit | 1 PRU representative | |
| Agreed by the PRU staff who then inform Democratic Services | <p>8. Amanda Morris-Drake from Pilgrim PRU (the only maintained PRU) amorris-drake@pilgrim.cambs.sch.uk</p> <p><u>Will be retiring end of Spring Term.</u></p> <p>Confirmed appointed replacement Miss Leah Miller from Autumn term</p> <p>LMiller@pilgrim.cambs.sch.uk</p> | <p>Appointed October 2018 2018-2022</p> <p>2020-2024</p> |
| | | |
| Maintained Governor | 1 Maintained School Governor | |
| Election process undertaken by the School Governance Team following a recruitment campaign to seek volunteers from the sector. | <p>9. Paul Stratford – Chair of Governors Alderman Payne Primary School pstratford@aldermanpayne.cambs.sch.uk</p> | <p>Appointed December 2018 to 2022 following advertising campaign from School Governance Team (Tina Hubbard)</p> |

Academies Members:

| School Type | Representatives | Term of office |
|---|--|------------------|
| Academies Under the regulations academies membership has to be by way of an election process which in CCC is overseen by the Director of Education and has to include a special school representative and academy alternative representative if there is such provision in the County. It would also be appropriate to also have representation from both primary and secondary academy heads to represent each academy schools sector although this is not specified in the regulations. | 12 Academies Representatives: Composition to be determined by Academy proprietors. Current composition shown below. | |
| | <i>Academy Primary representatives</i> | |
| | 1. Susannah Connell, Headteacher, Middlefield Academy and CEO Diamond Learning Partnership Trust (Also Chair of Cambridgeshire Primary Academy Forum) Email: pa@diamondlearningtrust.com Substitute | 2019-23 |
| | Academy Special School representative | |
| | 2. Dr Kim Taylor OBE, Headteacher, Spring Common School Email: head@springcommon.cambs.sch.uk Term of office due to end 31st August | 2016-2020 |

| | | |
|--|---|---------------------------|
| | Substitute: Simon Bainbridge Email: Exehead@highfield.cambs.sch.uk | |
| | Academy Alternative Provision | |
| | 3. Nick Morley – resigned 15th May 2020 Email: nmorley@tbap.org.uk | September 2019- July 2023 |
| | 4. Philip Hodgson – Board Member – Anglian Learning Email: philip@coppins15.co.uk | December 2018 –2022 |
| | 5. Vacancy following death of Dr Alan Rodger 3rd January 2020_Board Member – Morris Trust | December 2018- 2022 |
| | Other academy appointments made at Forum December 2018 | |
| | | |
| | 6. Jon Culpin – CEO of Anglian Learning Email: jculpin@anglianlearning.org | 2018-2022 |
| | 7. Richard Spencer – Principal of Ely College Email: rspencer@elycollege.co.uk | 2018-2022 |
| | 8. Patsy Peres – Principal at Ramsey Spinning Infant and Ramsey Junior Email: Head@ramspin.org Substitute James Robertson | 2018-2022 |
| | Other Academy appointments confirmed at Forum 18th December 2019 | |
| | 9. Adrian Ball Email: adrian.ball@demat.org.uk | 2019-2023 |
| | 10. Christopher Bennett | 2019-2023 |

| | | |
|--|--|-----------|
| | Email: CBennet@stpetershuntingdon.org | |
| | 11. John King Email: John.King@SirHarrySmithCommun.onmicrosoft.com | 2019-2023 |
| | 12. Ryan Kelsall Email: rkelsall@impington.cambs.sch.uk | 2019-2023 |

Non School Members:

| Group represented | Representative | Term of office |
|--|--|--------------------|
| Early Years Reference Group | 1 representative of the Early Years Reference Group | |
| Democratic Services informed of appointment by Early Years Reference Group | Deborah Parfitt Email: dparfitt@nenerjs.org | 2020- August 2024 |
| | | |
| Post 16 FE | 1 representative of Post 16 FE | |
| | Jeremy Lloyd from Cambridge Regional College (notification received from Marian Cullen 10 th December 2018 and is the replacement for Nathan Jones who left Dec 2017) Email: JLloyd@camre.ac.uk Paul O'Shea from West Anglia College to be his substitute. Email: Paul.Oshea@cwa.ac.uk | December 2018-2022 |

Note: All terms of office cease on 31 August in the year shown

Quorum = 40% of non-vacant membership:

- For 21 or 22 or 23 members the quorum is 9
- For 18, 19 or 20 members the quorum is 8
- For 16 or 17 members the quorum is 7
- For 15 members the quorum is 6

Substitutes

Nominating groups may appoint two named substitute members for each sector type or nominate another named representative in advance of the meeting if both substitutes are unable to attend. They will have full voting rights

OBSERVERS:

May participate in debate but have no voting rights. Non County Councillor observers may send a named substitute.

- 1 Representative Diocese of Ely Board of Education – Andrew Read email: Andrew.Read@elydiocese.org
 - substitutes Amy Weaver Director of Inclusion and Safeguarding amy.weaver@demat.org.uk Alex Rutterford-Duffety Director of Finance , Diocese of Ely Multi-Academy Trust (DEMAT) alex.rutterford-duffety@demat.org.uk and Jacqueline McCamphill
- 1 Representative Roman Catholic Diocese of East Anglia – Joe Mc Crossan - Head of St Albans School Cambridge head@stalbans.cambs.sch.uk
- Teacher Union membership representative, Jon Duveen duvjon27@gmail.com
- Non Teacher Union membership representative, non-teaching JCNG – Rob Turner Robert.Turner@cambridgeshire.gov.uk
- sub Julie Cornwall Julie.Cornwell@cambridgeshire.gov.uk or Julia Drummond Julia.Drummond@cambridgeshire.gov.uk
- Cambridgeshire County Council – three appointments made annually by Children and Young People Committee:
 - Councillor Simon Bywater Simon.Bywater@cambridgeshire.gov.uk
 - Councillor Peter Downes Peter.Downes@cambridgeshire.gov.uk
 - Councillor Simone Taylor Simone.Taylor@cambridgeshire.gov.uk
 - (CYP Committee agreed at their meeting on 7th May 2020 meeting that Cllr Taylor would replace Cllr Whitehead reconfirmed at the late May CYP Committee meeting)

File WP - Schools Forum - Schools Forum Membership details – update 9th July 2020

CAMBRIDGESHIRE SCHOOLS FORUM – FORWARD AGENDA PLAN

All meetings will be held at 10.00am in the Kreis Viersen Room, Shire Hall, Cambridge CB3 0AP unless otherwise specified. Please note that if the County Council's move from Shire Hall does take place in Spring 2021 the meetings from May 2021 onwards will need to be accommodated at Alconbury. Some of the dates below may become workshops / training sessions if a formal meeting of Forum is not required.

| Date of meeting | Agenda Item | Report author | Reports due to reach Democratic Services by: |
|--|--|------------------------------------|---|
| Friday 6th November 2020 | Schools Funding Update | Jon Lewis / Martin Wade | Monday 26th October |
| | | | |
| Wednesday 16th December 2020 | Schools Funding Update | Jon Lewis / Martin Wade | Thursday 3rd December |
| | | | |
| Wednesday 15th January 2021 | Schools Funding Update | Jon Lewis / Martin Wade | Monday 4th January 2021 |
| | New dates for Forum beyond July 2021 | Democratic Services Officer | |
| | | | |
| Friday 26th February 2021 reserve date | Schools Funding Update | Jon Lewis / Martin Wade | Monday 15th February 2021 |
| | | | |
| Wednesday 24th March 2021 | Terms of Reference Review | Jon Lewis | Thursday 11th March 2021 |
| | | | |
| Reserve date 21st May 20201 | School Balances and DSG Financial Health | Martin Wade | Monday 10th May 2021 |
| | | | |
| 16th July 2021 | Proportionality Review | Democratic Services | Monday 5th July 2021 |

To be scheduled: Review of Nursery Schools Funding - John Lewis, Hazel Belchamber (with input from Graham Arnold and Alastair Hale) this still awaits further information from the Government.

