

**CAMBRIDGESHIRE  
SCHOOLS FORUM**

**Minutes - Action Log**



**Introduction:**

The Action Log captures the actions arising from meetings of the Cambridgeshire Schools Forum. This is the updated action log as at 9 April 2018:

<b>Minutes of 13 December 2017</b>					
<b>24.</b>	<b>Early Years National Funding Formula</b>	<b>Sam Surtees</b>	To provide a snapshot of the actual costs of providing the extended entitlement in different sectors and different geographical areas (it will not be possible to provide comprehensive information in time for the January meeting, but an update will be brought to the Forum in March)	<u>Emailed 15.01.18:</u> A template document has been drawn up based on the information collected by the DfE when they published their findings of the “cost of delivery of childcare” when they were formulating the Early Years National Funding Formula. This has been sent to all members of the Early Years Provider Reference Group for completion, which should provide the snapshot of actual costs as the membership represent differing types of provision across differing areas of the	<b>Completed</b>

				<p>county.</p> <p><u>21.02.18</u>: Further meetings being held after the publication date for reports for the Forum meeting on 9 March. A verbal update will be provided at the meeting on 9 March.</p> <p><u>09.03.18</u>: An update was tabled at the meeting on 9 march 2018 showing the change in hourly rate received by providers between Autumn 2016 and autumn 2017.</p>	
			<p>To provide information on why some settings were managing within the current rates and others felt it was unsustainable. What was being done differently in those settings which were managing best. Was the complexity of the formula preventing settings accessing all of the top-up funding they were eligible to claim. An update based on the autumn figures would be presented when they were available.</p>	<p><u>Emailed 15.01.18</u>: A working group will bring together the comparative data between funding claims for Autumn Term 2016 and Autumn Term 2017 including both early years funding claims and additional claims made to support children with additional needs in order to determine what factors might be affecting settings across the</p>	<b>Completed</b>

				<p>county.</p> <p><u>21.02.18</u>: Further meetings being held after the publication date for reports for the Forum meeting on 9 March. A verbal update will be provided at the meeting on 9 March.</p> <p><u>15.03.18</u>: Information emailed to members.</p>	
25.	<b>High Needs Pressures and Actions</b>	<b>Helen Phelan</b>	To provide clarification of the statutory requirements funded from the High Needs Block so that members could be clear about the amount of discretionary funding available.	<p><u>Emailed 18.01.18</u>: Information on SEND services circulated 18.01.18. Information on the Children's Disability team and Young Adults team to follow in the next few weeks.</p>	On-going
26.	<b>Growth Fund and Falling Rolls Criteria 2018/19</b>	<b>Hazel Belchamber/ Kerry Newson</b>	To look again at the question of establishing a Falling Rolls Fund in the light of the views expressed.	<p><u>11.01.18</u>: Officers meeting on 25 January to review this issue. An update to follow after that meeting and any follow-up work is completed.</p> <p><u>01.03.18</u>: Further discussions being arranged with the Place Planning team.</p>	On-going

<b>Minutes of the meeting on 19 January 2018</b>					
<b>33.</b>	<b>Cambridgeshire 2018/19 School Funding Formula</b>	<b>Jon Lee</b>	To provide a briefing note on the elements which comprise the High Needs funding formula and how the amount allocated to the High Needs Block by central government is calculated.	28.02.18: A briefing note emailed to all members of the Forum.	<b>Completed</b>
		<b>Rosemarie Sadler</b>	To check that the County Council's global email list for secondary school headteachers includes all schools.	28.02.18: The email list has been checked and all secondary schools are included.	<b>Completed</b>
		<b>Richenda Greenhill</b>	To arrange a working group meeting on 7 March 2018 to discuss early years, high needs and basic entitlement.	19.01.18: A calendar invitation sent to all Forum members for 1.00-3.00pm on Wednesday 7 March 2018.	<b>Completed</b>
<b>35.</b>	<b>De-Delegations 2018/19</b>	<b>Rosemarie Sadler</b>	To establish whether advice to schools on the General Data Protection Regulation (GDPR) from the Council's ICT Service would be provided as a traded service and to advise schools.	22.02.18: The Data Protection Officer role can be provided by the ICT Service at a cost of approximately £1500 for three years. This information has been presented to Governors at the termly briefings and to Primary Heads and School Business Managers.	<b>Completed</b>

		<b>Martin Wade</b>	To check with the Council's Human Resources team that the mechanism for making maintained early years and special school providers' contributions to the cost of trade union facility time met the requirements to make these staff eligible to claim facility time.	09.04.18: There is currently a small centrally retained element that covers maintained nursery and special school providers. Going forward, due to changes in overall funding arrangements this will need to be reviewed and alternative mechanisms explored.	<b>Completed</b>
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