

SCHOOLS FORUM MINUTES ACTION LOG

The Action Log updated as at 30th October 2019 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.

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. It was suggested that it would be helpful to see the alternatives devised by other authorities.	<p>This was ongoing work and would be the subject of reports back to Forum.</p> <p>A briefing on progress was provided following the close of the Formal Forum meeting in July.</p> <p>A High Needs Proposal and Consultations Report is scheduled to be included on the 17th January Forum meeting.</p>	ACTION ONGOING.

MINUTES 17th MAY 2019

ITEM	MINUTE NUMBER AND REPORT TITLE	LEAD OFFICER	ACTION REQUIRED	RESPONSE	STATUS
2.	110. Report on 1 st April High Needs Workshop	Service Director of Education Jon Lewis	Forum in discussion considered who would be able to pursue the objectives laid out in section 3.1 of the report, given that there was not a large pool of people specialised in the sufficient knowledge of schools and local	Officers had undertaken this work via the SEND recovery work which features as part of the main report included on the current Forum agenda.	ACTION COMPLETED

			government that would be able to effectively carry out the High Needs research roles proposed. It was suggested that the requirements needed a full time commitment for six months The Service Director undertook to look at the job requirements and details.		
3.	112. MAINTAINED SCHOOLS & DEDICATED SCHOOLS GRANT FINANCIAL HEALTH - ACADEMIES RESERVES	The Head of Integrated Finance Services Jon Lee	Representatives from Academy Trusts agreed to share their balances and a request was made to collate the information.	It was reported that as the information would not be available until late August, it would be reported to the October Forum meeting. The information is included as an appendix to this Minute action Log.	ACTION COMPLETED
MINUTES 12TH JULY 2019					
ITEM	MINUTE NUMBER AND REPORT TITLE	LEAD OFFICER	ACTION REQUIRED	RESPONSE	STATUS
4.	119. GROWTH FUND UPDATE – JULY 2019 a) Demography figures	John Lewis / Martin Wade Strategic Finance Business Partner	Reiterated a previous request to be provided with demographic figures. The Service Director of Education stated that the information would be forthcoming as soon as it became available. Action Required: Service Director of Education	This is to be included as part of the information in the main report and appendices on the current agenda.	

	<p>b) Need for Review of the Growth Funding Formula</p>	<p>M Wade</p>	<p>In discussion the allocation of funding to schools based on a separate formula on differential rates was unreasonable and had led to a disparity between primary schools. A review of the process was considered appropriate. Action required: Strategic Finance Business Partner</p>	<p>This is to be included as part of the information in the main report and appendices on the current agenda.</p>	
	<p>c) Resolution to write to the Department for Education in respect of recognition of funding for new schools within the national funding formula</p>	<p>J Lewis / Martin Wade / Chairman and Vice Chairman</p>	<p>a) Agreed to write to the Department for Education in respect of the need for there to be recognition of funding for new schools within the National Funding Formula</p>	<p>A Formal response was not sent as it was considered prudent to await the funding announcement. It is intended that a letter on high needs funding will go in its place. The Strategic Finance Business Partner has undertaken separate email correspondence with the DfE about growth funding and the particular issues the County faces and the fact that the national formula still does not adequately recognise new schools whilst they fill to capacity. Officers were now waiting to see what the growth allocation for 20/21 would be, which was hopefully to be published in the next day or so.</p>	

5.	120. REVIEW OF MAINTAINED NURSERY	Jon Lewis Service Director of Education / Hazel Belchamber	Agreed an update report on the review would be presented to Forum on 16th October 2019 and that no decision would be made before the beginning of 2020. Action: Service Director of Education	This is now to be included in a report on Early Years scheduled to come forward to the 17 th January Forum meeting.	ACTION ONGOING
6.	121. MAINTAINED SCHOOLS AND DEDICATED SCHOOLS GRANT FINANCIAL HEALTH (SCHOOL BALANCES) A) Breakdown clarification of Academies balances	Jon Lewis / Martin Wade	Clarification was sought on how academy reserves would be broken down, given that they were pooled. The Service Director of Education advised that a letter would be circulated to Forum regarding the issue in August. Required Action: Service Director of Education / Strategic Finance Business Partner	An appendix with a breakdown of the academy school balances has been prepared and once anonymised will be sent out separately to Forum before the meeting.	
	B) Improvements required to the budgeting and returns system	Jon Lee	As the current system did not allow schools to model and set budgets effectively, the agreed Required Action was that the Head of Integrated Finance Services would work with maintained schools to improve the budgeting and returns system.	Some additional training is currently underway. At the recent Finance Forum Officers asked for volunteers from schools and a working group meeting is to take place in November to identify and address the issues.	ACTION ONGOING

7.	122. REVIEW OF MEMBERSHIP AND PROPORTIONALITY - FUTURE OPERATION OF FORUM	Jon Lewis	Forum was also informed that discussions would be held over the summer on the future operation of Schools Forum including the number of meetings, type of recommendations, style of meetings and communication with a report to be presented to the October meeting. Action required: Service Director of Education	A report is included on the current agenda.	ACTION COMPLETED
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