

SCHOOLS MANAGEMENT FORUM

MINUTES OF THE VIRTUAL MICROSOFT TEAMS MEETING HELD ON:

WEDNESDAY 2 MARCH 2022 @ 9:15AM

ATTENDING:

<u>Maintained Primary School Representatives</u>	
Adam Cooper	Abingdon Bridge Primary
Jo Smith	Breckon Hill Primary (Governor)
<u>Primary Academy Representatives</u>	
Sarah Lymer	Linthorpe
Jackie Walsh	Green Lane Academy
Emma Watson	The Avenue
<u>Secondary Academy Representatives</u>	
David Dawes	Kings Academy, Chair
Mary Brindle	Macmillan Academy
Lisa Marron	Nicholas Postgate
Andy Rodgers	Unity City
<u>Special Representatives</u>	
Susan Robinson	Priory Woods School
<u>PRU Representatives</u>	
Leanne Chilton	RT MAT
<u>Local Authority Officers</u>	
Karen Smith	Head of Achievement
Faye Revely	Trainee Accountant
Trevor Dunn	Head of Access to Education
Craig Povey	Finance Business Partner
Judi Libby	Head of Resources
Sheila Marley	School Readiness Manager
<u>Observers</u>	
Paula Bowler	Green Lane Academy
Louise Davies	Linthorpe Community Primary School
Lisa Taylor	Berwick Hills
Katy Hall	Beverley

<p>1</p>	<p><u>APOLOGIES FOR ABSENCE/ANY ITEMS FOR AOB</u></p> <p>The following apologies were received:-</p> <table border="1" data-bbox="293 302 1386 721"> <tr> <td>Sue Butcher</td> <td>Director of Children’s Services, MBC</td> </tr> <tr> <td>Rob Brown</td> <td>Director of Education, MBC</td> </tr> <tr> <td>Cllr Mieka Smiles</td> <td>Deputy Mayor and Executive Member for Children's Services</td> </tr> <tr> <td>Andrew Humble</td> <td>Head of Financial Planning & Support, MBC</td> </tr> <tr> <td>Julia Rodwell</td> <td>Park End Primary</td> </tr> <tr> <td>Helen Steele</td> <td>Caldicotes Primary</td> </tr> <tr> <td>Janis French</td> <td>Priory Woods School</td> </tr> <tr> <td>Afzal Khushi</td> <td>PVI Representative</td> </tr> <tr> <td>Anita Jefferies</td> <td>Archibald Primary</td> </tr> <tr> <td>Kate Barkley</td> <td>Viewley Hill</td> </tr> </table> <p>RESOLVED that the apologies received be approved.</p> <p>There were no items notified for discussion as Any Other Business</p>	Sue Butcher	Director of Children’s Services, MBC	Rob Brown	Director of Education, MBC	Cllr Mieka Smiles	Deputy Mayor and Executive Member for Children's Services	Andrew Humble	Head of Financial Planning & Support, MBC	Julia Rodwell	Park End Primary	Helen Steele	Caldicotes Primary	Janis French	Priory Woods School	Afzal Khushi	PVI Representative	Anita Jefferies	Archibald Primary	Kate Barkley	Viewley Hill
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<p>2</p>	<p><u>MINUTES OF PREVIOUS MEETING/MATTERS ARISING</u></p> <p>Minutes of the meetings held on 12th January 2022 were circulated prior to the meeting.</p> <p>RESOLVED: that the minutes of the meetings held on 12th January were approved for signature by the Chair.</p> <p>Mr. Dawes made comments to acknowledge the Ukrainian/Russian conflict.</p>																				
<p>3.</p>	<p><u>DECISION/ACTION LOG</u></p> <p>There were two items on the decision/action log: Item Ref 4 – Judi Libby confirmed the email was sent Item Ref 5 – Trevor Dunn is awaiting further info and will defer this action to the May meeting</p>																				
<p>4.</p>	<p><u>Potential SMF meeting dates for 22-23</u></p> <p>Agreement on 22/23 dates, 3 meetings scheduled for next academic year plus a proposed DSG working group late Dec/early Jan following the release of DSG allocations from ESFA.</p> <p>Dates discussed. Mr. Dawes proposed that some meetings to be done in person. The next meeting is 18th May 2022, Mr. Dawes proposed that this one to be done in person. All agreed with proposal.</p>																				

5.

2022/23 De-Delegation Budgets

Faye Revely presented the report again to address the queries from the January 22 forum. Schools queried the capita system. The vote in January only approved the trade union decision.

ACTION - Faye to circulate a template to allow schools to itemize the services they wish to buy back.

Trevor Dunn provided information about the Capita system. The LA uses this to provide back office services and support services on behalf of schools. An example of this is admission arrangements. Mr. Dunn explained that the only way to fund this is via this mechanism. Faye explained that the DSG CSSB would not be able to fund this and there is no other alternative within the DSG.

Andy Rodgers asked whether this is a statutory duty to deliver all of these functions and therefore a Local Authority cost.

Trevor Dunn says that it would not be able to carry out its duties efficiently without it, such as SEN and other services. The risk is a deterioration in services that schools benefit from.

Mary Brindle suggested it should come from elsewhere and everyone should contribute equally.

To do this Faye Revely stated that we would have to take it out of de-delegation/buy back. The income from buy back is a significant part of the Capita budget.

Trevor Dunn stated that there was a historic assumption that all would buy back. However this is no longer the assumption and schools are challenging this.

Adam Cooper asked whether social care contribute. Trevor Dunn advised that they do not currently as this is not a social care system. Children Centre's do use EHM and Capita.

Lisa Marron, academies ask whether we are getting value for money and is this under review.

Mr. Dawes (chair) agreed that there needs to be a report back to SMF on the value of Capita.

Trevor Dunn agreed that Capita is an expensive product and that this is currently under review, and exploring alternatives to ensure we are getting everything that is required at value for money. Trevor Dunn proposed that a report on the effectiveness and function be brought to SMF.

	<p>ACTION – Trevor Dunn to circulate report on effectiveness and function of Capita system.</p> <p>Some schools want to buy into CLEAPPS and those who buy it think it is value for money.</p> <p>Sarah Lymer asked about Trade Union time, asked if this included the additional time, Faye said that the invoice is backfill for agency, not the cost of the actual trade union representative.</p> <p>Joanne Smith agreed that the loss of a UPS 3 time is an issue and thought that half days would be a solution.</p> <p>Andy Rodgers felt that it is less of an issue for secondary schools than primary. The issue is that some academies don't buy into facility time, schools with trade union reps cannot claim recoupment.</p> <p>Regardless of whether schools pay in, members of the trade union are entitled to trade union representation.</p> <p>Joanne Smith stated that none of the cluster heads voiced any concerns.</p>
6.	<p><u>Clerking of SMF going forward</u></p> <p>Karen Smith emailed the Chair and Rob Brown to advise that clerking was required but this was unavailable since the governor service closed. Mr. Dawes asked if the Local Authority can facilitate the transition. Mr. Dawes proposed buying the service from another Local Authority Governor Service. Emma Watson and Lisa Marron suggested buying from a service that serves another SMF. Lisa shared another contact.</p> <p>ACTION - Karen Smith/David Dawes to find a provision for the clerking of SMF</p>
10.	<p><u>DATE AND TIME OF FUTURE MEETINGS</u></p> <p>The next meeting be held in person at the CLC, Acklam at 9.15am on Wednesday 18th May 2022. The Chair recorded his thanks to everyone for their attendance. Meeting Closed: 10:05 am</p> <p>Approved on _____ (date)</p> <p>Signature (Chair) _____</p> <p>Name _____</p>