

**CALDERDALE SCHOOLS FORUM**  
**25<sup>th</sup> April 2024 – Virtual Meeting Via Teams**

**PRESENT:**

**Mungo Sheppard** (Primary Maintained) – Substitute Chair  
**Karen Morley** (Academy) – Co Vice Chair  
**Brenda Monteith** (Roman Catholic)  
**Adam McNichol** (Primary Governors Maintained)  
**Kevin Rivett** (Unions)  
**Denise Gwizdak** (Early Years Rep)  
**Mary Carrigan** (Primary Governors Maintained)  
**Kevin Rivett** (Unions)  
**John Eccleston** (Academy Primary Governor)  
**Gill Shirt** (Secondary Governor Maintained)  
**Lisa Davies** (Unions)  
**Richard Horsfield** (Academy Secondary)

**IN ATTENDANCE:**

**Paul Tinsley** (AD Education and Inclusion)  
**Jane Davy** (Finance Officer)  
**David Graham** (QA and Complaints Consultant)  
**Steve Drake** (Finance Officer)  
**Richard Morse** (Senior Commissioning Officer – School Organisation and Planning)  
**Victoria Coyle** (SEN Manager)  
**Amanda Farron** (Observing)  
**Connie Beirne** (Interim Service Manager for Early Years and School Strategy and Performance)  
**Martyn Sharples** (Finance Officer)  
**Ian Hughes** (Legal Officer)

**APOLOGIES**

**Tony Guise** (Secondary Maintained) – Chair  
**Dan Burns** (Academy Primary)  
**Phil Hannah** (PRU)  
**Andrea Dyson** (Early Years Rep)  
**Karl Veltman** (Post 16 Representative)  
**Debbie Sweet** (Special School)

**1. Substitutes nominated for this meeting and apologies for absence. (To be notified in writing 24 hours in advance.)**

Joanne Jones for Karl Veltman at Calderdale College  
Mungo Shepherd for Tony Guise as Chair

**2. Members Interests –** Members are reminded of the need to declare any interest they might have in relation to the items of business on this agenda.

John Eccleston is a member of Schools Partnership Board.

Karen Morley is a trustee of Together Learning Trust and is an LA Governor for Christ Church Pellon. Her term of office at Scout Road has finished but there is a link with Together Learning Trust.

Adam McNichol is currently representing Primary Governors Maintained however, Hebden Royd School has converted to an academy but it remains a Church of England School.

Mary Carrigan is the primary representative for Todmorden but is also a trustee at NHGS and Christ Church.

**3. Admission of the Public -** it is not recommended that the public be excluded from the meeting for the consideration of the items of business on this agenda.

Mick Burns from National Education Union  
Amanda Farron from Finance

**4. Minutes of the Schools Forum held on 18<sup>th</sup> January 2024**

Item 6 – Head teachers have raised concerns around the potential increase in fees for school improvement going forward. The Chair would like to make Connie aware there are queries from individual heads regarding costs and would like this to be an agenda item for when it comes to the vote next year. Jane advised that a decision in principle can be brought to an earlier meeting but members are to be mindful that figures not available until December. This could also be presented to CHPA to discuss for their January meeting.

Primary head feels they need to be part of the process regarding the HNB.

Karen is happy with the figures provided in reports and brought back to the meeting today.

The minutes were agreed by the Chair and members.

The school improvement de-delegation request will be added to the autumn work plan and brought forward to the autumn Schools Forum meeting to allow members to have time to consult with schools before January. Members are happy to have an amount that will be requested and an indicative of per pupil amount. From this, members could decide in principle which, will be confirmed at the January meeting.

The 2024-25 meeting dates will be discussed with the Chair and circulated before the next meeting in June.

## **5. De-Delegation of Union Facility Fees (Revised report)**

Unions were asked to bring the report back to forum with a more equitable increase which they feel the report reflects.

Members asked why this was a differential increase of 40p and it was explained that this amount was agreed 3-4 years ago. Jane sent the amount to ESFA however, would members want to continue with the 40p or approve the new recommendations from the figures shown in the report?

Lisa Davies Q: have you sent the original figures to ESFA we asked for in January?

Yes, the template was sent off by the 21<sup>st</sup> January. The overall amount hasn't changed, there is a £953 increase with the new rates. I would need to go ack to the ESFA and say this is an internal adjustment if Schools Forum agree the new recommended amount.

The Chair acknowledged there are a lot of head teachers absent from the meeting however, it was noted that Maintained Representatives can vote apart from LA officers, Union Representatives and Academies.

Schools Forum have already approved the delegation of fees and the narrative to the 12% being approved.

**Approved: Primary 2, Secondary 1**

**Opposed: 0**

## **6. Update on the Union Facilities Figures to the ESFA**

Jane will contact ESFA colleagues and confirm if they need her to resend her template. She advised this will affect anyone who converts to an academy after the 1<sup>st</sup> September as she will keep the figures until March 2025. Jane will write to schools in June with the adjustment but please note, this will not be a significant amount.

## **7. High Needs Block Deficit Recovery Plan Report April 2024**

Karen Morley Q: In regard to option 2

1. How many places would this provide (how does that match numbers of children requiring SEMH)? If these pupils are moved from existing schools what are the implications for the schools?

This will provide between 80 and 100 places. We do not envisage any pupils moving from maintained special schools. The impact will be to avoid Independent Non-Maintained Special School places with some transfers back into LA provision.

2. What is the present position? I understand that there is opposition from Ravenscliffe  
The current plan is to use this as a SEHM school. Ravenscliffe would prefer to retain the current site at Spring Hall and vacate the site at Skircoat Green. However as set out in the options paper, the cost would be significantly more, to build more provision when one already exists. There are currently ongoing discussions and officers are to meet with governing body. There will be an additional 100 places created at Ravenscliffe.

Karen Morley Q: In regard to option 3:

1. Woodbank - additional approximate 40+ spaces, how does this match demand?  
We anticipate these numbers will add sufficiency to meet the growth in those areas.
2. Highbury - At least an additional approximate 40+ spaces. How does this match demand?  
We anticipate these numbers will add sufficiency to meet the growth in those areas.
3. AP Free School additional capacity for Calderdale Pupils - How many places – will it be primary and secondary places and how does this match demand?  
80 secondary places. Calderdale will commission 40 places with Delta brokering the other places to other LA's.
4. AP or ARP within a mainstream primary school - Number of places this will provide & type of provision- how is this spread geographically?  
This would provide 2 secondary 10 place additional resource units, 4 SEMH additional resource units for KS1 and KS2, 20 secondary place units for autistic conditions for KS3 and KS4 and x2 20 place additional resource units. Plus, the Expression of Interest in Alternative Provision is not a defined number due to this being part of the commission process. This will help with overall budget pressures. The spread will reflect demand and geographic population distribution.
5. HNB Deficit Management Group, it would be helpful to know when this will begin and how long the group will be required?  
We will need the group as long as we are in deficit. We are currently working on a 5 year plan to hopefully achieve some sustainability. As we are all aware there are pressure nationally and a sustainable position will be difficult to reach.
6. Should there be a reference to the allocations group that is I believe already operational?  
That can be discussed at the first meeting.
7. DSG and HNB Reference group members - There's no secondary schools representative/if I am academy rep and I covering primary & secondary and using my financial expertise?  
Membership will be discussed at the first Meeting in May.

The Chair commended David for the information shared and primary heads recognised the need for additional provision and are excited about the increased capacity for places. They recognise that it is important that the secondary provision grows as well.

Chair Q: In regard to the provisions that schools run for children in their own schools, in terms of the exceptional bids schools are making, will these schools still work with the exceptional funds panel?

Yes and Victoria will send communication regarding the process and potential funding opportunities within The Change Programme for schools regarding excellent and innovate ways to help.

John Eccleston Q: Am I to assume that at the end of the 5 years, we should have the facilities we need?

Yes, we are already working dynamically with the 3 special schools and increasing the capacity for September 2025. The two new schools will be completed within the 3 – 5 year time frame and hoping ARPs will start to be open for January 2025.

John Eccleston Q: What level of confidence do you have that the number of places are going to be sufficient to the 5 – 10 year timescale?

That is the real challenge and Antony Mugan working with us looking at historic population trends for future trends and has predicted the number of children with SEN. We are proposing a significant investment in order to save and achieve sustainability. The deficit is going increase in the short term and we need to address placements in independent and non-maintained schools and volume of EHCP's. All the provisions proposed are much more cost effective.

Paul hopes CPHA colleagues can see Victoria and David have a clear process in place for a new SEND and AP strategy. The paper highlighting increasing special school places for children with Special Education Needs was taken to Cabinet and LA officers' recommendations were agreed to. The funding can only be used legally if we are creating additional capacity however, until the full feasibility study has been completed, we will not be aware of the costs involved. There is no guarantee that we will receive more money in addition to funds we have at the moment. The job advertisement for an additional AP lead has gone live recently and we are inviting secondment from someone potentially in the schools sector preferably. We are currently supporting the National Change Programme which give us the funds to help create something innovative. We want to reinvest the money we clawback from schools excluding pupils when they exclude pupils to into creating more AP capacity locally.

## **8. Calderdale CSSB Funded Statutory Services for Schools / Allocation of 2024/25 Central School Services Block (CSSB)**

Karen Morley Q's:

1. With regards to the CSSB report I would like to ask officers for a breakdown of the £451,560?
2. What is the cost of the
  - Admissions Function
  - Fair access officer
  - Asset management/PFI officer
  - School organisation & asset officer

Role Profiles have been included as requested. Job profiles for the School Organisation Officer and Asset Management Officer are combined to give us flexibility around moving resource to the most pressing area and also resilience in case of anybody leaving the post. There are two posts and one role profile for Organisation and Asset and one for the Fair Access Officer. Service is predominantly a staffing only budget (some software licences required). Cost of 'new' element (i.e. roles approved by Schools Forum for Fair Access, SRP, PFI and Asset Management)

Fair Access – Po2 to Po5 Range with on costs: £46,679.78 to £49,999.49

Org and Asset – Po1 to Po4 Range with on costs: £45,498.66 to £48,739.88 x2 posts (combined role). Annual mileage to be added.

3. Forum asked for job descriptions for these posts and they have not been made available (as far as I am aware)-please can they be circulated? have people been appointed to these 3 new posts? Please provide progress to date on the work they have undertaken.  
The job descriptions will be circulated with the final minutes for members information.

There is an unallocated balance of £200k for the 2024/25 CSSB. This is made up from £54k which hasn't been allocated in 2024/25 & an underspend in 2023/24 of £146k which can be used in 2024/25. Forum approved that the £54k in year balance be used to fund the new Education Welfare model outlined in the report & that an options paper be brought to the next Schools Forum as to what to do with the remaining £146k. Cluster funding has fallen significantly, and Karen suggested putting money aside as a reserve or used to increase the cluster funding.

The Chair Q: In theory, what that would look like?

Paul suggested 50% of the remaining underspend feed into the cluster funds and keep the remainder for potential emergencies.

Paul made a proposal for 50% of the underspend to go towards bolstering available cluster funding for this year. This will be voted on at the next meeting.

Schools Forum are to consider and vote on the allocation of £54k to the Education Welfare Service and its Education Welfare Officers.

**Vote to uplift the Education Welfare Service:**

**Approved: 7**

**Opposed: 0**

Schools Forum to consider the surplus money and vote on how that money can be used. A proposal to be presented to look at keeping for emergencies and offsetting the cluster funding either by using half or to look at using an existing model to give the clusters more money, leaving less funds to go forward.

**Vote to bring this to the next meeting for consideration:**

**Approved: 7**

**Opposed: 0**

**Approval of CSSB allocation**

**Each line of the CSSB put forward in the report presented by Steve was approved by Forum also**

## **9. School Balances Spring Report 2024**

Primary school heads recognised the spends being made highlighted in the report. They feel the money they get in and the money that goes out is a lot closer to what is set out on the report. John Eccleston is concerned that there are children with complex needs and worries we are doing well on the financials side but children's experiences are deteriorating in school.

The Chair thanked Jane for the information provided in the report.

## **10. Update on Schools Rebuilding Programme Report**

Richard feels positive with the way things are progressing within his service. The planning for the new build of Castle Hill school starts next week, new job positions have been created within the service and he has had positive comments from DfE.

The Chair commended the work that Richard and Robert Fox are doing and the positive relationships that have been built with the DfE.

## **11. Review of Schools Forum Constitution**

Ian feels the current constitution is still fit for purpose. Unfortunately, the meeting between Ian and Tony has not happened however, this is especially important when Tony is due to step away from chairing Schools Forum. Ian will bring the review of the constitution to the meeting in June with his amendments and will clarify points with individual members.

John Q: Does the forum constitution and membership almost need to have flexibility built in to reflect maintained schools and academies?

I want to discuss this with Tony in regard with the changing ratio as it needs to be responsive and relevant to Calderdale's ever-changing landscape.

## **12. Any Other Business**

Questions to be submitted a **minimum** 3 days prior to the meeting in writing to:

[CalderdaleSchoolsForum@calderdale.gov.uk](mailto:CalderdaleSchoolsForum@calderdale.gov.uk)

Questions will only be permitted if relevant to the business of the Forum and at the discretion of the Forum Chair.

No further business was discussed.

## **13. Future Dates**

27 June 2024

All meetings will start at 4pm

Venue: virtual Teams Meeting