

Public Document Pack

Southend-on-Sea Borough Council

Legal & Democratic Services

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31 May 2019

Dear Ed Board,

**EDUCATION BOARD - TUESDAY, 4TH JUNE, 2019
SUPPLEMENTARY PAPERS PACK: DATA SHARING AND RSG DRAFT MINUTES**

Please find enclosed, for consideration at the next meeting of the Education Board taking place on Tuesday, 4th June, 2019, the following papers that were unavailable when the agenda was printed.

Agenda No Item

3. **Matters arising (not covered elsewhere on the agenda) (Pages 1 - 2)**

Report of FIELD_AUTHOR

Item 8(c) refers – Data-sharing paper attached

13. **Reports back from Sub Groups (Pages 3 - 6)**

Report of FIELD_AUTHOR

(a) VLSG – draft minutes to follow

(b) RSG – draft minutes attached

Yours faithfully

Robert Harris
Ed. Board Clerk

Data sharing: Local Authority and Schools.

Update to Education Board June 2019

3

Telephone conversation that took place in May this year between a senior officer in Essex Police and a senior officer with the Council:

“Hello, could you please tell me where Jonny Smith is educated, we believe he is attending a Southend School”

SPSG are asked to

- note the information contained within the report
- recognise the importance of accurate and easily accessible secure data
- approve actions regarding escalation where required

Sharing data between Schools and the Local Authority is best practice for a huge variety of reasons which go beyond the prescribed statutory requirements. These include but are not limited to; safeguarding, managing risk, ensuring appropriate teams / colleagues are aware of children’s situations, early intervention, pupil tracking, improved commissioning and financial management.

In June 2018 the remit for the processing of data from schools into the Local Authority’s Education Information Management System moved into the Operational Performance & Intelligence (OPI) Team.

In taking on the new remit the Group Manager OPI Team carried out a review of the work and identified 2 key actions that needed to be addressed;

- 1) Refresh data sharing agreements, in line with GDPR, so that both Schools and the Local Authority are operating within the legislative framework.
- 2) Build relationships with schools to work together to improve data quality

The sharing of data between schools and the local authority should be an efficient and secure process. As much as possible the processes should be an automated “straight through process”. This should minimise the need for human input, reducing human error and reducing human resource costs as well as ensuring the data is stored in one secure place.

This paper provides an update on 1) – refreshing the data sharing agreements to ensure we are operating within the legislative framework

The GM has prioritised all Primary, Secondary and Special Schools but is continuing to engage with Independent and Alternative Provision providers, these are not the main focus at this stage.

Since September 2018 the OPI Group Manager has engaged with stakeholders. This has been done through attendance at groups such as SOPHA, Independent Heads meeting, Directors Briefing, Chair of Governors meeting, Education Board and an offer to visit schools individually to support them with the data sharing agreements.

Schools have been sent 2 letters requesting the completion of the data sharing agreements, the second letter being a chaser. The below table indicates the current status of schools where an agreement has not been received;

For the purposes of the public meeting, there are 10 schools that require escalation, 4 of which also fall into the second category below. The list of schools will be made available to members of Education Board at the meeting. All schools following the meeting irrespective of the decision of Board will be contacted.

The criteria of “Requires Escalation” is met where agreements have not been returned following the 2 letters and schools;

- Have not made contact;
- Conversations have terminated where resolution is unlikely.

Both school and the Local Authority could be at significant reputational and legal challenge if we remain unable to secure both elements:

- Firstly, the signed consent to share data. Transfer of data without this formal agreement would be subject to challenge.
- Secondly, the sharing of statutory data required, in a means that is efficient and effective for both the school and the Council

The second issue, as indicated above with *, indicates those schools for whatever reason have chosen either not to share data with us (irrespective of a data sharing agreement), or in a manner that would still cause safeguarding concerns.

The means of sharing, via the secure, consistent and automated approach, negates the possible risk to the school of outage or submission error on the part of the school.

The recommendation previously proposed by education Board was for the Chair to formally write to those remaining schools that require escalation, on either or both of the points. The matter has now suffered slippage, and board is asked to review the intended actions and hierarchy of escalation.

Southend Education Board, Resources Sub Group (RSG)

23rd May 2019, 4.00-6.00, Southend High School for Boys

DRAFT Minutes of the meeting

13

| Membership of the sub group for Resources | (Draft, nominations received) representation |
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| 3 nominations from the Education Board (Headteacher/governor) | Robin Bevan (secondary) CHAIR Maurice Sweeting (SECAT, governor) Niki Bannister (primary, governor) |
| 4 other members nominated from the four associations | Nick Booth (primary) Paul Hayman (secondary) Jackie Mullan (special) Anthony McGarel (governor) |
| 1 school business manager nominated from Board | Simon Oxenham (SHSB) |
| Council Officer representation as required for the papers | Paul Grout (Senior Finance Business Partner) Gary Bloom (Head of SEND) Christine Hickey (School Finance Service Manager) |
| | Brin Martin (Director of Learning) in attendance |

| Time | Agenda item | Decision? Action |
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| 4.00 | Membership Apologies Council officer representation as required for papers Officers present: Paul Grout Gary Bloom Christine Hickey | Paul Hayman (only due to RSG date change from 20 th May) |
| | Membership Vacancies | None |
| 4.05 | Minutes of the last meeting 05.03.19 | No amendments. Minutes agreed. |
| 4.15 | Maintained and Academy end of year balance tables Christine Hickey (Officer lead) | The tables presented latest financial statement information for Academy balances as at the 31.08.18, and maintained balances as at the 31.03.19. The group considered and discussed the details of the tables. The discussion addressed the interpretation of the balances and financial indicators in both sectors. |

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| | | <p>The group considered whether any of the data caused concern regarding the viability or vulnerability of local provision; whether funds allocated for use in 2018/19 were being appropriately used for the pupils currently in our schools; and whether there was any evidence that might inform future funding allocations.</p> <p>Action: Robin To bring to the attention of the Education Board, the financial concerns relating to the yearend deficit fund balances (excluding the Fixed Asset funds and Pension reserves) shown for Legra Academy Trust, Parallel Learning Trust, Challenger Multi Academy Trust. It was also noted that Southend High School for Boys Academy Trust balances are very low, and this is also in consideration of the higher balances shown for the 3 other secondary schools funded on the same per pupil basis.</p> <p>It is also minuted that concerns remain with the reducing balances for some of the maintained schools and the local authority has been working directly with those effected schools.</p> |
| 5.00 | <p>DSG Final Outturn 2018/19</p> <p>Paul Grout (Officer lead)</p> | <p>No paper amendments required</p> <p>Recognition within the Group that this is a positive position returned for 2018/19, considering the high need funding pressures experienced from 2016/17, and also previous early years funding pressures now mitigated.</p> <p>The group specifically noted the uncertainty regarding the Early Years out-turn, and the significance for the High Needs budget allocation (next item) of the deficit figure posted at the end of the financial year.</p> |
| 5.10 | <p>DSG High Need budget allocation 2019/20</p> <p>Paul Grout and Gary Bloom (Officer leads)</p> | <p>Paper amendments agreed:</p> <p>Para 8.2. From Sept-19 - the hourly rate applied to EHCP mainstream top up funding to be fully returned to pre required saving level.</p> <p>Para 5. Make clear that the budgeted amount not allocated to funding for service lines is to restore the remaining high need DSG reserve deficit balance.</p> <p>Para 2. Reorder the recommendations for Education Board, to illustrate that the</p> |

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| | | <p>2019/20 budget allocations are determined by the direct amended funding decisions to be applied to settings.</p> <p>Action: Gary to verbally update the Education Board with progress made and timelines heading for the Sept 2020 revised EHCP banded top up amounts.</p> |
| 5.50 | <p>Date of next meeting:</p> <p>7th October 2019 (ahead of October Education Board date) – Southend High School for boys 4:00 pm to 5.30 pm.</p> <p>Next set of RSG 2019 Papers at the October meeting:</p> <ol style="list-style-type: none"> 1. DSG 2020/21 Indicative budget planning including ISB allocations (PG) <p>Following set planned at the December meeting:</p> <ol style="list-style-type: none"> 1. DSG 2020/21 Budget planning including ISB allocations (PG) 2. DSG Forecast Outturn 2019/20 (PG) 3. DSG Early years funding 2020/21 (EH/PG) <p>Future RSG meeting dates indicative to be confirmed with diaries – Southend High School for boys 4:00 pm to 5.30 pm:</p> <p>2nd December 2019 6th January 2020 (if needed) 2nd March 2020</p> | |
| | Meeting close | |

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