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Southend-on-Sea Education Board (Formerly referred to as the Schools Forum)

I confirm that a meeting of the Schools Forum/Education Board will be held on **Tuesday 30th October 2018 at 8.15am**. The meeting will be held at the Tickfield Centre in the Johnson Room.

Robert Harris
Clerk to the Forum

A G E N D A

Agenda	Item	Lead	Time
1.	Apologies, Substitutions & Introductions (AOB not on the agenda to be identified and dealt with at the discretion of the Chairman).	Chair	5mins
2.	Minutes of the meetings held on 5th June 2018 - Minutes attached <u>Matters Arising:</u>	Chair	5mins
3.	Operational and Good Practice Guidance, Powers and Responsibilities and the Structure of the Education Board (formerly Schools Forum) Report attached	RH	5mins
	<u>Schools Forum Matters</u>		
4.	Early Years 2019/20 Funding, provider rates and deprivation entitlement Report attached	EH	15mins
5.	Dedicated Schools Grant (DSG) 2018-19 Forecast outturn and 2019-20 budgetary planning Report to follow	PG	25mins

	<u>Education Board Matters</u>		
6.	Secondary School Places Update Verbal update (no papers)	CB	5mins
7.	Children's Centres Utilisation Verbal update (no papers)	EH	5mins
8.	SEND Inspection verbal update (no papers)	BM	10mins
9.	Fair Access Protocol Report to be attached	CB	5mins
10.	Annual needs analysis in relation to nurture and provision across the Borough Verbal update (no papers)	MJ/CB	5mins
11.	Teacher Workload and Wellbeing Strategy Report attached for noting	Chair	5mins
11.	Feedback from Sub Group Chairs (written): (a) School Performance S.G. – Neil Houchen – Minutes attached (b) Vulnerable Learners S.G. – Sarah Greaves (c) Resources S.G. – Robin Bevan	NH SG/JM RB	10mins
12.	Any other business (to be notified to the Chair/Clerk prior to the meeting)	ALL	10mins
13.	Date and time of future meetings 18 th December 2018 at 8.15am 22 nd January 2019 at 8.15am 26 th March 2019 at 8.15am	RH	5mins

Members:

Mr M Sweeting (Chair), Mr D Woollard, Mrs N Banister, Mrs L Yelland, Mrs Julia Jones, Mrs K Willis, Mrs A Turner, Mr T Barrett, Ms M Palles-Clark, Dr R Bevan, Ms L Clark, Mr J Glazier, Dr P Hayman, Mr N Houchen, Mr J Johnson, Mr A McGarel, Ms J Mullan, Mr L Pryor and Mr S Reynold
Cllr H. Boyd (non-voting – Cabinet Member)

Public Document Pack
SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of Education Board

Date: Tuesday, 5th June, 2018
Place: Darwin Room - Tickfield

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Present: Mr M Sweeting (Chair)
Mr D Woollard, Mrs N Banister, Mrs Julia Jones, Mrs A Turner,
Mr T Barrett, Ms M Palles-Clark, Dr R Bevan, Ms L Clark,
Mr J Glazier, Dr P Hayman, Mr J Johnson, Mr A McGarel,
Ms J Mullan, Mr L Pryor and Mr S Reynolds

In Attendance: Councillors H Boyd
Mrs C Hickey, Mr P Grout, Mrs E Hammans, Mr R Harris, Mr
S Leftley, Mr B Martin, Mrs A Griffin and Mrs C Braun

Start/End Time: 8.15 - 11.00 am

1 Apologies, Substitutions and Introductions

Apologies for absence were received from Vicky Wright, Lesley Yelland, Neil Houchen and Karen Willis.

The Board welcomed Alison Griffin, SBC Chief Executive and Councillor Boyd, the new Cabinet Member for Children and Learning.

2 Membership, Constitution and Terms of Reference

The Board considered the current Membership, the Education Board Protocol and Terms of Reference.

Resolved:

That the membership, Protocol and Terms of Reference, be noted.

3 Minutes of the meeting held on Tuesday 13th March 2018 and Matters Arising

Matters Arising

Schools Inspection Regime – The Board noted that the Regional Schools Commissioner had provide a written response to the Chair's letter.

The Board was also informed that St Thomas More, Eastwood, Edwards Hall and Milton had all retained/achieved a good rating. Chase High School had received a require improvement rating which shows the improvements made by the school (previously received an inadequate rating).

The Board noted that Barons' Court Primary school had become a teaching school with immediate effect. Congratulations were also extended to Hamstel Infants school on their recent award.

The Board also noted that Futures College would become an academy on 1st July 2018 and that the Catholic schools (St Thomas More, Sacred Heart and Lady of Lourdes) were now part of the CC academy trust. Other Catholic schools in the borough will join the trust at some point in the future.

Resolved:

That the minutes of the meeting held on Tuesday 13th March 2018, were confirmed as a correct record.

4 Dedicated Schools Grant Budget Final Outturn 2017/18

The Board considered a report from the Senior Finance Officer providing an update on the Dedicated Schools Grant (DSG) final outturn for the schools budget, high needs, early years and centrally retained for 2017/18.

The Board sought clarification concerning the direct funding allocations for early years in respect to the 3 and 4 year old free childcare entitlement funding. The officers reported that this related to the 15 hours 'extended entitlement' for free childcare in addition to the core entitlement of 15 hours free childcare (i.e. a total of 30 hours free childcare). The Board noted that as this was the first year that the extended entitlement was in place there had been a lower take-up than originally forecast by the DfE, but this was not unexpected at a local LA level or nationally.

The Board discussed in detail the challenges and pressures within the High Needs block funding. Members emphasised that this was a national issue/concern. The Board asked officers to provide information / comparator data from neighbouring local authorities to better understand the position in terms of high needs funding in the borough.

The Board extended its thanks and appreciation to the finance officers and the Resources Sub Group for the significant work that has been undertaken in this area recognising that the strength on forecasting and all round understanding of the DSG expenditure in 2017/18, is in a significantly better position than it was in 2016/17 and earlier years.

Resolved:

That the final 2017/18 outturn be noted and the subsequent DSG reserve balances for each funding block to be carried forward into 2018/19 be agreed.

5 High Need Detailed Budget Allocation 2018/19

The Board considered a report from the Senior Finance Officer presenting the High Need's Block detailed budget allocations for 2018/19.

The Board discussed the report in detail and emphasised that had Southend been funded at the level it should have been (i.e. there was no cap applied on

funding gains) the local authority would not be in the position that it has been unable to contain current High Need spend levels within its actual funding allocation. The key issue was how the reduced funding will be managed in the future and the nature of the historical deficit. It was stressed that in real terms there was a 6% reduction in funding against rising demand and need – a view to be taken on how the high needs funding was allocated in a fair and equitable way balanced against how the Board can contribute to this process.

How articulate the need to set a balanced budget given that the level of funding is inadequate to support need/demand (particularly within the special school sector).

There were specific issues regarding the capacity and sustainability of special schools and it was noted that officers were meeting with the Regional Schools Officer to discuss a number of issues, including capacity.

Officers advised that the current provision in place will need to be reviewed, particular around the level of top-up funding for special provision.

In respect to independent providers the Board recognised the significant pressures in this area. Officers highlighted that better ways to support SEN/EHCP were being explored.

Resolved:

1. That the detailed High Need budget allocation for 2018/19 as set out in the report be agreed and adopted.
2. That the flexible place funding allocation of £80,000 for Special Schools continues to be adopted in 2018/19 (as set out in Appendix 1 to the report).
3. That the 2018/19 Educational Health and Care Plan (EHCP) top up funding rates passed over to the 4 special schools who form part of the SEN trust be held at their same rates as 2017/18 (as set out in section 7.4 of the report).
4. That the EHCP top up funding rates for the special school Sutton House be reduced by the maximum allowed minimum funding guarantee from September 2018 (as set out in Section 7.5 of the report).
5. That the EHCP top funding rates awarded to Special base units be amended in 2018/19 to compensate for what would have been a loss to primary schools, by reducing the gain for secondary schools (as set out in Section 7.6 of the report).
6. That the Pupil Referral Unit (PRU) top up rate be held to the same funding rate as 2017/18 (as set out in Section 7.8 of the report).
7. That the 2018/19 EHCP hourly top up funding rate passed over to support pupils within mainstream schools be held to the same funding rate as 2017/18 (as set out in Section 8.2 of the report).
8. That, where a Southend child with an EHCP plan is placed in another local authority school, Southend's high needs block will only pay a maximum £50

charged administration fee rather than the administration fee set by that local authority (as set out in Section 8.3 of the report).

9. That the disapplication request of Minimum Funding Guarantee for special school top up funding can be applied for to the Department of Education (DfE) in consultation with those schools. If permission was granted, it would only be acted upon by the subsequent approval of the Education Board (as set out in Section 11.4 of the report).

6 Maintained School Balances as at 31st March 2018

The Board considered a report from Christine Hickey presenting the maintained school balances as at 31st March 2018.

The Board discussed the report in detail and sought clarification in respect to deficit budgets. The officers reported that some schools are setting a deficit budget in 2018/19 and 2019/20 and the local authority was working closely with the schools on the sustainability of budgets, etc. The Board was given assurance that the appropriate attention was being given to maintained schools funding and expenditure.

The Board asked officers to provide information on all schools in respect to their reliance on their reserves.

Resolved:

That the report be noted.

7 Data on current on situation regarding Secondary School Places

The Board received and considered information / data setting out the current position regarding the provision of primary and secondary school places across the borough. The Board also received a supplementary report providing forecast projection data in relation to the development of 10,000 more homes in the borough.

The Board noted that on current data there were sufficient secondary school places based on current birth-rates. However, it was highlighted that from 2021 there was likely to be a need for further expansion to meet the need for school places.

Resolved:

That the data on secondary school places be noted.

8 Progress on SEND 3 Year Journey (in particular notional funding)

The Board received a verbal update in respect to progress on SEND and noted that significant work had been undertaken in this area. The Group Manager for SEND outlined a proposed letter to all schools indicating the 'notional' budget allocation for SEND in their schools. The letter will be sent to all schools shortly.

The Board discussed the governance arrangements and agreed that a specific SEND Task and Finish Group was set-up to take forward this work. This group needs to reflect the different school sectors.

Resolved:

That a letter be sent to all Education Board members seeking nominations to sit on the SEND Task and Finish Group. ACTION: BM/GB

9 Feedback on JTAI

The Board received feedback on the recent JTAI inspection and noted that the inspection report makes for positive reading with significant improvements identified in some areas. There were a number of recommendations which were being followed through. The full report is available from the following link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/704962/Southend-on-Sea_-_joint_targeted_area_inspection_report.pdf.

Resolved:

That the feedback on the JTAI inspection be noted.

10 Consultation on Ambition Skills Strategy

The Board received an overview of the 'Ambition Southend: Skills and Labour Market Strategy' which would be considered by the Cabinet on 19th June 2018. This was a wide ranging strategy and aims to provide a framework for a cohesive and borough-wide approach to skills and labour market development.

The Board noted that education is a significant component of the strategy and officers were working closely with the Council's Director of Regeneration and Business Development to establish a small group to drive forward the education elements linked to the strategy.

Resolved:

That the overview of the strategy be noted.

11 Feedback from Sub Group Chairs

(a) School Performance S.G.

The Board noted that this sub group had not meet and the last meeting had been cancelled at short notice.

(b) Vulnerable Learners S.G.

The Board noted that this group had looked at the exclusions and the pathways around SEND and the progress of LAC across the borough. The next meeting is scheduled for 20th June 2018.

(c) Resources S.G.

The Board noted that this group had met and had looked in detail at the various budget/finance reports and refined them prior to the Board's consideration.

12 Changes to Portfolio Holders

The Board noted the changes to the make-up of the Council's Cabinet, particularly Councillor Courtenay who is now the Cabinet Member for Growth and Deputy Leader. Councillor Boyd was now the Cabinet Member for Children and Learning.

The Board put on record their thanks and appreciation to Councillor Courtenay for his support and work over the last couple of years as the Cabinet Member for Children and Learning and wished him well in his new role as Deputy Leader / Cabinet Member for Growth.

Resolved:

That the changes to the Cabinet Members be noted.

13 Any Other Business

(a) Children's Centres Update

The Board asked that an update on Children's Centres was provided to the next meeting of the Board in October. This could focus upon the usage and associated costs and discussion on steps that can be taken in partnership to make full use of the Centres.

Resolved:

That an update on Children's Centres be provided to the October meeting of the Education Board.

(b) Unregistered Schools

The Board discussed in general the issues/concerns around 'unregistered schools' and noted that the local authority had very limited powers in this area in relation to outcome data.

14 Date and time of future meetings

The dates for the next school year (September 2018 to June 2019) would be circulated shortly. The next meeting will take place in October.

Chairman: _____

Southend-on-Sea Education Board

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on
Tuesday 30th October 2018

Report prepared by:
Robert Harris (Clerk)

New Guidance for the operation and structure of Schools Forum (Southend Education Board)

1. Purpose of Report

- 1.1** To inform the Education Board of the guidance issued by the Education & Skills Funding Agency in September 2018 concerning the operation, powers and structure of the Schools Forum (Southend Education Board).

2. Recommendations

- 2.1** That the Education Board agrees to set-up a time-limited Task and Finish Group consisting of 5 members of the Board (including the Clerk) to review the operational and good practice guidance and make recommendations to a future meeting of the Board.

3. Background/Context

- 3.1** The Education and Skills Funding Agency issued new guidance entitled 'Operational and Good Practice Guide' to Schools Forum in September 2018.
- 3.2** The Guidance covers the powers and responsibilities and the structure of the Schools Forum (Southend Education Board). This also includes a self-assessment toolkit to assess the strengths and weaknesses of the Education Board.
- 3.3** The Education Board had previously agreed the PriceWaterHouseCoopers Audit report and implementation action plan on the operation of the Board on 15th March 2017.
- 3.4** The Education Board on 5th June 2018 agreed a revised and updated Protocol, Terms of Reference and Membership. In light of this it is timely to carry out a light-touch review of the Board's operation and structure to ensure it is aligned with the good practice guidance.
- 3.5** The Board is therefore asked to set-up a time-limited Task and Finish Group to take this piece of work forward.

4. Implications of the report

4.1 Financial implications

Not applicable

4.2 Consultation

Not applicable

4.3 Risk associated with the report

Not applicable

5. Background Papers

5.1 Education & Skills Funding Agency Operational and Good Practice Guide September 2018

5.2 Schools Forum Powers and Responsibilities

5.3 School Forums Structure

Southend-on-Sea Education Board

on

30 October 2018

Report prepared by:
Elaine Hammans Head of Early Years

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Report Title: Early Years 2019/20 Early Years Funding - Provider Rates and Deprivation Entitlement Paper – Elaine Hammans/Paul Grout
Agenda Item: 7

1. Purpose of Report

- 1.1 To inform the Education Board on the further review of the deprivation supplement.**
- 1.2 To inform the Education Board on the indicative funding for The Early Years' Service from April 2019.**
- 1.3 To ensure the use of the funding which is centrally retained and administrated through the Dedicated Schools Grant under The School and Early Years Finance (England) Regulations 2017. In order for the Local Authority to meet its statutory duties under the Childcare Act 2006, Sections 6,7 and 7A.**

2. Recommendations

- 2.1 To commence a further review from October 2018 of deprivation supplement criteria proposing to align the supplement with the April 2018 revision of EYPP and FSM criteria**
- 2.2 To confirm indicative provider funding rates for 2019/20 which comply with government funding regulations to have all providers on the same base rate from April 2019.**
- 2.3 To note proposed funding of the Early Years' Service**
- 2.4 To note parents entitlement and access to the Early Years Element of the DSG.**
- 2.5 To note that DfE funding is to support for 38 weeks of the year, to a maximum of 570 hours for 2 year old and Universal 3 & 4 year old funding and 1140 hours for Extended funding. These hours can be stretched across up to 52 weeks per year at proportionally less hours per week up to the maximum allowed.**

3. Background/Context

- 3.1 Local authorities are required by legislation to:**

Apply a deprivation factor to hourly funding rates for children accessing 3 & 4 year old funding for both 15 hours universal entitlement and the additional 15 hours extended for working families.

Ensure all early years providers, including schools, are paid the same rate per hour per child from April 2019.

To calculate and notify initial budgets to providers by 31st March each year.

- 3.2 Local authorities are required to apply a deprivation factor to the hourly funding rate for 3 & 4 year olds accessing a funded place. The amount and criteria for the deprivation fund is left to the local authority's discretion, although there is an upper limit of 10% of the overall funding rate.

Following consultation with all providers in January 2018, it was agreed to amend the deprivation factor to continue to use the postcode of the child's home address linked to the 0-20% deprived SOAs within wards for 2018-19.

- 3.3 Following the revised EYPP and FSM criteria applied from April 2018 Early Years are proposing to undertake a consultation with all providers on the deprivation supplement to commence in October 2018. The consultation will propose to align the deprivation supplement with EYPP and FSM criteria from April 2019. This would target the additional funding to support improving outcomes for our most needy children.

- 3.4 Historically the early years' service has been financially supported by the schools element of the DSG to ensure that children have the best start in life. Due to changes in the National Funding Formula and the academies programme the funding that has been transferred to early years is at risk.

- 3.5 The early years element of the DSG allows councils to retain up to 5% of the overall early years budget for 2019-20. Southend has historically not used this retention power in order to sustain high quality providers including schools. Southend is funded less than Essex per child per hour. The risk of retaining the 5% would mean reducing all providers base rate to £4.14. This would be a considerable drop especially for schools from £4.55 in 2016-17 to £4.14 in 2019-20. This would also mean that some providers would be unsustainable or not accessible for parents due to closures and flexibility

- 3.6 The government has also stated that they will not be increasing the rate of the early years DSG until after the 2020 spending review. We propose to review the power to retain a % of the early years DSG after the 2020 funding review.

- 3.7 Given the inability to sustain the £0.500m transfer from Southend's DSG funding allocation from 2019/20 to support Early years, and in order to maintain the early years' service, an investment bid has been put forward to the council, to continue funding for £350,000. The Council, whilst facing significant savings itself recognises the importance of sustaining a high quality Early Years' Service that supports our children, and is therefore now debating (as part of the Council's wider annual budget setting process) support of this funding. Final council allocations cannot be confirmed until the council's 2019/20 budget is formally set in February 19. It must be noted, as this funding is proposed to be covered through the Council – its use, whilst still supporting early years will now be wider than its previous focus.

3.8 If the option to link deprivation to EYPP is agreed it is estimated that the percentage of children attracting deprivation supplement will reduce from 32% to 20%. Any additional funding resulting from the proposed deprivation changes, estimated to be approximately £135,000, will be used to retain a much needed centrally retained funding budget contained within Early Years DSG. This funding will support the SEN Inclusion fund for 3 & 4 year olds – which is a mandatory requirement, training and professional development for the childcare workforce and promotion of the early year's entitlements to parents.

3.9 Proposed new 3 & 4 year old funding rates from April 2019 – all providers must be paid at the same rate

	Pre-school	Childminder	Independent school	Day Nursery	Maintained school & Academy
Funding Rate 17/18	4.18	4.18	4.18	4.18	4.42
Funding rate 18/19	4.21	4.21	4.21	4.21	4.30
Funding rate 19/20	4.24	4.24	4.24	4.24	4.24

3.10 An alternative option would be to reduce the hourly rate for all providers from April 2019. However school nursery class funding has been reduced from £4.42 in 2017/18 and a further reduction to in the region of £4.14 would raise serious concerns with regard to the sustainability of school nursery provision. The possible reduction would also effect the sustainability of many PVI childcare providers and childminders, leaving them with options to close, increase rates for wrap around care hours or increasing 'charges for additional services' – meals, consumables etc. This would raise the risk of insufficient childcare places locally or the additional charges imposed making childcare unaffordable for our most low income and vulnerable families.

3.11 Local authorities are required by legislation to secure free places offering 570 hours a year over no fewer than 38 weeks of the year and up to 52 weeks of the year for every eligible child in their area.

All Children are entitled to receive the full funding provided for this purpose.

DfE Guidance on School Attendance September 2018 states: 'Schools and local authorities can agree to set different term dates for different year groups – e.g. for 'staggered starts' or 'induction days'. This is only acceptable where the school ensures that those pupils not attending on that day are still offered a full education over the school year.'

Parents have raised with us that staggered entry varies from the beginning of the term up to 4 weeks. This is especially an issue with parents wishing to work as it impacts on their ability for their child to take up the full entitlement.

We do not permit private voluntary or independent providers to have paid staggered entry unless under exceptional circumstances. From April 2019 we are required to be clear and transparent and operate funding protocols on a level platform across all provider types.

4. Summary of benefits of the proposal

4.1 Poverty Agenda

The proposal to review and amend the deprivation factor will enable SBC to:

- ❖ maximise the available budget for Early Years DSG
- ❖ ensure that the deprivation funds target those children living in the most deprived households
- ❖ meet the statutory requirements and guidance on deprivation funding

5. Implications of the report

- 5.1 The proposed deprivation supplement criteria from April 2019 will not require major staff resources due to eligibility data for EYPP being available through the use of the early year's portal.
- 5.2 This will require all providers including schools to fully use the early years provider portal from April 2019.

6. Financial implications

- 6.1 The current position due to the increase in the number of children living in 0-20% deprivation postcodes will not be able to be sustained going forward.
- 6.2 The impact for early years providers and schools would be a reduction in the percentage of children who would attract deprivation supplement funding over and above the hourly base rate, as shown in table 1.

Table 1.

Children eligible for deprivation funding			
Year	Children attending School nursery	Children attending PVI settings	Total of children overall
17/18	64%	38%	45%
18/19	45%	27%	32%
Deprivation rate 19/20*	20%	20%	20%

- ❖ Deprivation rate percentages estimated based on 2018 January Census.

- 6.3 With the new proposed rates for 2019/20, although a small increase, sustainability of providers from all sectors continues to be a local and national concern.

- 6.4 The financial risk of an unsuccessful agreement on the deprivation supplement changes following consultation would include insufficient funding for the mandatory inclusion fund to support all children to access their entitlement.

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Southend-on-Sea Education Board

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on
Tuesday 30th October 2018

Report prepared by:
Jane Elson/Alison Gellett

Teacher Workload and Wellbeing Strategy

1. Purpose of Report

- 1.1 To notify the Education Board about the Teacher Workload and Wellbeing Strategy that is being led by the LA, working in partnership with Teacher Unions, schools and other stakeholders.

2. Recommendations

- 2.1 For the Education Board to note the report.

3. Background/Context

- 3.1 Following recommendations from three reports from the Independent Teacher Review Groups, and findings from the DfE Workload Challenge Survey on teacher workload, the DfE are committed to removing unnecessary workload for teachers and leaders.
- 3.2 To support this work the LA will produce a Teacher Workload and Wellbeing Strategy that will support this work and enhance Recruitment and Retention.
- 3.3 Timeline:
- Scoping and consultation with stakeholders including schools by 31st December 2018.
 - Research - building of evidence and gathering best practice and innovation by 31st July 2019.
 - Engagement with Southend schools to share best practice, review outcomes and reduce workload from 1st September 2019.
 - October 2019 report to Education Board on findings and the future strategy.

4. Summary of benefits of the proposal

- 4.1** Collecting and sharing best practice nationally and locally.
- 4.2** Improved Recruitment and Retention in Southend schools.
- 4.3** Promotion of positive wellbeing and mental health.
- 4.4** Shared resources made available through a designated area on the Southend Learning Network (building on the success of the recently launched SEND and PPG resource areas).

5. Implications of the report

5.1 Financial implications

Not applicable

5.2 Consultation

All schools and other stakeholders will be invited to participate.

5.3 Risk associated with the report

Not applicable

6. Background Papers

Not applicable

School Performance Sub Group

Minutes of the meeting of the SPSG held at the Civic Centre Committee Room 2 18th September 2018

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Board Members Present: Brin Martin (Interim Chair) (BM) ; Neil Houchen (NH); Darren Woollard (DW); Maurice Sweeting (MS); Tim Barrett (TB); David Struthers – Observer (DS)

1. Apologies, Welcome and introductions if required

Apologies received from Lisa Clark, Jim Johnson, Jerry Glazier

Welcome from the Chair – Neil Houchen

SPSG board discussed the quorum of the meeting. The group agreed representatives should be sent when members can not attend.

DfE non-attendance noted - **BM will meet with Regional Commissioner and ask for representation at the meetings.**

2. Notes of the last meeting, matters arising

Minute: discussed and agreed

Matters arising –	Action
BM advised of ongoing concerns of Cecil Jones. It was noted that the schools received email notification before summer holiday from Regional Commissioners office regarding possible expression of interest for sponsoring CJ. SPSG expressed concern regarding the schools financial stability, performance and leadership – these have been communicated to Regional Schools Commissioner about the	
JK to contact Regional Schools Commissioner to request a meeting with Brin Martin.	JK
Urgent Matters /Updates	
BM gave urgent update – Thorpe Greenways, death of a child. Serious case review panel is taking place lead by ECC.	

3. Data Outturn for Summer Results

Minute: Brin updated SPSG on the progress and issues . AC gave overview of the Key Stage profiles.

5. Data Set in Southend on Sea Schools, data and intelligence

Minute: Noted that documents circulated are Risk Register showing potential issues and not definitive. SPSG group to discuss the content and note actions against concerns.

Data set	Action
<p>AC circulated summary report and Key Stage on a page report It was noted the reports are at the moment provisional and AC will circulate update once it is known.</p> <p>KS4 – headlines – SPSG went through the Key stage on a page report. Anticipating that collective score for KS4 will be above national.</p> <p>KS5 – BM circulated – discussion took place.</p> <p>TB – asked whether there is a possibility to track individual vulnerable pupils within the Borough across the education process and progress through the system. BM will liaise with TD to clarify</p> <p>Discussion took place on secondary schools – BM circulated data overview – discussed each school</p> <p>Proposals/way forward to support vulnerable schools discussed – Suggestion match funding with DfE to support three schools that are falling behind. Need full co-operation of the CEOs of MATs BM to take to DfE</p>	

6. **GDPR & New Data Sharing Agreement**

Minute: To update SPSG members on the new GDPR and Data Sharing Agreement with schools

<p>TD Circulated presentation and reported on the new data sharing protocols.</p> <p>The purpose of discussion is for SSPG to agree recommendations and suggested data collection.</p> <p>Proposal is to</p> <ul style="list-style-type: none"> - Reinvigorate data we collect from schools - Improve data collected and strengthen relationships with schools where data flow is not working well - Improve safeguarding, commissioning, efficient data collection, improve financial monitoring. - Provide ICT support to assure compatibility with systems - Use the new GDPR guidance to ensure all schools sign up to data sharing <p>TD advised we receive very little contextual information about the data if the schools do not sign up. This causes a lot of deficiency issues and detrimental to students.</p> <p>SPSG gave permission to proceed</p> <p>Darren Woollard invited Tom Dowler to SOPHA</p> <p>In the form include option to sign non sharing and reasons why they decided not to share – signed by headteacher and chair of governors.</p>	
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<p>Data coming back at KS4 so the schools can look at progress of their pupils – what could we have done – destination of pupils coming back to primary schools.</p> <p>Benefit of the data sharing to be made clear to schools supporting them using data.</p> <p>TD to come to education board to discuss</p> <p>TD to be invited to Chair of Governors meeting – BM to speak to Rachel Marshall</p>	
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7. Annual Visits 2018
Update from Amanda Champ

<p>AC advised that LLE meeting scheduled for Thursday had to be cancelled due to poor attendance.</p> <p>AC liaised with David and documents will be circulated to all based on similar format as last year.</p> <p>AC would like the visits to go ahead sooner than last year – support following the visits needs to be in place by January next year.</p> <p>Visits are possible opt out for academies. AC last year was able to re-negotiate all but two schools by re-allocating the leaders visiting schools.</p>	
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8. Update on Projects

<p>Grammar Schools Project –</p> <p>1556 registrations compared to 1440 registrations last year. The percentage of passes for postcodes SS 0 – SS9 will be released mid October.</p> <p>Campaign a success should have a momentum now without much of an input from us. Members directive has been achieved.</p> <p>PP strategy –</p> <p>Moving on to bespoke package – TD collating data to send to Julia. At the moment is data crunching exercise – each package will be different and tailored to schools.</p> <p>NH – Eastwood working with DfE with Two schools turned trio partnership – organized through DfE – believed that Thomas Moore were involved in that – no other schools were within southend disappointed that nothing is going to southend – as a hub leader.</p> <p>AC to liaise with Neil regarding this.</p> <p>DW – raising aspiration – started project last year – do complete profile for year 5 and ask what inspires them and try to get them to meet with people that they would be interested in – to try to switch them on back on to learning.</p> <p>Careers fairs – ambitions southend big skills is about to be launched. BM asked that member of SOSHA attends.</p>	
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<p>Same model – DW interested to rolling out to all schools?</p> <p>Emotional Health and Wellbeing pilot New director of Public Health – Krishna Really positive The intention is we will work with a defined schools supporting pupils mental health and working with parents also. Involving Lisa and Cheryl (portico) – in the first instance.</p> <p>Intention is to roll it out to all schools – at the moment pilot with two schools.</p>	
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9. AOB

<p>AOB</p> <p>Violence and Vulnerability Group –</p> <p>BM advised the group of the Violence and Vulnerability group lead by Simon Leftley meeting up with multi agency representatives.</p> <p>National Picture is similar to situation in Southend. DW advised he was invited to meeting with Croydon schools – programme police are keen to roll out in Southend regarding criminal exploitation. DW to liaise with Debbie regarding the course.</p>	
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10. Next Meeting

Minute: Meetings to take place half termly, next meeting on 6th November 2018 8:30, Tickfield Centre

CHAIR _____ **DATE** _____

VULNERABLE LEARNERS SUB GROUP MINUTES

19th September 2018 8:00

Victory Park/Sutton House, Wentworth Road Southend on Sea



CHAIR	Sarah Greaves (SG) Headteacher of Southend Virtual School for CLA	
ATTENDEES	Lesley Yelland (LY) Early Years SBC, Tom Dowler (TD) Operational Performance & Intelligence Team SBC, , Julie Hollingsworth (JH) SEN SBC, Cathy Braun (CB) SBC, Debbie Butcher (DB) Early Help, Wendy Hackett (WH) Team Manager Youth & Connexions , Tracy Foster (TF) AHT Belfairs Academy , Mark Jordan, Mark Aspel; Annette Turner (AT) Head YMCA, Andrea Esp (AE) Assistant Head for Inclusion – Hamstel Infants, Marco safeguarding College?	
APOLOGIES	Lisa Clark HT Hamstel Infants, , Julia Jones Barons Court, Amanda Champ; Jackie Mullan SEN Trust Southend, Gary Bloom Head of SEND SBC, Brin Martin Director of Learning SBC,	
INVITED (DID NOT ATTEND)		

WELCOME AND INTRODUCTIONS/ MINUTES OF THE LAST MEETING

DISCUSSION	
<p>Mark Jordan led tour of the school explaining provision and facilities.</p> <p>SG opened the meeting and thanked MJ for the tour.</p> <p>Welcome and introductions took place</p> <p>Minutes were agreed as a true representation of the meeting.</p>	
ACTION ITEMS	PERSON RESPONSIBLE
<p>Early Years representation – BK taking to Education Board – will advise the group.</p> <p>MJ – advised the group that the School had problems with emails and were not aware of the date of the last meeting.</p> <p>Social Care Representative – SG has contacted John O’Loughlin to ask for a nominee from Social Care.</p> <p>All matters arising are on the agenda</p>	

2. PRESENTATION OF TERMLY REPORTS FROM PARALLEL LEARNING TRUST (PLT)

DISCUSSION
<p>It was noted PLT staff did not have access to computers throughout the summer, MJ would like to apologies for the lateness of the reports.</p> <p>Future reports will be sent out with the agenda for the group to be able to read and comment at meeting.</p> <p>Mark Aspel presented the reports. Group looked through the tabled documents. MA notified the group of the new ways of working, specialised teachers, different approaches to children. Reducing fixed term exclusion by holding them on site with learning.</p> <p><u>Attendance</u> – MA advised PLT is looking at appointing attendance lead and looking at strategy – hard to reach cases</p> <p>CB advised the information in reports is a massive improvement on information previously and thanked MA for the reports.</p>

VULNERABLE LEARNERS SUB GROUP MINUTES

19th September 2018 8:00

Victory Park/Sutton House, Wentworth Road Southend on Sea



MA to liaise with CB outside the meeting regarding referrals.

Outreach report – MA presented.

PLT is setting up joint working between Lambeth and Southend outreach team to bring the level of support to good line.

It was noted the Behaviour Network at Southchurch Road has been poorly attended – AE advised there was no advertising regarding the event

It was agreed that PLT website and communication to schools will need to be clear regarding provision and the outreach offer.

PLT advised of the weekly newsletter that goes out to schools and Southend Learning Network Website – AG offered the school half a page.

MJ to liaise with Alison Gellett.

PLT using Sleuth programme – discussion took place if schools could have a sight of the content. Discussion took place to take this forward. **MJ to look into it with MA.**

Medical Tuition – report presented. The need to increase awareness about the service discussed and accuracy of information needs to be the next focus. Provision on site

PLT advised they going through reorganisation structure done by the end of September, new SENCO has been appointed.

Presentation on Medical Tuition shown - Better marketing of the provision on website needed – **MJ aware and action ongoing.**

Concerns expressed possible duplication of services with CAHMS and Social Care – MJ advised PLT is planning on working closely with the agencies. MJ advised they are meeting with Ruth Baker regarding restorative justice.

ACTION ITEMS	PERSON RESPONSIBLE
MJ – all events and activities and training will be notified through SLN on Weekly Newsletter – CB to ask Alison Gellett to contact MJ CB to check who is referring children for medical tuition whether school or other agencies.	MJ CB CB
AE to email MJ information about previous referral to go through accuracy of the information received and exploring the processes in place.	AE
MJ to look through what the decision processes are when the medical tuition is agreed – medical tuition plan in place within 15 days – MJ to confirm to VLSG	MJ
SG to liaise with MJ about the attachment training and linking with SBC and Ed Psych – MJ to send link to SG.	SG

VULNERABLE LEARNERS SUB GROUP MINUTES

19th September 2018 8:00

Victory Park/Sutton House, Wentworth Road Southend on Sea



3. 17/18 KS4 OUTCOMES

DISCUSSION	
<p>PLT outcomes - part of previous report discussed.</p> <p>YMCT - Annette – feedback from YMCA – report circulated overall results discussed.</p> <p>Virtual School for LAC – SG reported. Trajectory going the right way. We will see two sets of results. And really pleased with this.</p>	
ACTION ITEMS	PERSON RESPONSIBLE
NA	

4. ACCESS AND INCLUSION – ACTIONS FROM PREVIOUS MEETINGS

DISCUSSION	
<p>CB presented – further data provided as per queries at the last meeting - previous minutes actions.</p> <p>222 resolved enquiries – children reported as missing.</p> <p>CB gave breakdown – only 20 were not able to trace at all.</p> <p>19 unresolved this academic year.</p> <p>Lost pupil database – SBC advised DfE that once database is archived the tracking of children is lost however the database is still currently archived by DfE after a year.</p> <p>Reminded schools to make sure regulations and roll how you can remove the child from roll. All schools should report to LA all children removed from roll not just the ones gone missing.</p> <p>Template for Alternative Provision is being changed – collection for summer 2 went out to schools last week – sent out securely – data team are looking at better way of sending reports out – secure data report to all schools – finding better way of – sending at the moment secure email what has been sent to you last time and school just needs to amend what has been sent last time by the school.</p> <p>Also need 0 return back.</p> <p>New access lead staff – report progress next term</p>	
ACTION ITEMS	PERSON RESPONSIBLE
New Access lead to present progress report at the next meeting in January	CB

VULNERABLE LEARNERS SUB GROUP MINUTES

19th September 2018 8:00

Victory Park/Sutton House, Wentworth Road Southend on Sea



5. ACTIONS TO BE BROUGHT FORWARD TO NOVEMBER MEETING

DISCUSSION	
ACTION ITEMS	PERSON RESPONSIBLE
Consultation on SEN personal budget and Home Education – Gary Bloom NEET – Wendy Hackett Information re educational outcomes within CPP and CIN plans – SG to liaise with JOL	GB WH SG

AOB

DISCUSSION	
CB – new Health and Justice project POWER – jointly funded with NHS and Criminal Justice board linking with LAs two year pilot. Emphasis is to work with families and children presenting to be at risk of permanent exclusion, criminal justice – CB waiting for referral criteria, CB asked them to link in with Mark Jordan. CB will share more information when she receives it. SG sense of moving forward – will share with the Education Board. Thank you for hosting at the Sutton House	
ACTION ITEMS	PERSON RESPONSIBLE
Mark Aspel to be put on the distribution list, Carol Sheern taken of VLSG distribution list	JK

DATE FOR NEXT MEETING

- 28th November 2018
- 9th January 2019
- 6th March 2019

Southend Education Board, Resources Sub Group (RSG)

15th October 2018, 4.15-5.45, Southend High School for Boys

DRAFT Minutes of the meeting

Membership

Membership of the sub group for Resources	(Draft, nominations received) representation
3 nominations from the Education Board (Headteacher/governor)	Maurice Sweeting (SECAT, governor) Robin Bevan (secondary) CHAIR Niki Bannister (primary, governor)
4 other members nominated from the four associations	Will Hill (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	Brin Martin (Director of Learning) Ian Ambrose (Head of Corporate Finance) Paul Grout (Senior Finance Business Partner) Elaine Hammans (Head of Early years) Gary Bloom (Head of SEND) Christine Hickey (School Finance Manager)

Time	Agenda item	Decision? Action
4.15	Membership Apologies Council officer representation as required for papers Officers present: Paul Grout Gary Bloom Elaine Hammans	Anthony McGarel
	Membership Vacancies	None
4.25	Minutes of the last meeting 21.05.18	No amendments
4.30	2019/20 Early years funding – Provider rates and Deprivation entitlement DRAFT paper presented by Elaine Hammans	Amendments agreed: General comment: To ensure the paper is written in a way that takes the Education Board (EB) through the understanding of the proposal, any options, and therefore recommended decision.

		<p>Under Recommendations:</p> <p>Add a note "DfE expectation/reminder that the Early years entitlement is to support 38 weeks of the year." In reference to 3.10</p> <p>Within the body of the report</p> <p>3.7 – reword to "Given, the no longer ability to sustain the £0.500m transfer.</p> <p>In Table 1 Add an additional row for 19/20 modelling deprivation funding attached to proposed EYPP entitlement. Est. reduce to 20% entitlement.</p> <p>Make clear in the paper, that EB recognise, by reducing deprivation entitlement to 20% from current 32%, this will create an approx. early years central retained budget of £150k. Which can then be used to fund a statutory required SEND inclusion fund, and additional/promotion training (Elaine to make clear on what, this will fund)</p> <p>Make clear in the report, another option to create an early years centrally retained budget, would be by reducing the proposed £4.24 universal 3&4 yr old funding rate from 19/20. This is therefore an favourable option due to concerns already, with regard to the sustainability of the school nursery provision, as their own rate has dropped from £4.42 in 17/18 to now proposed £4.24 in 19/20.</p> <p>And also make clear in the report, it is a statutory DfE requirement – to have the same universal funding rate to all providers from 19/20.</p>

4.50	<p>2018/19 DSG Forecast outturn and 2019/20 budget planning</p> <p>DRAFT paper presented by Paul Grout</p>	<p>Amendments agreed:</p> <p>Under Recommendations</p> <p>New 2.8 – that the 2019/20 High Needs detailed allocation be bought to the Education board in March 2019. (to be agreed by EB)</p> <p>2.7 – target date for new Growth funding methodology to be awarded to schools to presented to March 2019. EB. (to be agreed by EB)</p> <p>Minute of – High Need 19/20 budget discussion</p> <p>In relation to High Needs funding 19/20. Jackie, rightly raised and is concerned that her schools do not receive the correct, level of place funding.</p> <p>Gary – will therefore review place fund allocations in time for DFE deadline in November 18. Which, then inturn, informs the Special School Place funding allocation from Sept-19 the following academic year.</p> <p>Paul G – reminded the group, which Gary and Jackie are aware of, that in order to continue to contain high needs spending, they must work towards, funding any awarded special school place additions, in 2019/20, by equivalent spend reductions within high needs, whether top up funding or other areas. Gary will lead on this in his March 2019 High need 2019/20 budget setting paper.</p>
5.45	<p>AOB</p> <p>Agreed date of next meetings (2 weeks ahead of EB)</p>	<p>Paul G raised that himself and Brin Martin are meeting 4 maintained schools who have indicated early financial challenges in 2019/20.</p> <p>3rd December 4.15 pm – Southend High School for Boys</p> <p>12th March 4.15 pm – Southend High</p>

	<p>DRAFT Papers to be presented at the next December RSG</p> <p>Additional papers to be presented at the March RSG (subject to EB approval)</p>	<p>Schools for Boys</p> <p>Updated 2018/19 DSG Forecast Outturn and 2019/20 School block allocations. Including indicative Individual School Block allocations appendix. (Paul Grout officer lead).</p> <p>2019/20 Detailed High Need Budget allocation (Gary Bloom officer lead)</p> <p>2019/20 and future years application of Growth Fund award. (Paul Grout officer lead)</p>
	Meeting close	