

**Southend Education Board (EB), Resources Sub Group (RSG)**

**27<sup>th</sup> November 2023, 4.15pm-5.30pm, (SHSB – in person)**

**DRAFT Minutes of the meeting**

<b>Membership of the sub group for Resources</b>	<b>(nominations received) representation</b>
<p>3 nominations from the Education Board (Headteacher/Governor)</p> <p>4 other members nominated from the four associations. (optional composition of RSG)</p> <p>1 school business manager nominated from the RSG</p> <p>Council Officer representation as required for the papers</p>	<p>Robin Bevan (secondary) CHAIR Jane Ladner (secondary, governor) <b>Vacant</b> (secondary/primary or governor)</p> <p>Andy Douglas (primary) <b>Vacant</b> (early years) Jackie Mullan (special) <b>Vacant</b> (post 16)</p> <p>Simon Oxenham (SHSB)</p> <p>Paul Grout (Senior Finance Business Partner) Liz Hunt (Director of Education, Inclusion and Early Years)</p> <p>Optional:</p> <p>Gary Bloom (Head of SEND) Cathy Braun (Head of Access and Inclusion) Dianne Borien (Early Years Consultant)</p>

<b>Time</b>	<b>Agenda item</b>	<b>Decision? Action</b>
4.15	<p>Membership Apologies</p> <p>And council officer representation as required for papers</p> <p>Officers present:</p> <p>Paul Grout Liz Hunt</p>	<p>No apologies</p>
	<p>Membership Vacancies</p>	<p>3 vacancies now present (based on current constitutional set up)</p> <p>Discussion held on remaining 2 RSG optional group representatives:</p> <p>Agreed that a specific post-16 member is no longer required as the RSG liaises on matters related to School Forum.</p>

		<p>Post-16 funding is only captured through DSG where a young adult has an EHCP and remains in education.</p> <p>In view of the up-coming new Early Years (EY) Forum group where specific EY matters can be covered in more depth through that group and applicable funding matters into Schools Forum, it is also therefore agreed that a direct EY rep is no longer required in the RSG. RSG will still receive early years DSG funding matters until the new group is formed and by way of note in future DSG papers.</p> <p>Robin – to invite any Education Board Headteacher / governor representative to fill a vacancy.</p> <p>And in view of the above and revised constitution of the RSG, if 1 more secondary and 1 more primary representative was secured for this group. Then the RSG will take an official view as to whether all remaining vacancies are now occupied before preceding to share out the offer of a vacancy to the wider primary and secondary representative groups.</p>
4.20	Minutes of the last meeting 03.10.23	<p>No amendments. Minutes agreed.</p> <p>But recognition the paper was subsequently amended for Individual School Block allocations due to the original unfortunate (and apologised) DfE funding allocation error.</p>
4.25	<p>DSG 2024/25 budget planning and 2023/24 forecast outturn</p> <p>DRAFT Paper and Appendices supplied</p> <p>Officer Lead – Paul Grout</p>	<p>Discussion through the paper.</p> <p>paper amendments agreed:</p> <p>4.1 make explicit that the additional new funding on schools is £2.7M equivalent circa. 2% uplift on schools block funds only.</p>

		<p>9.4 reference the back log of EHCP assessments, and number of assessments waiting in Early Years</p> <p>Specific action note:</p> <p>Liz Hunt will write to all schools to encourage additional buy in to the public duty fund with an instruction link on how to do so.</p>
5.25	<p>31.08.22 Academy School balances and 31.03.23 Maintained School balances</p> <p>Officer Lead – Paul Grout</p>	<p>Recognition cumulative reserve balances had reduced in the region of 3-5% across maintained schools. Highlighting a number of recurrent in-year deficits during 2022/23 that have continued into 2023/24.</p>
5.15	<p>AOB</p> <p>FYI only:</p> <p>Date of next meetings and current forward plan</p> <p>Future RSG meeting dates – MS Teams or Southend High School for boys 4:15 pm to 5.30/6.00 pm current planned papers ahead of Education Board (EB):</p> <p>January 2024 (Date <b>8<sup>th</sup> Jan</b> ahead of EB date <b>16<sup>th</sup> Jan</b>) – MS Teams</p> <ul style="list-style-type: none"> <li>• DSG 2024/25 Budget (including Early Years funding)</li> </ul> <p>March 2024 (Date <b>tbc</b> ahead of EB date <b>tbc</b>)</p> <ul style="list-style-type: none"> <li>• Mainstream Falling Rolls Fund (for consideration)</li> </ul> <p>June 2024 (Date <b>tbc</b> ahead of EB date <b>18<sup>th</sup> June 2024</b>)</p> <ul style="list-style-type: none"> <li>• DSG Final Outturn 2023/24</li> </ul>	<p>5 mins</p>

	<ul style="list-style-type: none"><li>• DSG High Need detailed budget allocations 2024/25</li></ul> <p>Meeting close</p>	
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