

**Schools Forum  
8 February 2017**

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## SCHOOLS FORUM

**Queens Park Community School**

**Wednesday 8<sup>th</sup> February 2017 18:00 – 20:00  
(Refreshments from 17:30)**

### **AGENDA**

<b>NO.</b>	<b>ITEM</b>	<b>OWNER</b>	<b>TIME</b>
	Introductions (if appropriate)		
	Apologies for Absence and Membership		18.00
1	Declarations of Interest	All	18:05
2	Minutes of Previous Meeting – 18 January 2017	All	18:10
3	Action Log and Matters Arising	All	18.15
4	DSG Budget 2017-18	Andrew Ward	18:40
5	Updated Scheme for Financing Schools & Schools Financial Regulations 2017-18	Devbai Patel/ Andrew Ward	18.55
6	Schools Forum Membership	Devbai Patel/ Andrew Ward	19.00
7	National Funding Consultations (verbal update)	Andrew Ward	19.10
8	Dates of 2017-18 Forums	All	19.25
9	AOB	All	19.30

### **Dates of Future Meetings**

14 June 2017  
20 September 2017  
18 October 2017  
6 December 2017  
17 January 2018  
21 February 2018



**BRENT SCHOOLS FORUM**

**Minutes of the Schools Forum held on  
Wednesday 18<sup>th</sup> January 2017 at Queens Park Community School**

**Attended by Members of the Forum:****Governors:**

Martin Beard (MB)  
Helga Gladbaum (HG)  
Mike Heiser (MH) - Chair  
Titilola McDowell (TM)

**Head Teachers:**

Rose Ashton (RA)  
Lesley Benson (LB)  
Martine Clark (MC)  
Rachel Kitley (RK)  
Melissa Loosemore (ML)  
Gerard McKenna (GM)  
Andy Prindiville (AP)  
Troy Sharp (TS)

**PRU:**

Vivien Dean (VD)

**PVI Sector:**

Paul Russell (PR)

**Trade Unions:**

Lesley Gouldbourne (LG)

**14-19 Partnership:****Lead Member (C&YP):****Officers:**

Gail Tolley (GT)  
Brian Grady (BG)  
Andrew Ward (AW)  
John Holden (JH)  
Devbai Patel (DP)  
David Veale (DV) for Item 4  
Sue Gates (SG) for item 5  
Sasi Srinivasan (SS) for item 5

**Others:**

**ITEM DISCUSSION****i. Introductions**

The Forum commenced at 6.10pm, there being a delay in order to ensure Forum was quorate.

**ii. Apologies**

Kay Charles (KC)  
Rabbi Yitzchak Freeman (YF)  
Jo Jhally  
Sue Knowler (SK)  
Desi Lodge Patch (DLP)  
Narinder Nathan (NN)  
Umesh Raichada (UR)  
Cllr Wilhelmina Mitchell Murray

**iii. Absence**

Herman Martyn

**iv Membership**

DP reported that there are four vacancies. There are potential members for the two Early Years Vacancies. Officers are continuing to seek nominations to fill the vacancies for a maintained Secondary head teacher and a 14-19 Partnership representative.

**1 Declarations of Interests**

1.1 None.

**2 Minutes of the meeting held on 7<sup>th</sup> December 2016 and Matters Arising**

2.1 MH asked that the voting results were recorded consistently in the minutes.

2.2 The above request was noted for the future and the minutes were approved as an accurate record.

**3.0 Action Log and Matters Arising**

3.1 AW confirmed that the two nursery schools' Additionally Resourced Provision (ARP) units are funded from the High Needs Block.

3.2 An email approval was received to de-delegate funds from the maintained secondary school representative for the following de-delegations:

- Free School Meals Eligibility Assessment
- Maternity, Licenses & Trade Union Facilities Funding
- Schools Causing Concerns Budget

3.3 A circular detailing Trade Union Support to staff and how the de-delegated funding helps pupil outcomes was circulated to all members.

#### **4.0 Apprenticeship Levy**

*This item was for consultation*

4.1 This was an additional item added to the agenda at the request of the Chair.

4.2 DV introduced himself and provided a verbal update on the Apprenticeship Levy. He said that he will be writing to head teachers and chairs of governors informing them of the scheme and indicating the impact of this to their school's budget. Any employer that has a salary bill of more than £3m will be required to pay an apprenticeship levy of 0.05% of their salary bill. It will affect maintained schools and Pupil Referral Units where staff are deemed to be under the employ of the local authority. Voluntary aided school staff are not deemed to be part of the local authority. Non-maintained schools, voluntary aided schools, academy trusts, and free schools will be responsible for paying their own apprenticeship levy directly if their salary bill is over £3m.

4.3 From May 2017 those institutions that pay the apprenticeship levy will be able to benefit from the scheme via a digital training account by drawing down vouchers. These vouchers can be used for funding training and assessments but not for salaries. There is no age limit and they can also be used for upskilling and retraining. There are other criteria which need to be applied in redeeming the vouchers.

4.4 There are only a very few schools that are with Brent payroll so this creates an immediate problem but officers will work to identify a practical and workable system.

4.5 HG said the proposals were unfair and asked if there was a way of getting this changed or was it set in stone. DV said that every response to the consultation disagreed to the proposed system but the DfE has directed that it must be introduced in this way. TS asked if the academy trusts pay for individual schools represented by them. DV said that as far as he understood it could not be amalgamated. GT said that the briefing note gave minimal information on the financial burden on multi academy trusts. She will be raising the Levy at her termly meetings with both head teachers and Chairs of Governing Boards.

- 4.6 LB asked how it will be paid i.e. if the council will invoice schools. DV said this was still to be decided. A best method will be worked out that is beneficial and advantageous to schools but advised schools to set aside a budget for Apprenticeship Levy in the meantime. DV thanked MH for accommodating this item.

## **5.0 Early Years Funding Update**

*This item was for consultation*

- 5.1 SG presented this report. The report was brought to the Forum as requested. The formula has been presented as requested by the Task and Finish Group. She referred to paragraph 4.3 which detailed the allocations for the next three years.
- 5.2 The final rates depend upon a decision to be made by the DfE, however the deprivation allocation will total 10% of the formula, and the base hourly rate for 3 and 4 year olds will be at least £4.96 compared to the £3.73 currently allocated. These hourly rates and budgets are based on 2016-17 data. The centrally retained allocation will be 7% in 2017-18 and 5% the following year. It was proposed and agreed at the Task and Finish Group to retain the 2% difference as contingency in the first year.
- 5.3 At the last Forum it was agreed to apply for disapplication to continue to fund full time places to those children on free school meals in certain settings. This was submitted and the DfE requested further information which has been provided. A decision is awaited. The Task and Finish Group agreed to revisit this element of funding for 2018-19.
- 5.4 The supplementary allocation of £836k to four nursery schools is to be divided using a formula which is yet to be agreed.
- 5.5 The base rate for 2 year olds is to be kept at £6 per hour. This creates a funding pressure of £49k. This is manageable from DSG reserves in 2017-18 but will be a potential problem in 2018-19 depending on changes to participation numbers.
- 5.6 HG asked how the future centrally retained funding gap of approximately £300K was to be met. SG replied that all data used for calculation is based on 2016-17 and therefore the actual funding gap was not known. The funding allocations may need to be adjusted in future years as required. GT reiterated that there is no additional funding so the service offer will need to be reduced.
- 5.7 PR said that at the last Forum members were unclear on deciding whether or not to continue funding 30 hours to those children eligible for free school meals. If the LA had presented the recommendation more effectively, members may have decided differently. LB said the

Task and Finish Group had a full discussion on this and it will be reviewed for 2018-19. She said the nursery schools will lose out more with the apprenticeship levy.

5.8 MH invited members to vote on the following recommendation:

*The Schools Forum is asked to adopt the recommendation of the Task and Finish Group for the Early Years funding formula.*

Favour – 11  
Against – 0  
Abstentions – 4

## 6.0 **School Budgets 2017-18**

*This item was for consultation.*

6.1 AW presented this report. The Dedicated Schools Grant (DSG) was announced on 20<sup>th</sup> December 2016. An indicative allocation was made for Early Years which will be self-contained. The schools block is £221m and High Needs block is £53.6m with an increase of around £1m for pupil growth.

6.2 The funding to schools is increased from 2016-17 by £2.58m. This increase is partly being funded from the reduction in the growth funding of £1m and the rest from growth in overall pupil numbers. The increase has been applied proportionately across all pupil funding factors. Some commentary has been provided where there are significant changes to individual school allocations but most changes are due to a change in pupil numbers. Some schools continue to remain in the MFG, which ensures that they do not lose more than 1.5% of allocation per pupil compared to the previous year. The IDACI has been reset using new bandings.

6.3 Appendix 2 provided details of centrally retained funding. With the exception of Growth Funding, the rest remain unchanged. The budget for High Needs will be presented to February Forum and schools will be notified of their allocations by the end of February following DfE and Cabinet approval. The submission of the funding to DfE was due on 20<sup>th</sup> January 2017.

6.4 LB asked if there was going to be a discussion of High Needs funding. The Task and Finish Group for High Needs has not yet met. She said the High Needs units' funding needs to be discussed first before bringing to Schools Forum.

6.5 BG said that he was conscious of time and agreed that officers will endeavour to set up a meeting as soon as possible. BG asked LB to set out a list of matters that require discussion and email to officers.

- 6.6 RK asked if there will be a discussion on split site funding. AW confirmed that there will be no change to this factor in 2017-18.
- 6.7 GM said that Alperton School is expanding from 207 to 220 from September 2017 and asked how the expansion would be funded. AW said that where appropriate growth funding would be awarded as set out by the growth criteria.
- 6.8 GM asked if someone could attend the Brent secondary school headteachers meeting and explain IDACI. AW agreed to attend. GM asked if comparison could be made between authorities to show where Brent stands. AW thought it was unlikely that this data was available but will do so if it was available.
- 6.9 AW reported that the other factors that could change in the pupil data are EAL and low attainment but the larger factor is IDACI.
- 6.10 AW reported that the Task and Finish Group met to discuss the response to the second stage of consultation. They went through the consultation in detail and wanted clarity on how the area cost adjustment is calculated. Funding may be reduced for Brent due to the way this is calculated.
- 6.11 MH asked if an update would be brought to the next Forum. AW stated that the Task and Finish Group will not have met again by then. It was requested that the response was circulated to Forum members. It was also agreed that individual schools should respond. This was a good time for schools to have discussions as they would be having meetings around now with governors. LG agreed and said that it was important to have individual responses rather than a group response. The DfE considers the number of responses rather than who responds.
- 6.12 At the Task and Finish Group it was agreed that this would be added as an item to the Chair of Governors meeting agenda in the same way as the first consultation. It was suggested that even if schools did not respond to all the questions, they could just say that Brent is an inner London borough, and should be funded as such.
- 6.13 GT said that this was added to her meeting with the Vice Chairs and Chairs of Governors last time where Cate Duffy did a presentation. She is planning to do the same and will also raise it at the next termly meeting with Head teachers to encourage individual schools to respond. The closing date for consultation is 22<sup>nd</sup> March so there is sufficient time. She will emphasise the importance of responding to the consultation. An article will be placed in the Headteachers' Bulletin.
- 6.14 AP said that LG's point was important. It's important to respond just to target some relevant points. LB asked if LA and London Councils'

response will be circulated. AW said if received and publicised early a link will be sent to members. It was requested if some key points were circulated on a single sheet of paper.

6.15 The recommendation was:

*The Schools Forum is asked to confirm the schools block funding and centrally retained budgets for 2017/18 recommending them to the Council.*

**The recommendation was approved.**

## **7.0 Budget Proposals 2017-18 and 2018-19**

*This item was for consultation.*

7.1 AW presented this item. The report was brought to Schools Forum as part of the general budget consultation. A saving of £4.4m is required in 2017-18 to balance the budget. These are not directly affecting services within Children and Young People's department.

7.2 MH asked members if they wanted to respond. LB said there are things being charged for now which weren't before and that there were posts vacant which had not been filled. AP said if others respond and Schools Forum doesn't, there could be an impact for remaining silent but if responded to they may leave things as they are. It was agreed that the Forum regretted that difficult decisions were being made but welcomed the relative stability the proposals gave to the Children and Young People Department.

7.3 AW said that Local Government officers' pension is increasing to 32.5% in 2017-18 and continue to rise to 35% by 2019-20. This will be notified to school business managers and bursars at their meeting on 19<sup>th</sup> January. Officers will be writing to schools and academies.

## **8. AOB**

8.1 None

The Forum ended at 19:15.

## ACTION LOG

Item No.	Action	Due	Owner
1	Wembley Learning Zone - To provide a breakdown of expenditure of the £88k allocation for 2016-17 and details of other income generated especially charitable. To list criteria for the free 6 week multi-sport programme and confirm the 10 Brent schools who participated.	Feb 17	Anna Selwyn
2	BG said he would take an action away to see how school held intelligence on demand for school places and demographic projections could be better shared.	Feb 17	BG
3	To set out a list of matters that are required for discussion at the High Needs Task and Finish Group.	Feb 17	LB
4	What growth allocations will be to secondary schools for expanding?	Feb 17	AW
5	To check if IDACI data was available for other boroughs and if so to compare where Brent fits in for each band.	Feb 17	AW

### Completed Actions

1	Which block are the two nursery school ARP units funded from?	Jan 17	AW
2	Obtain an e-mail response on the following from the maintained secondary Head teacher. <ul style="list-style-type: none"> <li>• De-delegation, Free School Meals Eligibility Assessment</li> <li>• De-delegation, Maternity, Licenses &amp; Trade Union Facilities Funding</li> <li>• De-delegation, Schools Causing Concerns Budget</li> </ul>	Jan 17	AW
3	Details of Trade Union Support to staff and how the funding helps pupils outcomes.	With Jan 17 Minutes	LG



## SCHOOLS FORUM

08 February 2017

Report from the Strategic Director of Children  
and Young People

For Consultation

### 4. UPDATE ON DSG BUDGET 2017/18

#### 1.0 SUMMARY

1.1 This report provides an update to forum members on the budget set for the DSG for 2017/18. It sets out the budgets as per decisions already taken for the Schools and Central School Services Blocks. The High Needs Block includes DSG growth funding yet to be allocated.

#### 2.0 RECOMMENDATIONS

2.1 The Schools Forum is asked to recommend the budget to the Council.

#### 3.0 BACKGROUND

3.1 The DSG funding block allocations for 2017/18 were announced on the 20 December by the DfE. This included indicative allocations for the Early Years block, which was the subject of a separate report to forum in January 2017.

3.2 The Schools Funding Formula was agreed at the January 2017 forum. It allocated £224.77 million of funding to mainstream schools before de-delegation and the education function adjustments (EFG). This was an increase of £2.58 million on the previous year, primarily due to pupil growth.

3.3 Central items and de-delegations were agreed at the December 2016 and January 2017 School Forums.

3.4 High Needs places were confirmed to the DfE in November 2016. Changes were agreed with providers prior to submission. The net result was an increase of 56 places.

#### 4.0 2017/18 DSG BUDGET

4.1 Appendix A is a table summarising the DSG set for 2017/18.

4.2 The schools block income is confirmed at £231.26m. This is calculated at £5,522 per pupil multiplied by the 41,879 mainstream pupils recorded in the October 2016 census. This is an increase of 413 pupils on the October 2015 census. The high needs block is confirmed at £53.63m. This has been increased by c. £1m, with

existing post 16 funding being brought into the block, plus an uplift of £0.9m due to population growth.

- 4.3 The school funding formula allocates £224.25 million after de-delegation. The de-delegated items include £200k for schools causing concern which is a £50k reduction compared to 2016/17.
- 4.4 Funding for pupil growth is £3.6 million, a £1million reduction on the 2016/17 budget.
- 4.5 The High Needs Block budgets are to be confirmed with the High Needs Task and Finish group. Due to demographic growth funding allocated by the DfE, there is a balance of £0.9million to be allocated which should cover the costs of the increase of 56 special places.
- 4.6 The block now also includes the £1.1m budget for Early Years expenditure on CWD and CIN. High Needs Services funded from the block have been budgeted for at the same level as in 2016/17. The Task and Finish Group is due to meet in February.
- 4.7 Central items agreed previously include the combined budgets, the admissions team, the centrally paid copyright licenses and the cost of running the school forums. There are two items which are legacy budgets where no new obligations are permitted; one for termination of employment costs (e.g. pension strain), and one for known as CERA which is capital expenditure funded from revenue under statute.
- 4.8 The budget for 2017/18 will be presented again alongside the 2016/17 outturn at the June 2017 Schools Forum.

## **5.0 BACKGROUND PAPERS**

Schools Forum January 2017

<https://www.brent.gov.uk/media/16406234/schools-forum-papers.pdf>

Schools Forum December 2016

<https://www.brent.gov.uk/media/16405954/schools-forum-7-dec-2016-all-papers.pdf>

## **6.0 APPENDICES**

### **6.1 Appendix A DSG Budget 2017/18**

#### **CONTACT OFFICERS**

Andrew Ward  
Head of Finance – CYP  
0208 937 6462

Appendix A - DSG - High Needs and Schools Block Budget 2017/18

		High Needs Block	Schools Block	Central School Services Block	2017/18 TOTAL	Commentary
		£'000	£'000	£'000	£'000	
<b>Income</b>						
Schools Block			231,256		231,256	Based on £5,522 x 41,879 pupils Includes growth funding and post 16 funding
High Needs Block		53,627			53,627	
<b>TOTAL INCOME</b>		<b>53,627</b>	<b>231,256</b>	<b>0</b>	<b>284,883</b>	
<b>Expenditure</b>						
Schools Block	Primary Schools		125,980		125,980	Reduced by £1M compared to 2016/17
	Secondary Schools		74,736		74,736	
	All Through Schools		23,535		23,535	
De-delegated Items	Contingencies - Schools in Difficulty		200		200	
	Free school meals eligibility		28		28	
	Staff costs – supply cover excluding cover for facility time		292		292	
	Pupil Growth and Infant Class Sizes		3,630		3,630	
<b>Total Schools Block</b>		<b>0</b>	<b>228,400</b>	<b>0</b>	<b>228,400</b>	
High Needs Block (tbc)	Place funding	8,980			8,980	Increase of £56K due to place changes submitted to DfE
	Top up funding to Special Provision, ARPs and PRUS	10,196			10,196	
	Top up funding for pupils in maintained settings	6,409			6,409	
	Top up funding for pupils in academy settings	5,247			5,247	
	Top up funding for out of borough settings, residential homes, non-maintained special schools	10,396			10,396	
	Includes Ed Pysch, Hearing impaired and Visually impaired services, Autism team, SEN advisory and post 16 High Needs Service	4,436			4,436	Services have been budgeted for at 2016/17 levels.
	Hospital Education Service	126			126	
	Includes Ashley College, LAC Education team, TAMHS	1,604			1,604	Now part of the High Needs Block
	Includes Inclusion support team, Alternative Education, EOTAS	2,457			2,457	
	SEN Transport	1,086			1,086	
	Central expenditure on children under 5 (CWD and CIN)	1,128			1,128	
	Balance is made up of demographic growth funds and post 16 HN funding for allocation	938			938	
<b>Total High Needs Block</b>		<b>53,001</b>	<b>0</b>	<b>0</b>	<b>53,001</b>	
Central School Services Block	Contribution to combined budgets - Schools Effectiveness, Gordon Brown					As detailed in January Forum Budget set as per prior year. No new obligations allowed No new obligations allowed - relates to Village School development
	Activity Centre, Wembley Learning Centre			1,013	1,013	
	Licences/subscriptions			195	195	
	School Admissions			692	692	
	Servicing of schools forums			34	34	
	Termination of employment costs			604	604	
	Capital expenditure from revenue (CERA)			944	944	
<b>Total Central School Services Block</b>		<b>0</b>	<b>0</b>	<b>3,482</b>	<b>3,482</b>	
<b>TOTAL EXPENDITURE</b>		<b>53,001</b>	<b>228,400</b>	<b>3,482</b>	<b>284,883</b>	
<b>Balance</b>		<b>(626)</b>	<b>(2,856)</b>	<b>3,482</b>	<b>(0)</b>	





## SCHOOLS FORUM

8 February 2017

Report from the Strategic Director of Children  
and Young People

For Consultation & Information

### 5: Updated Scheme for Financing Schools & Schools Financial Regulations

#### 1.0 SUMMARY

- 1.1 This report details the changes to be implemented to the Scheme for Financing Schools and the Schools Financial Regulations, and will become effective from 1<sup>st</sup> April 2017.

#### 2.0 RECOMMENDATIONS

- 2.1 The Schools Forum is requested to approve the amendments to VAT reclaim cycle to the Scheme for Financing Schools 2017-18.  
*Voting is open to all maintained school members.*
- 2.2 The Schools Forum is being formally consulted on the amendments to VAT reclaim cycle to the Brent Schools Financial Regulations 2017-18.  
*Open to formal comment from all maintained school members.*

#### 3.0 BACKGROUND

- 3.1 Local Authorities are required to publish schemes for financing schools which clearly sets out the financial relationship between the Local Authority and the schools that they maintain. This report sets out the amendments that are required to VAT returns that schools submit for reimbursement.
- 3.2 The timetable for the submission of all financial returns which includes VAT return will be notified to schools via the Schools Extranet.

#### 4.0 DETAIL

- 4.1 The amendment required is that previously VAT returns were required to be submitted quarterly and these are now required to be submitted monthly.

- 4.1.1 Paragraph E.9.5 in Scheme for Financing Schools 2016-17 will be amended to state the following:

*The Governing Board must submit a **monthly** return to the Schools Finance Team providing details of VAT charged and paid. These*

*returns will be in a format notified by the Chief Finance Officer and must be submitted within specified timescales.*

- 4.1.2 The second paragraph in Paragraph 2.1.2. in Schools Financial Regulations 2016-17 will be amended as follows:

*In addition, schools are required to submit a monthly FIN1 return (bank reconciliation), a quarterly budget monitoring report showing clearly the forecasted year end position and **monthly** VAT returns in the format prescribed by the LA. For schools in deficit, budget monitoring reports are required each month. These must all be reviewed and signed by the Head Teacher in a timely manner and all supporting/backing documents should be submitted at the same time as the return.*

- 4.2 This change is in line with the HM Revenue & Customs' requirement. The full Scheme for Financing Schools and Schools Financial Regulations will be reviewed for 2017-18 and if there are any further amendments, they will be brought to the first 2017-18 Forum for approval and consultation.

## **5.0 BACKGROUND PAPERS**

1. Schemes for Financing Schools – Statutory Guidance for LAs, December 2015 ;

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/486440/Scheme\\_for\\_Financing\\_Schools\\_Dec\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/486440/Scheme_for_Financing_Schools_Dec_2015.pdf)

## **6.0 APPENDICES**

1. Scheme for Financing Schools 2017-18
2. Brent Schools Financial Regulations 2017-18

<https://www.brent.gov.uk/your-council/transparency-in-brent/performance-and-spending/budgets-and-finance/schools-forum/>

## **CONTACT OFFICERS**

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## SCHOOLS FORUM

8 February 2017

Report from the Strategic Director of Children  
and Young People

For Consultation

### 6: SCHOOLS FORUM MEMBERSHIP

#### 1.0 SUMMARY

- 1.1 This report provides an update on the Brent Schools Forum membership requirements.
- 1.2 The Schools Forum previously agreed that membership would be reviewed annually prior to the start of each financial year, or sooner where there is a big change in the school population distribution during the year.
- 1.3 This review takes into account:
  - *The Schools Forum (England) Regulations 2012* which provides the framework for appointment of members with a degree of discretion for local need.
  - The DfE's *Schools Forum Operational and Good Practice Guide*, which is not designed to be prescriptive and aims to provide advice and information on good practice in relation to the operation of schools forums.

#### 2.0 RECOMMENDATIONS

- 2.1 The Schools Forum is being formally consulted on:
  - a. the membership following a review of proportional representation.

#### 3.0 MEMBERSHIP

- 3.1 The Schools Forum (England) Regulations 2012 requires that schools and academies '*be proportionately represented on the forum, having regard to the total number of pupils registered at them*'.
- 3.2 The Brent Schools Forum Constitution stipulates membership as consisting of twenty seven members – twenty three school and academy members and four non-school members. In addition, it was agreed that the primary and secondary sector total should be fixed at eighteen and that this membership is split proportionally

dependent on the student population as recorded on the October census each year, adjusted for any known academy conversions.

3.3 The The Brent Schools Forum membership is currently comprised as follows:

Sector	Primary				Secondary				Others	Total
	NOR	NOR %	No. of Representation	% Representaion	NOR	NOR %	No. of Representation	% Representation		
Maintained	21829	52	9	50	1980	5	1	6		10
Academy	4930	12	2	11	13177	31	6	33		8
<b>Total</b>	<b>26759</b>	<b>64</b>	<b>11</b>	<b>61</b>	<b>15157</b>	<b>36</b>	<b>7</b>	<b>39</b>		
Special									2	2
PRU									1	1
Early Years									2	2
Early Years PVI									2	2
14-19 Partnership									1	1
Trade Union									1	1
<b>Total</b>			<b>11</b>				<b>7</b>		<b>9</b>	<b>27</b>

3.4 The distribution above was last reviewed in February 2016, and meets the regulation requirement that school and academy membership should comprise at least two-thirds of the Forum's membership. School members are defined as maintained primary, secondary, special, nursery and PRUs.

3.5 The table below indicates the primary and secondary schools October 16 pupil number and the distribution required based on the population. There has been an increase in pupil number by 441 but this is a small change and does not change the current representation. There is therefore no requirement to change the current membership representation.

School Type		Oct 2016 NOR	Distribution %	Representation		Variance
				Expected	Current	
<b>Maintained</b>	Primary	21,829	52%	11	11	0
	Secondary	1,980	5%	1	1	0
<b>Academy</b>	Primary	4,930	12%	2	2	0
	Secondary	13,177	31%	4	4	0
		<b>41,916</b>	<b>100%</b>	<b>18</b>	<b>18</b>	

#### 4.0 SUBGROUPS

4.1 Following a recommendation from a review of the sub groups in June 2016 Schools Forum the following three Task and Finish Gorups are currently in place:

## 5.0 BACKGROUND PAPERS

1. The Schools Forum (England) Regulations 2012;  
[http://www.legislation.gov.uk/uksi/2012/2261/pdfs/uksi\\_20122261\\_en.pdf](http://www.legislation.gov.uk/uksi/2012/2261/pdfs/uksi_20122261_en.pdf)
2. Schools Forum – Operational and Good Practice Guide *March 2015*;  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/417331/Schools\\_forums\\_structure.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417331/Schools_forums_structure.pdf)
3. Schools Forums Structure  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/417331/Schools\\_forums\\_structure.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417331/Schools_forums_structure.pdf)
4. The Brent Schools Forum Terms of Reference & Constitution;  
<https://www.brent.gov.uk/media/16402843/schools-forum-terms-of-reference-constitution.pdf>

## 6.0 APPENDICES

- A. Schools Forum Membership.

### CONTACT OFFICERS

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Head of Finance – CYP  
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## MEMBERSHIP & VOTING RIGHTS

A - Funding Formula  
 B - Early Years Single Funding F  
 C - De-Delegations, Primary Mai  
 D - De-Delegations, Secondary I  
 E - Other Schools Forum Busine

NAME	REPRESENTING	VOTING RIGHTS					CURRENT TENURE	
		A	B	C	D	E	DATE OF ELECTION	DATE ENDS
<b>SCHOOL MEMBERS</b>								
<b>Nursery</b>								
Lesley Benson	Head						Sep-2015	Aug-2018
Vacant	Governor							
<b>Primary</b>								
Rose Ashton	Head						Sep-2015	Aug-2018
Martine Clarke	Head						Sep-2015	Aug-2018
Rabbi Yitzchak Freeman	Head						Sep-2015	Aug-2018
Melissa Loosemore	Head						Sep-2015	Aug-2018
Helga Gladbaum	Governor						Sep-2015	Aug-2018
Sue Knowler	Governor						Jun-2014	May-2017
Herman Martyn	Governor						Sep-2015	Aug-2018
Narinder Nathan	Governor						Sep-2015	Aug-2018
Umesh Raichada	Governor						Sep-2015	Aug-2018
<b>Secondary</b>								
Vacant	Head							
<b>Special</b>								
Kay Charles	Head						Feb-2016	Jan-2019
<b>PRU</b>								
Vivien Dean	Head						Jan-2017	Jan-2020
<b>ACADEMY MEMBERS</b>								
<b>Primary</b>								
Troy Sharpe	Head						Sep-2015	Aug-2018
Jo Jhally	Governor						Jun-2016	Jun-2019
<b>Secondary</b>								
Andy Prindiville	Head						Apr-2016	Apr-2019
Rachel Kitley	Head						Sep-2015	Aug-2018
Gerard McKenna	Head						Sep-2016	Sep-2019
Martin Beard	Governor						Feb-2016	Jan-2019
Mike Heiser - Chair	Governor						Sep-2015	Aug-2018
Titilola McDowell	Governor						Jun-2016	Jun-2019
<b>Special</b>								
Desi Lodge Patch	Head						Sep-2015	Aug-2018
<b>NON-SCHOOL MEMBERS</b>								
<b>Early Years PVI</b>								
Paul Russell							Sep-2015	Aug-2018
Vacant								
<b>14-19 Partnership</b>								
Vacant								
<b>Trade Union</b>								
Lesley Gouldbourne							Sep-2015	Aug-2018



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