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| **Title of meeting:** | **Sheffield Schools Forum** | |
| **Time and Date:** | **3.00-4.30pm, 16 June 2020** | |
| **Location:** | **Via Zoom** | |
| **Chair:** | **Paul Stockley** | |
| **Schools Forum Members:**  **Primary Heads Representatives**  Nigel Brooke-Smith (Greystones)  Cathy Rowland (Dobcroft Infant)  Paul Stockley (Bradway)  **Primary Governors**  Mike Allen (Pipworth)  Alison Warner (Grenoside)  **Non-school Members**  Mo Andrews, Pye Bank  Stephen Betts, Learn Sheffield  Vacant seat – EY providers  Toby Mallinson/Rod Padley, Trade Union  Mo Nisbet, 14-19 Sector | | **Secondary Head**  Linda Gooden (King Edward VII)  **Academies**  Keith Crawshaw (Sheffield South East Trust)  David Dennis (Tapton)  Jim Dugmore (Oughtibridge)  Chris French (Mercia Learning Trust)  Morag Somerville (Steel City Schools Partnership)  Vacant seat  **Special Schools**  Laura Gillespie, Governor (Bents Green)  Sacha Schofield, Head (Bents Green)  **PRU**  Gail Gibbons (Sheffield Inclusion Centre) |
| **Apologies:** Mo Andrews, Stephen Betts, Nigel Brooke-Smith, David Dennis, John Doyle, Jim Dugmore, Gail Gibbons, John Macilwraith, Cllr Mohamed, Rod Padley  **Also in attendance:** Andrew Jones, Interim Director of Education and Skills; Amanda Murray, Business Strategy (notes); Mark Sheikh, Head of Service, Business Strategy  **Presenters:** Joel Hardwick, Head of Commissioning: Inclusion & Schools | | |

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| **Item** | **Details** | **Action** |
|  | **Welcome and Apologies**  Apologies were noted as above and attention drawn to the protocol of holding the meeting online. |  |
|  | **Covid-19 Response/Update**  Andrew Jones updated the Forum as follows:   * Sheffield City Council (SCC) has been communicating regularly with schools during the crisis, as well as with the early years sector and settings outside of Sheffield. * SCC remains in emergency mode and has made two decisions recently using the extraordinary decision-making powers:   + Instructing schools not to open on 1 June.   + Then later informing schools that they could open as and when they were in a position to do so safely. * There are additional administrative requirements around ensuring that the education sector aligns with other sectors. * The situation will be kept under review. * There has been no update as yet on school take-up for w/c 15 June, but all except one primary school were open and have seen increased attendance. Information to be shared with the Forum when it becomes available. * SCC is having 2-weekly meetings with the Department for Education (DfE) and further announcements will be made in due course. * With regard to the idea of schools catching up during holidays: they are not set up to operate out of term time and the challenge of catching up cannot be resolved quickly - schools therefore need the summer break to prepare.   Additional comments from the Forum included:   * There has been a positive response to the communications that have been shared. * Where schools would usually raise additional funds, but have been unable to do so, the Government guidance is not yet clear as to what can be re-claimed. However, SCC will continue to pursue any shortfall in funding. * Low pupil numbers could affect school budgets. | A Jones/ A Murray |
|  | **Update on SCC service changes**  Andrew Jones gave the following update:   * Dawn Walton retired at the end of May creating an opportunity to restructure the portfolio. * Her post of Director of Commissioning, Inclusion and Learning Service no longer exists and a Director of Education and Skills has been created. * The new post has been filled in the interim by Andrew and has a clear education focus, as well as being aligned to services in post-16 and skills. The responsibilities now include: Lifelong Learning and Skills, SEND and Early Years Quality Assurance. * Three key strategies sit within the remit: Inclusion, Employment and Skills, and Education strategies. * Commissioning functions previously managed by Dawn Walton are transferring to John Doyle. * The formal structure will be finalised by the end of October.   Comments and questions from the Forum included:   * A request to see the structure chart when it is finalised. * It was clarified that commissioning also includes the third sector. * To clarify the relationship with Learn Sheffield in the structure. |  |
|  | **Previous meeting minutes/matters arising**  Agreed as a true and accurate record, with no matters arising. |  |
|  | **SEND/Inclusion Update**  Joel Hardwick presented Paper 3 to give a brief update following on from the February Forum and highlighted key points as follows:   * Regarding growth, work is underway to accommodate the additional places required for September 2020. Bents Green, Talbot, Seven Hills and Sheaf are key elements. * In addition there is work underway to accommodate the planned growth in Independent Resources (IRs) as well as sufficiency planning for beyond September which will help to reduce the current pressures and reliance on special school places to ensure a more robust special school system. * Post-16 requires further development.   Further discussion of the Forum raised the following points:   * The review of all special school sites to identify capacity and opportunities for expansion has been done to some extent and we have a better idea of capacity. We should be looking to increase capacity in special schools and have clarity in the system, including co-ordinating work with other LAs. * The big picture includes Early Years prevention work and the Gateway. We will channel significant additional funding through localities to help reduce demand. * We currently have scope to manage the 38 additional places transitioning from primary to secondary. * We are working towards a longer term strategy and have the first draft of a sufficiency plan which needs to be discussed with special heads. * Sacha Schofield expressed concern around having no capacity to accommodate the potential 6% growth. The issue in Bents Green is with Y9s and above - Joel confirmed that the plans for September take this into account and we then need to consider 2020/21 going forwards. * If mainstream schools are interested in setting up an IR, there will be limited start up funds available, along with the revenue funding attached to the pupil. * It was suggested that we should consider building in additional capacity, over and above what we think will be required. * SEND and admissions teams are seeing an unprecedented number of complex needs cases, not just in FS2. To ensure the work is joined up. * There is a high demand for pupils with primary autism moving to secondary this year. * We still manage to cover the gap within the overall available resource, but rather than wraparound care, we have to focus on sufficiency. * We need to support those moving from primary to help them remain in maintained schools and we need to be more robust in challenging decisions for special school places. |  |
|  | **Growth Policy Review**  Mark Sheikh summarised the paper as follows:   * The February Forum agreed to review the local Growth Policy, which is now funded based on a more prescriptive national methodology. * Whilst funding for growth has reduced to £2.28m, we can still afford the planned growth and therefore recommend continuing with the existing approach and to review it again in 12 months. * The policy has been updated to clarify the interpretation to schools following feedback and queries raised. * The discussion around falling rolls via the Funding Group has been deferred, but will be brought back to the Forum in September.   **The Forum Agreed to the recommendations as follows:**   1. To continue to use the existing growth funding policy for 2020-21. 2. That the planned growth funding payments of £1.1m to be paid to Sheffield schools as detailed in the appendix. |  |
|  | **AOB**   * Mark Sheikh confirmed, based on information received from ESFA, that the Teachers’ Pay Award and Pensions Grant will be rolled in to the Dedicated Schools Grant for next year. It is not yet known through which factor this will be applied. An information paper has been prepared and will be shared with the Forum. * The Census is an area for concern in terms of the methodology to be used to capture pupil numbers. More work will be undertaken on this over the summer. * There is no news yet on a post-Covid-19 decision on the additional funding via the National Funding Formula. * We will run models on the new IDACI data set based on the current and proposed situation. * There has been an increase in claims for Pupil Premium – schools to ensure that those eligible register. Free School Meal applications have increased from 195 in April 2019 to 714 in April 2020 and from 293 in May 2019 to 1206 in May 2020. * Re. Forum membership, the Forum was reminded to:   + Ensure a balance of representation by governors.   + Maintain attendance at meetings and if a member cannot commit, they should step down. |  |

**Date of next meeting:** 22 September 2020, 3.00-5.00pm, via Zoom?