Members:
* denotes absence

(Voting)
✓ Brenda Morley (Chair) (BM) Academy Secondary Governor
✓ Bec Allott (BA) Academy Secondary Headteacher
✓ Gordon Ironside (GI) Academy Secondary Headteacher
✓ Viv Jones (VJ) Academy Secondary Headteacher
✓ Nathan Cole (NC) Academy Secondary Headteacher
✓ Emma Hart-Dyke (EHD) Academy Primary Headteacher
✓ Phillip Hedger (PH) Academy Primary Headteacher
✓ Rob Watkins (RW) Academy Special School Headteacher
✓ Carole Cook (CC) Academy Primary Governor
✓ Dr Mary Howard (MH) Maintained Secondary Governor
✓ Jenny Sims (JS) Maintained Primary Governor
✓ Havard Spring (HS) Maintained Primary Headteacher
✓ Emma Walford (EW) Maintained Nursery Headteacher
✓ Emma Bradshaw (EB) { Maintained Pupil Referral Unit (shared)
✓ Bev Williamson (BW) { Sutton Tuition and Reintegration Service (shared)
* Muriel McIntosh (MM) Early Years Provider

(Non-Voting)
* Jason Pemberton-Billing (JPB) 14-19 Provider
✓ Andrew Theobald (AT) Archdiocese of Southwark
✓ Brian Stevens (Vice Chair) (BS) Diocese of Southwark
* Sue Smith (SS) Sutton Teachers Committee
✓ (substitute Alison Morgan)

Observers
✓ Cllr Jenny Batt (JB) Vice-Chair of the People Committee
✓ Cllr Jane Pascoe (JP) Opposition Spokesperson for the People Committee

Also Present:
✓ Fiona Phelps (FP) Assistant Director, Education and SEND (LBS)
✓ Kieran Holliday (KH) Head of Pupil Based Commissioning (LBS)
✓ Sue Holmes (SH) Senior Finance Business Partner (LBS)
✓ Tracey Burley (TB) Managing Director (Cognus Ltd)
✓ Bob Harrison (BH) Cognus Limited
✓ Peter Gray (PG)
✓ Corinne Redonnet (CR) Independent Minutewrite

0 member of the public
1. **WELCOME AND APOLOGIES FOR ABSENCE**  
   a) Everyone was welcomed to the meeting and the Chair welcomed Mr Cole who was attending the Forum for the first time. A round of introductions took place.
   b) Apologies for absence were received from Mrs Smith and Mrs McIntosh.
   c) Due to Mr Peter Gray requiring to leave the meeting early, the Chair suggested the High Needs Review be moved to the start of the meeting.
   
   **RESOLUTION:** a) and b) were noted

2. **DECLARATION OF INTERESTS**  
   The Chair reminded those present to declare any business interests, pecuniary or otherwise, as and when they occurred.
   a) Mrs Sims declared that she is a non-executive Director at Cognus.
   
   **RESOLUTION:** a) was noted

3. **HIGH NEEDS REVIEW**  
   a) Mr Peter Gray gave a presentation on the High Needs Review conducted in Sutton (see attached).
   b) PG informed the Forum that the draft report is currently going through the approval process.
   c) A number of members of the Forum expressed concerns that the timescale for the approval of the report by CMT could risk delaying the implementation of the report’s recommendations.
   d) They were also concerned that Headteachers should be part of the decision-making in order to determine the actions recommended in the report.
   e) KH agreed and suggested putting sessions in place for small groups to work together after Easter to review priorities. KH will liaise with Headteachers.
   f) It was also noted that Headteachers should involve Chairs of Governors in this process.
   g) The Chair thanked PG for his work and presentation.
   
   **RESOLUTION:** e) was agreed

   PG left the meeting at 7:15pm

4. **COGNUS LTD**  
   a) The report summarising the shareholders’ agreement and the lines of accountability with respect to Cognus in relation to Shareholders, the LA and Schools Forum which had been circulated with the agenda in advance of the meeting was taken as read.
   b) KH clarified that there are no formal relationships between Cognus and the Schools Forum, and the setup and governance is explained in the report.
   c) Concerns were raised about the lack of clarity regarding the structure as to where issues can be raised and about the proportionality of the response.
   d) BH agreed to provide schools with a list of contacts.
e) Concerns were raised about the perceived lack of partiality and independence when Cognus staff recommend additional services provided by Cognus.

f) Members had understood that Cognus had talked about building on expertise and capacity in schools.

g) BH noted all the comments.

h) Following a discussion, AT will put forward at the next meeting, a proposal articulating what it was felt the relationship between Cognus and the Schools Forum should be.

i) The *Cognus report to Schools Forum* which had been circulated with the agenda in advance of the meeting was taken as read. TB noted the following comments from Forum members:
   - Information on the number of staff attending training and the cost attached to each service provided by Cognus.
   - It was felt that the Forum did not require a report on Admissions.

JP left the meeting at 7:54pm

j) *The Paving the Way Annual Report* which had been circulated with the agenda in advance of the meeting was taken as read. BH summarised the main points.

AT left the meeting at 7:56pm

k) A Member asked how many parents and children had been involved in the Star review. BH to provide the information.

l) In response to Cognus’s consideration about expanding the Paving the Way scheme to secondary schools, it was suggested that it could be beneficial for Years 7 and 8 which are difficult transition years for young people.

m) Access to Ms Nibby Withers’s services were queried as requests had recently been denied. HS to forward relevant emails to BH for investigation.

n) The issue of the regular occurrences of children attacking teachers was highlighted and it was suggested that collective training on how to tackle such issues was required. The Chair suggested that FP and EW liaise on this issue.

o) It was agreed that following a meeting with parents feedback will be received at the next meeting.

BH and TB left the meeting at 8:05pm.

**RESOLUTION:** d), h) and o) were agreed and g), l) m and n were noted

5. **MINUTES OF MEETING OF 4 DECEMBER 2018**

The minutes of the meeting held on 4 December 2018 were agreed as a correct record.

**RESOLUTION:** Agreed

6. **MATTERS ARISING**

There were no matters arising.

**RESOLUTION:** Noted

7. **SCHEME FOR FINANCING SCHOOLS**
The Scheme for Financing Schools Report which had been circulated with the agenda in advance of the meeting was taken as read and was noted.

RESOLUTION: noted

8. REVENUE REPORT
   a) The Revenue Report and appendices which had been circulated with the agenda in advance of the meeting were taken as read.
   b) Appendix A - An in-year underspend of £300,615 on the DSG report was noted
   c) Appendix B - An underspend of £100,815 on SEN services was noted.
   d) Appendix C – The DSG draft budget for 2019/20 was based on the provisional net allocation of £98 million.
   e) The funding increase to the Admissions service was queried. SH explained that Admissions receives an agreed 0.8% yearly uplift.
   f) The Copyright licences increase was queried. SH explained fees for copyright licenses are specified by the DfE.
   g) The DSG Early Years funding to Cognus was queried as schools are charged for Early Years services received from Cognus. KH to seek clarification on what constitutes universal services provided by Cognus under the Early Years funding.  
   h) The funding to independent schools for non-SEN pupils was queried. FP to provide clarity at the next meeting.
   i) Following a lengthy discussion regarding the services provided by Social Services under the heading ‘Social Worker Support for Education’, it was agreed that Mr Jonathan Williams would be invited to attend the next meeting to provide clarity.
   j) It was suggested that a small group of Forum members meet to discuss the budget presentation format.
   k) The Forum noted the following:
      - the latest position on the DSG for 2018/19, as at month 9;
      - the SEN funding position for 2018/19, as at month 9;
      - the comparisons of Schools’ delegated budgets for 2018/19 and 2019/20.

RESOLUTION: g), h), i) and k) were agreed and j) was noted

9. CAPITAL REPORT
   a) The Capital Funding Arrangements for Schools which had been circulated with the agenda in advance of the meeting was taken as read.
   b) KH informed the Forum that the DfE have appointed the contractors for the Rosehill Secondary school and planning is forthcoming.
   c) The contract with the contractors for the Hackbridge Primary building work has been terminated. The London Borough of Sutton are in the process of finding an alternative contractor.

RESOLUTION: agreed
d) Contrary to expectations, Primary school numbers are higher for 2019/20 than 2018/19 with an additional 160 applications received. Secondary school places remain similar to last year. KH continues to monitor the situation.

RESOLUTION: noted

10. CONFIDENTIALITY
It was agreed that the DSG Comparison budget is confidential (Appendix 8 E). Also, any school specific discussions and cases should remain confidential.

RESOLUTION: agreed

11. ANY OTHER BUSINESS
The Chair asked if there were any other items of business.
There were none.

RESOLUTION: noted

12. DATES OF FUTURE MEETINGS
a) Schools Forum, all meetings held at 6.30 pm at Cheam High School:
   - Tuesday 18 June 2019
   - Tuesday 15 October 2019
   - Tuesday 3 December 2019
b) Formula Review Group
   Dates to be agreed.
c) To note the next meeting of the People Committee on:
   - Thursday 14 March 2019
   - Thursday 4 July 2019
   - Thursday 10 October 2019

The meeting ended at 8.52 pm