



# City of Westminster

## Westminster Schools' Forum Meeting - Minutes

Date and time of meeting: Monday 26th September 2022 at 4.45pm

**VIRTUAL MEETING VIA MICROSOFT TEAMS**

Representing	Name	Organisation	Attendance
<b>Primary Schools</b>	<b>6 Members</b>		
Primary Head	Lee Duffy (LD)	St Marys Bryanston Square CE Primary	Present
Primary Head	Darren Guttridge (DG)	Edward Wilson CE Primary	Present
Primary Head	Rebecca Anson (RA)	St Gabriel's CE Primary	Present
Primary Governor	Andrew Garwood-Watkins (AGW) <b>(Chair)</b>	St James and St John CE Primary	Present
Primary Governor	Lyn Meadows (LM)	Soho Parish CE Primary	Present
Primary Governor	Henry Scutt (HSc)	All Souls CE Primary	Present
<b>Secondary schools</b>	<b>1 Member</b>		
Secondary Head	Eugene Moriarty (EM)	St Augustine's High School	Present
<b>Academies</b>	<b>6 Members</b>		
Secondary Academy Principal	Richard Ardron (RA)	Marylebone Boys School	Present
Secondary Academy Principal	Peter Broughton (PB)	Westminster City School	Present
Secondary Academy Principal	Susanne Staab (SS)	The Greycoat Hospital School	Present
Secondary Academy Proprietor	Michael Bithell (MB) <b>(Vice Chair)</b>	United Westminster Schools Foundation	Absent
Primary Academy Head	Louisa Lochner (LL)	Gateway Academy	Present
Alternative Provision Academy	Wasim Butt (WB)	Ormiston Beachcroft	Absent
<b>Maintained Nursery Schools</b>	<b>1 member</b>		
Nursery Head	Liz Hilliard (LH)	Tachbrook Nursery School	Present
<b>Special Schools</b>	<b>1 member</b>		
Special Schools Headteacher	Noel Gibb (NG)	Federation of Westminster Special Schools	Present
<b>Early Years (PVI)</b>	<b>1 member</b>		
PVI	John Trow-Smith (JTS)	LEYF	Present
<b>14-19 Representative</b>	<b>1 member</b>		
Secondary Head	Kathryn Pugh (KP)	The St Marylebone CofE School	Present
<b>Officers in Attendance</b>			
Executive Director of Children's Services	Sarah Newman (SN)	Bi-Borough Children's Services	Present
Director of Education	Ian Heggs (IH)	Bi-Borough Children's Services	Present
Assistant Director – SEN & Educational Psychology	Julie Ely (JE)	Bi-Borough Children's Services	Present
Head of Bi-Borough Early Education and Childcare Service	Iraklis Kolokotronis (IK)	Bi-Borough Children's Services	Present
Lead Strategic Finance Manager	Anita Stokes (ASt)	Bi-Borough Finance – Children's	Present
Senior Finance Manager	Poonam Gagda (PG)	Bi-Borough Finance – Children's	Present

Finance Manager	Nicholas Grey (NG)	Bi-Borough Finance – Children’s	Present
Finance Manager - Schools	Vandana Modha (VM)	Bi-Borough Finance – Children’s	Present
Senior School Governance Adviser/Clerk	Jackie Saddington (JS)	Bi-Borough Children’s Services Education	Present
<b>Observers</b>			
Principal Lead Adviser	Shelley Duffy (SD)	Bi-Borough Children’s Services Education	Present
Senior Adviser School Inclusion	Hilary Shaw (HSh)	Bi-Borough Children’s Services Education	Present
Bursar	Marie Holmes (MH)	The Greycoat Hospital	Present

Item		Action
<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>  There were no apologies.	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>  There were no declarations of interest.	
<b>3.</b>	<b>MEMBERSHIP</b>  Noel Gibb, Executive Headteacher of Federation of Westminster Special Schools will be the new Special Schools Headteacher representative.	
	<b>RESOLUTION: Noted.</b>	
<b>4.</b>	<b>DSG DEFICIT MANAGEMENT PLAN</b>  The paper on the Dedicated Schools Grant Deficit Management Plan had previously been circulated. The Chair stated that he accepted all members had read the papers in advance of the meeting and asked if members had any questions.  LL asked if there would be any recoupment from schools in relation to the EBT amendments. JE explained that the High Needs Reference group (HNRG) had been tasked to review this and they were due to meet before the next Schools Forum. LL asked if the discussions from that meeting would feed into the Dedicated Schools Grant Deficit Management Plan. JE explained that there was still detailed work to be carried out and any decisions would not clear the deficit. LL queried whether the plan could be changed at the planned review group discussion after it had been approved at Forum and it was explained that any recommendations around clawback would be presented to a future Schools Forum.  LL asked whether the plan could be changed at the planned review group discussion after it had been approved at Forum and it was explained that any	

	<p>recommendations around clawback would be presented to a future Schools Forum.</p> <p>The Chair informed members that the current plan needed to be approved for submission to the DfE before detailed work could be undertaken. The outcome of the discussions could be incorporated into the work for year 2. It was not possible to make a decision on the recoument at this meeting, but the plan could be revised later if need be.</p> <p>ASt agreed and explained that should the plan change a revised plan could be brought back to the Schools’ Forum. However, a decision was needed at this meeting for budget planning requirements of the DfE.</p> <p>LL stated she wanted actions taken to be equitable and fair and she was concerned that some schools had previously received overpayments.</p> <p>SS asked if the budget figures would be brought back to the next meeting. ASt confirmed they would. Headteacher consultations, including the provision of figures, were being carried out this term.</p>	
	<p><b>RESOLUTION:</b> i) <b>To agree the draft deficit management plan, subject to the final agreement of the Chief Financial Officer (CFO) representative. It was noted that the plan reflects the 0.25% transfer from the schools’ block to the high needs block estimated at around £0.330m per year from 2023/24 for two years and if the plan goes off track the size of the transfer will need to be reviewed and may need to be increased.</b></p> <p>ii) <b>To agree that the deficit is cleared by the end of 2024/25, goes back into deficit in 2025/26 due to the estimated increase in EHCPs, and will recover again in 2026/27 as a result of planned new provision and related capital investment as detailed in section 5 of the report.</b></p> <p>iii) <b>To note that commissioning arrangements for specialist provision will be provided to future HNRG and Schools Forum meetings.</b></p>	
5.	<p><b>DATES OF FUTURE MEETINGS</b></p> <p><b><u>It was agreed that future meetings will be held in-person.</u></b></p> <p>Monday 14 November 2022 – 4.45pm – Westminster City Hall  Wednesday 18 January 2023 – 4.45pm – Westminster City Hall  Monday 20 March 2023 – 4.45pm – Westminster City Hall  Monday 19 June 2023 – 4.45pm – Westminster City Hall</p>	

Meeting closed at 5.15pm.