

DARLINGTON SCHOOLS FORUM

Town Hall, Committee Room 1

Tuesday 7th October 2025 14.00pm 16.00pm

AGENDA

| Item No. | Item | Decision required? | Lead |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------|
| 1 | Welcome, introductions and apologies Register/Declaration of business interests | No | Tony Murphy |
| 2 | Schools Forum Membership 2025/26 and Election of Chair and Vice Chair 2025/26 (paper) <ul style="list-style-type: none"> - 2a Schools Forum Election procedures - 2b Schools Forum Terms of Reference - 2c High needs subgroup Terms of Reference - 2d Schools Forum Membership Log | Yes | Tony Murphy |
| 3 | Minutes of the meeting 3 rd June 2025 and Matters Arising including <ul style="list-style-type: none"> - Schools Forum Outstanding Actions log (3a) | Yes | Chair |
| 4 | Budget Update 2025/26 (paper) | No | Emma Clennell |
| 5 | School Budget Share Consultation (paper) | No | Emma Clennell |
| 6 | Permanent Exclusions Funding Reclaim (verbal) | No | Emma Clennell |
| 7 | Safety Valve Plan (verbal) | No | Tony Murphy |
| 8 | High Needs Subgroup 8 th May 2025 and 26 th June 2025 Summary of Meetings (papers 8a/8b) | No | Vice-Chair |
| 9 | Future Meetings Tuesday 13 th January 2026 2-4pm Town Hall Tuesday 10 th March 2026 2-4pm TEAMS Tuesday 2 nd June 2026 2-4pm Town Hall | No | Chair |
| 10 | Any other business | | |

Date of next meeting
Tuesday 13th January 2026 2-4pm Town Hall

DARLINGTON SCHOOLS FORUM
October 2025

ITEM NO 2

SCHOOLS FORUM MEMBERSHIP 2025-2026

Purpose of Report

1. This report summarises the changes to the Schools Forum membership since the last meeting and as per terms of reference to appoint the Chair and Vice Chair for 2025-2026.

Forum Decision Required

2. The Forum is asked to:
 - a) Note the report
 - b) Appoint Chair and Vice Chair for 2025-2026
 - c) Appoint Chair for High Needs Subgroup for 2025-2026 and note membership changes
 - d) Note nominations for new members in 2025-2026 and any outstanding vacancies

Background

3. This report provides information on Forum membership changes that have arisen since the last Forum meeting and decisions required relating to Chair, Vice Chair and Chair of High Needs subgroup. The membership log, Schools Forum terms of reference and election procedures are attached as Appendices.

Schools Forum Chair and Vice Chair 2025-2026

4. DfE guidance states that the Schools Forum should elect a Chair from amongst its own members and based on the Darlington Schools Forum terms of reference, the Chair and Vice-Chair shall be elected from within its membership annually at the first meeting of the academic year (see Terms of Reference).
5. It should be noted that the Chair can stand for re-election in further successive years therefore office can be extended beyond one year; however, guidance suggests this should not be beyond the Chair's membership term, in this case August 2027 (the same applies for the Vice-Chair).

High Needs Subgroup 2025-2026 Chair

6. The subgroup terms of reference state that The Chair should be voted by Schools Forum.
7. Due to a member taking retirement, a new member for the subgroup had been sought. The interest shown was sufficient to agree three new members to give breadth and depth to the

membership. Each member is elected or appointed for a period not normally exceeding one academic year.

Vacancies

8. Vacancies as at the end of 2024/25 were noted by the Schools Forum in June 2025 as below:
 - Non School Members (x2) – PVI Early Years member and substitute representative
 - Non School Members – Diocesan substitute representative
 - Governor Member – Secondary substitute representative
 - School Members (x2) – Academy Primary
 - School Members (x2) – Academy Secondary

9. Nominations were sought and representation made at Primary Forum and 11-19 Partnership following Schools Forum election procedures. The outcome of these nominations will be updated at the meeting as this is not available at the time of writing this report.

Recommendations

- That the Schools Forum appoint a Chair and Vice-Chair for 2025-2026.
- That the Schools Forum appoint a Chair for the High Needs subgroup and note membership for 2025-2026.
- That the Schools Forum note the current vacancies / welcome new members.

Eleanor Marshall
Clerk to Schools Forum



Darlington Schools Forum Election Procedures

1. School Members

1.1 Primary maintained schools

The Clerk to the Forum will write to all Headteachers and Chairs of Governors inviting nominations. The Headteachers will agree how their representative Headteacher and/or Governor is selected. Nominations must be submitted to the Clerk to the Forum.

1.2 Academies

The Clerk to the Forum will write to all Headteachers and Chairs of Governors/Trustees of Darlington academies to alert them to the need for nominations. It is for the proprietors/trustees to decide how they will select their representative. It is then for the representative group (11-19 Partnership/Primary Forum without maintained representatives), working together, to select their group nominees. There is no requirement for academies members to represent specific primary and secondary phases, but it is encouraged to ensure representation remains broadly proportionate to pupil numbers.

1.3 Special Schools

The Clerk to the Forum will write to the Headteacher and Chairs of Governors/Trustees of Darlington special school academies, to invite self-nomination. It will then be for the proprietors/trustees to decide who to put forward as the representative.

2 Non-School Members

2.1 Private, Voluntary and Independent Providers (PVI)

The Head of Education Partnerships will write to all Darlington PVI members to invite self-nominations. A ballot will be undertaken at the Early Years Strategy Group.

2.2 Further Education

The Clerk to the Forum will write to the Principals of all 16-19 FE colleges which serve the locality.

2.3 Diocesan Representative

The Head of Education Partnerships will write to the Academy Council of all Diocesan schools in Darlington where members are to invite self-nominations.

Darlington Schools Forum: Terms of Reference

Powers and Responsibilities

National regulations¹ updated in 2012 govern the composition, constitution and procedures of Schools Forums. These regulations can be accessed at:

<http://www.legislation.gov.uk/uksi/2012/2261/contents>

The Schools Forum has the following powers: -

- To agree proposed changes to the operation of the Minimum Funding Guarantee where it affects less than 20% of schools;
- To approve exceeding the Central Expenditure Limit;
- To approve the Darlington Scheme for Financing Schools and specify the date upon which the revised Scheme is to come into force.

The Schools Forum must be informed on any proposals affecting the following issues before final decisions are made: -

- To be consulted on any changes to the formula;
- To give a view on the letting of any contracts for supplies and services that will be paid from the Schools Budget;
- To be consulted annually on the following financial issues:
 - The arrangements to be made for the education of pupils with special educational needs;
 - Arrangements for the use of Pupil Referral Units and the education of children otherwise than at school;
 - Insurance;
 - Early years education administrative arrangements for the allocation of central government grants;
 - Free school meals;
- To give a view on the operation of the Minimum Funding Guarantee where it affects more than 20% of schools.

¹ Section 43 of the 2002 Education Act requires Local Authorities to establish a Schools Forum to represent governing bodies and headteachers of schools maintained by the authority.

Membership

Membership of the Schools Forum shall consist of school members, academy members and non-school members, with school and academy members being at least two-thirds of the membership and representative of the number of pupils in the council's area. The Darlington Schools Forum is consistent with this requirement. 75% of the current 20 members are schools, 25% of the current members are non-schools.

| Category | Pupil % | Proportionate membership |
|---------------------------|---------|--------------------------|
| Maintained school members | 9.43% | 15% |
| Secondary academy members | 41.75% | 25% (16.75% difference) |
| Primary academy members | 46.69% | 30% (16.69% difference) |
| Special academy members | 2.11% | 5% |
| Non-school members | | 25% |

School members

- ❑ Maintained settings
 - Nursery Schools 1
 - Primary Schools 1
 - Pupil Referral Unit 1
- ❑ Academy settings
 - Primary Schools 6
 - Secondary Schools 4
 - Special Schools 1
- ❑ Governors
 - Secondary Schools 1

Non-school members

- ❑ Diocesan representatives 2
- ❑ 16-19 Providers 1
- ❑ PVI early years providers 2

Total members: 20

The Local Authority will endeavour to ensure that the school members reflect the proportions set out in the above membership list.

School members can be Headteachers or a senior member of staff.

Substitutes

Substitutes are permitted. Substitutes have the same rights and responsibilities including voting rights as the person on whose behalf they are participating in the Schools Forum. The substitute must be from the same membership category. Substitutes should be elected by their constituent bodies. Substitutes do not need to be from the same school as the lead member. School Governors are appointed by the Local Authority.

It is the members responsibility to arrange for the substitute as named specifically on the register (available from the Clerk), to attend in their behalf, and inform the Clerk prior to the meeting.

Observers

Others who may attend as observers (i.e. have no voting rights):

- Local Authority representatives with responsibility for strategic resource management (with a clear right to participate in discussions).

Working Groups

The Schools Forum can ask the Local Authority to establish working group(s) to undertake work on its behalf. It can also request a group comprising of Schools Forum members to discuss specific issues and to produce draft advice and can report back their findings and/or recommendations for consideration.

Any working group will have no decision-making powers and will report back to a quorate Schools Forum so that a final response to the Local Authority can be given or a decision taken. A decision could be taken by voting to accept and adopt a report by a working group.

Groups can include wider representation, for example a group for early years can represent all the different types of providers to consider the detail of the early years single funding formula. Groups should also ensure balanced representation of all members as well as wider representatives and observers.

Voting

Voting procedures are determined by the Schools Forum members. Decisions are to be made on a simple majority. Where a member votes, the member must only cast one vote and each member's vote must have an equal weighting.

In the case of a tie on the proposal being voted on the Chair will have the casting vote.

The Schools Forum is obliged to give schools an account of consultations carried out and action taken or not taken by the Local Authority in consequence. It is for the Schools Forum to decide how this feedback to schools should be given. Individual Schools Forum members should arrange "feed-back" for the sector that elected them.

Term of Office

The term of office for Headteachers and Governors will run for 4 years.

Membership may be terminated by the Local Authority in advance of the full term if the member ceases to act in the capacity for which he/she was appointed or if a Schools Forum member ceases to attend three consecutive meetings, the Schools Forum can agree (by vote) to ask the Local Authority to remove them from membership and seek a replacement from the appropriate sector to serve the remainder of the term.

Any vacancies arising during this period, will be appointed for the remainder of that term of office.

Elections

Generally speaking, members must be separately elected by their own sector partnerships and they should determine their own election process, with the exception of the maintained school representatives and PVI sector, where the Local Authority must appoint.

Nominating bodies may amend representation at any time. Members should vacate membership if (s)he ceases to be a member of the constituent group which (s)he represents.

The Local Authority must consider whether the Church of England and Roman Catholic dioceses should be represented. Diocesan authorities may wish to consider what type of representative would be most appropriate, headteacher, governor or a member of the education board.

Election of Chair and Vice-Chair

The Chair and Vice-Chair shall be elected from within its membership annually at the first meeting of the academic year.

A Chair or Vice-Chair may stand for re-election in further successive years.

Meetings of the Schools Forum

The frequency and timing of meetings of the Schools Forum should be agreed in advance of each financial year. In drawing up this cycle, the Local Authority will provide a clear overview of the key consultative and decision-making points in the school funding cycle.

In cases of urgency, the Chair may call an extra-ordinary meeting of the Schools Forum, either at the request of a quorate number of members or the Local Authority.

The School and Early Years Finance (England) Regulations 2021 amended The Schools Forums (England) (Coronavirus) (Amendment) Regulations 2020 to make permanent provisions to enable Schools Forums meetings to be held remotely.

This includes (but is not limited to) telephone conferencing, video conferencing, live webcast, and live interactive streaming. Where a Schools Forum decides to hold a public meeting by remote means only, the Schools Forum should provide support or make alternative arrangements so that any interested parties who do not have telephone or online access can attend virtual meetings.

Public Access

Meetings of the Schools Forum, and any working groups are presumed to be open to the public unless closed by agreement of a simple majority of a quorate group of members.

Administration

Clerking arrangements for the Schools Forum will be provided by the Local Authority. The role of the clerk will include: -

- Venue arrangements;
- Provision of agenda and working papers in good time prior to the Schools Forum meeting published, where possible, as a single document on-line and draft minutes published within reasonable time. Attendees will be recorded in a log outside of the minutes.
- Papers should identify if Schools Forum papers are for decision, for consultation or for which guidance is sought, or for information only.
- Respond to queries about the business of the Schools Forum from headteachers, governors and others who are not on the Schools Forum themselves;
- Be responsible for ensuring contact details of all members are up to date;
- Maintain the list of members and advise on membership issues in general;
- Monitor, on a regular basis, the DfE Schools Forum and general Schools Funding regulations and arrange for the distribution of any relevant DfE information to Schools Forum members;
- Provide advice in relation to the operation of the Schools Forums local constitution;
- Record and produce notes of each meeting as soon as possible after the meeting to enable members and others to see the outcome of any discussions and decisions/votes taken.

Changes to this document

The Schools Forum may review the Terms of Reference as necessary and request changes to be made by the Local Authority. The Local Authority may revise these Terms of Reference as necessary to reflect either the proportions of membership, new guidance from the DfE or new statutory requirements.

DARLINGTON SCHOOLS FORUM

HIGH NEEDS MONITORING SUB-GROUP - TERMS OF REFERENCE

PURPOSE

The high needs block budget has a significant deficit budget position leading to the LA entering into a Safety Valve agreement with central government.

The role of the high needs monitoring sub-group is to work in partnership with the local authority to ensure appropriate steps are taken to address the current financial position. The focus of work for this authority, and for Schools Forum is to reduce this funding gap as much as possible, without compromising outcomes for children and young people with SEND.

This will mean work is focussed on ensuring children and young people with SEND achieve optimum outcomes in the most cost-effective way and that local provision is the first choice for children, young people and their families.

The review will:

- Consider the ongoing pressures / issues facing the high needs expenditure.
- Consider the targets of the safety valve programme.
- Ensure links into the local area written statement of action and safety valve are monitored and reported to Schools Forum

The high needs monitoring sub-group will make recommendations to Schools Forum including any funding changes.

RESPONSIBILITIES

The high needs monitoring sub-group will support the local authority to interrogate and provide professional challenge to:

- a) Review the financial impact of existing national SEND policy locally.
- b) Review and monitor the use of high needs funding to ensure that funding is allocated appropriately to achieve the best possible outcomes for children and young people with SEND.
- c) Identify savings and pressures on the high needs block including any areas where immediate savings can be made.
- d) Review and prioritise proposed work programmes focusing on priority areas and arising issues (as agreed by Schools Forum).
- e) Provide regular updates to Schools Forum, offering advice and recommendations to Schools Forum regarding the use of high needs funding (through clear reporting) so that:
 - i. There is ongoing cognisance of issues related to the high needs block; and
 - ii. Schools Forum members have greater opportunity to take a proactive role in high needs budget decision-making, thereby improving transparency.
- f) Review and make recommendations to Schools Forum on directing the allocation of high needs funding in relation to:
 - i. Top-up rates, number of places and other specific financial pressures or issues identified by the high needs monitoring sub-group.
 - ii. The wider strategic agenda to meeting the needs of children and young people with SEND.

Underlying Principles

The high needs monitoring sub-group will ensure that: –

- The level and usage of high needs funding is appropriate and proportionate to need.
- The local authority has sufficient resource to meet any statutory functions.
- Funding is used efficiently and effectively (time limited where appropriate).

MEMBERSHIP

Schools Forum sub-groups can be wider than the constituent Schools Forum members, this reflects the specialist needs of that group. Groups should also ensure balanced representation of all members as well as wider representatives and observers.

The Chair should be voted by Schools Forum. Each member shall be elected or appointed for a period not normally exceeding one academic year.

The Local Authority will seek representation from Head Teachers.

Substitutes are permitted. The substitute must be from the same membership category. Substitutes should be elected by their constituent bodies. Substitutes do not need to be from the same school as the lead member. It is the members responsibility to arrange for a substitute and inform the Clerk prior to the meeting.

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Academy reps Primary | Paula Ayto – Principal, Reid Street Primary School (Chair) Deborah Hindson – SENDCO, Heathfield Academy Alex Nelson – SENDO, West Park Academy |
| Academy reps Secondary | Rachel Somerville – Headteacher, Hurworth Academy Jane Darbyshire, Principal, Haughton Academy |
| Through School | Nikki Holmes, Vice Principal and SENDCO – Polam Hall School |
| Special School rep | Caroline Green, Executive Principal, Beaumont Hill Academy |
| PRU/Maintained sector | Sally Hudson – Rise Carr College |
| Non-school rep | Andy Gilpin - Darlington College |
| Other | David Leane, Chief Financial Officer, Bishop Hogarth Catholic Education Trust |
| Local Authority The following local authority officers shall also be observer members of the high needs monitoring sub-group and provide professional technical support to assist the consideration and work of the group. | Emma Clennell - Finance Manager Jo Littler - Interim Head of Service for SEND & Inclusion Helen Watson – Children’s Services Commissioning Manager Eleanor Marshall – Clerk/Education Partnerships Officer |

Please note:

- These representatives would each in turn be able to delegate attendance to a representative should they be unable to attend.
- It is open to a Schools Forum to set up working groups of members to discuss specific issues, and to produce draft advice and decisions for the Schools Forum itself to consider.
- To meet these responsibilities, the local authority will ensure the group have access to good quality, up-to date data.

FREQUENCY OF MEETINGS

The high needs monitoring sub-group will meet on a half termly basis as a minimum and with extra-ordinary meetings as required.

Meetings will be announced on the [Darlington Schools Forum website page](#) and all papers, agendas and minutes will be published in accordance with DfE guidance and where papers are confidential publication will follow advice provided by democratic services.

REPORTING

The Interim Head of Service for SEND & Inclusion will capture responses/write a report on behalf of the sub-group setting out the content and recommendations to Schools Forum. This will be shared for sub-group approval prior to recommendations being made. The Chair of the sub-group (normally the Schools Forum Vice Chair) will provide updates to the Schools Forum, and where appropriate a nominated sub-group member if this is not possible.

APPENDIX 1 FROM EDUCATION AND SKILLS FUNDING AGENCY GUIDANCE

1. It's open to a Schools Forum to set up working groups of members to discuss specific issues, and to produce draft advice and decisions for the Schools Forum itself to consider.
2. The groups can also include wider representation, for example, an early year's reference group can represent all the different types of provider to consider the detail of the early years single funding formula.
3. The reference group would then be able to give its considered view on the local authority's proposals to the Schools Forum.
4. The Schools Forum should not delegate actual decisions or the finalisation of advice to a working group, as this may have the effect of excluding legitimate points of view. These have proved effective for larger local authorities; examples of some working groups are for high needs and early years.

SCHOOLS FORUM MEMBERS AS OF 25 FEBRUARY 2025

Each local authority must make a written record of the composition of its schools forum detailing the numbers of schools members and by which group or sub group they were elected, the number of academies members and the number of non schools members, their terms of office, how they were chosen and whom they represent. This record should also indicate the term of office for schools and academies members. Any vacancies arising during the 4 year term of appointment, will be appointed for the remainder of that term of office. As advised in the Education Funding Agency's 'Schools' Forums: operational and good practice guide for local authorities and members of Schools' Forums', March 2021 para 55.

The term of office for Headteachers and Governors run for 4 years, these were renewed for AY 2023/24. Any vacancies arising during this period, will be appointed for the remainder of that term of office. Therefore the current terms for all the below expire in August 2027

| School Type | Member | Elected by | School | MAT | Voting Rights* | Email Address | Phone Number | Substitute | Email Address | Date appointed | Date reappointment due - 4 year term | Date reappointed |
|--------------------------------------|--------------------------|-------------------------|-------------------------------------------------------------------------|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------|------------------|
| Schools (Maintained) Members | | | % pupils / 25% representation on SF | | Primary school De-Delegation, General Duties and Retained | | | | | | | |
| 1 | Maintained - Nursery | Helen Dummett | LA | Federation of Darlington Nurseries | | helen.dummett@darlingtonnurseryschools.org.uk | 01325 380 802 | Cheryl Theakston | cheryl.theakston@darlingtonnurseryschools.org.uk | Sep-23 | Aug-27 | |
| 2 | Maintained - Primary | Julie Davidson | LA | Red Hall Primary School | | headteacher@redhall.darlington.sch.uk | 01325 254770 | Carly Egglestone | cegglestone@redhall.darlington.sch.uk | May-24 | Aug-27 | |
| 3 | Pupil Referral Unit | Sally Hudson | LA | Rise Carr College | | shudson@risecarrcollege.org.uk | 01325 348 600 | Kerry Loftus | K.Loftus@risecarrcollege.org.uk | Sep-23 | Aug-27 | |
| Academy Members - Primary | | | 50% pupils / 30% representation on SF | | No voting on De-Delegation or the scheme for financing schools. Can vote on Retained Duties. | | | | | | Aug-27 | |
| 4 | Academy - Primary | VAC | Primary Forum | | | | | Carol Hall | c.hall@whinfield.net | May-24 | Aug-27 | |
| 5 | Academy - Primary | Marco Ramsay | Primary Forum | St Johns Academy | Durham and Newcastle Diocesan Learning Trust | marco.ramsay@stjohnsacademy.co.uk | 01325 380 725 | Richard Gartland | rgartland@educationvillage.org.uk | Sep-23 | Aug-27 | |
| 6 | Academy - Primary | VAC | Primary Forum | | | | | Paula Strachan | pstrachan@bhcet.org.uk | May-24 | Aug-27 | |
| 7 | Academy - Primary | Jo Blackham | Primary Forum | Mount Pleasant | Lingfield Education Trust | jblackham@mountpleasant.darlington.sch.uk | 01325 244 950 | Kath Hull | khull@lingfieldeducationtrust.com | Sep-23 | Aug-27 | |
| 8 | Academy - Primary | Paula Ayto (Vice Chair) | Primary Forum | Reid Street Primary | Education Village Academy Trust | paayto@reidstreet.darlington.sch.uk | 01325 251 006 | Sam Hirst | S.Hirst@westparkacademy.org.uk | Sep-23 | Aug-27 | |
| 9 | Academy - Primary | John Armitage | Primary Forum | Rydal Academy | Northern Arch Learning Partnership | jarmitage@rydal.nalp.org.uk | 01325 380 784 | Katie Turnbull | kturnbull@rydal.nalp.org.uk | May-24 | Aug-27 | |
| Academy Members - Secondary | | | 36% pupils / 25% representation on SF | | No voting on De-Delegation or the scheme for financing schools. Can vote on Retained Duties. | | | | | | Aug-27 | |
| 10 | Academy - Secondary | VAC | 11-19 Partnership | | | | | Glen Hart | ghart@nalp.org.uk | Sep-23 | Aug-27 | |
| 11 | Academy - Secondary | Melanie Kane | 11-19 Partnership | Carmel College | Bishop Hogarth Catholic Education Trust | kanem@carmel.bhcet.org.uk | 01325 254 525 | Stuart McGhee | smcghee@bhcet.org.uk | Sep-23 | Aug-27 | |
| 12 | Academy - Secondary | VAC | 11-19 Partnership | | | | | Jo Keane/Chris Henderson/Nathan Smith | j.keane@nlt.co.uk | Sep-23 | Aug-27 | |
| 13 | Academy - Secondary | Kate Reid | 11-19 Partnership | Polam Hall School | Woodard Academy Trust | reid.k@pghs.woodard.co.uk | 01325 463 383 | Julie Mogridge | mogridge.j@pghs.woodard.co.uk | Sep-23 | Aug-27 | |
| Governor Member - Secondary | | | | | No voting on De-Delegation or the scheme for financing schools. Can vote on Retained Duties. | | | | | | | |
| 14 | Academy - Secondary | Mike Fryer | | Hummersknott Academy | Advance Learning Partnership Trust | h.fryer@live.co.uk | 01325 241 191 | VAC | | Sep-23 | Aug-27 | |
| Special School Academy Member | | | 2% pupils / 5% representation on SF | | No voting on De-Delegation or the scheme for financing schools. Can vote on Retained Duties. | | | | | | | |
| 15 | Academy - Special School | Mike Butler (Chair) | Special Academy Schools | Education Village Academy Trust | Education Village Academy Trust | mbutler@educationvillage.org.uk | 01325 254 000 | Marie Roe/Lisa Dunn | mroe@educationvillage.org.uk / LDunn@educationvillage.org.uk | Sep-23 | Aug-27 | |
| Non School Members | | | 25% representation (no more than 1/3 of total members permitted) | | No voting on De-Delegation or the scheme for financing schools. ONLY PVI can vote on consultation on funding formula. | | | | | | | |
| 16 | Diocesan Representative | Trish Abbott | Darlington Catholic Diocese Schools | Bishop Hogarth Catholic Education Trust | Bishop Hogarth Catholic Education Trust | tabbott@bhcet.org.uk | 01325 254 525 | David Leane | leaned@bhcet.org.uk | Sep-23 | Aug-27 | |
| 17 | Diocesan Representative | Judith Skirving | Darlington Church of England Diocese Schools | Durham and Newcastle Diocesan Learning Trust | Durham and Newcastle Diocesan Learning Trust | dsgjudith.skirving@stgeorges-darlington.co.uk | 01325 332 230 | VAC | | Sep-23 | Aug-27 | |
| 18 | 16-19 Education | Tim Fisher | Darlington 16-19 Education | | Northern Arch Learning Partnership | TFisher@nalp.org.uk | 01325 406 015 | Lisa Marron | lmarron@nalp.org.uk | Sep-23 | Aug-27 | |
| 19 | PVI Early Years | Caroline Moss, Manager | Early Years Settings | Pierremont Pre School | | pierremontpreschool@icloud.com | 07852 512742 | Tracey Reed (Sadberge Pre) | tracey.reed7@ntlworld.com | Mar-24 | Aug-27 | |
| 20 | PVI Early Years | VAC | Early Years Settings | | | | | VAC | | Jan-24 | Aug-27 | |

Last Updated: updated 25/09/2025

* Apart from exceptions noted, all school, Academy and non-school members can vote on any other schools forum business. As summarised in the Operational Guidance. <https://www.gov.uk/government/publications/pre-16-schools-funding-guidance-for-2019-to-2020>

DARLINGTON SCHOOLS FORUM

MINUTES OF MEETING
03 JUNE 2025

MEMBERS PRESENT: Chair M Butler (Education Village Academy Trust); Vice-Chair P Ayto (Reid Street Primary); J Davidson (Red Hall Primary); P King (Federation of Mowden Schools); M Ramsay (St Johns CofE Academy); S Welsh (Whinfield Primary); K Reid (Polam Free School); S Gill (Haughton Academy); M Kane (Carmel College); G Hart (Northern Arch Learning Partnership); T Abbott (Bishop Hogarth Catholic Education Trust); J Armitage (Rydal Academy Primary); J Skirving (St George's CofE Academy); C Moss (Pierremont Pre School); H Dummett (Federation of Darlington Nurseries); S Hudson (Rise Carr College).

OFFICERS IN ATTENDANCE: Cllr. N Wallis; T Murphy (Assistant Director of Education & Inclusion); E Clennell (Finance Manager); E Marshall (Education Partnerships Officer - Clerk).

APOLOGIES: T Fisher (Northern Arch Learning Partnership); J Blackham (Mount Pleasant Primary); M Fryer (Hummersknott Academy); J Littler (Head of SEND); H Ellison (Education Partnerships Manager); D Lythgoe (St Aidan's Academy)

1. Welcome, Introduction & Register/Declaration of business interests.

The Chair welcomed everyone to the meeting and updated the meeting on apologies. There was no declaration of business interests.

2. Minutes of Meeting 11th March 2025 and Matters Arising

The minutes were accepted as an accurate record.

Matters Arising

With reference to the outstanding actions log relating to items not covered under the agenda or the forward work programme

January 2025

- **Schools Funding Formula Options** – it was noted that the Local Authority (LA) will run consultation events in Summer 2025 with a view to developing options for agreement at a future meeting.

3. Schools Forum Membership

The current vacancies were noted:

- Non School Members (x2) – PVI Early Years member and substitute representative
- Non School Members – Diocesan substitute representative
- Governor Member – Secondary substitute representative

Vacancies from September 2025 were noted:

- School Members (x2) – Academy Primary
- School Members (x2) – Academy Secondary

The LA would write to all relevant governing bodies as per the terms of reference.

Recommendations

- Forum noted the report and the current vacancies and nomination procedures.

4. Budget Update Year End 2024/25

The Finance Manager updated the Schools Forum on the paper previously circulated. She verbally updated on statutory guidance relating to use of reserves. The impact of this on the in-year deficit in the high needs block and the implications relating to the national funding formula in future years was noted. It was noted that the LA will continue regular liaison with the Department for Education particularly in relation to the safety valve payment plan.

The question of clawback was discussed, the Finance Manager confirmed that this would come from the Early Years block given the current £600,000 surplus.

The Finance Manager outlined the movements from the March financial reports in the high needs block and PFI service credits.

The Finance Manager confirmed that the position relating to import/export placements was unknown at the point of this meeting. The continuing work of the high needs subgroup to review high needs funding and impact of factors such as import/export placements was noted.

Recommendations

- Forum noted the year end position and the carry forward into the unusable reserves from 2024/25 to 2025/26 as detailed.

5. Permanent Exclusions Funding Reclaim

It was noted that the Head of SEND who had prepared the paper had sent apologies therefore this was introduced by the Assistant Director.

The high needs subgroup had reviewed the implications relating to redetermination of maintained school and academy budgets when a permanent exclusion takes place to support re-integration and asked this be presented to the Forum.

Various questions were raised relating to the deductions from schools in year budgets and it was requested that the Finance Manager provide pro-rata examples. The Forum requested that usage of funding and the process for clawback be clear to schools. The Finance Manager confirmed that further research to explore the [regulations](#) (schools operational guide 2025) with the Department for Education was required to implement the change.

The Chair and Assistant Director requested that consideration be given to how to communicate the change with schools.

Recommendations

- The Forum noted areas for further investigation relating to procedures and the role of the subgroup in providing advice and feedback to the LA.

6. High Needs Subgroup Feedback

The Chair of the high needs subgroup (PA) recommended to the Schools Forum the summary of meetings 13th February and 3rd April 2025. The key items of discussion, apart from item 5 above, included progress on innovative projects EBSA and AV1 ([‘No Isolation’ project](#)). The Forum noted progress on outreach and resource base development and the need to consider other areas in the high needs budget that may be in scope for review.

Action: High Needs subgroup to continue consideration of high needs budget spending (Head of Finance/SEND)

Recommendations

- The Forum noted the minutes and progress in scrutiny of high needs spending.

7. EHCP Assessment Requests 2023/24

It was noted that the Head of SEND who had prepared the data had sent apologies therefore this was introduced by the Vice Chair, Chair of the high needs subgroup. Areas of note related to the increase in assessment requests, including that of early years settings. Helen Dummett explained potential reasons for this including the availability of SEND Inclusion funding, managing need in larger settings, and school readiness. Other areas were noted including parental confidence, impact of year 6 assessments, provision in secondary phases and disadvantaged groups.

The Assistant Director explained that the Assistant Director Children’s Services is leading work to identify the impact of the Children’s Wellbeing and Schools Bill on early help/social care and that this work would be the mechanism to explore some of these issues further.

The Chair suggested that the LA develop a pipeline to identify some of the time-lag and enable prioritisation in mainstream particularly. The Assistant Director suggested that richer data would be invaluable around the SEND support cohort to enable more informed place planning and that the high needs subgroup would be best placed to review the data.

Recommendations

- The Forum noted the data and support from the high needs subgroup to the LA in developing a pipeline.

8. Forward Planning

The below items were noted as forward items.

- Schools Funding Formula Options 2026/27 - Further Consultation (Finance Manager). Next steps were discussed. Consultation on options will take place in the later half of the Summer term 2025. Options will be presented at a future meeting.
- Central Schools Budget 2026/27 (Finance Manager). A separate consultation will run in the first half of the Autumn term 2025/26.

Action: The above papers should be brought to future meetings in 2025/2026.

9. 2025/26 Academic Year Meeting dates

- Tuesday 7th October 2025 2-4pm TEAMS
- Tuesday 13th January 2026 2-4pm Town Hall
- Tuesday 10th March 2026 2-4pm TEAMS
- Tuesday 2nd June 2026 2-4pm Town Hall

10. Any Other Business

There was no other business except to wish members a good summer and remainder of term and the Chair thanked leaving members for their contributions particularly Pete King who had served in the Chair and Vice-Chair positions for many years.



DARLINGTON SCHOOLS FORUM OUTSTANDING ACTIONS LOG

SEPTEMBER 2025

| Meeting | Description | Owner | Timescale | Status/Comments |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------|------------------------------------------------------------------------|
| June 2025 | 1. Budget – Reserves <ul style="list-style-type: none"> LA to progress actions relating to safety valve implications. | Tony Murphy | Summer 2025 | In progress |
| | 2. Import/Export Placements <ul style="list-style-type: none"> High Needs subgroup to discuss import/export placements position | Joanne Littler/Emma Clennell | Autumn 2025 | In progress |
| | 3. Permanent Exclusions Funding Reclaim <ul style="list-style-type: none"> High Needs subgroup to discuss implications of implementation | Joanne Littler/Emma Clennell | Autumn 2025 | In progress |
| | 4. High Needs Budget <ul style="list-style-type: none"> High Needs subgroup to continue scrutiny of appropriate areas for savings | Joanne Littler/Emma Clennell | Autumn 2025 | In progress |
| | 5. Budget Setting 2026/27 A paper on central schools block allocation (historical commitments) should be brought to a future meeting in 2025/2026 | Finance Manager | October 2025 January 2026 | In progress |
| March 2025 | 6. Funding of Permanent Exclusions <ul style="list-style-type: none"> Discussions taken place at the high needs subgroup to be further considered by Schools Forum. | Joanne Littler | June 2025 | Completed Paper submitted to Schools Forum June 2025 meeting. |
| January 2025 | 7. Union Time <ul style="list-style-type: none"> A fact-finding meeting will inform a paper which will be brought to the Schools Forum in Spring term 2025. | Chair to liaise with Union Representative | March 2025 | Completed. Paper submitted to Schools Forum March 2025 meeting. |
| | 8. Membership & Procedures <ul style="list-style-type: none"> Vacancies as recorded in minutes and nominations to be sought. | Clerk | December 2025 | In progress Nominations requested |
| | <ul style="list-style-type: none"> Changes to election procedures requested by Chair | Clerk | March 2025 | Completed. Circulated with Schools Forum |



| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------|--------------------------------------------------------------------------|
| | | | March 2025 meeting papers. |
| 9. Importer/Exporter Status of regional Local Authorities | Assistant Director | March 2025 | Completed Updated at Schools Forum March 2025 meeting. |
| <ul style="list-style-type: none"> To request information from regional LAs | | | |
| 10. Outstanding Actions Log | Clerk | March 2025 | Completed |
| <ul style="list-style-type: none"> To develop an outstanding actions log | | | |
| 11. Schools Funding Formula 2025/26 | Finance Manager Chair/Clerk | March 2025 | Completed Updated at Schools Forum March 2025 meeting. |
| <ul style="list-style-type: none"> The Finance Manager to clarify what inflationary costs were covered by the additional Main-stream Core budget grant | | | |
| <ul style="list-style-type: none"> Future Schools Forum meeting to be held to discuss Schools Funding Formula options and Consultation events to be held Summer 2025. | Finance Manager | March 2025 October 2025 | In progress |
| 12. Budget Setting 2025/26 | Finance Manager | October 2025 January 2026 | In progress (Rolled over to next Academic Year see item no 5) |
| <ul style="list-style-type: none"> A paper on central schools block allocation (historical commitments) should be brought to a future meeting in 2025/2026 | | | |
| 13. High Needs Budget 2025/26 | Finance Manager | March 2025 | Completed Paper prepared for Schools Forum March 2025 meeting. |
| <ul style="list-style-type: none"> A paper relating specifically to the high needs budget should be brought to the March 2025 meeting of Schools Forum | | | |
| 14. FSM Eligibility | Assistant Director | March | Completed Updated at Schools Forum March 2025 meeting. |
| <ul style="list-style-type: none"> Assistant Director to report on 11-19 partnership group action in relation to FSM/EVER6 query | | | |
| 15. FSM Auto-enrolment | Assistant Director to liaise with Darlington Partnerships Director | March | Completed Updated at Schools Forum March 2025 meeting. |
| <ul style="list-style-type: none"> Assistant Director to update on the proposal to roll out autoenrollment of FSM children. County Durham have recently successfully piloted a similar scheme. | | | |



| | | | | |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <p>October 2024</p> | <p>1. Membership</p> <ul style="list-style-type: none"> Nominations for replacement Secondary Academy representative Nominations for replacement Secondary Academy (Governor) substitute representative | <p>Clerk</p> | <p>December 2025</p> | <p>Completed but outstanding nominations See January 2025</p> |
| | <p>2. Union Time</p> <ul style="list-style-type: none"> A fact-finding meeting will inform a paper which will be brought to the Schools Forum in Spring term 2025 | <p>Assistant Director/Finance Manager/Chair</p> | <p>March 2025</p> | <p>Completed</p> |
| <p>May 2024</p> | <p>1. Beaumont Hill Academy Memorandum of Understanding</p> <ul style="list-style-type: none"> Due to commercial sensitivity, TM advised that the core aims and objectives which have been signed up to in the MOU, will be circulated. This will provide contextual and strategic position for Schools Forum. | <p>Assistant Director</p> | <p>January 2025</p> | <p>Completed</p> |
| <p>March 2024</p> | <p>1. IDACI rates</p> <ul style="list-style-type: none"> It was clarified that IDACI rates A-F from 2023/24 to 2024/25 have increased as per the NFF rates. | <p>Finance Manager</p> | <p>January 2025</p> | <p>Completed. 2024/25 data is based on the latest 2019 update. EC to update if any changes.</p> |
| <p>January 2024</p> | <p>1. High Needs Block</p> <ul style="list-style-type: none"> The Head of SEND to provide data on requests for assessment for discussion at a future high needs subgroup meeting and report to the Schools Forum. | <p>Head of SEND</p> | <p>January 2025</p> | <p>Completed. Verbal update provided at Schools Forum June 2025 meeting. Discussed by high needs sub group February 2025.</p> |

| Budget Area | Budget Reported to Forum January 2025 This document was classified as: OFFICIAL | BF Reserve | Adjustment | Recoupment | Recoupment Adjustment | ESFA Import/Export Adjust & Early Years 2025/26 | Early Years Adjustment 2024/25 | Revised Budget | Spend to Date | Projected Spend | Total Spend | Variance | Pro rata'd Head Count budgeted 2025/26 | Year End Pro rata'd Head Count |
|------------------------------------------------|------------------------------------------------------------------------------------|------------|---------------------|---------------------|-----------------------|-------------------------------------------------|--------------------------------|-------------------|-------------------|-------------------|-------------------|----------------|----------------------------------------|--------------------------------|
| SCHOOL BUDGETS | | | | | | | | | | | | | | |
| School Budget Shares (Inc. notional)* | 92,094,794 | | 131,110 | (88,725,398) | | | | 3,500,506 | 0 | 3,500,506 | 3,500,506 | 0 | | |
| Pupil Growth Fund | 0 | | | | | | | 0 | | | | 0 | | |
| Total Schools | 92,094,794 | 0 | 131,110 | (88,725,398) | 0 | 0 | 0 | 3,500,506 | 0 | 3,500,506 | 3,500,506 | 0 | | |
| CENTRAL BUDGETS | | | | | | | | | | | | | | |
| Voluntary/Trust | | | | | | | | | | | | | | |
| Admissions | 20,000 | | | | | | | 20,000 | 10,440 | 3,820 | 14,260 | (5,740) | | |
| Licenses | 113,529 | | | | | | | 113,529 | 107,776 | 5,753 | 113,529 | (0) | | |
| Former funded ESG | | | | | | | | | | | | | | |
| Retained Services | 240,000 | | | | | | | 240,000 | 240,000 | 0 | 240,000 | 0 | | |
| School Admissions | 138,420 | | | | | | | 138,420 | 138,420 | 0 | 138,420 | 0 | | |
| Education Department - School Forum | 30,000 | | | | | | | 30,000 | 30,000 | 0 | 30,000 | 0 | | |
| Central Employed teachers TPG/TPEG | 27,134 | | | | | | | 27,134 | 0 | 27,134 | 27,134 | 0 | | |
| Union Facilities Time | 10,000 | | | | | | | 10,000 | 1,275 | 8,725 | 10,000 | 0 | | |
| Local Safeguarding Board Contribution | 10,000 | | | | | | | 10,000 | 10,000 | 0 | 10,000 | 0 | | |
| Music Service | | | | | | | | | | | | | | |
| Remissions | 18,000 | | | | | | | 18,000 | 0 | 18,000 | 18,000 | 0 | | |
| Virtual Headteacher Education Department | 189,306 | | | | | | | 189,306 | 189,306 | 0 | 189,306 | 0 | | |
| School Placement & Asset Management | 56,700 | | | | | | | 56,700 | 56,700 | 0 | 56,700 | 0 | | |
| Early Career Teachers | 2,000 | | | | | | | 2,000 | 0 | 2,000 | 2,000 | 0 | | |
| Unallocated funding | 10,373 | | (131,110) | | | | | (120,737) | 0 | 0 | 0 | 120,737 | | |
| Total Central | 883,462 | 0 | (131,110) | 0 | 0 | 0 | 0 | 752,352 | 801,917 | 65,432 | 867,349 | 114,997 | | |
| HIGH NEEDS BUDGETS | | | | | | | | | | | | | | |
| Place Funding - Beaum | 3,708,333 | | | (3,300,000) | (411,667) | | | (3,333) | 0 | 0 | 0 | 3,333 | | |
| Place Funding - Heathf | 179,667 | | | (224,000) | (7,000) | | | (51,333) | 0 | 0 | 0 | 51,333 | | |
| Place Funding - Hurwo | 84,000 | | | (84,000) | 0 | | | 0 | 0 | 0 | 0 | 0 | | |
| Place Funding - Mt Ple | 137,000 | | | (144,000) | 7,000 | | | 0 | 0 | 0 | 0 | 0 | | |
| Place Funding - Northwood | | | | | | | | 0 | 0 | 0 | 0 | 0 | | |
| Primary - place change | | | | | | | | 0 | 0 | 0 | 0 | 0 | | |
| Place Funding - March | 587,500 | | | (500,000) | (87,500) | | | 0 | 0 | 0 | 0 | 0 | | |
| Place Funding - Post 16 | 969,000 | | | (810,000) | (196,000) | | | (37,000) | 0 | 0 | 0 | 37,000 | | |
| | | | | | | 75,000 | | 75,000 | 0 | 0 | 0 | (75,000) | | |
| Place Funding Commissioned - Rise Carr College | 450,000 | | | | | | | 450,000 | 450,000 | 0 | 450,000 | 0 | | |
| Place Funding - above | 80,000 | | | | | | | 80,000 | 0 | 80,000 | 80,000 | 0 | | |
| Place Funding - Eldon | 190,000 | | | | | | | 190,000 | 190,000 | 0 | 190,000 | 0 | | |
| Place Funding - Redhal | 116,000 | | | | | | | 116,000 | 116,000 | 0 | 116,000 | 0 | | |
| Top Up - Beaumont Hill | 2,993,226 | | | | | | | 2,993,226 | 1,026,352 | 2,183,180 | 3,209,532 | 216,306 | 262 | 271 |
| Additional Beaumont Hill | 262,742 | | | | | | | 262,742 | 97,421 | 165,321 | 262,742 | 0 | | |
| Additional Marchbank | 49,937 | | | | | | | 49,937 | 17,708 | 32,229 | 49,937 | 0 | | |
| Additional PRU | 45,276 | | | | | | | 45,276 | 45,276 | 0 | 45,276 | 0 | | |
| Additional Eldon | 12,543 | | | | | | | 12,543 | 12,543 | 0 | 12,543 | 0 | | |
| Top Up - Heathfield | 38,000 | | | | | | | 38,000 | 21,846 | 16,154 | 38,000 | 0 | 6 | 7 |
| Top Up - Hurworth | 119,000 | | | | | | | 119,000 | 28,556 | 90,444 | 119,000 | 0 | 15 | 14 |
| Top Up - Mt Pleasant | 173,291 | | | | | | | 173,291 | 67,218 | 106,073 | 173,291 | 0 | 22 | 23 |
| Top Up - Rise Carr | 437,000 | | | | | | | 437,000 | 0 | 437,000 | 437,000 | 0 | 53 | 53 |
| Top Up - Marchbank | 344,167 | | | | | | | 344,167 | 160,295 | 344,119 | 504,414 | 160,247 | 22 | 28 |
| Top Up - Eldon House | 183,158 | | | | | | | 183,158 | 89,932 | 93,226 | 183,158 | 0 | 18 | 19 |
| Top Up - Redhall Unit | 127,041 | | | | | | | 127,041 | 35,167 | 91,874 | 127,041 | (0) | 14 | 12 |
| TEPG/TPG Special Sch | 283,525 | | | | | | | 283,525 | 104,501 | 179,024 | 283,525 | 0 | | |
| TEPG/TPG PRU | 29,700 | | | | | | | 29,700 | 29,700 | 0 | 29,700 | 0 | | |
| Hospital Service | 320,853 | | | | | | | 320,853 | 320,853 | 0 | 320,853 | 0 | 19 | 19 |
| Independent out of area placements Pre 16 | 3,115,509 | | | | | | | 3,115,509 | 965,809 | 1,904,403 | 2,870,212 | (245,297) | 45 | 39 |
| Special Out of Area | 416,167 | | | | | | | 416,167 | 85,361 | 330,806 | 416,167 | 0 | 18 | 18 |
| Beaumont Hill Post 16 | 301,041 | | | | | | | 301,041 | 103,526 | 199,999 | 303,525 | 2,484 | 23 | 23 |
| Colleges | 739,702 | | | | | | | 739,702 | 212,147 | 402,243 | 614,390 | (125,312) | 169 | 126 |
| Out of Area Post 16 | 167,985 | | | | | | | 167,985 | 163,296 | 146,061 | 309,357 | 141,372 | 8 | 32 |
| Post 16 Independent | 394,831 | | | | | | | 394,831 | 86,210 | 227,027 | 313,237 | (81,594) | 7 | 6 |
| Travellers Service | 100,000 | | | | | | | 100,000 | 33,333 | 66,667 | 100,000 | 0 | | |
| Low Incidence Needs | 259,733 | | | | | | | 259,733 | 86,578 | 173,155 | 259,733 | (0) | | |
| Autism Outreach | 82,500 | | | | | | | 82,500 | 27,500 | 55,000 | 82,500 | 0 | | |
| Outreach - Mt Pleasant | 10,000 | | | | | | | 10,000 | 3,333 | 6,667 | 10,000 | (0) | | |
| Outreach - Northwood | 10,000 | | | | | | | 10,000 | 3,333 | 6,667 | 10,000 | (0) | | |
| Outreach - Beaumont | 52,000 | | | | | | | 52,000 | 17,333 | 34,667 | 52,000 | 0 | | |
| Vulnerable Pupil Panel | 20,000 | | | | | | | 20,000 | 0 | 20,000 | 20,000 | 0 | | |
| Primary PEX Pilot | 138,000 | | | | | | | 138,000 | 0 | 138,000 | 138,000 | 0 | 6 | 6 |
| SCOS Post | 25,553 | | | | | | | 25,553 | 0 | 30,255 | 30,255 | 4,702 | | |
| SEN Team | 127,823 | | | | | | | 127,823 | 0 | 127,823 | 127,823 | 0 | | |
| Specialist Equipment | 60,000 | | | | | | | 60,000 | 11,305 | 48,695 | 60,000 | 0 | | |
| Early Years Top Ups | 206,065 | | | | | | | 206,065 | 84,183 | 134,603 | 218,786 | 12,721 | 25 | 27 |
| Primary Top Ups | 1,816,786 | | | | | | | 1,816,786 | 592,513 | 1,257,387 | 1,849,900 | 33,114 | 261 | 247 |
| Secondary Top Ups | 1,166,686 | | | | | | | 1,166,686 | 476,883 | 722,917 | 1,199,800 | 33,114 | 190 | 206 |
| Out of Area Mainstream | 109,003 | | | | | | | 109,003 | 25,699 | 92,684 | 118,383 | 9,380 | 16 | 18 |
| SEN Transport | 525,000 | | | | | | | 525,000 | 0 | 525,000 | 525,000 | 0 | | |
| School Forum Officer | 52,537 | | | | | | | 52,537 | 0 | 52,537 | 52,537 | 0 | | |
| Other SEN/Alternative | 423,336 | | | | | | | 423,336 | 34,089 | 389,247 | 423,336 | 0 | 10 | 19 |
| SEN Direct Payment | 12,000 | | | | | | | 12,000 | 4,842 | 5,420 | 10,262 | (1,738) | 2 | 2 |
| PPI element charged to | 336,375 | | | | | | | 336,375 | 0 | 336,375 | 336,375 | 0 | | |
| Inflation contracts | 26,563 | | | | | | | 26,563 | 0 | 15,654 | 15,654 | 0 | | |
| Savings Target | (218,493) | | | | | | | (218,493) | 0 | 0 | 0 | 218,493 | | |
| Total High Needs | 22,397,661 | 0 | (5,062,000) | (695,167) | 75,000 | 0 | 0 | 16,715,495 | 5,830,641 | 11,268,602 | 17,099,243 | 394,657 | 1,211 | 1,215 |
| EARLY YEARS BUDGETS | | | | | | | | | | | | | | |
| Nursery School Lump Sum | 434,064 | | | | | (75,188) | | 358,876 | 358,876 | 0 | 358,876 | 0 | | |
| Early Years Team | 178,754 | | | | | | | 178,754 | 0 | 178,754 | 178,754 | 0 | | |
| SEN Inclusion (EY) | 316,000 | | | | | | | 316,000 | 52,000 | 264,000 | 316,000 | 0 | | |
| 3/4 Nursery funding - | 3,875,833 | | | | | 22,534 | | 3,898,367 | 2,657,684 | 1,240,683 | 3,898,367 | 0 | | |
| 3/4 Nursery funding - | 3,045,298 | | | | | | | 3,045,298 | 1,222,312 | 1,822,986 | 3,045,298 | (0) | | |
| 2 Year old funding | 4,275,834 | | | | | (244,030) | | 4,031,804 | 2,699,403 | 1,332,401 | 4,031,804 | (0) | | |
| Under 2 Year old | 4,299,306 | | | | | | | 4,299,306 | 3,027,839 | 1,271,467 | 4,299,306 | (0) | | |
| Disability Access Fund | 100,366 | | | | | | | 100,366 | 12,194 | 88,172 | 100,366 | 0 | | |
| Total Early Years | 16,525,455 | 0 | 0 | 0 | (296,684) | 0 | 0 | 16,228,771 | 10,030,307 | 6,198,463 | 16,228,770 | (1) | | |
| Total In Year | 131,901,372 | 0 | (93,787,398) | (695,167) | (221,684) | (245,539) | 0 | 37,197,124 | 16,662,865 | 21,033,003 | 37,695,869 | 509,653 | | |
| Reserves | | | | | | | | | | | | | | |
| Early Years - 3&4 Year Old | 97,474 | | | | | | 13,463 | 110,937 | | | 0 | (110,937) | | |
| Early Years - DAF | 98,488 | | | | | | | 98,488 | | | 0 | (98,488) | | |
| Early Years - 2 Year Old | 15,135 | | | | | | (167,704) | (152,569) | | | 0 | 152,569 | | |
| Early Years - Under 2's | 187,765 | | | | | | (52,684) | 135,081 | | | 1 | (135,080) | | |
| Early Years - Lump | | | | | | | | | | | | | | |

DARLINGTON SCHOOLS FORUM7th October 2025**ITEM NO 4****BUDGET UPDATE 2025/26****Purpose of Report**

1. To update Schools Forum regarding the 2025/26 budget position. The report is for information and therefore no decisions are required.

Background

2. Schools Forum was notified at the January 2025 meeting of a Dedicated Schools Grant (DSG) budget allocation of £131,901,372 and a budget was agreed accordingly.
3. Several adjustments have been made to the DSG allocation which have reduced the overall funding to £131,679,688 and therefore the budget since the January meeting has altered. These changes are detailed in the following paragraphs.

Budget Changes

4. The provisional recoupment figure for the High Needs Block, which is taken at source by the Department, has been adjusted to allow for the place-change requests and has increased to £5,757,167.
5. As Schools Forum members will recall, the initial High Needs Block allocation includes an estimate for the place funding, which is updated annually based on the number of places occupied by Darlington pupils from outside of Darlington and Darlington pupils in other local authority areas. This is known as the "import/export" adjustment. When the ESFA updated the high needs allocation for this indicator, the block has increased by £75,000. The additional funding increases the High Needs Block to £22,472,661, prior to recoupment.
6. We have had three adjustments to the Early Years Block following the census data, which have resulted in an overall reduction in funding of £296,684 for estimated part-time equivalent hours. 3- & 4-year-old funding has increased by £22,537, 2-year-old working parents' entitlement funding has reduced by £244,030, and the maintained nursery funding has reduced by £75,188. These adjustments have resulted in a revised Early Years Block of £16,228,771. The block may be subject to clawback in June/July next year, when the January census information is completed.

Summary of Revised DSG Funding Allocation

| DSG Block Allocation | Funding Confirmed at the January 2025 Forum | Adjustments to the DSG | Revised DSG Allocation |
|-----------------------------|----------------------------------------------------|-------------------------------|-------------------------------|
| Schools Block | £92,094,794 | | £92,094,794 |
| Central Schools Block | £883,462 | | £883,462 |
| High Needs Block | £22,397,661 | £75,000 | £22,472,661 |
| Early Years Block | £16,525,455 | (£296,684) | £16,228,771 |
| Total DSG Allocation | £131,901,372 | (£221,684) | £131,679,688 |

Reserves

7. Schools Forum was notified in the June 2025 Schools Forum meeting, of the year end budget position for 2024/25 and carry forwards into the unusable reserve were noted.
8. As discussed in the June Schools Forum meeting, whilst the Local Authority are in an overall deficit position on the DSG, we do not have the flexibility to move funds between reserves. Therefore, the individual block reserve balances shown in the table below are for illustrative purposes only.

Summary of Reserve Balances Carried Forward into 2025/26

| Reserves | BF from 2023/24 | Early Years Adjustment relating to 2023/24 | 2024/25 Outturn Position | Total Safety Value Payments received up to the 31st of March 2025 | CF into 2025/26 |
|-------------------------------|---------------------|--------------------------------------------|--------------------------|-------------------------------------------------------------------|-------------------|
| Schools Block | £346,026 | | £25,046 | | £371,072 |
| Central Schools Block | £578,277 | | £54,717 | | £632,994 |
| Central Schools Block - PFI | £44,139 | | £0 | | £44,139 |
| High Needs Block | (£5,557,792) | | (£49,527) | £3,826,200 | (£1,781,119) |
| Early Years Block | (£413,058) | £215,270 | £597,058 | | £399,270 |
| Total Reserve Balances | (£5,002,408) | £215,270 | £627,294 | £3,826,200 | (£333,644) |

NB – Deficits are shown in brackets in red, surpluses are shown as a positive figure

9. A clawback from the Early Years Block was processed by the Department in July 2025 following the reconciliation from the census data for £245,539, increasing the deficit in the brought-forward reserve to £579,182.
10. We have submitted the first two Safety Valve monitoring returns for this financial year and have received a payment of £246,667 and had confirmation that the second payment has been approved and is expected to be received in late October.

Budget Position – Appendix 1

Schools Block

11. The in-year schools block is projected to be in line with budget.

Central Schools Block

12. The Central Schools Block is projected to budget in the main. The only area where there is confirmed movement is an underspend within the school appeals budget of £5,740; however, this may be subject to change because costs of the ongoing appeals are estimated.

High Needs Block

13. At the time of writing this report, due to the proximity of the start of the new academic year, some of the data in relation to placements and payments are not yet available. Therefore,

growth has been assumed for Mainstream and Resource Bases with inflationary assumptions for out-of-area provision.

14. We had a pressure within our budget for this financial year of £218,000, which was reported to Schools Forum in March 2025 following detailed work with the High Needs Monitoring Sub-group in relation to growth projections. This was agreed by Schools Forum to be shown as a savings target.
15. Initial analysis is showing that the overspend is going to be higher than anticipated at budget setting. Further analysis will be carried out and reported at the next Schools Forum meeting.

Early Years

16. Due to the timing of the report and the uncertainty of the levels of take up with the new early years entitlements, the block has been shown to budget and will be updated at the January Schools Forum.
17. To date we have received payments for the Safety Valve programme of £3,826,200 to be held towards the repayment of the High Needs Block deficit.

Recommendations

18. That Schools Forum notes the changes to the DSG allocation.
19. That Schools Forum notes the indicative projected pressures within the High Needs Block, and that these are subject to change and therefore should be taken with caution.

Emma Clennell
Finance Manager, Resources and Governance Group

School Budget Share Consultation

Survey Results



DARLINGTON
Borough Council

DSG Schools Block 2026/27

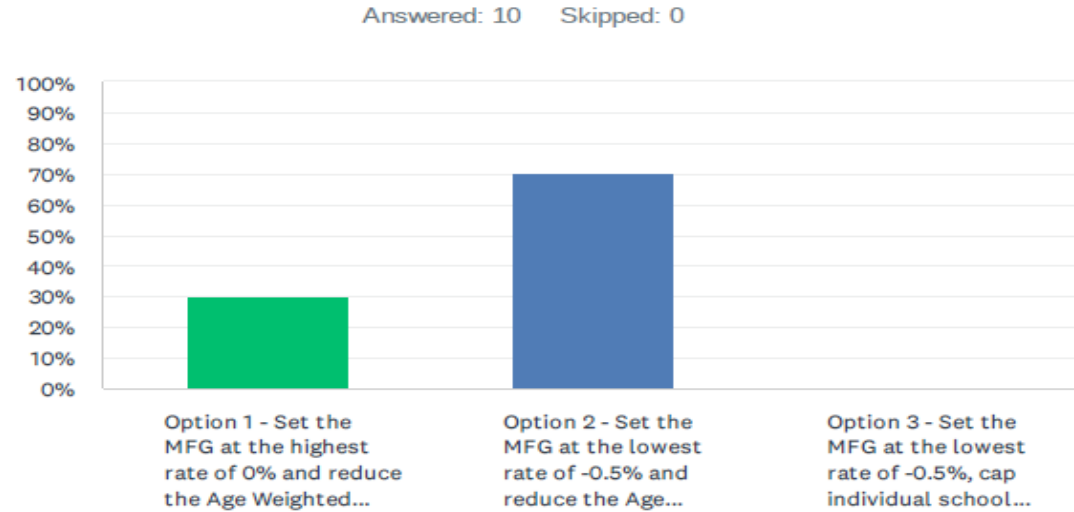
- The School Budget Share was not sufficient in the 2025/26 settlement to fund the National Funding Formula factors, which left a shortfall in the DSG Schools Block.
- The DfE will not notify us of the 2026/27 settlement until late December 2025, giving schools little time to consider options before the January 2026 Forum meeting.
- Following the June Schools Forum meeting, a School Budget Share consultation commenced and viable options were shared with school colleagues; an online survey was opened to collect schools' views, for presentation at the October Schools Forum meeting.
- Face-to-face and Teams sessions were offered to allow colleagues to raise any questions.
- The consultation closed on 18th July 2025.



Responses

- We received responses from 27% of settings: 10 schools: 5 primary, 4 Secondary and 1 Through School.
- 70% of those who responded showed preference for option 1 and 30% to option 2.
- Option 3 wasn't preferred by any of the participants in the survey.

Q3 Please refer to the "School Budget Share Consultation report" and "Appendix 1 - Modelling for School Budget Share Consultation" and state your preference below:



| ANSWER CHOICES | RESPONSES | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Option 1 - Set the MFG at the highest rate of 0% and reduce the Age Weighted Pupil Unit (AWPU) to balance the formula. | 30.00% | 3 |
| Option 2 - Set the MFG at the lowest rate of -0.5% and reduce the Age Weighted Pupil Unit (AWPU) to balance the formula. | 70.00% | 7 |
| Option 3 - Set the MFG at the lowest rate of -0.5%, cap individual school gains at 2% and reduce the Age Weighted Pupil unit (AWPU) to balance the formula. | 0.00% | 0 |
| TOTAL | | 10 |



Schools Forum High Needs Monitoring Sub-Group
Thursday 8th May 2025 1.30-3.30pm
Town Hall, COR3

Summary of Minutes

Attendees and Apologies:

| | | | |
|-----------------------------|---------------------------------------------|--------------------------------------------------|-----------|
| Paula Ayto (Chair) | Primary Academy Vice-Chair Schools Forum | Reid Street Primary School | Attended |
| Alex Nelson | Primary Academy | West Park Academy | Apologies |
| Deb Hindson | Primary Academy | Heathfield Academy | Attended |
| Caroline Green | Special School | Beaumont Hill Academy & Marchbank Free School | Apologies |
| Sally Hudson | Maintained | Rise Carr College (PRU) | Attended |
| Andy Gilpin | Non School/Post 16 | Darlington College | Apologies |
| Rachel Somerville | Secondary Academy | Hurworth School | Apologies |
| Su Gill | Secondary Academy | Haughton (EVAT) | Attended |

Local Authority:

| | | |
|------------------|----------------------------------------------------------------------------|-----------|
| Joanne Littler | Head of Service for SEND & Inclusion | Attended |
| Emma Clennell | Finance Manager | Apologies |
| Helen Watson | Senior Strategic Commissioning Manager – Children/Young People and SEND | Attended |
| Eleanor Marshall | Education Partnerships Officer | Attended |

| Item No. | Item Discussion |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p>Welcome, introductions and apologies</p> <p>Register/Declaration of business interests – None</p> <p>Any Other Business – None</p> |
| 2 | <p>Minutes of meeting held on 3rd April 2025</p> <p>The minutes were accepted as an accurate record of the meeting, with exception of record of Su Gill's attendance. The Chair highlighted outstanding actions from the actions log, updates included:</p> <ul style="list-style-type: none"> • AV1 'robot' pilot – SH confirmed 7 AV1's (no isolation project) are in schools and specific use in each school was discussed. The pilot will be reviewed after Whitsun half term, currently there are no primary schools, and it was agreed to raise this at Primary Forum as there are still 3 AV1's for use to end of the contract in October 2025. The advantages of use in school learning support units specifically for pupils with medical needs was discussed. Action: SH/PA to liaise regarding Primary Forum presentation. |

- **EBSA pilot ‘Steps for Success’:** SH confirmed the second phase will require further staff building capacity for schools. The support for SEND pupils will be captured in best practice case studies.
Action: SH to consider providing case studies
- **6-day cover (Corporation Road):** SH confirmed the staffing in place and each pupil’s SEND status and transition where appropriate. It was noted that JL would cover next steps further in the agenda.
- **VPP budget:** EC confirmed Finance are finalising year end by 9th May 2025. There are still a number of invoices with spend committed. Risk of commitments need to be resolved (i.e. financial year/academic year). Other funding was discussed, and ongoing clarity is required between funding or grants. The budget would be listed in the Appendix to the Schools Forum end of year report.
- **AWPU** reclaim model will be discussed at Schools Forum on 3rd June.
- **EHCP requests** – JL and HW confirmed that their visit to Middlesborough has been delayed to early June.
- **Early Years strategy** – JL advised that this would be discussed at a future LA SMT meeting
Action: JL to update at a future meeting
- **Independent Outreach Review:** No update until the report has been published.
Action: B/F work programme.
- **Advocates** – The LA sought legal advice regarding disclosure and information sharing. JL will support SENDCO’s and provide a school briefing for reception staff. This will be shared before the next meeting.
Action: JL to liaise with DBC legal colleagues regarding advice.
- **Marchbank Proposed Element 3 Fee Uplift**– in CG absence an update is requested.
Action: JL/EC/HW to liaise with CG
- **Schools Forum requests** – Two items are on the B/F plan regarding EHCP requests (June 2025) and EHCP ranges. The later work cannot take place until other activity therefore this will be relayed to the School Forum in June.
Action: JL to relate updates to School Forum.
- **Alternative PRU Model** – PA requested that SH attend the Primary Forum to discuss models. HW/JL confirmed that Stockton and Newcastle models have been reviewed. It was agreed that the existing pilot forms a strong basis for the discussions.

It was confirmed that other actions in the outstanding actions log were included on the agenda.

| | <p>Summary of Minutes</p> <p>It was noted that the minutes summary from 13th February and 3rd April 2025 would be available on the website following School Forum meeting on 3rd June 2025.</p> | | | | |
|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------|----------------------------------------------------------------------------------|---------------|
| 4 | <p>High Needs Block Expenditure / EHCP modelling</p> <p>EC related the 2024/25 position. The in-year balance will be minimal, and the safety valve payment will reduce the current deficit to 1.7m. The 2025/26 budget for growth was based on 8% however the actual is higher. There would be no increase to ranges. Pupils with EHCP's in mainstream schools should be within place planning processes, this includes transitions and pupils moving out of the area.</p> <p>Action: JL to provide data on pupils waiting for specialist places to identify potential need and transition pinch points.</p> <p>It was agreed that the EPS are best placed to have a holistic view of what each school offers.</p> <p>Action: JL to identify how EPS can support with mapping school offers.</p> | | | | |
| 5 | <p>Resource Base Update</p> <p>The Hurworth resource base discussions are continuing. There has also been another Expression of interest from secondary setting. The need to build capacity and expertise in secondary schools relating to moderate learning difficulties is required. The impact of the next Ofsted framework review is likely to be relevant.</p> | | | | |
| 6 | <p>B/F Work Programme</p> <ul style="list-style-type: none"> - Alternative Primary 'PRU' models (HW/JL) - Schools Forum requests: EHCP ranges - Resource Base Development - Outreach review feedback - High Needs Expenditure and Risk – Budget review | | | | |
| 7 | <p>Meeting Schedule/next meeting Meeting venues to be discussed.</p> <table border="1" data-bbox="304 1554 1294 1738"> <thead> <tr> <th data-bbox="304 1554 740 1626">High Needs Subgroup</th> <th data-bbox="740 1554 1294 1626">Schools Forum Meeting date</th> </tr> </thead> <tbody> <tr> <td data-bbox="304 1626 740 1738"> <ul style="list-style-type: none"> • Thu 26th June 3-5pm on TEAMS </td> <td data-bbox="740 1626 1294 1738">3rd June 2025</td> </tr> </tbody> </table> | High Needs Subgroup | Schools Forum Meeting date | <ul style="list-style-type: none"> • Thu 26th June 3-5pm on TEAMS | 3rd June 2025 |
| High Needs Subgroup | Schools Forum Meeting date | | | | |
| <ul style="list-style-type: none"> • Thu 26th June 3-5pm on TEAMS | 3rd June 2025 | | | | |

| | <p style="text-align: center;">2025/26 Meeting schedule:</p> <table border="1" data-bbox="304 439 1294 797"> <thead> <tr> <th data-bbox="304 439 740 510">High Needs Subgroup</th> <th data-bbox="740 439 1294 510">Schools Forum Meeting date</th> </tr> </thead> <tbody> <tr> <td data-bbox="304 510 740 797"> <ul style="list-style-type: none"> • Autumn Term: Thu 2nd October & Thu 4th December • Spring Term: Thu 15th January & Thu 12th February • Summer Term: Thu 7th May & Thu 18th June </td> <td data-bbox="740 510 1294 797"> <ul style="list-style-type: none"> • Tuesday 7th October 2025 2-4pm TEAMS • Tuesday 13th January 2026 2-4pm Town Hall • Tuesday 10th March 2026 2-4pm TEAMS • Tuesday 2nd June 2026 2-4pm Town Hall </td> </tr> </tbody> </table> | High Needs Subgroup | Schools Forum Meeting date | <ul style="list-style-type: none"> • Autumn Term: Thu 2nd October & Thu 4th December • Spring Term: Thu 15th January & Thu 12th February • Summer Term: Thu 7th May & Thu 18th June | <ul style="list-style-type: none"> • Tuesday 7th October 2025 2-4pm TEAMS • Tuesday 13th January 2026 2-4pm Town Hall • Tuesday 10th March 2026 2-4pm TEAMS • Tuesday 2nd June 2026 2-4pm Town Hall |
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| 8 | <p>Membership and attendance</p> <p>The Chair thanked Su Gill for her contributions to the high needs subgroup and noted that nominations will be required for the vacancy from September 2025/26. The LA will write to schools requesting nominations.</p> <p>Action: Clerk to arrange for nominations letter to be sent to schools before end of term.</p> <p>Attendance was lower at this meeting however it was acknowledged that urgent matters take priority. To assist with this JL suggested the next meeting take place on TEAMS and a decision taken at the next meeting as to how to proceed, for example School Forum meet on both TEAMS and in person every other meeting. As above.</p> <p>Action: June meeting to be arranged on TEAMS.</p> | | | | |
| 9 | <p>Any other business</p> <p>None</p> | | | | |

Schools Forum High Needs Monitoring Sub-Group
Thursday 26th June 2025 14:30-16:00
TEAMS

Summary of Meeting

Attendees and Apologies:

| | | | |
|-----------------------------|---------------------------------------------|--------------------------------------------------|-----------|
| Paula Ayto (Chair) | Primary Academy Vice-Chair Schools Forum | Reid Street Primary School | Attended |
| Alex Nelson | Primary Academy | West Park Academy | Attended |
| Deb Hindson | Primary Academy | Heathfield Academy | Attended |
| Caroline Green | Special School | Beaumont Hill Academy & Marchbank Free School | Attended |
| Sally Hudson | Maintained | Rise Carr College (PRU) | Attended |
| Andy Gilpin | Non School/Post 16 | Darlington College | Apologies |
| Rachel Somerville | Secondary Academy | Hurworth School | Apologies |
| Su Gill | Secondary Academy | Haughton (EVAT) | Attended |

Local Authority:

| | | |
|------------------|----------------------------------------------------------------------------|----------|
| Joanne Littler | Head of Service for SEND & Inclusion | Attended |
| Emma Clennell | Finance Manager | Attended |
| Helen Watson | Senior Strategic Commissioning Manager – Children/Young People and SEND | Attended |
| Eleanor Marshall | Education Partnerships Officer | Attended |

| Item No. | Item Discussion |
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| 1 | <p>Welcome, introductions and apologies</p> <p>Register/Declaration of business interests – None</p> <p>Any Other Business – None</p> |
| 2 | <p>Minutes of meeting held on 8th May 2025</p> <p>The minutes were accepted as an accurate record of the meeting.</p> <ul style="list-style-type: none"> • AV1 ‘robot’ pilot (No Isolation) – SH confirmed 7 AV1’s are in schools and one more will be allocated to Polam school. Schools continue to use and trial in different ways in school and remote connection to classroom. The annual review will be reported at the October 2025 meeting. • EBSA pilot ‘Steps for Success’: The pilot has received additional funding and case studies will be considered where appropriate. |

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| | <ul style="list-style-type: none"> • 6-day cover (Corporation Road): SH confirmed she attended Primary Forum regarding different ways of working. A meeting will be held on 2nd July for interested heads which is being co-ordinated. • VPP budget: EC confirmed year end was finalised and the position had slightly improved from that anticipated. • AWPU reclaim model was discussed at Schools Forum on 3rd June, EC has actions to progress and will review with the high needs subgroup in Autumn 2025. Action: EC to provide update at next meeting. • EHCP requests – JL and HW confirmed that their visit to Middlesborough will take place 4th July to consider their approach to graduated response. The LA has also expressed interest in DBC high needs and inclusion charter work. All LA’s in the NE were represented at a recent conference. PA requested it would be useful to collate the inclusion initiatives. The sustainability of LA’s that have been part of the government programme would be of interest. • Early Years strategy – JL will update on this as part of the outreach review. • Independent Outreach Review - JL reported outcomes. • Advocates – JL liaised with the legal team and TM (Assistant Director) will send an email for all Heads and SENCo’s relating to the LA legal statutory advice. • Marchbank Proposed Element 3 Fee Uplift – CG confirmed discussions were ongoing. • Schools Forum requests – Two items are on the B/F plan regarding EHCP requests (June 2025) and EHCP ranges. • Safety Valve – EC confirmed that the next safety valve payment report is due. <p>It was confirmed that the other actions in the outstanding actions log were included on the agenda.</p> <p>Summary of Minutes</p> <p>The summary of minutes of 8th May 2025 will be available on the website following School Forum meeting on 7th October 2025.</p> |
| 4 | <p>Schools Forum feedback</p> <p>1. EHCP Assessment Data</p> <p>PA related the discussion relating to EHCP assessment data. JL confirmed the role of the Educational Psychology team in communication and updated on place planning for specialist provision. PA confirmed that the Schools Forum wanted this clarity and this information should come to the next high needs subgroup meeting.</p> |

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| | 2. High Needs Budget Expenditure | |
| | JL confirmed that the request was made to review what other areas of the high needs budget were in scope for review. | |
| 5 | Resource Base Development | |
| | JL confirmed that this will be reviewed September 2025 as other schools have submitted EOI's. | |
| 6 | B/F Work Programme | |
| | <ul style="list-style-type: none"> - Outreach review feedback - High Needs Expenditure and Risk – Budget review | |
| 7 | Meeting Schedule/next meeting | |
| | High Needs Sub Group | Schools Forum meeting |
| | Thu 2nd October 2025 (Town Hall) | Tuesday 7th October 2025 2-4pm TEAMS |
| | Thu 4th December 2025 (Town Hall) | |
| | Thu 15th January 2026 (Town Hall) | Tuesday 13th January 2026 2-4pm Town Hall |
| | Thu 12th February 2026 (Town Hall) | Tuesday 10th March 2026 2-4pm TEAMS |
| | Thu 7th May 2026 (Town Hall) | Tuesday 2nd June 2026 2-4pm Town Hall |
| | Thu 18th June 2026 (Town Hall) | |
| 8 | Membership and attendance | |
| | Future nominations will be required for replacement of Su Gill from September 2025/26. The LA will write to schools requesting nominations. | |
| | Action: Clerk to arrange for nominations letter to be sent to schools before end of term. | |
| 9 | Any other business | |
| | None | |