



Meeting:	DAPH Executive Committee		
Date:	30 June 2010	Venue:	DCC County Hall, Coaver Club, Creber Room
Present:	Paul Walker (Chair), Anne Ladbrook (Vice Chair), Linda Wells, Martyn Boxall, Helen Nicholls, Roger Clarke, Sue Brewer, Clare Coates, Lisa Smith (minutes)		
Apologies:	Jan Baker, Gary Chown, Paul Jones		
Guests:	None		
Agenda Item	Narrative	Action	
1	Apologies		
1(a)	Sanctioned.		
2	Minutes of last meeting(s) & matters arising		
2(a)	<p>Minutes of 9 June 2010– one amendment made to the Minutes (5d) DAPH Executive Committee Restructure – should now read – ‘Following the Thurlestone Strategic Planning meeting and the subsequent proposal for a restructuring of the DAPH Executive Committee which was circulated by email. Nine members were in favour, with one member against (SB) therefore the motion to restructure was carried forward by majority vote’ - agreed & signed.</p>		
(b)	<p>Matters arising – Minutes of meeting dated 9 June 2010</p> <p>(i) Area Reviews</p> <ul style="list-style-type: none"> • Roy Souter has confirmed his availability to be further involved in future Area Reviews. • The Newton Abbot Area Review which took place on 2 July had unfortunately not had DAPH Representation due to all representatives not being available on this 		

(c)	<p>date.</p> <ul style="list-style-type: none"> It was noticed at the Summer Briefings that not all newly appointed headteachers were engaging with DAPH. DAPH has expressed a desire to be present at headteacher induction events to promote the work of the Association. We receive a list of all new appointments each term and it is the intention that a contact programme will be established, possibly involving the DAPH Council reps in each Learning Community and overseen by the Vice Chair. As regards leavers/retirements, the Chair attends the annual LA event which is to be held on 12 July this year, with PW attending. <p>(ii) Revised Constitution – this has been revised in the light of the proposed new structure. Amendments have been advertised and the revised version will be proposed at AGM on 9 July 2010 at Sandy Park.</p> <p>(iii) Travel Expenses – this relates to DAPH representation on DEF and subgroups - PW to raise at next HLG meeting.</p> <p>(iv) DAPH Executive Meetings – from September 2010, it has been agreed that Executive meetings will be held at Executive member’s own schools on a rotational basis to equitably share travel to meetings.</p> <p>(v) DEF Group Meeting Cancellations – PW will raise at DEF, voicing concern over recent spate of meeting cancellations (SCB 29/06/10), some with little notice, and the issue that occurs regarding headteachers having already booked supply to cover their absence. Reiterate that meetings are a forum for two-way communication, where heads as representatives of schools can voice their issues, should therefore not be solely an LA decision to cancel.</p> <p>Outstanding Actions None.</p>	<p>DAPH Office – to contact Linda Houlston with LDP to establish dates for HT Induction training next term with a view to DAPH having a brief slot on the agenda.</p> <p>DAPH Office – to add to the Agenda for 09/07/10 Executive meeting following the AGM.</p>
3	Update on Statutory Groups etc	
3(a)	<p>Children’s Trust</p> <ul style="list-style-type: none"> PW commented on the new, improved layout of the CT papers, particularly top summary sheet with all recommendations, and relevant papers behind, which succinctly presents the points for consideration. PW reported back on the content of the meeting, relating the pertinent points of Anne Whiteley’s report, including a rundown of the emerging policies of the past fortnight – huge cuts to services expected, continuing support for ‘Ending Child 	

<p>(b)</p> <p>(c)</p> <p>(d)</p>	<p>Poverty'; Surestart Programme will be refocused with the aim of providing 4200 extra health visitors; serious case reviews are to be published in full (blanking out personal details), end of detention of children going through the immigration process.</p> <ul style="list-style-type: none"> Devon CYPS has also been subject to an unannounced Ofsted inspection with a focus on referral and assessment which will also include frontline education. <p>Academies</p> <ul style="list-style-type: none"> PW gave an overview of the issues surrounding the formation of academies and potential impact on DAPH and the need for a clear DAPH strategy on representation, structure and funding. There are wider implications on central services and therefore it would be helpful to have the shared views of the other phase associations. It was suggested and agreed that as an association, DAPH also needs to hold a wider consultation with its membership in relation to central LA services: <ul style="list-style-type: none"> What is considered essential and that we value most and need to protect? How could we maintain or improve services for less? A list of all LA services / functions of the LA would assist in this process to include details of cost (to understand impact of retention or loss) and whether statutory or non-statutory. The issue of communication to schools was also raised and it was agreed that this should be direct and in a single message. <p>Child Protection</p> <ul style="list-style-type: none"> Of note is that the Health Service will not undergo direct cuts but will not have any 'new' money, however locally they are required to make £170 million savings which could impact on services like Child Protection activities, domestic violence programmes and refuges. MARAC to be removed, Connections will be remodelled. There is an emphasis on social and citizenship aspects. Are PSAs to be cut? It would be helpful for LCs to have a definite answer. 	<p>PW - to raise at HLG.</p> <p>DAPH Office – Consultation to be included in DAPH Update in September.</p> <p>PW – to request this information be provided at HLG</p> <p>DEF Members – to raise at later meeting.</p>
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4	Devon Education Forum (DEF) Papers	
4(a)	<p>Agenda and Minutes of 5 May 2010</p> <ul style="list-style-type: none"> The agenda for today's meeting was examined and PW commented positively that in the light of previous DAPH comments with regards to the DEF minutes, the accuracy had improved due to the implementation of the DAPH proposal that they are sent to DAPH members for comment in draft form before being widely distributed. 	
(b)	<p>Director's Update (Item 6) – Report by Judith Johnson, Director for Learning & Schools</p> <ul style="list-style-type: none"> MB raised the question about what is the strategic direction for schools. Questioned whether an analysis had been carried out detailing schools which shared common features eg, Ofsted/TISP Categories; DAPH non-engagement; no FMSIS; Safeguarding issues; budget deficits; full core offer etc. DAPH Office can compile information on the level of engagement of each school on a confidential basis if required for professional use by SIOs and advisors. 	<p>PW – to raise at HLG.</p>
(c)	<p>Points to be raised</p> <ul style="list-style-type: none"> Pg 14 - AEN and Stepping Stones – where is the strategy document? It would be useful to know the anticipated impact and savings. Pg 15 – MB will raise a point at DEF re cross-referencing data (per above). Pg 18 – who is the Local Authority Lead on changes to the Curriculum? 	<p>HN – to raise at DEF.</p> <p>MB – to raise at DEF.</p> <p>PW – to raise at DEF</p>
(d)	<p>DAPH Budget</p> <ul style="list-style-type: none"> With regard to the DAPH budget, the Executive were not aware that there would be no allowable carry forward at the end of 2009/10 year. However after consultation with JB, he says this can be re-allocated to DAPH as it is still within the DSG and especially as all of the £18000 in question was income generated. In future JB will recommend a 10% carry-forward is allowable. The creation of two accounting areas, one for budgeted core funding and one for development or self-generated income, would avoid this problem recurring. 	<p>PW – to raise both points at DEF</p>

<p>(e)</p>	<p>Finance Update</p> <ul style="list-style-type: none"> • The Executive felt the 3 recommendation points were misrepresented i.e. <ul style="list-style-type: none"> ○ That the forum, note the outturn position on the DSG for 2009/10 ○ That the forum note the continuing uncertainty over the impact on DSG of the new academies that may be created and the fact that the initial allocation of DSG is yet to be confirmed, and ○ That the forum determine whether to allocate part of the brought forward balance of DSG to schools in the autumn term and whether distribution via detailed arrangements or social inclusion is the preferred methodology. • The Executive felt there had been a clear vote for the brought forward balance to be distributed through detailed arrangements (in year adjustment) which would be more equitable for all schools. • The Executive noted the outturn position. 	<p>MB – to raise several questions for clarification at DEF and then SFG:</p> <ul style="list-style-type: none"> ○ Reinstate the discussion re raising the floor and capping figures ○ Revisit the formula and how it is made up.
<p>(f)</p>	<p>Proposed Changes to Redundancy Benefits</p> <ul style="list-style-type: none"> • On page 33 of the Paper, amendments (in red) to recommendations 1 & 3 are required as follows: <ol style="list-style-type: none"> 1. from September 2010, teachers who are 55 and over and whose posts are made redundant will receive only a redundancy payment based on actual pay and twice the statutory number of weeks, but will not have their redundancy pension released (unless they apply for an actuarially reduced pension); 2. Unchanged. 3. Commend all schools support and participate in the redeployment process; 4. & 5. Unchanged. • PW has attended this working group which has been productive but challenging with involvement of Unions/HR/Finance, however the outcome had resulted in a much improved process than the original, in terms of delegation of workloads and reduction in paperwork. • However, whilst DASH are happy with the process as written, they oppose the requirement to interview candidates registered with the CPU who fulfil the vacancy criteria <u>prior</u> to and/or without external advertisement. DASH want to reserve the right to recruit the 'right person' ie advertise and interview external candidates alongside any from CPU. 	<p>PW – to raise at DEF.</p>

- MB raised the issue that this Re-deployment Scheme would be subject to the Governing Body of each individual school to opt into it as part of their Recruitment & Retention Policy.
- The wording of Person Specifications for vacant roles is crucial to ensure quality applications and guidance from the LA would be helpful.
- After much debate involving possible ramifications via unions, and possible unfairness especially with regard to point 2 and the 'bumped redundancies', DAPH came to the following conclusions:
 - Support point 1 with the amendment proposed – there is no other funding source.
 - Point 2 – felt there could be grounds for constructive dismissal (bumped redundancies) – clarification to be sought – should this read 'should' or 'will'?
 - Point 3 – insert 'commend' at the start of the sentence as above.
 - Point 4 – Should be more specific about exit strategies for all employees at whatever stage of their career to accommodate transfers or secondments, as well as exit strategies for retirement etc.
 - Point 5 – Support.

(g) DCCS Report (page 58)

- PW thanked LW for stepping in to attend the meeting on behalf of DAPH who were the only Phase Association represented.
- PW advised – DAG although not present will be raising objections. Set out in an email from Rupert Butler as – absence of LDP Report; validity of meeting/report given small numbers voting; panel was firmly skewed; the outcome/recommendation could have been amended to include a mixture of B & C.
- The four options under consideration are as follows:

Option A: Maintaining the status of the current business delivered by Devon Catering Service with potential for re-engineering and growth

Option B: DCC/schools form a Joint Venture Company with another local authority

	<p>Option C: DCC outsourcing the business to the commercial sector</p> <p>Option D: DCC withdrawing from the provision of catering services for schools</p> <ul style="list-style-type: none"> • The outcome of the Options Appraisal meeting was that Option B was the preferred option, however concerns were raised that there was not enough headteacher consultation and these will be raised at DEF. • DAPH of the opinion that a combination of Option B and C should be considered i.e. DCC to form a Joint Venture with a business in the commercial sector. • DAPH note the concerns raised in the meeting but consider Option C to be the better way forward especially in light of cuts needed to be made by the council in the current financial climate. DCC would negotiate terms on behalf of schools. <p>(h) Expansion of Academies– DASH to oppose recommendation 3</p> <ul style="list-style-type: none"> • Page 64 of the Paper – The Unions are naturally protecting their members. However, the option to move to academy status will be statutory and as cannot be influenced proposals only a matter of “best practice”. Unions and DASH will raise and DAPH will need to hear arguments and consider it’s stance accordingly. <p>(i) Safeguarding - Update</p> <ul style="list-style-type: none"> • As this was the first report submitted by Jane Lake, the Executive commented that it was useful and JL was open to suggestions for content changes to future reports. • Suggestions included : greater clarity on funding streams and their impact and proposed cuts on Safeguarding Budget and likely impact? • Clarity is sought re point 7.2 with regard to, ‘The Education Safeguarding Officer will take forward the findings and recommendations pertinent to education and schools and will be monitored by the DSCB Executive’ – what are the pertinent issues for schools named in this point? <p>(j) SEN /AEN Task & Finish Group Proposed Terms of Reference</p>	<p>DAPH Office – to add to the Agenda for 15 Sep 2010 Exec meeting.</p> <p>DAPH Office – Invite JL as Guest Speaker at future Executive meeting in Sep / Oct 2010.</p> <p>HN – to raise at later DEF meeting.</p>
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<p>(k)</p> <p>SFG Minutes</p> <p>(l)</p>	<ul style="list-style-type: none"> With reference to 5 May DAPH Executive Minutes and the question whether the above was classified as an education group reporting to FLA or a budgetary group reporting to SFG, it was confirmed that it is indeed an <u>educational group</u> which will report to FLA. Capping of School Carry Forwards – Executive felt the policy was not clear and consultation is needed over the 3% figure proposed. As this was the last meeting for Sue Brewer and Roger Clarke as full Executive members, PW acknowledged and thanked each for their contribution and presented them small gifts as a token of thanks. 	<p>DAPH Office – to identify suitable Representative and advise John Barnard.</p> <p>MB – to raise at later DEF meeting.</p>
<p>8 Business Manager’s Report</p>		
<p>8(a)</p>	<ul style="list-style-type: none"> CC had produced detailed spreadsheets of typical 12M Budget in the light of the proposed DAPH restructure given four different scenarios: <ol style="list-style-type: none"> Executive/Commissioned Officers remunerated at £300 per day and Chair £7500 and Vice Chair £5000 resulting in £5K overspend. Executive/Commissioned Officers remunerated at £285 per day and Chair £7500 and Vice Chair £5000 resulting in £3K overspend. Executive/Commissioned Officers remunerated at £250 per day and Chair £7500 and Vice Chair £5000 resulting in £4K underspend. Executive/Commissioned Officers remunerated at £300 per day and Chair £7000 and Vice Chair £4500 resulting in forecast year-end with £500 within budget. The financial options were very well received and Executive members thanked CC for her work. Option 4 was agreed. To ensure proper representation and fair remuneration, a log of meetings attended by DAPH Executive members and commissioned members from September to be set up. 	<p>DAPH Office – to do</p>

	Meeting closed at 12.30 pm	
Signed:		Date:
Name:		Position:

Executive Payments Processed on : 15 July 2010

<u>Name</u>	<u>Amount</u>	<u>School</u>
Linda Wells	£100	Lydford Primary
Martyn Boxall	£100	Gatehouse Primary
Helen Nicholls	£100	South Brent Primary
Roger Clarke	£100	Broadhempston Village Primary
Sue Brewer	£100	Burlescombe C of E Primary