

# Public Document Pack

**To: Forum Members:** Patricia Brims, Sarah Brinkley, Nathan Butler- Broad, Fadia Clarke, Jeanette Clifford, Paul Dick, Reverend Mary Harwood, Jon Hewitt, Kate House, Peter Hudson, Brian Jenkins, Catherine Morley, Sheilagh Peacock, Derek Peale, Chris Prickett, David Ramsden, Clive Rothwell, Eileen Selsey, Graham Spellman, Suzanne Taylor, John Tyzack, Keith Watts, Stacey Williams and Charlotte Wilson

**Councillors:** Councillor David Allen and Councillor Irene Neill

**Officers:** Shannon Coleman-Slaughter, Carolyn Loosen, Robert O'Reilly, Ian Pearson, Jane Seymour and Claire White

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## SCHOOLS FORUM AGENDA

Monday, 14th July, 2014

5.00 pm Shaw House Church Road Newbury RG14 2DR

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## Items for Discussion

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*White*

## Items for Information

## Any Other Business

**Next Meeting: Monday 29 September 2014, 5pm at Shaw House**

# Agenda Item 2

## Minutes of a Meeting of the Schools Forum

### Monday, 9 June 2014

#### Shaw House Church Road Newbury RG14 2DR

#### Present:

Councillor David Allen	Council Member, Shadow Portfolio - Children & Young People, Education, Youth Service, Culture & Leisure	Shadow Portfolio Holder for C&YP
Patricia Brims	Governor Brimpton School	Primary Schools
Sarah Brinkley	Headteacher John O'Gaunt School	Secondary Schools
Jeanette Clifford	Governor St Bartholomew's School	Academies
Jacquie Davies	Headteacher Alternative Curriculum	Pupil Referral Units
Paul Dick	Headteacher Kennet School	Academies
Mary Harwood	C of E Diocese of Oxford Representative	Church of England Diocese
Jackie Hegg	Substitute	Further Education
Kate House	Headteacher The Ilsleys	Primary Schools
Brian Jenkins	Proprietor Jubilee Day Nursery	PVI
Carolynn Loosen	Schools' Funding Officer	Finance Officer
Derek Peuple	Headteacher Park House School	Academies
Chris Prickett	Headteacher Streatley Primary School	Primary Schools
Elaine Ricks-Neal	Joint Principal Adviser for School Improvement	Education Officer
Graham Spellman	RC Diocese of Portsmouth Representative	Roman Catholic Diocese
Suzanne Taylor	Headteacher Hungerford Nursery School	Nursery Schools
John Tyzack	Governor Falkland Primary School	Primary Schools
Claire White	Finance Manager (Schools)	Finance Officer
Charlotte Wilson	Headteacher Trinity School	Academies
Fran Williams	Schools' Accountant	Finance Officer

#### Apologies for inability to attend the meeting:

Cathy Burnham	Social Inclusion Manager	Education Officer
Nathan Butler-Broad	Headteacher Spurcroft School	Primary Schools
Fadia Clarke	Deputy Principal Newbury College	Further Education
Shannon Coleman-Slaughter	Finance Manager (Children & Young People)	Finance Manager - C&YP
Jon Hewitt	Headteacher The Castle School	Special Schools
Peter Hudson	Governor Mortimer St Johns Infant School	Primary Schools
Catherine Morley	Headteacher Theale Primary School	Primary Schools
Councillor Irene Neill	Executive Portfolio - Children and Young People, Youth Service, Education, Safeguarding	Executive Portfolio Holder for C&YP
Ian Pearson	Deputy Corporate Director (Communities) & Head of Education Service	Education Officer
David Ramsden	Headteacher Little Heath School	Secondary Schools
Clive Rothwell	Governor John O'Gaunt School	Secondary Schools
Eileen Selsey	Governor Park House School	Academies
Keith Watts	NUT	Union Representative
Stacey Williams	Headteacher Reintegration Service	Pupil Referral Units

**PART I**

**2. Minutes of previous meeting dated 3rd March 2014**

The Minutes of the meeting held on 3<sup>rd</sup> March were approved.

**Action**

**3. Actions arising from previous meetings**

Item 7 – High Needs Budget Proposals 2014/15

The reports from Jane Seymour on the funding implications of the SEND reforms, changes to the top up bands from September 2014 and investing in West Berkshire's high needs provision will be presented at the meeting on 14<sup>th</sup> July.

Item 8 – Pupil Referral Unit Budget & Funding Proposals 2014/15

The mid-year review of the PRU funding arrangements has been added to the work programme for the meeting on 8<sup>th</sup> December.

Item 14 – Trade Union Facility Time

The report on the use of the budget 2013/14 and the funding proposal for 2015/16 has been added to the work programme for the meeting on 14<sup>th</sup> July.

All other actions have been completed.

**Action**

**4. Declarations of Interest**

Mary Harwood declared an interest in Item 6 relating to school balances as she is also a governor at Beenham Primary school.

**Action**

**5. Membership**

There remains a vacancy on the Schools Forum for a Primary School Business Manager Representative. The Schools' Forum Clerk has contacted the joint chairs of the Primary Heads Forum and offered to run an election on their behalf. All other posts are currently filled.

**ACTION: Election to be held to fill the Primary School Business Manager vacancy.**

**Action**

**C Loosen**

6. **School Balances 2013/14**

**Action**

Claire White presented a report on the school closing balances 2013/14. Overall the schools' closing balances 2013/14 were £152k lower than their closing balances 2012/13. The reduction in closing balances is particularly evident in the primary and secondary phases; primary school balances reduced by £508k and secondary school balances reduced by £542k (mainly due to John O'Gaunt's deficit).

**SCHOOLS CLOSING IN DEFICIT**

Three schools submitted deficit budgets in 2013/14 John O'Gaunt, Parsons Down Junior and the Willows, however only John O'Gaunt actually closed with a deficit (£113k).

Four schools who had not submitted a deficit budget in 2013/14 closed the year in deficit; Beenham (£13k), Bradfield (£1k), Bucklebury (£14k) and The IIsleys (£21k). It is expected that Beenham and Bucklebury will set balanced budgets in 2014/15.

**SCHOOLS CLOSING WITH AN EXCESS SURPLUS**

Three schools have closed with an excess surplus balance: Hampstead Norreys (£5k), Westwood Farm Infants (£9k) and Westwood Farm Juniors (£3k).

The Schools' Forum examined the explanation from each school for their surplus to decide whether they were satisfied or whether the excess balance panel would need to be convened.

**DECISION: The Schools' Forum accepted the explanations from the three schools and decided to take no further action.**

**ACTION: Each school to be informed of the Schools Forum decision.**

**C White**

It was noted that the special schools and PRUs closed with significant surplus balances, although they are outside the claw back scheme. Claire White explained that this is the first year operating with place plus top up funding and that their funding is volatile on a month to month basis.

**ACTION: Claire White to look at what other LAs do and determine what should be a reasonable excess surplus balance threshold to place on these schools.**

**C White**

7. **Update on DSG Budget for 2014/15**

**Action**

Claire White provided an update on the DSG Budget for 2014/15. Since the last Schools' Forum meeting both the high needs funding for 2014/15 and early years funding for 2013/14 has been confirmed. This means that the Schools' Forum now need to agree any changes to the budget

## SCHOOLS FORUM - 9 JUNE 2014 - MINUTES

2014/15 as a result of changes to the funding.

### **SCHOOLS BLOCK**

None of the budget on the de-delegated fund for primary schools in financial difficulty (£115,680) was used, but it should be retained only for maintained primary schools.

**DECISION: The Schools Forum agreed to carry forward the primary schools in financial difficulty de-delegated funding from 2013/14 to 2014/15.**

This takes the total over spend on the schools block 2014/15 to £166k. The option is to either budget to over spend the DSG or meet it from the high needs contingency.

**DECISION: Budget an over spend on the schools block.**

### **EARLY YEARS BLOCK**

The 2013/14 funding has been confirmed and is £5,590 higher than estimated. The funding for the financial year 2014/15 will remain provisional until May 2015 as the funding is based on 5/12 of the January 2014 census and 7/12 of the January 2015 census. The early years funding is currently a shortfall of £96k with a proposal that the difference will be deducted from the early year's contingency budget.

**DECISION: Reduce the early year's contingency budget from £355k to £259k.**

### **HIGH NEEDS BLOCK**

The short fall in the high needs block 2014/15 is £722k.

The forecasting of high needs expenditure at month 10 on which the budget set for 2014/15 was based was significantly lower and reduced the under spend to be carried forward from £1,518k to £1,000k a movement of £518k. Forecasting needs to be more robust in the high needs block at month 10 to enable more accurate budget setting.

In addition there were of adjustments from the DfE for 2014/15 resulting in an overall reduction of £204k. These adjustments included an additional £291k in national headroom funding, a reduction of £56k due to 'ineligible places', which is currently being appealed and a mismatch between the funding received from the EFA for place funding and the place funding recouped by the EFA and paid direct to the providers.

**DECISION: It was agreed that the shortfall is deducted from the high needs contingency budget reducing it from £1,501k to £779k.**

## SCHOOLS FORUM - 9 JUNE 2014 - MINUTES

**ACTION: Amendments to be made to the DSG 2014/15 budget as set out above.** | C White

### 8. Funding for Primary Schools in Financial Difficulty

Claire White presented the report on the Primary Schools in Financial Difficulty Fund. | **Action**

No bids were received in 2013/14 and it was agreed under item 7 to carry the funding forward to 2014/15.

One bid has been received so far this financial year from The IIsleys Primary School which was presented to the Heads Funding Group (HFG) by the Headteacher and the Finance Officer.

The bid is for £38,667 and follows the restructure of the administration roles in order to balance the budget going forward.

The HFG are supporting the bid which would mean that the school is financially viable going forward, and that to not support the bid would leave the school in deficit for a number of years unless short term staffing cuts were made.

**DECISION: The maintained primary phase members of the Schools' Forum approved the bid.**

**ACTION: Payment to be made to The IIsleys Primary School.**

C Loosen

### 9. Scheme for Financing Schools 2014/15

The consultation on the proposed revisions to the Scheme for Financing Schools closed on 23<sup>rd</sup> May. | **Action**

No relevant consultation responses were received. Some elements of the scheme are a statutory requirement and therefore cannot be changed.

**DECISION: The Scheme for Financing Schools was approved by the Schools' Forum.**

**ACTION: The Scheme for Financing Schools is to be circulated to the schools and posted on the website.** | C Loosen

10. **School Funding Arrangements for 2015/16**

Claire White presented a report on the school funding arrangements 2015/16, including the timetable for the 2015/16 school formula submission.

The latest information is that the DfE arrangements 2015/16 document will not be received until the end of the Summer Term. Therefore the initial recommendations which will be central to the Heads Funding Group and Schools' Forum agendas at the meetings in early July may have to be made based on principal.

There has also been a consultation on how an additional £350m should be allocated to the lowest funded local authorities. In the exemplification contained in the consultation which is based on 2012 data West Berkshire could receive £300k. Although the actual amount West Berkshire will receive is unknown the Schools' Forum can make recommendations on how to allocate any funding that is received.

Other considerations for changes to the 2015/16 formula include the use of the sparsity factor and use of an exceptional premises factor for rents and joint use of leisure facilities, although this would require Secretary of State's approval.

It is recommended that there are no changes made to the local formula other than allocating the additional funding and adjusting any factors where there is a view that the funding is not reaching the schools it is intended for in a fair and equitable way.

**ACTION: Schools' Forum members provide Claire with their opinions on the allocation of the additional DSG funding and adjustments to local formula factors before 20<sup>th</sup> June in order to be included in any modelling for HFG consideration.**

Action

All

11. **DSG Outturn 2013/14**

Ian Pearson and Shannon Coleman-Slaughter were not available to present the DSG Outturn 2013/14 report. The final DSG outturn 2013/14 was an under spend of £1,507k compared to the forecast at month 10 of £2,150k. The schools block was over spent by £24k, the early years block was under spent by £530k and the high needs block was under spent by £1,000k.

Action



**12. School Financial Value Standard - Annual Report 2013/14**

Laura King was not at the meeting to present her report. The Schools' Forum members had questions on whether training included the areas for improvement / actions, particularly where these are the same as the previous year, the number of schools attending the SFVS training and whether has Laura fed back to the schools regarding the quality of their SFVS submissions.

**ACTION: These questions will to be taken up with Laura on the Schools' Forum behalf.**

**Action**

**C White**

**13. Vulnerable Children's Grant - Annual Report 2013/14**

Cathy was not at the meeting to present her report, so the Schools' Forum members agreed that they would contact her direct if they had any further questions.

**Action**

Meeting closed at 6.00 pm

**Date of next meeting:** 14<sup>th</sup> July 2014  
**Time:** 5.00pm  
**Venue:** Shaw House

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# Agenda Item 3

## ACTIONS ARISING FROM PREVIOUS SCHOOLS' FORUM MEETINGS 2014/15

Ref No.	Date – Item No.	Action	Officer	Comment / Update
1	03/03/14 - 7	Report on investing in West Berkshire high needs provision to further reduce the use of more expensive out of county provision.	J Seymour	To be presented at the HFG on 1st July and SF on 14 <sup>th</sup> July
2	03/03/14 - 8	Mid-year review of PRU funding arrangements.	C Burnham	
3	03/03/14 - 12	Capita School Funding Conference materials to be emailed to all Schools' Forum members.	C Loosen	Complete – emailed on 7/3/14
4	03/03/14 - 14	Trade Union facility time annual report to be added to the Schools' Forum work programme.	C Loosen	On SF Agenda for 14 <sup>th</sup> July
5	03/03/14 - AOB	Trade Union facility time proposals for the arrangement and budget in 2015/16 to be brought to Schools' Forum.	K Watts & J Milone	To be presented at the HFG on 1st July and SF on 14 <sup>th</sup> July
6	03/03/14 - AOB	Schools' Forum Regulations 2012 (updated) to be emailed to Schools' Forum members.	C Loosen	Complete – emailed on 7/3/14
7	09/06/14 - 5	Election to be held to fill the Primary School Business Manager vacancy.	C Loosen	Complete – appointment made on 30 <sup>th</sup> June
8	09/06/14 - 6	Each school with an excess balance to be informed of the Schools Forum decision.	C White	Complete – each school informed by e-mail on 10 <sup>th</sup> June
9	09/06/14 – 6b	Investigate what other LAs do and determine what should be a reasonable excess surplus balance limit for special schools and PRUS	C White	
10	09/06/14 - 7	Amendments to be made to the DSG budget as set out in minutes.	C White	Complete – DSG budget updated
11	09/06/14 - 8	Primary schools in financial difficulty money to be made to The IIsleys	C Loosen	Complete – payment made on 17 <sup>th</sup> June
12	09/06/14 - 9	The scheme for financing schools to be circulated	C Loosen	Complete – posted on website and e-

		and posted on the West Berkshire website		mailed to schools on 17 <sup>th</sup> June
13	09/06/14 - 10	Provide Claire with their opinions on the allocation of the additional DSG funding and any adjustments required to the local formula factors by 20 <sup>th</sup> June.	All SF members	Deadline now passed - 2 members responded
14	09/06/14 - 11	SVFS questions to be taken up with Laura King on behalf of the Schools' Forum	C White	Complete – answers e-mailed to SF members on 30 <sup>th</sup> June 2014

<b>West Berkshire Schools' Forum</b>	
<b>Title of Report:</b>	<b>Schools' Forum Membership and Constitution from September 2014</b>
<b>Date of Meeting:</b>	<b>14<sup>th</sup> July 2014</b>
<b>Contact Officer(s)</b>	<b>Carolynn Loosen / Claire White</b>
<b>For Decision</b>	

## 1.1 Introduction

The Schools' Forum is required to review its membership and constitution annually. A detailed review was last carried out a year ago. There have since been no legislative changes, and there has been only one Academy conversion since the membership numbers were last reviewed. This review is therefore only light touch.

## 1.2 Membership

The current rules in respect to School Forum membership are as follows:

- The need to have full representation for the various types of school with the number of members representing each being broadly proportionate to the number of pupils in each phase. This is to ensure debate within the Schools' Forum is balanced and representative.
- There is no minimum or maximum number of members, but non school members must not make up more than one third of the total membership. However, care should be taken to keep the Schools Forum to a reasonable size to ensure that it does not become too unwieldy.

The current breakdown in pupil numbers between the 3 main groups is as follows:

### Primary and Secondary Schools

	<b>Pupil Numbers</b> (based on Oct 2013 census)	
	Number	%
Primary (64 schools)	12,516	51%
Secondary (4 schools)	4,279	17%
Academies (8 schools)	7,952	32%
	24,747	100%

The current membership is as follows:

## **Total 24: 19 school members 5 non school members**

	<b>Heads</b>	<b>Governors</b>	<b>Other</b>	<b>Total</b>	
	Number	Number	Number	Number	%
Primary	4	3	1	<b>8</b>	50%
Secondary	2	1	0	<b>3</b>	19%
Academies	3	2	0	<b>5</b>	31%
	<b>9</b>	<b>6</b>	<b>1</b>	<b>16</b>	100%

### **Other School Members**

Nursery Schools	1			<b>1</b>	
Special Schools	1			<b>1</b>	
PRUs	1			<b>1</b>	

### **Non School Members**

RC Diocese			1	<b>1</b>	
C of E Diocese			1	<b>1</b>	
EY PVI			1	<b>1</b>	
Trade Union			1	<b>1</b>	
14-19 Partnership			1	<b>1</b>	

<b>TOTAL MEMBERSHIP</b>	<b>12</b>	<b>6</b>	<b>6</b>	<b>24</b>	
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Proportion of School Members (minimum must be 66.7%) 79.17%

No changes are proposed to the structure of the membership.

All positions are currently filled, but one member (Roman Catholic Diocese representative) has reached the end of his three year term and the Diocese will need to nominate their representative for the next three years (it can be the same person).

### **1.3 Constitution**

The current constitution is attached in Appendix A. Members are asked to review and if considered appropriate, make any proposals for changes.

**Recommendation: Agree the membership and constitution from September 2014**

### **Appendices**

Appendix A – Constitution of the West Berkshire Schools' Forum

# CONSTITUTION OF THE WEST BERKSHIRE SCHOOLS' FORUM

## **Background**

1. The West Berkshire Schools Forum (hereafter referred to as the "the Forum").
2. The requirement to establish a schools forum comes from the Education Act 2002. The main purpose of the Forum is to consider aspects of the relationship between schools and the local authority relating to financial matters.
3. The Forum is a decision making and consultative body in relation to matters concerning schools' budgets as defined in the School and Early Years Finance (England) Regulations 2012, the Schools Forum Regulations 2012 and the School Budget Shares (Prescribed Purposes) (England) 2002. The Schools Forum Regulations 2012 govern the composition, constitution and procedures of Schools' Forums.<sup>1</sup>

This document is divided into 3 sections:

- A. Terms of Reference of the West Berkshire Schools' Forum
- B. Membership of the West Berkshire Schools' Forum
- C. Operating Conventions of the West Berkshire Schools' Forum

## **A. TERMS OF REFERENCE OF THE FORUM**

### **Status of the Forum**

The Forum is established in accordance with Sections 47(1) 47A of the School Standards and Framework Act 1998 and The Schools Forums (England) Regulations 2012.

### **Annual Consultation on Financial Issues**

The authority must consult the Schools Forum annually in respect of the authority's functions relating to the schools budget including:

- Arrangements 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
- Arrangements for early years provision
- Administrative arrangements for the allocation of central government grants paid to the schools via the authority

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<sup>1</sup> These Regulations can be accessed at:  
<http://www.education.gov.uk/schools/adminandfinance/financialmanagement/schoolsrevenuefunding/schoolsforums/a00213728/schools-forums-england-regs-2012>

## **Consultation / Decisions on School Funding**

Consultation on school funding formula: on any proposed changes in relation to the factors or criteria used to distribute school budget shares and the financial effect of such changes.

- The allocation of the Dedicated Schools Grant (DSG) including distribution between phases.
- To agree the amount of expenditure the local authority can retain from the school budget.
- Decision on the de-delegation of allowable central budgets by the schools representatives of the relevant phase on behalf of all the schools they represent.
- Prospective revisions to the authority's Scheme for Financing Schools.
- Oversee and agree the operation of the School Balance Control Mechanism
- Any other matter concerning the funding of schools as the Forum sees fit

The Forum should, as soon as reasonable possible, inform the governing bodies of schools of all consultations carried out.

## **Consultation on Contracts**

The authority must consult the Schools' Forum on the terms of any proposed contract for supplies or services (being a contract paid or to be paid out of the authority's school budget (a) where the estimated value of the proposed contract is not less than the threshold which applies to the authority for that proposed contract pursuant to the regulation 8 of the Public Contracts Regulations 2006(b) at least one month prior to the issue of invitations to tender.

## **B. MEMBERSHIP OF THE FORUM**

### **Composition**

Schools' Forums regulations 2012 state that the primary schools, secondary schools and Academies must be broadly proportionately represented on the forum having regard to the total number of the registered pupils. The proportionality of the membership will be reviewed annually so that elections if required can be held by the end of the end of the Summer term ready for the new academic year.

The Forum shall in total comprise of 24 members being 19 school members (including Academies) and 5 non school members. The school members shall be Headteachers, Governors or Early Years representatives drawn from the schools / partnerships in the West Berkshire Local Authority area. The Primary and Secondary Headteacher members groups may also include, at the Local Authority's discretion, representatives of Headteachers; senior members of staff, such as School Business Managers.

### **School Members**

The current number of representatives in each phase is as follows:

- a) Primary Headteachers or their Representative**  
8 representatives from primary schools of which at least 4 must be Headteachers, 3 Governors and 1 other, which can include a School Business Manager.



- b) Secondary Headteachers or their Representative**  
3 representatives from secondary schools of which at least 2 must be Headteachers and 1 Governor.
- c) Special School Representatives**  
1 representative from the special schools.
- d) Nursery School Representatives**  
1 representative from the nursery schools.
- e) Academy Headteachers or their Representative**  
5 representatives from the Academies, as elected by the proprietors of the Academies, of which at least 2 must be Headteachers, 2 Governors and 1 other, which can include a School Business Manager.
- f) Pupil Referral Unit Headteachers or their Representative**  
1 representative from the Pupil Referral Units.

#### **Election of Schools Members**

The primary school and secondary school representatives shall be elected by their respective Heads Forum.

Academy representatives shall be elected by the Academies proprietors.

Governors shall be elected by the Governors Forum.

The special school representative shall be elected by mutual agreement between the two special schools.

The nursery school representative shall be elected by mutual agreement between the two nursery schools.

The pupil referral unit representative shall be elected by mutual consent between the pupil referral units.

Support can be requested by Heads Forums or Governors Forum to help manage their election process. The Clerk of the Schools' Forum must make a record of the process by which the constituents of each group elect their nominees to the Forum. An election scheme must take into account the following factors:

- The process for collecting names of those wishing to stand for election.
- The timescale for notifying all constituents of the election and those standing.
- The arrangements for dispatching and receiving ballots.
- The arrangements for counting and publicising the results.
- Any arrangements for unusual circumstances, such as only one candidate standing in an election or where there is a tie between two or more candidates.
- Whether existing members can stand for re-election.

If an election does not take place by any date set by the Authority or any such election results in a tie between two or more candidates the Authority will appoint the schools member.

### **Non-School Members**

In addition to the 19 school members a representative of the following groups will have full voting rights within the Forum except for voting on the funding formulae where only the Early Years PVI Provider representative can vote:

- Roman Catholic Diocese
- Church of England Diocese
- Trade Union
- Early Years PVI Provider
- 14 -19 Partnership

The representative will be elected by their group and the record of the appointment process will be held by the Clerk of the Schools' Forum.

### **Substitute Members**

Representative groups may nominate permanent substitutes who have sufficient experience and knowledge of schools funding to attend meetings.

and/or

A stand-in substitute who attends as a full voting member if a headteacher or permanent substitute is unavailable. Stand-in substitutes may attend some meetings as an observer to gain an insight into the work of the Forum.

The clerk must be notified writing 24hours before the start of the meeting that a substitution will be required. Substitute members will have full voting rights when taking the place of the substantive member for whom they are the designated substitute.

### **Participation of Observers**

Observers shall be invited to attend Forum meetings. Observers may participate in the debate but will not have voting rights should any business of the Forum require a vote. The following groups shall be asked if they would like to nominate an observer (and a named substitute) to the Forum:

- The Education Funding Agency (EFA)

### **Council Officers and Elected Members**

Officers may attend and speak at the Forum meetings in an advisory capacity only. The following or their representatives will be invited to attend the Forum meetings:

- Corporate Director Communities or their representative
- Head of Finance or their representative
- Children & Young People Portfolio Holder
- Children & Young People Shadow Portfolio Holder
- Finance Portfolio Holder
- Clerk to the Schools' Forum

### **Terms of Office**

The term of office for members of the Forum is three years. The same members can be reappointed providing they are re-elected by the group that they represent. This also applies to any permanent substitutes.

As well as the term of office coming to an end, a schools member ceases to be a member of the Schools' Forum if he or she resigns from the Forum, giving at least one month's written notice, or no longer occupies the office which he or she was nominated to represent. An election should be held within the outgoing members electing group to nominate a successor. The Clerk will then inform the Forum members of the result of the election within one month.

## **C. OPERATING CONVENTIONS OF THE WEST BERKSHIRE SCHOOLS FORUM**

### **Ordinary Meetings**

An ordinary meeting of the Forum shall be held, at a minimum, four times a year.

### **Administration of Meetings**

Meetings of the Forum shall be convened by the Local Authority, who will arrange the clerking and recording of meetings. The cycle of annual meetings are based on the financial year. All the meeting dates for the next financial year are set by the end of March every year.

Items for consideration by the Forum shall be submitted to the Clerk no later than 10 working days prior to the meeting. The agenda and working papers should be circulated a week in advance of the meeting date. Every effort should be made to circulate minutes to Forum members within 10 working days of the meeting.

### **The Chair and Vice Chair**

The Chair and Vice-Chair shall be elected from within the membership of the Schools Forum (but may not be either an elected member or an officer of the local authority).

### **Quorum**

The Forum shall be quorate if at least 40% of the total membership is present (this excludes observers and vacancies). If the Forum is not quorate the meeting can proceed and the members present can give advice to the local authority, but the authority is not obliged to take that advice into consideration. Decisions on the schools budgets may not be taken unless 40% of the school members (Headteachers and Governors) are present.

### **Voting**

Each member shall only have one vote. Voting shall be by show of hands. If there are equal numbers of votes for and against, the Chair will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote. When the vote is on the schools funding formula only the schools members and the Early Years Representative are eligible to vote.

### **Sub-Committees and Working Groups**

The Forum may have sub-committees or working groups. The Forum shall receive reports from the sub-committees or working groups to approve formally.

**Declaration of Interest**

Any member of the Forum who has an interest in any proposal beyond the generality of the group that they represent or in which they might have a personal or prejudicial interest shall declare the interest at the beginning of the relevant item. The member can explain any issues to the meeting and then must leave the meeting until the item has finished. The member cannot vote on that item.

Where it is clear that a decision in which a member has an interest is likely to arise at a particular meeting, the meeting concerned may invite a substitute member (with no interest to declare) in accordance with the constitution to attend the meeting in their place. Elected members are subject to the governance of the Council's Code of Conduct.

**Status of Reports**

All report authors will be responsible for informing the clerk in advance of the status of reports to be included in the agenda i.e. confidential or non-confidential.

**Expenses**

The Local Authority shall maintain a budget for the reimbursement of all reasonable expenses relating to the operation of the Forum and charge these expenses to the Schools Budget. The Local Authority shall reimburse expenses of members of the Forum when members submit appropriate claims, in connection with attendance at the meetings. Supply cover should only be claimed when it has been necessary to employ a supply cover teacher to enable the Headteacher to attend the Forum.

**Interpretation of the Constitution**

The Chair or person residing at the meeting shall be the final arbiter regarding the interpretation of the Forum's constitution. The constitution shall be interpreted in conjunction with the relevant provisions contained in the legislation relating to the Forum's proceedings. The requirements of legislation will prevail in the event of there being any inconsistency between the legislation and the constitution.

**Amendment of the Constitution**

With the exception of matters subject to legislative provision or approval by the authority, the Forum may vary its constitution by a simple majority vote by the members provided that prior notice of the nature of the proposed variation is made and included on the agenda for the meeting.

**Publicity relating to the Schools Forum**

The Schools Forum is a public meeting and the Local Authority is responsible for putting the Schools' Forum papers, minutes and decisions promptly on the West Berkshire Council website and generally draw schools attention to forthcoming Schools' Forum meetings and agendas and the minutes of forum discussions.

Document approved by the School's Forum on 10<sup>th</sup> June 2013

<b>West Berkshire Schools' Forum</b>	
<b>Title of Report:</b>	<b>Funding Bid - Primary Schools in Financial Difficulty</b>
<b>Date of Meeting:</b>	<b>14<sup>th</sup> July 2014</b>
<b>Contact Officer(s)</b>	<b>Ian Pearson / Claire White</b>
<b>For Decision</b>	

## 1. Background

1.1 Since April 2013, local authorities have been required to delegate to all schools the contingency previously held for schools in financial difficulty. Each phase in the maintained sector then has the option of de-delegating this funding to continue to centrally retain it.

1.2 Primary schools opted to de-delegate this funding in 2013/14, and again in 2014/15.

1.3 The budget for 2014/15 is £231,150, which includes the carry forward of the unspent budget from 2013/14. £38,667 has been spent to date.

1.4 The criteria agreed by the Schools' Forum for allocating this funding to schools is as follows:

*If a school has a deficit budget it may be allocated additional support funding. If a school can meet the following criteria, a bid for additional funding can be made by the school to be considered by the Schools' Forum:*

1. *The school has sought and followed the advice of the Schools' Finance Advisor prior to going into deficit*
2. *The school has (up to) a five year robust deficit recovery plan in place which has been discussed with and verified by the Schools' Finance Advisor.*
3. *Additional funding may be payable for one of the following exceptional unforeseen circumstances which has taken the school into deficit:*
  - *Payment to maintain current staffing levels to help cover a temporary downturn in pupil numbers, and evidence can be provided that the numbers are likely to recover within a 2 - 3 year period making downsizing of staff and resultant redundancy costs unreasonable.*
  - *Payment to maintain current staffing levels on a temporary basis in a school causing concern (i.e. Ofsted category of notice to improve or worse), where to reduce the staffing would be detrimental to the recovery of standards in the short term.*
  - *Payment to cover staffing costs during a short term interim period whilst restructuring takes place due to an unforeseen sudden permanent downturn in pupil numbers*

- *Redundancy payments, where the redundancies are required in order to balance the budget over a 3 – 5 year period, but these costs will put the school further into deficit if not met (as per the Severance Funding Policy).*

*In order to access this funding, a school will need to present in person (with the support of the Schools' Accountant) a case to a panel as agreed by Primary Heads, who after consideration of the case, will recommend the amount and duration of the financial support to Schools' Forum for approval or not.*

## **2. Funding Bid Received**

2.1 A funding bid has been received from Bradfield Primary School totalling £73,630.

2.2 Bradfield was placed in special measures by OFSTED early in 2013. In order to make improvements, additional leadership was put in place, and restructuring/redundancies have now commenced. The school's balances were all used up in 2013/14 (in main paying for an Executive Head) and the school closed with a very small deficit. Without financial support for the additional leadership in the summer term and for the one-off redundancy/compensation payments, this deficit will grow to £104k by 2016/17. The restructure takes the number of teachers, TA's and support staff to the minimum acceptable for the education and safety of the pupils. With the restructure in place and pupil numbers recovering, the school will be able to balance its budget in year by 2017/18, but the cumulative deficit will not be able to be recovered without further reductions to staffing which would be detrimental to teaching and learning. The school has been receiving support from finance for its 2014/15 budget plan and their longer term financial planning, and the Schools' Finance Manager is able to verify that their current budget plan has been subject to scrutiny and that this bid meets the criterion set by the Schools' Forum.

2.3 The detailed application and benchmarking tables were presented by representatives from the school to members of the Heads Funding Group (HFG) at its last meeting. The group examined the bid in detail and asked the school a number of questions and were satisfied with the information provided. The HFG recommend approval of this bid.

**Recommendation: To approve the bid from Bradfield  
(Decision to be taken by maintained primary school representatives only)**

<b>West Berkshire Schools' Forum</b>	
<b>Title of Report:</b>	<b>School Formula 2015/16</b>
<b>Date of Meeting:</b>	<b>14<sup>th</sup> July 2014</b>
<b>Contact Officer(s)</b>	<b>Claire White &amp; Ian Pearson</b>
<b>For Decision</b>	

## **1. Background**

1.1 The Department for Education has yet to announce the arrangements for the 2015/16 funding formula for primary and secondary schools, although it is expected that there will be very little change.

1.2 For 2015/16 the changes/arrangements expected are as follows:

- Additional funding for the lowest funded local authorities. In the exemplification using 2012 data West Berkshire gained £300k. No authority will lose funding.
- Possible changes to the sparsity factor.
- Possible narrowing of the per pupil and lump sum funding rates allowed.
- Continuation of the minimum funding guarantee at minus 1.5% per pupil.

1.3 The expectation is that local authorities will not make any significant changes to their formula in 2015/16, and in order to continue to give schools some stability in their funding, it is advisable that the only changes made are those deemed necessary in ensuring funding is being distributed in a fair and equitable way.

1.4 The DfE aims to have a full national formula in place in the future (after the next spending review) with national funding rates introduced gradually.

## **2. Formula Review**

2.1 Compared to other local authorities, West Berkshire Council is not an outlier in terms of the formula factors used and the funding rates applied, so is likely to already comply with any revised funding bands.

2.2 It is proposed that the following changes are considered:

- Use of the sparsity factor for small schools if there is a change to the operation of this factor which benefits our small schools.
- Remove or reduce the cap on gains that is currently being used towards paying for the minimum funding guarantee.

- Maintaining the per pupil funding rates for deprivation and prior attainment rather than reducing the rates to maintain the total funding distributed through these factors if the number of eligible pupils increases.
- Review whether any school qualifies for exceptional premises factors.
- If there is any funding left after the above changes, that this is allocated to schools by increasing the per pupil funding.

### 2.3 Sparsity Factor

The current criteria set by the DfE for a sparsity factor is that a small primary school (less than 150 pupils) is eligible if the average distance for all pupils in the catchment area to travel to their next nearest school is greater than 2 miles. In West Berkshire there are a few small schools just over the 2 mile criteria, with most small schools just under 2 miles. The decision made by Schools' Forum was that it is not equitable or fair for just a few small schools to benefit from additional funding. West Berkshire has visited the DfE and responded to the recent consultation to try and influence a change to the criteria. **Appendix A** details the model that has been proposed. It is proposed that if the distance criteria is reduced from the current 2 miles to 1 or 1 ½ miles, that this factor be added based on this model. This would cost £279k and benefit 8 schools out of the 10 with less than 90 pupils.

It would need to be determined how federated schools should be treated for the purpose of this factor.

### 2.4 Cap on Gains

In order to pay for the minimum funding guarantee (MFG), local authorities needed to place a cap on the per pupil funding increase where schools benefitted from the change in the formula. When the new formula was introduced for 2013/14 the DfE stated that the MFG would be for 2 years only, thus the cap on gains would apply for just 2 years. The cap was set at 2.4% in West Berkshire, which partly offset the cost of the MFG (£230k of a total £563k in 2014/15). It is now likely that the MFG will continue. Schools with a gains cap will have been planning their budgets assuming this cap would be removed in 2015/16. It is therefore proposed to no longer operate the gains cap in 2015/16. **Appendix B** shows the schools affected and the likely cost would be £52k, based on the same pupil numbers and formula as the current year.

### 2.5 Deprivation and Prior Attainment funding Rates

The current methodology for these factors is that the total funding distributed each year is kept the same (separate funding amounts maintained for primary and secondary), with the funding rate being adjusted according to the number of eligible pupils. Therefore if the number of eligible pupils increases, the funding received for each eligible pupil decreases. If the numbers of these pupils increases, it is perhaps fairer to keep the same funding rate so that the amount of funding is not diluted and a similar level of support per pupil can be maintained by the school. It is therefore proposed to keep the same funding rates for 2015/16, even if this requires additional funding and changes the primary/secondary ratio of funding. If the numbers of eligible pupils for funding decreases, the option is to increase the funding rate or keep the current rate reducing the overall funding being distributed via these factors.



## **2.6 Exceptional Premises Factor**

The current regulations allow for the local authority to make requests to the Education Funding Agency (EFA) to include an exceptional premises factor. The criteria set by the EFA is that the nature of the school premises give rise to significant additional cost greater than 1% of the school's total budget allocation and that such costs affect fewer than 5% of the schools (including academies) in the authority. Examples of costs that have been approved by the EFA are for rents, joint use of leisure facilities by contractual agreement, and listed buildings. It is proposed to ask schools to consider whether they may meet the criteria and to make a submission demonstrating that the criteria are met e.g. submit a copy of the contract containing the contract sum. If satisfied that the school meets the criteria, the formula can be set to meet the full cost, a percentage of the full cost, or the cost exceeding the 1%.

## **3. Formula and Exemplification for 2015/16**

**3.1 Appendix C** summarises the formula factors for the current year 2014/15, and those proposed for 2015/16 – basically just a change to the sparsity factor and removing the cap on gains. Increases in eligible pupils for deprivation and prior attainment funding, and any exceptional premises factors agreed would be in addition. Compared to funding available (based on the indicative funding rate shown in the DfE consultation and is subject to change) there is no funding available to increase the basic per pupil funding.

**3.2 Appendix D** summarises the change for each individual school. This exemplification is based on the current year pupil numbers and data, and will change following receipt of the October 2014 census data. A final adjustment will be made to the per pupil funding in order to “balance” the budget.

**Recommendation: Once the arrangements for 2015/16 have been received from the DfE a consultation is undertaken with all schools based on the proposals in this report.**

## **Appendices**

Appendix A – Sparsity Factor Modelling

Appendix B – Cap on Gains Modelling

Appendix C – Formula Factor Summary – Current and Proposed

Appendix D – Model Exemplification for 2015/16

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<b>Small School Sparsity Modelling - West Berkshire</b>					
			<b>Model A</b>	<b>Model B</b>	<b>Model C</b>
			<b>Current Criteria</b>	<b>Proposed Criteria</b>	<b>+ Increase Sec'y</b>
<b>Data (Oct 13 Census)</b>			<b>Avg distance 2 (p) or 3 (s) miles or more, 150 (p) or 600 (s) pupils or less</b>	<b>Avg distance 1.5 (p) or 5 (s) miles or more, 90 (p) or 600 (s) pupils or less</b>	<b>as Model B</b>
<b>SCHOOL</b>	<b>Average Distance</b>	<b>Total NOR</b>	<b>£100,000</b>	<b>£100,000</b>	<b>£100,000</b>
			<b>£100,000</b>	<b>£300,000</b>	<b>£600,000</b>
Chaddleworth St Andrews Primary	1.48	23	0	0	
Shefford Primary School (federated with Chaddleworth)	2.36	23	84,667	74,444	74,444
Brimpton Church of England Primary School	1.57	41	0	54,444	54,444
Beedon Church of England Controlled Primary School	1.96	41	0	54,444	54,444
Enborne Church of England Primary School	1.50	58	0	35,556	35,556
The Ilsleys' Primary School	2.10	58	61,333	35,556	35,556
Purley Church of England School	0.49	69	0	0	0
Inkpen Primary School	1.83	79	0	12,222	12,222
Yattendon Church of England Primary School	2.08	82	45,333	8,889	8,889
Shaw-cum-Donnington Church of England Primary School	0.59	84	0	0	0
Welford and Wickham Church of England Primary School	2.05	87	42,000	3,333	3,333
Beenham Primary School	1.20	94	0		
Streatley Church of England Voluntary Controlled Primary School	1.07	95	0		
Woolhampton Church of England Primary School	1.31	98	0		
Hampstead Norreys Church of England Primary School	1.79	101	0		
Curridge Primary School	1.20	101	0		
Brightwalton Church of England Aided Primary School	2.28	103	31,333		
Sulhamstead and Ufton Nervet Church of England Voluntary Controlled Primary School	1.31	104	0		
Stockcross Church of England Primary School	1.83	107	0		
Englefield Church of England Primary School	1.21	109	0		
Bucklebury Church of England Primary School	1.25	126	0		
Basildon Church of England Primary School	2.20	138	8,000		
Compton Church of England Primary School	1.77	145	0		
John O' Gaunt Secondary School (fixed sum in model A)	6.77	376	100,000	112,000	224,000
<b>TOTAL ADDITIONAL FUNDING</b>			<b>£372,667</b>	<b>£390,889</b>	<b>£502,889</b>
<b>Notes</b>					
Model uses tapered funding to avoid a "cliff edge" and to reflect that necessary schools with lower pupil numbers require more funding.					
The per pupil funding needs to be less than the AWPU rate so that there is a financial incentive for schools to increase pupil numbers rather than maximise sparsity funding					
<b>PRIMARY: Decrease number of pupils to 90 and decrease distance criteria to 1 mile on a tapered basis only</b>					
The size of primary school has been lowered from 150 to 90 pupils to reflect that schools with 90 pupils have enough funding through AWPU to operate with 3+ classes					
The result of lowering the distance criteria to 1 mile for primary, is that all the very small <b>rural</b> schools with less than 90 pupils will receive the funding they need to continue to be viable					
The 2 schools less than 1 mile are not in rural areas and have alternative primary provision nearby					
The schools between 1 and 2 miles are all in rural areas where walking to the next nearest school along country unlit lanes is not realistic; the next nearest school is invariably another small village school unlikely to be able to accommodate many additional pupils; village schools tend to be the hub of the community which would be lost if the school is closed.					
This formula therefore works for West Berkshire primary schools in that it keeps these necessary small schools open at minimal cost.					
The cost to West Berkshire for primary schools is slightly less than using the current parameters, yet targets what we consider to be the necessary schools that need the funding. There would also be a MFG saving of approx £100k as most of these small schools are receiving MFG funding					
<b>SECONDARY: Increase maximum funding to £300k or £600k on a tapered basis only</b>					
We have currently used the maximum lump sum to ensure this school has the maximum funding available, though it is still operating in deficit					
To use a tapered approach (preferred as noted above) would require changing the maximum funding from £100k to £300k to provide the same amount of funding.					
Realistically, a school of this size will need additional funding of between £200k to £250k to be able to offer the same range of subjects as a larger school.					
An increase in the maximum funding to £600k would deliver the right funding for this school, and using a tapered approach would incentivise increasing pupil numbers					

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School Formula - Cap on Gains and Minimum Funding Guarantee						
School	Cap on Gains @ 2.4%		MFG @ -1.5%		Net Budget	
	2014/15 Actual	2015/16 based on same pupil numbers & formula	2014/15 Actual	2015/16 based on same pupil numbers & formula	2014/15 Actual	2015/16 based on same pupil numbers & formula
91000 Aldermaston Church of England Primary School	0	0	0	0	0	0
91100 Basildon Church of England Primary School	0	0	0	0	0	0
91300 Beedon Church of England Controlled Primary School	0	0	10,892	8,729	10,892	8,729
91400 Beenham Primary School	0	0	0	0	0	0
91200 Birch Copse Primary School	0	0	0	0	0	0
91500 Bradfield Church of England Primary School	0	0	0	0	0	0
91600 Brightwalton Church of England Aided Primary School	0	0	0	0	0	0
91700 Brimpton Church of England Primary School	0	0	20,814	18,616	20,814	18,616
91800 Bucklebury Church of England Primary School	-2,507	0	0	0	-2,507	0
91900 Burghfield St. Mary's Church of England Primary School	-1,218	0	0	0	-1,218	0
92000 Calcot Infant School & Nursery	-18,713	-573	0	0	-18,713	-573
92100 Calcot Junior School	-60,195	-43,755	0	0	-60,195	-43,755
95600 Chaddlesworth St. Andrew's Church of England Primary School	-11	0	0	0	-11	0
92400 Chieveley Primary School	0	0	0	0	0	0
95900 Cold Ash St. Mark's Church of England Primary School	0	0	0	0	0	0
92200 Compton Church of England Primary School	0	0	6,496	0	6,496	0
92300 Curridge Primary School	-2,033	0	0	0	-2,033	0
92500 Downsway Primary School	0	0	0	0	0	0
92800 Enborne Church of England Primary School	-2,852	0	0	0	-2,852	0
92900 Englefield Church of England Primary School	0	0	4,188	0	4,188	0
93000 Falkland Primary School	0	0	50,913	29,973	50,913	29,973
93100 Fir Tree Primary School & Nursery	0	0	0	0	0	0
93200 Francis Baily Primary School	0	0	116,631	90,443	116,631	90,443
93400 Garland Junior School	-1,927	0	0	0	-1,927	0
93500 Hampstead Norreys Church of England Primary School	0	0	2,425	0	2,425	0
93600 Hermitage Primary School	0	0	0	0	0	0
93700 Hungerford Primary School	0	0	0	0	0	0
92700 The Ilsleys' Primary School	0	0	152	0	152	0
93800 Inkpen Primary School	0	0	5,811	2,031	5,811	2,031
93900 John Rankin Infant & Nursery School	-7,890	0	0	0	-7,890	0
94000 John Rankin Junior School	-11,051	0	0	0	-11,051	0
94100 Kennet Valley Primary School	0	0	0	0	0	0
94200 Kintbury St. Mary's Church of England Primary School	0	0	42,565	34,786	42,565	34,786
94300 Lambourn Church of England Primary School	0	0	0	0	0	0
94400 Long Lane Primary School	0	0	0	0	0	0
95800 Mortimer St. Johns Church of England Infant School	-2,908	0	0	0	-2,908	0
97500 Mortimer St. Mary's Church of England Junior School	0	0	0	0	0	0
94500 Mrs. Bland's Infant & Nursery School	0	0	0	0	0	0
94600 Pangbourne Primary School	0	0	0	0	0	0
94700 Parsons Down Infant School	0	0	5,196	0	5,196	0
94800 Parsons Down Junior School	0	0	0	0	0	0
94900 Purley Church of England Infants School	-2,304	0	0	0	-2,304	0
95000 Robert Sandilands Primary School & Nursery	0	0	424	0	424	0
95100 Shaw-cum-Donnington Church of England Primary School	0	0	48,181	43,407	48,181	43,407
95200 Shefford Church of England Primary School	0	0	13,304	11,980	13,304	11,980
95300 Speenhamland Primary School	0	0	0	0	0	0
95400 Springfield Primary School	0	0	2,230	0	2,230	0
95500 Spurcroft Primary School	0	0	0	0	0	0
95700 St. Finian's Catholic Primary School	-16,347	-2,797	0	0	-16,347	-2,797
97700 St. John the Evangelist Infant & Nursery School	0	0	0	0	0	0
97800 St. Joseph's Catholic Primary School	-14,739	0	0	0	-14,739	0
96200 St. Nicolas Church of England Junior School	-3,001	0	0	0	-3,001	0
96100 St. Pauls Catholic Primary School	-10,366	0	0	0	-10,366	0
96300 Stockcross Church of England Primary School	0	0	5,629	749	5,629	749
96400 Streatley Church of England Voluntary Controlled Primary School	0	0	0	0	0	0
96500 Sulhamstead and Ufton Nervet Church of England Voluntary Aided F	0	0	0	0	0	0
99700 Thatcham Park Church of England Primary School	0	0	9,612	0	9,612	0
96600 Theale Church of England Primary School	0	0	0	0	0	0
96700 Welford and Wickham Church of England Primary School	0	0	15,289	11,104	15,289	11,104
96800 Westwood Farm Infant School	0	0	0	0	0	0
96900 Westwood Farm Junior School	0	0	0	0	0	0
97000 Whitelands Park Primary School	-17,248	0	0	0	-17,248	0
98700 The Willows Primary School	-25,773	-5,132	0	0	-25,773	-5,132
99400 The Winchcombe School	0	0	103,019	87,475	103,019	87,475
97300 Woolhampton Church of England Primary School	0	0	0	0	0	0
97400 Yattendon Church of England Primary School	0	0	23,752	19,654	23,752	19,654
98900 Denefield School	-28,553	0	0	0	-28,553	0
98800 The Downs School	0	0	5,368	0	5,368	0
99000 John O'Gaunt School	0	0	70,541	42,103	70,541	42,103
99100 Kennet School	0	0	0	0	0	0
99200 Little Heath School	0	0	0	0	0	0
99300 Park House School	0	0	0	0	0	0
99800 St. Bartholomew's School	0	0	0	0	0	0
99500 Theale Green School	0	0	0	0	0	0
99900 Trinity School	0	0	0	0	0	0
99600 The Willink School	0	0	0	0	0	0
<b>PRIMARY TOTAL</b>	<b>-201,082</b>	<b>-52,258</b>	<b>487,523</b>	<b>358,948</b>	<b>286,442</b>	<b>306,690</b>
<b>SECONDARY TOTAL</b>	<b>-28,553</b>	<b>0</b>	<b>75,909</b>	<b>42,103</b>	<b>47,356</b>	<b>42,103</b>
<b>TOTAL ALL SCHOOLS</b>	<b>-229,634</b>	<b>-52,258</b>	<b>563,432</b>	<b>401,051</b>	<b>333,798</b>	<b>348,793</b>

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## West Berkshire School Formula 2014/15 and 2015/16 Proposal

	2014/15 Final Formula			2015/16 Proposed Formula			Notes
	Rate £	Units	Actual Total Funding £	Rate £	Units	Actual Total Funding £	
<b>PUPIL LED FACTORS</b>							
<b>BASIC ENTITLEMENT (AWPU)</b>							
Primary	2,919	12,600	36,779,400	2,919	12,600	36,779,400	national average £2,962
Secondary KS3	4,346	5,439	23,637,894	4,346	5,439	23,637,894	national average £4,089
Secondary KS4	4,346	3,807	16,545,222	4,346	3,807	16,545,222	national average £4,619
percent of funding through basic entitlement		82%			81%		national average 76%
<b>PRIOR ATTAINMENT</b>							
Primary Prior Attainment	284	2,710	769,563	284	2,710	769,563	
Secondary Prior Attainment	1,125	2,063	2,320,785	1,125	2,063	2,320,785	
percent of funding allocated		3.27%			3.27%		
<b>DEPRIVATION</b>							
Primary FSM EVER 6	875	1,744	1,526,385	875	1,744	1,526,385	
Primary IDACI Band 1	40	369	14,749	40	369	14,749	
Primary IDACI Band 2	120	765	91,746	120	765	91,746	
Primary IDACI Band 3	240	489	117,247	240	489	117,247	
Primary IDACI Band 4	240	84	20,184	240	84	20,184	
Primary IDACI Band 5	240	7	1,675	240	7	1,675	
Primary IDACI Band 6	240	0	0	240	0	0	
Secondary FSM EVER 6	670	1,503	1,006,762	670	1,503	1,006,762	
Secondary IDACI Band 1	60	336	20,167	60	336	20,167	
Secondary IDACI Band 2	180	531	95,647	180	531	95,647	
Secondary IDACI Band 3	360	562	202,187	360	562	202,187	
Secondary IDACI Band 4	360	34	12,208	360	34	12,208	
Secondary IDACI Band 5	360	8	2,862	360	8	2,862	
Secondary IDACI Band 6	360	1	360	360	1	360	
total deprivation funding per fsm pupil	958			958			
percent of funding allocated		3.30%			3.29%		
<b>ENGLISH as an ADDITIONAL LANGUAGE</b>							
Primary EAL 3	345	559	192,869	345	559	192,869	
Secondary EAL 3	345	79	27,303	345	79	27,303	
<b>LOOKED AFTER CHILDREN</b>							
	not used			not used			
<b>MOBILITY</b>							
	not used			not used			
<b>Total funding through pupil led factors</b>		88.35%			88.13%		national average 89.87%
<b>OTHER FACTORS</b>							
<b>RATES</b>							
Primary		Actual	630,769		Actual	648,463	
Secondary		Actual	322,950		Actual	330,486	
<b>LUMP SUM</b>							
Primary	126,400	66	8,342,400	126,400	66	8,342,400	national average £127,460
Secondary	126,400	10	1,264,000	126,400	10	1,264,000	national average £136,850
percent of funding allocated		10.18%			10.15%		
<b>SPARSITY</b>							
Primary	100,000	0	0	100,000	8	243,333	£100k tapered, 1.5 miles, 90 pupils
Secondary	100,000	1	100,000	300,000	1	112,000	£300k tapered, 5 miles, 600 pupils
<b>SPLIT SITE</b>							
	not used			not used			
<b>SIXTH FORM</b>							
	not used			not used			
<b>EXCEPTIONAL PREMISES FACTORS</b>							
	not used			subject to consultation			
<b>MFG/CAP</b>							
	(cap @ 2.4%)			(no cap)			
Primary	286,442			258,279			
Secondary	47,356		333,798	30,283		288,562	
<b>TOTAL ALLOCATION</b>			<b>94,379,132</b>			<b>94,614,459</b>	
PRIMARY	12,600		48,773,430	12,600		49,006,294	
SECONDARY	9,246		45,605,702	9,246		45,608,165	
Secondary:Primary Ratio			1.27			1.27	national average 1.29
Notional SEN Budget %			4.90%			4.90%	national average 9.2%
<b>AVAILABLE FUNDING:</b>							
Guaranteed Unit of Funding	4,359			4,372			based on 2012 exemplification
Pupil Numbers	21,849			21,849			
Total DSG			95,239,791			95,523,828	
Add funding for NQT's			33,115			33,115	
Less Carbon Reduction			-123,140			-123,140	
Less Centrally Retained			-913,090			-797,410	14/15 includes c/f from 13/14 PSIFD
Less Overspend from previous year			-23,050			-165,506	
<b>Total DSG Available</b>			<b>94,213,626</b>			<b>94,470,887</b>	
<b>Balance</b>			<b>-165,506</b>			<b>-143,571</b>	planned o/spend in 14/15 agreed SF 9/6/14

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## SUMMARY DATA - 2015/16 Budget Allocations Compared to 2014/15 (Same pupil numbers) 2015/16 Exemplification using 2014/15 Pupil Numbers and Data

Cost Centre	SCHOOL	2014/15 ACTUAL FORMULA (prior to MFG/Capping)			2015/16 FORMULA (prior to MFG/Capping)			Change Before MFG	MFG / (CAP)			Overall Change (inc. Protection)
		Formula Budget	Pupil No's (Oct 2013)	Per Pupil Funding	Formula Budget	Pupil No's (Oct 2013)	Per Pupil Funding		2014/15	2015/16	Change	
95200	Shefford Church of England Primary School	205,080	23	8,916.52	279,524	23	12,153.24	74,444	13,304	-47,274	-60,578	13,866
95600	Chaddleworth St. Andrew's Church of England Primary School	204,979	23	8,912.12	204,979	23	8,912.12	0	-11	0	11	11
91700	Brimpton Church of England Primary School	254,612	41	6,210.06	309,057	41	7,537.97	54,444	20,814	0	-20,814	33,631
91300	Beedon Church of England Controlled Primary School	261,712	41	6,383.23	316,157	41	7,711.14	54,444	10,892	0	-10,892	43,553
92800	Enborne Church of England Primary School	306,896	58	5,291.32	306,896	58	5,291.32	0	-2,852	0	2,852	2,852
92700	The Ilsleys' Primary School	305,406	58	5,265.62	340,962	58	5,878.65	35,556	152	0	-152	35,404
94900	Purley Church of England Infants School	342,195	69	4,959.35	342,195	69	4,959.35	0	-2,304	0	2,304	2,304
93800	Inkpen Primary School	375,072	79	4,747.74	387,294	79	4,902.46	12,222	5,811	0	-5,811	6,412
97400	Yattendon Church of England Primary School	377,106	82	4,598.85	385,995	82	4,707.25	8,889	23,752	10,899	-12,854	-3,965
95100	Shaw-cum-Donnington Church of England Primary School	401,127	84	4,775.32	401,127	84	4,775.32	0	48,181	43,407	-4,774	-4,774
96700	Welford and Wickham Church of England Primary School	395,161	87	4,542.08	398,494	87	4,580.39	3,333	15,289	7,821	-7,468	-4,135
91400	Beenham Primary School	426,022	94	4,532.15	426,022	94	4,532.15	0	0	0	0	0
96400	Streatley Church of England Voluntary Controlled Primary School	419,076	95	4,411.33	419,076	95	4,411.33	0	0	0	0	0
97300	Woolhampton Church of England Primary School	431,463	98	4,402.68	431,463	98	4,402.68	0	0	0	0	0
93500	Hampstead Norreys Church of England Primary School	441,689	101	4,373.16	441,689	101	4,373.16	0	2,425	0	-2,425	-2,425
92300	Curridge Primary School	431,815	101	4,275.40	431,815	101	4,275.40	0	-2,033	0	2,033	2,033
91600	Brightwalton Church of England Aided Primary School	437,168	103	4,244.35	437,168	103	4,244.35	0	0	0	0	0
96500	Sulhamstead and Ufton Nervet Church of England Voluntary Controlled Primary School	441,168	104	4,242.00	441,168	104	4,242.00	0	0	0	0	0
96300	Stockcross Church of England Primary School	446,831	107	4,175.99	446,831	107	4,175.99	0	5,629	749	-4,880	-4,880
92900	Englefield Church of England Primary School	456,326	109	4,186.47	456,326	109	4,186.47	0	4,188	0	-4,188	-4,188
91800	Bucklebury Church of England Primary School	519,086	126	4,119.73	519,086	126	4,119.73	0	-2,507	0	2,507	2,507
91100	Basildon Church of England Primary School	555,464	138	4,025.10	555,464	138	4,025.10	0	0	0	0	0
92200	Compton Church of England Primary School	582,407	145	4,016.60	582,407	145	4,016.60	0	6,496	0	-6,496	-6,496
94200	Kintbury St. Mary's Church of England Primary School	614,843	154	3,992.49	614,843	154	3,992.49	0	42,565	34,786	-7,779	-7,779
91500	Bradfield Church of England Primary School	610,662	157	3,889.57	610,662	157	3,889.57	0	0	0	0	0
93100	Fir Tree Primary School & Nursery	738,463	169	4,369.60	738,463	169	4,369.60	0	0	0	0	0
96800	Westwood Farm Infant School	659,402	169	3,901.79	659,402	169	3,901.79	0	0	0	0	0
95800	Mortimer St. Johns Church of England Infant School	658,725	169	3,897.78	658,725	169	3,897.78	0	-2,908	0	2,908	2,908
94500	Mrs. Bland's Infant & Nursery School	684,217	172	3,978.01	684,217	172	3,978.01	0	0	0	0	0
91000	Aldermaston Church of England Primary School	694,667	177	3,924.67	694,667	177	3,924.67	0	0	0	0	0
97700	St. John the Evangelist Infant & Nursery School	684,291	178	3,844.33	684,291	178	3,844.33	0	0	0	0	0
95900	Cold Ash St. Mark's Church of England Primary School	683,457	183	3,734.74	683,457	183	3,734.74	0	0	0	0	0
92400	Chieveley Primary School	711,113	186	3,823.19	711,113	186	3,823.19	0	0	0	0	0
94600	Pangbourne Primary School	722,578	188	3,843.50	722,578	188	3,843.50	0	0	0	0	0
94300	Lambour Church of England Primary School	755,555	189	3,997.65	755,555	189	3,997.65	0	0	0	0	0
95700	St. Finian's Catholic Primary School	709,089	190	3,732.05	709,089	190	3,732.05	0	-16,347	0	16,347	16,347
93400	Garland Junior School	755,735	191	3,956.73	755,735	191	3,956.73	0	-1,927	0	1,927	1,927
91900	Burghfield St. Mary's Church of England Primary School	718,701	194	3,704.64	718,701	194	3,704.64	0	-1,218	0	1,218	1,218
94100	Kennet Valley Primary School	772,130	195	3,959.64	772,130	195	3,959.64	0	0	0	0	0
93600	Hermitage Primary School	761,171	202	3,768.17	761,171	202	3,768.17	0	0	0	0	0
97800	St. Joseph's Catholic Primary School	779,275	205	3,801.34	779,275	205	3,801.34	0	-14,739	0	14,739	14,739
92500	Downsway Primary School	787,324	211	3,731.40	787,324	211	3,731.40	0	0	0	0	0
95000	Robert Sandilands Primary School & Nursery	835,615	213	3,923.08	835,615	213	3,923.08	0	424	0	-424	-424
96900	Westwood Farm Junior School	810,228	219	3,699.67	810,228	219	3,699.67	0	0	0	0	0
92100	Calcot Junior School	887,355	228	3,891.91	887,355	228	3,891.91	0	-60,195	0	60,195	60,195
97500	Mortimer St. Mary's Church of England Junior School	824,131	230	3,583.18	824,131	230	3,583.18	0	0	0	0	0
92000	Calcot Infant School & Nursery	914,910	231	3,960.65	914,910	231	3,960.65	0	-18,713	0	18,713	18,713
93900	John Rankin Infant & Nursery School	850,338	232	3,665.25	850,338	232	3,665.25	0	-7,890	0	7,890	7,890
96600	Theale Church of England Primary School	860,032	232	3,707.04	860,032	232	3,707.04	0	0	0	0	0
94000	John Rankin Junior School	871,594	236	3,693.20	871,594	236	3,693.20	0	-11,051	0	11,051	11,051
98700	The Willows Primary School	1,029,293	251	4,100.77	1,029,293	251	4,100.77	0	-25,773	0	25,773	25,773
94700	Parsons Down Infant School	929,297	251	3,702.38	929,297	251	3,702.38	0	5,196	0	-5,196	-5,196
96200	St. Nicolas Church of England Junior School	931,627	253	3,682.32	931,627	253	3,682.32	0	-3,001	0	3,001	3,001
95300	Speenhamland Primary School	988,701	261	3,788.13	988,701	261	3,788.13	0	0	0	0	0
94400	Long Lane Primary School	942,216	263	3,582.57	942,216	263	3,582.57	0	0	0	0	0
99400	The Wincombe School	1,086,851	275	3,952.19	1,086,851	275	3,952.19	0	103,019	87,475	-15,544	-15,544
95400	Springfield Primary School	1,028,763	289	3,559.73	1,028,763	289	3,559.73	0	2,230	0	-2,230	-2,230
94800	Parsons Down Junior School	1,065,084	290	3,672.70	1,065,084	290	3,672.70	0	0	0	0	0
97000	Whitelands Park Primary School	1,160,576	314	3,696.10	1,160,576	314	3,696.10	0	-17,248	0	17,248	17,248
96100	St. Pauls Catholic Primary School	1,165,135	330	3,530.71	1,165,135	330	3,530.71	0	-10,366	0	10,366	10,366
95500	Spurcroft Primary School	1,326,396	373	3,556.02	1,326,396	373	3,556.02	0	0	0	0	0
99700	Thatcham Park Church of England Primary School	1,352,792	382	3,541.34	1,352,792	382	3,541.34	0	9,612	0	-9,612	-9,612
93700	Hungerford Primary School	1,436,849	409	3,513.08	1,436,849	409	3,513.08	0	0	0	0	0
91200	Birch Copse Primary School	1,423,192	417	3,412.93	1,423,192	417	3,412.93	0	0	0	0	0
93000	Falkland Primary School	1,484,878	448	3,314.46	1,484,878	448	3,314.46	0	50,913	29,973	-20,940	-20,940
93200	Francis Baily Primary School	1,779,572	528	3,370.40	1,779,572	528	3,370.40	0	116,631	90,443	-26,187	-26,187
99000	John O'Gaunt Community Technology College	2,123,568	376	5,647.79	2,135,568	376	5,679.70	12,000	70,541	30,283	-40,258	-28,258
99900	Trinity School & Performing Arts College	3,706,085	700	5,294.41	3,706,085	700	5,294.41	0	0	0	0	0
99300	Park House School	3,864,928	773	4,999.91	3,864,928	773	4,999.91	0	0	0	0	0
99600	The Willink School	3,999,724	821	4,871.77	3,999,724	821	4,871.77	0	0	0	0	0
98900	Denefield School	4,310,226	848	5,082.81	4,310,226	848	5,082.81	0	-28,553	0	28,553	28,553
99500	Theale Green Community School	4,423,358	899	4,920.31	4,423,358	899	4,920.31	0	0	0	0	0
98800	The Downs School	4,279,409	901	4,749.62	4,279,409	901	4,749.62	0	5,368	0	-5,368	-5,368
99800	St. Bartholomew's School	5,896,016	1,239	4,758.69	5,896,016	1,239	4,758.69	0	0	0	0	0
99200	Little Heath School	6,190,421	1,296	4,776.56	6,190,421	1,296	4,776.56	0	0	0	0	0
99100	Kennet School	6,772,142	1,393	4,861.55	6,772,142	1,393	4,861.55	0	0	0	0	0
	<b>PRIMARY TOTAL</b>	<b>48,504,684</b>	<b>12,600</b>	<b>3,850</b>	<b>48,748,017</b>	<b>12,600</b>	<b>3,869</b>	<b>243,333</b>	<b>286,442</b>	<b>258,279</b>	<b>-28,163</b>	<b>215,171</b>
	<b>SECONDARY TOTAL</b>	<b>45,565,878</b>	<b>9,246</b>	<b>4,928</b>	<b>45,577,878</b>	<b>9,246</b>	<b>4,929</b>	<b>12,000</b>	<b>47,356</b>	<b>30,283</b>	<b>-17,073</b>	<b>-5,073</b>
	<b>TOTAL ALL SCHOOLS</b>	<b>94,070,562</b>	<b>21,846</b>		<b>94,325,895</b>	<b>21,846</b>		<b>255,333</b>	<b>333,798</b>	<b>288,562</b>	<b>-45,236</b>	<b>210,097</b>

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<b>West Berkshire Schools Forum</b>	
<b>Title of Report:</b>	<b>De-delegations 2015-16</b>
<b>Date of Meeting:</b>	<b>14th July 2014</b>
<b>Contact Officer(s)</b>	<b>Ian Pearson &amp; Shannon Coleman-Slaughter</b>
<b>For Decision</b>	

## 1. Introduction

- 1.1 A number of services which with approval from the School's Forum were centrally provided in financial year 14-15 through the pooling of delegations for maintained schools require review to determine if the pooled arrangements will continue for financial year 15-16. The Primary and Secondary school representatives on the Schools' Forum are required to make this decision for their own phase.
- 1.2 **Appendix A** provides the detail of the likely amounts that will be delegated for each service. If the School's Forum decides to pool some of these services, funding from the maintained schools will be returned to the Local Authority (de delegated) and they will continue to be centrally retained. Academies may be able to choose to buy into such services subject to service provider agreement.
- 1.3 Suggested methods of delegation are on a per pupil basis, ethnic minority support to be based on the number of EAL pupils in their first, second or third year at school (data provided by the DfE).

## 2. Pooling of Services

- 2.1 The services where maintained schools have the option to pool back the funding to continue to be centrally provided on the basis of economies of scale or pooled risk are detailed below.
- a) Behavioural Support **Appendix B**  
Includes support for class teachers for individual pupils or groups, and training.  
Primary Schools: Pool  
Secondary Schools: Pool
  - b) Ethnic Minority Support **Appendix C**  
Includes assessment, advice, and support for pupils who speak English as an additional language and those pupils with Gypsy, Roma and Traveller heritage.  
Primary Schools: Pool  
Secondary Schools: Pool
  - c) Trade Union local representation  
This pays for release of staff as TU representatives, including provision of advice to individual members.  
Primary Schools: Undecided, further information requested.  
Secondary Schools: No decision.
  - d) Contingency for schools in financial difficulty  
The provision of financial support to schools over and above their formula funding.

Primary Schools: Pool.

**Action:**

**In respect of pooling Behavioural Support, Ethnic Minority, Trade Union and School's in Financial Difficulty (contingency), Schools Forum to decide whether to pool delegations for financial year 2015-16.**

**Appendices**

Appendix A – provides an indication of the likely delegations

Appendix B – Behaviour Support Services Proposal 2015-16

Appendix C – Ethnic Minority and Travellers Service Proposal 2015-16

Appendix D – Trade Union Representation Proposal 2015 - 16

## Appendix A: Proposed De-delegations 2015/16

Cost Centre	School	Delegations to Schools from April 2015								
		Data		Behaviour Support	Ethnic Minority Support	Trade Union Representation	Contingency Financial diff	TOTAL		
		Pupil No's	EAL Pupils	Pupils	Primary £:	Pupil No's	Pupil No's			
				Sec'y £:	Total £:	£15.21	£644.77	£3.12	£9.53	
				£8.08	£1,919.71	£5.30	£9.53			
				£23.29	£2,564.48	£8.43	£19.06			
91000	Aldermaston Church of England Primary School	177	7			2,691	4,513	552	1,687	9,444
91100	Basildon Church of England Primary School	138	0			2,098	0	431	1,315	3,844
91300	Beedon Church of England Controlled Primary School	41	0			623	0	128	391	1,142
91400	Beenham Primary School	94	2			1,429	1,290	293	896	3,908
91200	Birch Copse Primary School	417	2			6,341	1,290	1,302	3,974	12,900
91500	Bradfield Church of England Primary School	157	0			2,387	0	490	1,496	4,374
91600	Brighton Church of England Aided Primary School	103	0			1,566	0	322	982	2,869
91700	Brimpton Church of England Primary School	41	2			623	1,290	128	391	2,432
91800	Bucklebury Church of England Primary School	126	0			1,916	0	393	1,201	3,510
91900	Burghfield St. Mary's Church of England Primary School	194	1			2,950	645	606	1,849	6,049
92000	Calcot Infant School & Nursery	231	13			3,513	8,382	721	2,201	14,817
92100	Calcot Junior School	228	4			3,467	2,579	712	2,173	8,931
95600	Chaddleworth St. Andrew's Church of England Primary School	23	0			350	0	72	219	641
92400	Chieveley Primary School	186	3			2,828	1,934	581	1,773	7,116
95900	Cold Ash St. Mark's Church of England Primary School	183	1			2,783	645	571	1,744	5,743
92200	Compton Church of England Primary School	145	0			2,205	0	453	1,382	4,039
92300	Curridge Primary School	101	1			1,536	645	315	963	3,458
92500	Dorchester Primary School	211	2			3,208	1,290	659	2,011	7,167
92800	Enborne Church of England Primary School	58	1			882	645	181	553	2,260
92900	Englefield Church of England Primary School	109	1			1,657	645	340	1,039	3,681
93000	Falkland Primary School	448	5			6,812	3,224	1,398	4,269	15,704
93200	Francis Baily Primary School	528	11			8,029	7,092	1,648	5,032	21,801
93400	Garland Junior School	191	1			2,904	645	596	1,820	5,966
93500	Hampstead Norreys Church of England Primary School	101	1			1,536	645	315	963	3,458
93600	Hermitage Primary School	202	1			3,072	645	631	1,925	6,272
93700	Hungerford Primary School	409	4			6,219	2,579	1,277	3,898	13,973
92700	The Isleys' Primary School	58	0			882	0	181	553	1,616
93800	Inkpen Primary School	79	0			1,201	0	247	753	2,201
93900	John Rankin Infant & Nursery School	232	8			3,528	5,158	724	2,211	11,621
94000	John Rankin Junior School	236	4			3,589	2,579	737	2,249	9,153
94100	Kennet Valley Primary School	195	22			2,965	14,185	609	1,858	19,617
94200	Kintbury St. Mary's Church of England Primary School	154	1			2,342	645	481	1,468	4,935
94300	Lambourn Church of England Primary School	189	13			2,874	8,382	590	1,801	13,647
94400	Long Lane Primary School	263	10			3,999	6,448	821	2,506	13,774
95800	Mortimer St. Johns Church of England Infant School	169	8			2,570	5,158	528	1,611	9,866
97500	Mortimer St. Mary's Church of England Junior School	230	0			3,497	0	718	2,192	6,407
94500	Mrs. Bland's Infant & Nursery School	172	7			2,615	4,513	537	1,639	9,305
94600	Pangbourne Primary School	188	1			2,859	645	587	1,792	5,882
94700	Parsons Down Infant School	251	18			3,817	11,606	783	2,392	18,598
94800	Parsons Down Junior School	290	1			4,410	645	905	2,764	8,723
94900	Purley Church of England Infants School	69	3			1,049	1,934	215	658	3,856
95000	Robert Sandlands Primary School & Nursery	213	8			3,239	5,158	665	2,030	11,092
95100	Shaw-cum-Donnington Church of England Primary School	84	1			1,277	645	262	801	2,985
95200	Shefford Church of England Primary School	23	0			350	0	72	219	641
95300	Speenhamland Primary School	261	18			3,969	11,606	815	2,487	18,877
95400	Springfield Primary School	289	5			4,395	3,224	902	2,754	11,275
95500	Spurcroft Primary School	373	9			5,672	5,803	1,164	3,555	16,194
95700	St. Finian's Catholic Primary School	190	8			2,889	5,158	593	1,811	10,451
97700	St. John the Evangelist Infant & Nursery School	178	13			2,707	8,382	556	1,696	13,341
97800	St. Joseph's Catholic Primary School	205	18			3,117	11,606	640	1,954	17,317
96200	St. Nicolas Church of England Junior School	253	1			3,847	645	790	2,411	7,693
96100	St. Pauls Catholic Primary School	330	40			5,018	25,791	1,030	3,145	34,984
96300	Stockcross Church of England Primary School	107	1			1,627	645	334	1,020	3,626
96400	Streatley Church of England Voluntary Controlled Primary School	95	0			1,445	0	297	905	2,646
96500	Sulhamstead and Upton Nervet Church of England Voluntary Controlled Primary School	104	1			1,581	645	325	991	3,542
99700	Thatcham Park Church of England Primary School	382	6			5,809	3,869	1,192	3,640	14,510
96600	Theale Church of England Primary School	232	6			3,528	3,869	724	2,211	10,332
96700	Welford and Wickham Church of England Primary School	87	2			1,323	1,290	272	829	3,713
96800	Westwood Farm Infant School	169	7			2,570	4,513	528	1,611	9,221
96900	Westwood Farm Junior School	219	3			3,330	1,934	684	2,087	8,035
98700	The Willow's Primary School	251	15			3,817	9,672	783	2,392	16,664
99400	The Winchcombe School	275	22			4,182	14,185	858	2,621	21,846
97300	Woolhampton Church of England Primary School	98	1			1,490	645	306	934	3,375
97400	Yattendon Church of England Primary School	82	2			1,247	1,290	256	781	3,574

98800	The Downs School	901	0		7,283	0	4,779	8,587	20,648
99000	John O'Gaunt Community Technology College	376	0		3,039	0	1,994	3,583	8,617
99200	Little Heath School	1,296	6		10,475	11,518	6,874	12,351	41,219
99600	The Willink School	821	5		6,636	9,599	4,355	7,824	28,413
98900	Denefield School	848	5		6,854	9,599	4,498	8,081	29,032
93100	Fir Tree Primary School & Nursery	169	10		2,570	6,448	528	1,611	11,156
99100	Kennet School	1,393	5		11,259	9,599	7,389	13,275	41,522
99300	Park House School	773	15		6,248	28,796	4,100	7,367	46,510
99800	St. Bartholomew's School	1,239	14		10,015	26,876	6,572	11,808	55,270
99500	Theale Green Community School	899	6		7,267	11,518	4,768	8,567	32,121
99900	Trinity School & Performing Arts College	700	14		5,658	26,876	3,713	6,671	42,918
97000	Whitelands Park Primary School	314	7		4,775	4,513	980	2,992	13,261
<b>PRIMARY TOTAL</b>		<b>12,117</b>	<b>346</b>		<b>184,250</b>	<b>223,091</b>	<b>37,822</b>	<b>115,475</b>	<b>560,638</b>
<b>SECONDARY TOTAL</b>		<b>3,394</b>	<b>11</b>		<b>27,433</b>	<b>21,117</b>	<b>18,002</b>	<b>32,345</b>	<b>98,897</b>
<b>ACADEMY TOTAL</b>		<b>6,335</b>	<b>69</b>		<b>54,645</b>	<b>124,224</b>	<b>32,547</b>	<b>60,373</b>	<b>271,789</b>
<b>TOTAL ALL SCHOOLS</b>		<b>21,846</b>	<b>426</b>		<b>266,329</b>	<b>368,431</b>	<b>88,371</b>	<b>208,192</b>	<b>931,323</b>

Appendix B:

<b>Title of Report:</b>	<b>Behaviour Support Pooled Budget Proposal Financial Year 15-16</b>
<b>Contact Officer(s)</b>	<b>Cathy Burnham</b>

### 1. Background

1.1 From financial year 12-13, Behaviour Support Services have been subject to annual agreement to pool funding for both primary and secondary schools.

1.2 This report sets out the details of the work undertaken by the Behaviour Support Team and the budget requirement for the service in financial year 15-16.

### 2. The Behaviour Support Team

**Primary:** Penny Tripp 0.5fte  
 Janet Norbury 0.5fte  
 Angela Brand 0.5fte

**Secondary:** Dave Glare 0.5fte (retired April 2014)  
 0.1fte vacancy

**Manager:** Darren Suffolk 0.4fte

**Admin assistant:** Piyush Bharania 0.4fte

Temporary cover for the Secondary post has been arranged.

The cover teacher is required to undertake research on the factors affecting successful transition of BESD pupils from primary to secondary school, with analysis of those yr 7 & 8 pupils who were permanently excluded subsequently. This will inform good practice guidelines on transition of BESD pupils and alert schools and LA to gaps in provision.

### 3. Nature of Work Undertaken

3.1 The following table details the work undertaken by the Behaviour Support Service to support schools.

<b>Type of work (primary) delivered</b>
<b>Work with class teacher around an individual pupil</b>
<b>Work with teacher around a class or group</b>
<b>Whole school work</b>
<b>Attending network meetings</b>
<b>Training for whole school</b>
<b>Training for cluster of schools</b>
<b>Central training or conference</b>
<b>NQT training</b>
<b>Mid- day supervisor training</b>





- Making Lunchtimes Work
- Self Harm
- Peer mediation

#### **4. Summary**

The Behaviour Support Team offer experienced, evidence-based advice and support on a wide range of topics.

The number of requests for support and referrals are increasing.

A great deal of work continued this year supporting class teachers to develop effective behaviour strategies.

The majority of school Ofsted inspections report behaviour as good.

Head teachers say they particularly appreciate the open referral system that allows quick and easy access.

#### **5. Budget Requirement Financial Year 2015-16**

The 2015/16 anticipated budget requirement is £212k for maintained primary and secondary schools. This is broken down as follows:

Maintained Primary School Services £185Kk

Maintained Secondary School Services £27Kk.

## Appendix C:

<b>Title of Report:</b>	<b>Ethnic Minority &amp; Travellers Support Service (EMTAS) Budget Proposal 2015-16.</b>
<b>Contact Officer(s)</b>	<b>Maxine Slade</b>

### 1. Background

1.3 Since April 2012, the EMTAS service has been funded through a de-delegation process as agreed with the Heads Funding Group. Historically the Ethnic Minority Achievement Service was provided to West Berkshire Schools through a consortium arrangement hosted through Reading Borough Council and the Gypsy, Roma and Traveller Service was through a consortium hosted through Wokingham District Council. The EMA service was brought in house several years ago and the GRT service became a West Berkshire Service in 2009. All of the support for Black Minority Ethnic pupils and Gypsy Roma Traveller pupils is provided by the EMTAS Service.

### 2. The EMTAS Team

2.1 The current service is led by a Team Manager (0.8FTE). They are supported by a Learning Support Adviser (a qualified teacher) for 0.6 FTE. There are 5 part time Pupil Support Officers (Teaching Assistant level posts) who are employed for a total of 2.5FTE. The service has administrative support for 1 day per week.

2.2 The Team Manager is responsible for the day to day management of the service. This includes:

- Organisation of English language assessments of new arrivals and advanced bilingual speakers;
- Arranging advice and support for individual pupils including those with EaL and SEN and staff
- Arranging support for first language GCSE/AS/A2 papers;
- Arranging in- house school INSET linked to teaching and learning, equality and diversity and community cohesion;
- LA wide INSET around issues such as the Equality Act 2010.
- Leading training for teachers and teaching assistants on EaL/BME issues.
- Organisation of tailored packages of support to schools meet the needs of ethnic minority pupils, pupils who speak English as an additional language and those from Gypsy, Roma, Traveller heritage.
- Advice and guidance papers to schools.

2.3 The Learning Support Adviser is responsible for providing support to schools. This includes:

- Carrying out the English language assessments for new arrivals. West Berkshire assessment requests have remained steady at approximately 125 per academic year.

- Providing assessment reports with recommendations and guidance for classroom teachers.
- Tracking the attainment of GRT pupils termly.
- Support and guidance to schools with GRT pupils and managing the GRea121T project which trains teaching assistants to work on short term intensive programmes of learning to enable GRT pupils to narrow the gap in attainment with their peers.

2.4 The Pupil Support Officers all work in schools supporting individual and small groups of pupils.

- Support is provided for Polish, Spanish, Bengali, Hindi and a small group of Unaccompanied Asylum Seeking young people.
- Support is focused on helping pupils to access the curriculum and English acquisition which can include pre-teaching of concepts; support for written work; translations; support for external examinations.
- Support schools with parent meetings and have also enabled Common Assessment Forms/FSM letters to be completed by family members in first languages.
- The Pupil Support Officer for GRT pupils has a wider brief involving intensive liaison between families and staff as well as supporting pupils in schools. Work is focused on attendance, admissions, achievement and attainment.

### 3. Work Undertaken

#### 3.1 Number of EAL assessments completed in the last three years

In the academic year of 2011/12, 82 assessments were carried out in 53 primary schools, all of the secondary schools, both nurseries and both special schools. In 2012/13 135 assessments were carried out in 37 primary schools and 8 secondary schools. So far in the current academic year 2013/14 124 assessments have been carried out in 36 primary schools and 5 secondary schools. This number will continue to rise during the rest of the term to approximately 135 in line with figures for last year. The autumn term saw the highest number of new arrivals since the service provision came into West Berkshire with 86 new arrivals entering West Berkshire schools with English as an additional language in one term.

#### 3.2 Number of BME children supported by Pupil Support Officers (PSOs)

##### PSO (Bengali/Hindi)

11 pupils in the following schools this year:

The Winchcombe (1)	The Willows (4)
Victoria Park Nursery (4)	Compton School & Pre-school (1)
St. John the Evangelist (1)	

Schools have also received assistance with first language assessments, CAF completion, SEN issues and parental interviews in many other settings.

### PSO (Polish/Spanish)

22 pupils in the following schools have received Polish/Spanish bilingual PSO support in this academic year. (No. of pupils in brackets)

St. Nicolas (1)	St. Joseph's (1)
Long Lane Primary (2)	The Winchcombe (1)
Parsons Down Infant (1)	Kennet Valley (1)
Speenhamland (2)	John O'Gaunt (1)
Purley Infants (2)	Long Lane (2)
The Willows (5)	St. John the Evangelist (1)
Brookfields (1)	Calcot Infants (1)

EMTAS has provided support for 5 GCSE Polish examinations this year and 2 AS Levels at Kennet School, Trinity and The Downs. Little Heath has students who are confirmed to take the GCSE in 2015.

### PSO (UASC)

4 students from Eritrea, SE Asia and Albania who are all Looked After Children are being educated at Park House and St. Bart's. EMTAS provides academic and pastoral support in lessons and in tutor time. This PSO also attends Personal Education Planning meetings, liaising with SENCOs, Social Workers, Heads of Year, Connexions and LACES members.

### Summary of PSO work

Total number of schools receiving (or have received) bilingual or UASC PSO support: 21

### Number of TA funded hours given to schools hours

2011/12	2012/13	2013/14
660 hours  380 hours of TA funding for pupils moving from FS2 to Yr 1	735 hours  360 hours of TA funding for pupils moving from FS2 to Year 1	910 hours (£7289.10) EAL  255 hours (£2042) GRT  This figure is likely to rise further this term. It will also include further transition work from FS2 to Y1 which will be approximately 18 pupils with 360 hours of TA support (£2883)  Total 1525 hours (£12,215)

**Schools in receipt of GReaT 1 to 1 project funding during 2012/13** (hours included in the figures above)

Garland Junior	Hungerford
Aldermaston	Chaddleworth & Shefford
Mrs Bland's Infant	Whitelands Park
Mortimer St Mary Junior	The Willink

**3.3 Number of training sessions (both general and school specific)**

General courses

2011/12	2012/13	2013/14
New Arrivals with EAL	New Arrivals with EAL	New Arrivals with EAL
NQT	NQT	SCITT
Equality Act: Heads/SIAs	GTP	GTP
GTP	EY Quality team and preschool counsellors	Raising attainment EYFS children with EAL
Global education: Olympic Games		Equality Act briefings

School INSET

2011/12	2012/13	2013/14
Long Lane (9) TAs	Curridge (all staff)	Denefield EAL- 2 sessions (Teachers/TAs)
Lambourn (7) TAs	St Joseph's (all staff)	The Willows - 4 sessions (Teachers/TAs)
MSJ: group (7) TAs	The Willows (TAs)	Kennet Valley – GRT (teachers)
Winchcombe Foundation stage (6) EAL	Chieveley (TAs)	St. Joseph's - Advanced EAL learners (Teachers/TAs)
SUN School (6) GRT		Parsons Down Infants (TAs)
The Downs School GRT Q & A (16)		Thatcham Park (TAs)
Brookfields EAL & Diversity (48)		John Rankin Juniors (TAs)

St. Joseph's Teachers (12) EAL		
St. Joseph's TAs (10)		

### 3.4 Number of families supported by PSO (GRT)

Approximately 28 families 11/12 and 12/13 and work has continued this year with new families being ascribed to GRT status. As a result, the service has provided support for nearly 40 families. Transition support has been provided between schools and also when pupils have been transferring from out of West Berkshire into our schools. This work is 'in year' changes as well as end of Key Stage transitions. Children from Circus families have been supported in accessing education whilst in the LA

Number of families supported in Early Years settings or Children's Centres:  
Approx. 14 +

### 3.5 Number of schools supported with GRT pupils

(69 GRT pupils have been supported at some point over the last year. Many of the pupils/schools are receiving ongoing support from EMTAS )

Aldermaston	Sulhamstead and Ufton Nerve
Calcot Infants	Chaddleworth & Shefford
Garland Junior	Thatcham Park
Hermitage	Whitelands Park
Hungerford	The Castle
Kennet Valley	The Willink
Mortimer St Mary's Junior	Yattendon
Mortimer St John's Infants	Kennet
Mrs Bland's Infants	The Willows
John O'Gaunt	Francis Baily
Lambourn	Spurcroft

### 3.6 Total number of schools receiving (or have received) GRT, bilingual or UASC PSO support: 48 schools

### 3.7 Number of pupils who have attended the GRT off-site activities in the holidays

Adventure Dolphin Day 2013 – 24 GRT boys and girls from 8 years up to 16 yrs attended.

Oxenwood Day 2013 – 28 GRT boys and girls attended.

The activity days included children from both West Berkshire Traveller sites, plus housed Travellers and visiting families who were travelling and staying on the transit site. Some of the children's parents and grandparents attended which enabled the team to further develop positive relationships with the community.

### **3.8 Number of pupils attending the Autumn 2012 Michaelmas Fair School**

23 pupils over three days ranging from 4 to 14 years (including one child on the autistic spectrum and 2 profoundly deaf) attended the school and carried out a project on the local area alongside receiving support with their long distance learning packs. Feedback from parents and Northcroft Leisure Centre staff was 100% positive. The fair did not operate in 2013 but should be back for Autumn 2014. This is booked to be repeated using the facilities at Northcroft this autumn.

### **3.9 Number of sessions run by the Learning Bus**

11 sessions have been delivered from September 2013 to July 2014 on the Learning Bus that has been taken to one of the West Berkshire Traveller sites. These sessions have enabled Children's Centre staff, schools and other agencies to make contact with 'hard to reach' families through working alongside EMTAS. As a result of this work, more families have taken up early years provision and have developed better working relationships with local school staff. This is enabling parents to feel confident in approaching the schools and attending education drop in sessions etc.

## **4. Additional Requirement for Portuguese Support in Schools**

4.1 Portuguese has been in the top three languages of new arrivals to West Berkshire every year for the last six years. This year 13/14 it is the second most spoken language after Polish. Portuguese children underachieve nationally. Children start school later in Portugal and often arrive here into Yr 1, 2 and 3 with no formal schooling. Parents are generally (not always) in low paid, manual jobs and are working long hours. They are often living in over-crowded housing.

4.2 The children, families and schools would benefit from having a Portuguese PSO to provide support in class, raise attainment, develop English and liaise with parents. West Berkshire is providing this service to Polish children and Portuguese children should have the same equality of opportunity.

## **5. Financial Year 2015-16 Budget Requirement**

The 2015/16 anticipated delegations on a school by school basis using pupil EDL numbers are as follows:

Maintained Primary Schools £223k  
Maintained Secondary Schools £21k

The above figures are inclusive of provision of services to children with Roma, Gypsy and Traveller heritage.

## Appendix D:

<b>Title of Report:</b>	<b>Trade Union Facilities Budget</b> <ul style="list-style-type: none"><li>• <b>current position 2014/15</b></li><li>• <b>recommendation for 2015/16</b></li></ul>
<b>Contact Officer(s)</b>	<b>Robert O'Reilly (Head of HR)</b>

### 1. Background

- 1.1. West Berkshire Council has a school trade union facilities agreement which includes provision for compensating individual schools for release time for teacher trade union representatives they employ. Compensation is paid from the dedicated schools grant (DSG).
- 1.2. Union representatives attend joint consultation meetings with the authority and meetings with head teachers and HR on a variety of employee relations matters. The latter includes TUPE consultation meetings where schools converted to academy status; consultation on reorganisations of teaching and support staff (note: NASUWT and ATL represent non teaching staff; NUT only represents teachers); disciplinary issues; grievances; ill health cases; capability cases; and settlement agreements.
- 1.3. If there was no centrally funded facilities agreement at local authority level, schools, HR and union members would need to rely on full time (regional) officials of the relevant unions for consultation and representation purposes.
- 1.4. The Schools Forum oversees spending on the DSG and must make an annual determination whether to pool the budgets for primary and secondary schools to continue to provide a central fund for compensating employer schools for releasing trade union representatives for official duties.
- 1.5. It should be noted that the Department for Education (DfE) has recently published [non-statutory guidance on facilities time in schools](#). This guidance expects clear accountability for time spent on TU duties; an evaluation of value for money; that TU reps should be practicing teachers who spend at least 50% of their time in the classroom; and that it should be possible for union reps to fulfil their main union duties in one day a week or less.
- 1.6. The current position in 2014/15 is that two of the union representatives (NUT and ATL) spend 100% of their contracted time on trade union duties, having retired from full time teaching.



1.7. Currently some academies are using their allocation for trade union facilities time to set up school based consultative arrangements, rather than 'buying in' to local authority arrangements. This might be the preferred model for all secondary schools in the future with de-delegation and funding of release time for representatives to undertake union duties in another WBC school to be confined to the Primary sector.

## **2. Payments for Trade Union Time Financial Year 2015/16**

2.1. The current formula for allocating funding to compensate schools who release trade union representatives to carry out their union duties does so on the basis of the actual salary of the representative. Application of this formula led to an overspend in 2013/14 of 25% against the budget allocated by the Schools' Forum for the year. The allocation of funding for 2014/15, to avoid further overspend, is the subject of ongoing discussion with the trade unions.

2.2. It is proposed to change the formula for allocating compensation costs to schools which employ trade union representatives. This will be the subject of consultation with the trade unions before final agreement.

2.3. For information, the proposed formula is as follows;

- *Schools should be reimbursed at the rate of the cost of a supply teacher for the release time required for teachers to attend to official trade union business.*
- *A flat rate of 5 supply days should be allocated per union to cover work such as attendance at joint consultation meetings of the Council.*
- *34 supply days should be allocated for the national role undertaken by the NASUWT representative (one day per week for 34 weeks). This will be removed from the formula if the current representative ceases to hold the national role.*
- *Additional supply days should be allocated per union member at the rate of 0.08 days per member.*

2.4. In 2015/16 this formula results in an overall allocation of the equivalent of one full time equivalent supply teacher. If membership numbers change from year to year, the overall budget requirement will change. If the NASUWT representative ceases his national role, this will reduce the overall allocation required and reduce the budget requirement.

2.5. The modelled budget requirement for financial year 2015/16 based on schools being reimbursed at the rate of a standard supply teacher using the proposed formula is as follows:

- Maintained Primary Schools budget requirement financial year 2015-16  
**£38k**
- Maintained Secondary Schools budget requirement financial year 2015-16  
**£18k**

### 3. Decisions for the Schools' Forum

3.1. The Forum should determine whether to pool the de-delegated budgets to provide a central fund for trade union facilities for teachers for 2015/16 for;

3.1.1. Maintained Primary schools; and

3.1.2. Maintained Secondary schools.

It should be noted that if a decision is been made to discontinue pooling arrangements, it would be almost impossible to reverse that decision at a later date. Therefore the Forum needs to be aware that a decision to cease pooling arrangements for this budget would effectively be permanent.

# Agenda Item 10

## West Berkshire Schools' Forum

<b>Title of Report:</b>	<b>ASD Resourced Provision Development</b>
<b>Date of Meeting:</b>	<b>14<sup>th</sup> July 2014</b>
<b>Contact Officer(s)</b>	<b>Jane Seymour / Rhian Ireland</b>

### For Decision

#### 1. Background

- 1.1 The Local Authority maintains nine resourced units attached to mainstream schools for pupils with a range of types of special educational need. There are secondary resourced units for Autistic Spectrum Disorder, Hearing Impairment, Physical Difficulties and Specific Literacy Difficulties. There are primary resourced units for Autistic Spectrum Disorder, Hearing Impairment, Physical Difficulties and Speech and Language Difficulties.
- 1.2 Of the two resourced units for pupils with ASD, one is a 15 place resource for secondary aged pupils at Theale Green School and the other a 10 place resource for primary aged pupils at Theale CE Primary School. These were opened in September 2005.
- 1.3 The incidence of ASD in West Berkshire is rising. This is in line with the national picture.

Year	Number of pupils in mainstream schools in West Berkshire (pupils known to ASD Advisory Teachers)
September 2005	100
September 2009	260
September 2011	350
January 2013	458
June 2014	530

- 1.4 The majority of children with ASD can have their needs met in their local mainstream school. However, a small but significant group have such significant difficulties that they require the intensive support which is provided in a specialist ASD Resource. The Theale Primary and Theale Green ASD resources are now at capacity so places only become available when a child leaves the school at Year 6 or Year 11 / Year 13. This does not provide enough capacity for children needing places in a specialist ASD Resource and we are now having to place children in independent / non maintained special schools. This can cost in excess of £60,000 per place per annum.
- 1.5 An additional 10 place primary ASD Resource and an additional 15 place secondary ASD Resource are therefore needed. A report has been taken to West Berkshire Elected Members who have agreed in principle that this additional provision is needed. Consultation has taken place with schools, parents and relevant voluntary groups and there is general support for the proposal to create these facilities.
- 1.6 Discussions about this proposed development are at an early stage with a secondary school and it is expected that discussions with a primary school will take place later in the Summer Term or early Autumn Term.
- 1.7 The earliest the new ASD Resources could open would be September 2015, subject to schools being identified and accommodation being ready in time (although this could be temporary accommodation in the short term).

## **2. Cost of proposed developments**

- 2.1 Capital has been identified in the capital programme to provide the necessary accommodation for the resources. For the Primary resource, £341,624 has been identified and for the Secondary resource, £482,500.
- 2.2 Revenue costs would need to be met from the High Needs Block in 2015-16 and on an ongoing basis. Assuming the units are full and the top up costs average out at ASD level 2, the annual revenue cost is estimated to be £264k for the primary resource and £359k for the secondary resource in 2015/16, reducing to £164k and £209k respectively in 2016/17 (assuming the system of the DfE funding actual places retrospectively is in place).
- 2.3 This provision will reduce pressure on the High Needs Block in the longer term as the unit cost of a place in an ASD Resource is significantly lower than the cost of a placement in a specialist independent or non maintained ASD school.

## **3. Recommendations**

3.1 The Schools Forum is asked to agree the allocation of funds from the High Needs Block in respect of these developments.

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## West Berkshire Schools' Forum

<b>Title of Report:</b>	<b>High Needs Funding Arrangements for Special Schools 2015-16</b>
<b>Date of Meeting:</b>	<b>14<sup>th</sup> July 2014</b>
<b>Contact Officer(s)</b>	<b>Jane Seymour</b>

### For Decision

#### **1. Background**

- 1.1 High Needs Funding arrangements for special schools were devised for 2013-14 and are still in place.
- 1.2 It was agreed with the special schools that the funding arrangements would be reviewed for 2015-16 because of some specific issues which had arisen.

#### **2. Proposed changes to special school high needs funding arrangements for 2015-16**

- 2.1 The proposed changes relate specifically to banding for students with Autistic Spectrum Disorder (ASD).
- 2.2 The current special school banding system for students whose primary need is ASD starts with ASD1, which allows for a 1 to 6 teaching ratio and a 1 to 6 teaching assistant ratio. The next band, ASD 2, provides the same staffing ratios plus funding equivalent to an additional teaching assistant for 50% of the young person's time in school. This is inconsistent with the bandings for other primary needs such as moderate or severe learning difficulties, as these all start with a basic teaching and teaching assistant ratio and then increase incrementally as 25% additional TA, 50% additional TA, 75% additional TA and 100% additional TA. The current ASD bandings do not give the option of the basic staffing ratio plus 25% TA, which means that students who need more than the basic staffing ratios, but not as much as 50% TA time, are potentially being overfunded. It is therefore proposed that a new banding is added to the scheme which allows for 1 to 6 teaching ratio and 1 to 6 teaching assistance ratio plus funding equivalent to an additional teaching assistant for 25% of the young person's time in school.
- 2.3 The current special school bands for ASD allow for students to have full time one to one support. Current band ASD4 allows for 1 to 6 teaching ratio, 1 to 6 teaching assistant ratio, plus a full time teaching assistant for the individual student. In addition, current band ASD 5 allows for a 1 to 3

teaching ratio, plus a full time teaching assistant for each individual student.

- 2.4 There are currently no bandings which provide two to one staffing for students in special schools with ASD, but this can be required in some circumstances, for example, when young people have exceptionally challenging behaviours.
- 2.5 It is therefore proposed that two additional ASD bands are added which would be the same as current ASD bands 4 and 5 except that they would allow for 2 to 1 rather than 1 to 1 individual support.
- 2.6 These additional bands would only be used in very exceptional circumstances, and sometimes may only be needed for a temporary period, but including them would provide more flexibility to meet the needs of children with ASD and exceptionally high support needs and will also help to retain children in our special schools who may otherwise require placements in independent or non maintained special schools.
- 2.7 To summarise, the proposed banding for ASD is as follows:

<b>Banding</b>	<b>Total</b>	<b>Top Up</b>
<b>ASD 1 – 1:6 teaching, 1:6 TA (band D)</b>	£16,332	£6,332
<b>ASD 1a (NEW) – as ASD 1 plus 25% additional TA time (band C)</b>	£19,983	£9,983
<b>ASD 2 – as ASD 1 plus 50% additional TA time (band C)</b>	£23,635	£13,635
<b>ASD 3 – as ASD 1 plus 75% additional TA time (band C)</b>	£27,286	£17,286
<b>ASD 4 – as ASD 1 plus 100% additional TA time (band D)</b>	£32,677	£22,677
<b>ASD 5 – 1:3 teaching, 100% TA (band D)</b>	£37,561	£27,561
<b>ASD 6 (NEW) – as ASD 1 plus 200% additional TA time (band D)</b>	£49,022	£39,022
<b>ASD 7 (NEW) - 1:3 teaching, 200% TA (band D)</b>	£53,906	£43,906

### **3. Recommendations**

- 3.1 The Schools' Forum is asked to agree these additional bands in the special school high needs funding scheme for implementation from April 2015.



# Agenda Item 12

## West Berkshire Schools' Forum

<b>Title of Report:</b>	<b>High Needs Funding Arrangements for Mainstream Schools 2014-15</b>
<b>Date of Meeting:</b>	<b>14<sup>th</sup> July 2014</b>
<b>Contact Officer(s)</b>	<b>Jane Seymour</b>

### For Decision

#### 1. Background

1.1 The current SEN funding system for statemented pupils in mainstream schools was put in place in 2013-14 as part of the implementation of Government led SEN funding changes which came about at that time.

1.2 The system includes 7 funding bands for statemented pupils, as follows:

<b>Funding Band</b>	<b>TA Hours</b>	<b>£ Value</b>	<b>Top up</b>
Band G	17.5	6,760	760
Band H	20	7,720	1,720
Band I	22.5	8,730	2,730
Band J	25	9,770	3,770
Band K	27.5	10,820	4,820
Band L	30	11,880	5,880
Band M	32.5	12,920	6,920

1.3 Schools fund the first £6,000 of each Statement. The Local Authority provides the "top up" funding shown in the final column.

1.4 This system has now been in place for nearly four terms. Experience has shown that the very small steps between bands of just 2.5 hours of teaching assistance per week are unnecessary with the result that some bands are very underused.

1.5 Bands are currently expressed as a number of teaching assistance hours and this is also how resources are expressed in Statements of Special Educational Needs. This is a system which West Berkshire has used, in common with many other Local Authorities, as a means of meeting the requirement to specify and quantify resources in Statements. This has, however, been unhelpful in some respects for the following reasons:

- Schools have been expected by parents to provide an exact number of TA hours, which has reduced schools' ability to use resources flexibly.
- The number of TA hours with which each funding band is deemed to equate is based on an average TA salary. If schools are employing

very experienced and well trained / qualified staff they may be paid a higher hourly rate and therefore the funding band may not fund the number of hours set out in the Statement, which can again lead to difficulties with parents.

- Expressing resources in Statements in terms of TA hours promotes the use of TAs to meet the needs of children with SEN. TA support can be effective when used well, but attaching a large number of TA hours to a child with SEN may not be the best or most effective use of resources. We wish to encourage a wide range of approaches to meeting SEN, including small group support with teachers or properly trained TAs following specific intervention programmes; regular one to one support from trained TAs following specific programmes; better quality differentiation of the curriculum; adaptation of materials and resources; use of specific teaching strategies and approaches with support and advice from SEN support services. Some schools achieve a very good balance of these different approaches, but others are over reliant on one to one TA support as a standard response to a child with SEN.

1.6 The SEND Reforms which will be implemented in September 2014, resulting in the replacement of Statements with Education Health and Care plans, strongly encourage a focus on outcomes for children and on flexible and creative use of resources to meet needs. It is therefore timely to consider whether our systems for funding children with Statements / EHC Plans need to be adapted in order to promote this type of approach.

## **2. Proposed changes to mainstream school high needs funding arrangements**

2.1 In order to address the issues set out above, it is proposed that:

- (i) The number of funding bands for children with Statements of Special Educational Needs / EHC Plans in mainstream schools are rationalised from 7 to 4.
- (ii) Funding for Statements / Education Health and Care Plans should be expressed as a sum of money rather than as a number of TA hours.

2.2 The proposed funding bands would be as follows:

<b>Funding Band</b>	<b>£ Value</b>	<b>Top up</b>
Additional Funding	6,760	760
Significant Funding	8,730	2,730
High Level Funding	10,820	4,820
Exceptional Funding	12,920	6,920

- 2.3 This would be a more streamlined approach to funding children in mainstream schools with Statements / EHC Plans which should encourage more flexible and effective use of resources.
- 2.4 It is proposed that the new system would be introduced on a phased basis starting within the current financial year when the first EHC Plans will be issued.
- 2.5 Existing Statements will be converted to EHC Plans between September 2014 and April 2018. Where a Statement is being converted to an EHC Plan, (through the Annual Review process), one of the new funding bands will be allocated. However, where a Statement is not due for conversion until year 2 or 3 of the three year transition to EHC Plans, a traditional annual review will take place and the existing banding will remain (assuming the same level of resources is still justified). This will mean that effectively the current mainstream funding system for statemented pupils and the new mainstream funding system for pupils with EHC Plans will be run in parallel until all Statements have been converted to EHC Plans by April 2018.

### **3. Recommendations**

- 3.1 The Schools' Forum is asked to approve the proposed changes to funding arrangements for children with Statements / EHC Plans.

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## West Berkshire Schools' Forum

<b>Title of Report:</b>	<b>Funding of Therapy Services</b>
<b>Date of Meeting:</b>	<b>14<sup>th</sup> July 2014</b>
<b>Contact Officer(s)</b>	<b>Jane Seymour</b>

### For Decision

#### **1. Background**

- 1.1 Speech and Language Therapy and Occupational Therapy services for children with Statements of Special Educational Needs are purchased from the Berkshire Healthcare Foundation Trust and are currently funded through the Education Service Budget.
- 1.2 In most Local Authorities these costs are met from DSG as they clearly meet the criteria for DSG funding and should be funded through this route. The Education Service budget has therefore effectively been subsidising the DSG.
- 1.3 In the context of significant savings which have to be made in the Council's budget in 2015-16 and beyond, it is unlikely that it will be possible to sustain this funding and these essential services could therefore be under threat.

#### **2. Proposed changes**

- 2.1 It is proposed that, in line with the practice in other Local Authorities, the costs of these therapy services are met through DSG so that they can be protected.
- 2.2 There is no possibility of Health picking up these costs. Health fund therapy assessments and also ongoing therapy for children who do not have Statements. However, the Health Service has no statutory duty to fund therapy services for children with Statements. This is deemed to be educational provision as it is necessary for children to be able to access the curriculum. This principle has been clearly established through case law.

#### **3. Recommendations**

- 3.1 It is recommended that a more detailed report is brought to the Heads' Funding Group and Schools' Forum in the autumn term, including cost details.

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## West Berkshire Schools' Forum

<b>Title of Report:</b>	<b>Engaging Potential</b>
<b>Date of Meeting:</b>	<b>14<sup>th</sup> July 2014</b>
<b>Contact Officer(s)</b>	<b>Jane Seymour</b>

### For Decision

#### 1. Background

- 1.1 West Berkshire Council has a contract with an organisation called Engaging Potential to provide education for up to 14 young people with severe Behavioural, Emotional and Social Difficulties (BESD).
- 1.2 Places are reserved for young people who have a Statement of Special Educational Needs for BESD and for whom no other provision is available. In many cases these will be young people who have been permanently excluded, sometimes from more than one school, and whose needs cannot be met in a mainstream school or in a Pupil Referral Unit. Some students will have attended specialist BESD schools but may have been unsuccessful even in that type of specialist environment. The cohort includes young people with very complex difficulties. Some will be known to the Youth Offending Team and some may have substance abuse / mental health difficulties. All of the students require very intensive and personalised support in order to complete their statutory schooling and achieve a positive outcome. Many will have a long history of disengagement and so will need a high level of support to re engage. Often students will have significant learning difficulties such as dyslexia which may not have been properly addressed which increases their complexity.
- 1.3 Engaging Potential offers places primarily to students in Years 10 to 12, although some students may be taken in Year 9. All admissions are through the SEN Panel. The provision is registered for boys and girls, although girls were only admitted for the first time in the current academic year. The provision operates from Council owned premises on Gaywood Drive, Progress House.
- 1.4 Engaging Potential have been successful in achieving good outcomes for the majority of their students, including students going on to FE college, apprenticeships and employment.
- 1.5 The annual cost of the provision is £440,129 which equates to a unit cost per pupil of £31,438 per annum. This level of funding has not changed since 2010. This represents extremely good value for money compared to

the cost of a BESD school place; these start from approximately £60,000 to £70,000 per annum for a day place and can be significantly more expensive.

## **2. Proposed increase to Engaging Potential budget.**

2.1 Over the last four years the provision at Engaging Potential has needed to evolve to meet the changing needs of its population. This has created budget pressures resulting in the Head of the Centre making a request for additional resources.

2.2 The main reasons for the additional costs are as follows:

- It has not been possible to do as much group work as was previously possible as the cohort of young people is becoming more challenging. Due to the negative dynamics between some young people, many of whom may know each other outside of school, and due to the volatility and potential for aggression or violence on the part of some students, it has been necessary to set up completely individualised programmes for most students. This is obviously more costly than providing tutoring and activities in groups. Group activities are still encouraged where possible, as the importance of developing social skills is acknowledged, but there are limitations to this for safety reasons. This means that additional teaching and teaching assistant capacity is needed and additional funding for students to engage in a variety of off site activities tailored to their particular individual interests and strengths.
- The main focus of the project was originally to support young people through one to one mentoring and access to a range of activities either individually or in groups. There was some input from qualified teachers in basic skills but this represented a relatively small proportion of the students' programmes. Mentors all have a recognised qualification in mentoring but they are not qualified teachers. Mentors used by Engaging Potential are highly skilled at working with disengaged young people and they still form an essential part of each young person's package of support. However, we have been encouraging the project managers to increase the focus on education and provide a broader range of qualifications, including GCSEs, which were not originally offered. This requires a restructuring to replace some of the mentoring capacity with additional teaching capacity, at a higher cost.
- The project has had a higher level of staff turnover than is desirable, partly due to the fact that salaries, particularly for teaching staff, were not competitive when compared to teaching salaries in schools. This needs to be addressed so that high quality staff are attracted to the provision and are retained in post.
- Training costs have also increased in order to ensure the setting is fully compliant with all necessary requirements and because of the changing profile of the population, which more recently has included students with autism and challenging behaviours.



- 2.3 Engaging Potential have sought to reduce their costs where possible in order to offset some of these pressures. For example, they have reduced management and administrative costs, reduced mentor salaries, and reduced costs for volunteers, room hire and IT. However, in order to meet the pressures outlined above, they are seeking an annual increase in their budget from £440,129 to £524,033, an increase of £83,904 per annum. This would increase the unit cost per student from £31,438 to £37,431, an increase of £5,993 per student per annum.
- 2.4 These additional costs are considered to be reasonable given the way the project has evolved, changes in the client group, the need to deliver highly individualised programmes and the requirement to increase the educational content of each student's programme. A unit cost of £37,431 still represents very good value for money considering the highly challenging nature of the target group and compared to the cost of a BESD school placement at £60,000 to £70,000 per annum minimum.

### **3. Recommendations**

- 3.1 The Schools' Forum is asked to consider meeting these additional costs from the High Needs Block with effect from September 2014. The pro rata cost for September 2014 to March 2015 would be **£48,944** and will be a virement from the High Needs contingency. The full year cost in 2015-16 will be **£83,904**.

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<b>West Berkshire Schools' Forum</b>	
<b>Title of Report:</b>	<b>School Budgets 2014-15 and Schools in Financial Difficulty</b>
<b>Date of Meeting:</b>	<b>14<sup>th</sup> July 2014</b>
<b>Contact Officer(s)</b>	<b>Claire White</b>
<b>For Discussion</b>	

## 1. Summary

1.1 The attached Appendix A shows the budgets submitted by maintained schools for 2014-15.

1.2 Of the 74 budgets submitted:

	<b>No of schools</b>	<b>% of total</b>
Surplus budget	56	76%
Balanced budget (contingency nil or less than £2k)	15	20%
Deficit budget	3	4%

1.3 The schools with deficit budgets are:

	<b>Opening balance</b>	<b>Closing deficit budget</b>
John O'Gaunt Secondary	-161,470	<b>-535,450</b>
Bradfield Primary	-1,230	<b>-74,720</b>
Kintbury Primary	50,716	<b>-25,430</b>

## 2. John O'Gaunt School

2.1 Following the submission of John O'Gaunt's deficit budget last year and subsequent discussions with the school, the Council went out to wider consultation on an all through school which would generate additional net funding for the school and bring them into a balanced position within five years. This was not received well by the local community and has therefore not been progressed. In the meantime the school continues to operate with pupil numbers which do not generate enough funding to meet their ongoing costs.

2.2 The Corporate Director for Communities, Head of Finance, and Leader of the Council have recently met with the school and other key parties to discuss this budget further as there is currently no deficit recovery plan.

### **3. Bradfield Primary School**

3.1 Bradfield went into special measures in December 2012, and have since faced the challenge of improvement against reduced funding. Staffing costs have increased with a temporary Executive Head in place alongside other additional teaching resources. The school managed to close with a minimal deficit considering the increased staffing costs, but the 2014/15 budget is a deficit mainly due to redundancy costs and compensation payments following a 2014/15 staff restructure. The school have submitted a funding bid to meet these costs.

3.2 The current 5-year budget shows that the school will not be able to recover this deficit position unless there is financial assistance towards their one off redundancy costs.

### **4. Kintbury Primary School**

4.1 Following the Requires Improvement outcome of the September 2012 Ofsted, pupil numbers have fallen impacting on funding. The school has also lost funding as a result of the new formula, and is receiving minimum funding guarantee (MFG). Without the MFG the school cannot balance its budget so is reviewing its structure. The school has a year group of 11 pupils which has been taught as a separate class and the new Headteacher has decided to combine the class of 11 with another year group from September 2014. Also, the TA hours/structure has been identified as unsustainable and a possible restructure of the TAs will be completed either this financial or next financial year.

4.2 The related redundancy costs of the restructure take the school into deficit in 2014/15. However, due to the likelihood of the MFG continuing for at least 2015/16, the restructure may be delayed pending further financial modelling, and the school will balance its budget in 2014/15.

### **5. Other Observations**

5.1 A number of schools are setting a budget with no contingency or a minimal amount of less than £2k (15 schools this year compared to 13 in 2013/14), making robust budget monitoring and forecasting a more crucial requirement to avoid an in year deficit. As school balances in the primary and secondary sectors continue to diminish, this is to be expected, as costs continue to rise, yet funding rates per pupil remain static.

5.2 A significant number of schools are forecasting deficits in 2015/16 if no action is taken, and as always, this will be reviewed with each individual school during the Autumn term. 15 schools have forecast a year 2 deficit of greater than £25k, compared to 11 schools in 2013/14 (note that 13 schools are still to submit a forward budget plan, which is due by the end of the Summer term). However, no school submitting a year 2 deficit last year has actually submitted a deficit budget for 2014/15 as what usually occurs is either a turnover in staff

resulting in a reduction of the forecast costs, or as a result of the deficit forecast the school will have taken positive action to reduce their costs.

## **Appendices**

Appendix A - School budgets 2014-15

## Appendix A

Main Cost Centre	SCHOOL BUDGETS (main budget only - excludes ring fenced funding)	Closing Balance 31/03/2014	Budget Set (+ 2 year forecast) Estimated Closing Balance		
			2014/15	2015/16	2016/17
<b>NURSERY SCHOOLS</b>					
98200	Hungerford Nursery School Centre for Children and Families	24,974	5,930	7,380	0
98300	Victoria Park Nursery School	50,788	70	-65,543	-139,983
<b>TOTAL NURSERY SCHOOLS</b>		<b>75,762</b>	<b>6,000</b>	<b>-58,163</b>	<b>-139,983</b>
<b>PRIMARY SCHOOLS</b>					
91000	Aldermaston Church of England Primary School	48,911	24,380	-24,800	-91,880
91100	Basildon Church of England Primary School	16,359	1,950	-17,110	-41,700
91300	Beedon Church of England (Controlled) Primary School	1,437	6,123	16,909	11,161
91400	Beenham Primary School	-16,420	0	0	0
91200	Birch Copse Primary School	102,482	17,390	18,930	8,050
91500	Bradfield Church of England Primary School	-1,235	-74,720		
91600	Brightwalton Church of England Aided Primary School	21,016	4,370	4,398	-1,183
91700	Brimpton Church of England Primary School	21,832	2,260	-54,529	-115,619
91800	Bucklebury Church of England Primary School	-14,274	100	-7,610	-9,143
91900	Burghfield St Mary's Church of England Primary School	1,909	900	21,880	36,360
92122	Calcot Schools Federation	117,000	74,810	87,540	89,910
92400	Chieveley Primary School	2,184	0	1,450	-7,670
95900	Cold Ash St Mark's Church of England Primary School	51,893	2,020	-41,630	-75,800
92200	Compton Church of England Primary School	17,217	17,020	24,440	17,480
92300	Curridge Primary School	8,071	800		
92500	Downsway Primary School	58,367	19,870	-44,490	-134,810
92800	Enborne Church of England Primary School	11,516	2,140	8,676	14,324
92900	Englefield Church of England Primary School	18,819	17,388	-29,183	-86,624
93000	Falkland Primary School	109,701	124,330	57,460	-59,331
93200	Francis Baily Primary School	59,884	8,680	-80,140	-181,850
93400	Garland Junior School	26,454	16,290	11,624	-10,166
93500	Hampstead Norreys Church of England Primary School	45,001	22,447	-25,781	-106,987
93600	Hermitage Primary School	29,593	17,310	11,060	-14,730
93700	Hungerford Primary School	86,119	19,770		
92700	The Ilsleys' Primary School	-21,475	6,130	-5,849	-5,224
93800	Inkpen Primary School	23,340	37,230	23,030	3,830
93900	John Rankin Infant and Nursery School	42,062	0		
94000	John Rankin Junior School	21,177	0		
94100	Kennet Valley Primary School	51,935	65,480	54,110	24,750
94200	Kintbury St Mary's Church of England Primary School	50,716	-25,430		
94300	Lambourn Church of England Primary School	32,224	41,008	47,778	17,668
94400	Long Lane Primary School	17,351	4,820	-58,265	-145,975
95800	Mortimer St John's Church of England School	11,438	120	-52,050	-150,210
97500	Mortimer St Mary's CofE Junior School	55,104	14,700		
94500	Mrs Bland's Infant School	37,505	11,565	13,764	1,991
94600	Pangbourne Primary School	47,890	57,230	58,320	43,830
94722	Parsons Down Federation	73,683	8,878	-101,800	-278,726
94900	Purley Church of England Infant School	8,145	3,720	-5,470	-16,080
95000	Robert Sandilands Primary School and Nursery	60,071	52,600	36,543	673
95100	Shaw-cum-Donnington Church of England Primary School	20,428	20,150	-7,150	-53,430
95222	Chaddleworth Shefford Federation Church of England Primary School	32,178	32,570		
95300	Speenhamland Primary School	57,449	38,810	28,190	0
95400	Springfield Primary School	55,490	20,540	27,010	22,951
95500	Spurcroft Primary School	44,955	29,247	2,575	2,315
95700	St Finian's Catholic Primary School	24,108	770	-6,890	-52,310
97700	St John the Evangelist Church of England Infant and Nursery School	13,362	330		
97800	St Joseph's Catholic Primary School	44,672	10	-6,270	-7,060
96200	St Nicolas Church of England Junior School	62,861	14,550		
96100	St Paul's Catholic Primary School	79,967	30,280	-42,370	-129,130
96300	Stockcross Church of England School	20,464	22,400	800	-17,060
96400	Streatley Church of England Voluntary Controlled School	28,065	5,190	-8,969	-39,158
96500	Sulhamstead and Ufton Nervet Church of England VA Primary School	23,122	8,890	6,820	-500
99700	Thatcham Park Church of England Primary School	72,687	33,520	15,300	2,780
96600	Theale Church of England Primary School	63,209	0	-52,610	-72,600
96700	Welford and Wickham Church of England Primary School	10,298	8,620	-14,530	-48,860
96800	Westwood Farm Infant School	46,443	3,770	-12,510	-30,700
96900	Westwood Farm Junior School	72,221	2,860		
98700	The Willows Primary School	24,851	170	2,235	45,285
99400	The Winchcombe School	75,519	2,710	-67,215	-132,667
97300	Woolhampton Church of England Primary School	14,276	0	5,000	5,100
97400	Yattendon Church of England Primary School	12,464	10,420	-32,170	-70,530
<b>TOTAL PRIMARY SCHOOLS</b>		<b>2,234,093</b>	<b>889,486</b>	<b>-213,549</b>	<b>-1,839,255</b>
<b>SECONDARY SCHOOLS</b>					
98800	The Downs School	154,102	252,478	251,688	251,867
99000	John O'Gaunt Community Technology College	-161,469	-535,446	-882,296	-1,270,824
99200	Little Heath School	69,407	20,000	-186,790	-522,590
99600	The Willink School	151,083	5,535		
<b>TOTAL SECONDARY SCHOOLS</b>		<b>213,122</b>	<b>-257,433</b>	<b>-817,398</b>	<b>-1,541,547</b>
<b>SPECIAL SCHOOLS</b>					
98100	Brookfields Special School	555,510	157,480	154,390	128,930
98000	The Castle School	183,800	80,760	16,110	-137,360
<b>TOTAL SPECIAL SCHOOLS</b>		<b>739,310</b>	<b>238,240</b>	<b>170,500</b>	<b>-8,430</b>
<b>PUPIL REFERRAL UNITS</b>					
98400	Alternative Curriculum	138,762	194,880		
97900	Reintegration Service	175,615	129,655	65,775	-14,275
<b>TOTAL PRUs</b>		<b>314,377</b>	<b>324,535</b>	<b>65,775</b>	<b>-14,275</b>
<b>TOTAL FOR ALL SCHOOLS</b>		<b>3,576,665</b>	<b>1,200,828</b>	<b>-852,835</b>	<b>-3,543,490</b>