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To: Forum Members: Richard Blofeld, Patricia Brims, Fadia Clarke, Paul Dick, Reverend Mary Harwood, Jon Hewitt, Kate House, Peter Hudson, Brian Jenkins, Catherine Morley, Sheilagh Peacock, Derek People, Chris Prickett, Chris Prosser, David Ramsden, Clive Rothwell, Graham Spellman, Bruce Steiner, Suzanne Taylor, John Tyzack, Keith Watts, Stacey Williams and Charlotte Wilson

Councillors: Councillor Dominic Boeck and Councillor Mollie Lock

Officers: Cathy Burnham, Ian Pearson and Claire White

SCHOOLS FORUM AGENDA

Monday, 13th July, 2015
5.00 pm at Shaw House

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Items for Discussion

12	Individual School Budgets 2015/16 <i>Claire White</i>	31 - 34
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Items for Information

15 Forward Plan - September to December 2015 *Claire White*

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Items No Longer Coming to Schools' Forum

16 Schools Financial Value Standard - Annual report for 2014/15

Any Other Business

Next Meeting: Monday 28th September 2015, 5pm at Shaw House

Agenda Item 2

Minutes of a Meeting of the Schools' Forum

Monday 15th June 2015

Shaw House

Present:	Reverend Mark Bennet	Academies	Governor	Kennet School
	Patricia Brims	Primary Schools	Governor	Brimpton Primary School
	Jacquie Davies	Pupil Referral Units	Headteacher	Alternative Curriculum Service
	Paul Dick	Academies	Headmaster	Kennet School
	Reverend Mary Harwood		Church of England Representative	Oxford Diocese
	Jackie Hegg (substitute)		Further Education Representative	Newbury College
	Brian Jenkins		Early Years PVI	Jubilee Day Nursery
	Sheilagh Peacock	Primary Schools	School Business Manager	The Winchcombe School
	Clive Rothwell	Secondary Schools	Governor	John O'Gaunt School
	Graham Spellman		Roman Catholic Representative	Portsmouth Diocese
	Suzanne Taylor	Nursery Schools	Headteacher	Hungerford Nursery School
	John Tyzack	Primary Schools	Governor	Falkland Primary School
	Keith Watts		Union Representative	
	Charlotte Wilson	Academies	Headteacher	Trinity School
	Shannon Coleman-Slaughter		Finance Manager C&YP	
	Ian Pearson		Head of Education	
	Claire White		Schools' Finance Manager	

Action

1. APOLOGIES RECEIVED

Richard Blofeld	Primary Schools	Headteacher	Robert Sandilands School
Councillor Dominic Boeck		Executive Portfolio for C&YP	
Councillor Mollie Lock		Shadow Portfolio Holder for C&YP	
Fadia Clarke		FE Representative	Newbury College
Jon Hewitt	Special Schools	Headteacher	The Castle School
Kate House	Primary Schools	Headteacher	The Ilsleys Primary School
Peter Hudson	Primary Schools	Governor	Mortimer St John's Infant School
Catherine Morley	Primary Schools	Headteacher	Theale Primary School
Derek Peale	Academies	Headteacher	Park House School
Chris Prickett	Primary Schools	Headteacher	Streatley Primary School
Chris Prosser	Secondary Schools	Headteacher	The Downs School
David Ramsden	Secondary Schools	Headteacher	Little Heath School

2. MINUTES OF PREVIOUS MEETING DATED 9TH MARCH 2015

The minutes of the meeting on 9th March were approved.

3. ACTIONS ARISING FROM PREVIOUS MEETINGS

Consultation between the Cognition and Learning Team and schools regarding

what services are charged for and the costs – Ian Pearson reported that details about the traded service have been circulated to schools for them to decide which elements they may wish to purchase.

Revised Work Plan for 2015/16 – attached to this agenda

Claire White reported that Jeanette Clifford had attended the CIPFA course on Education Finance.

All other actions are due to be completed at a later date.

4. DECLARATIONS OF INTEREST

None.

5. MEMBERSHIP

The Chair welcomed Reverend Mark Bennet, representing Academies, to his first meeting of the Forum.

Jeanette Clifford has resigned from the Forum due to her recent election as a West Berkshire Councillor. Paul Dick confirmed that her replacement will be Bruce Steiner, a Governor at St Bartholomew's School.

6. DEDICATED SCHOOLS GRANT (DSG) OUTTURN 2014/15 AND CARRY FORWARD TO 2015/16

Shannon Coleman-Slaughter presented the report on the DSG outturn for 2014/15. The overall position was an under spend of £1.1m (compared to the month ten forecast of £975k under spend).

The Schools' Block was £149k underspent, £119k of which related to the primary schools in financial difficulty de-delegated budget. As this is a ring fenced budget it was recommended that this is carried forward and added to the 2015/16 pool. The growth fund was also underspent, and it was recommended that the remaining underspend in this block of £30k be added to the 2015/16 fund for the benefit of all schools who meet the criteria.

The Early Years Block was £606k underspent, slightly less than previously forecast. It had already been agreed at the last meeting of the Schools' Forum that the under spend in this block would be carried forward to go towards funding the 2015/16 early years budget.

The High Needs Block was £345k underspent, slightly higher than previously forecast. It was recommended that this be carried forward to go towards the shortfall in funding in the high needs block for 2015/16. This would then leave a shortfall of £120k compared to the budget of £265k.

DECISION: It was agreed that the underspend of £1,099,530 be carried forward to the 2015/16 budget as follows:

Primary schools in financial difficulty £118,850 (though it was noted that primary schools may wish to consider the amounts for de-delegation in 2016/17 in light of this)

Contingency - Growth Fund £29,640

Early Years Block towards funding the budget as set - £606,090

High Needs Block towards funding the budget as set - £344,950

ACTION: 2015/16 budgets to be amended accordingly

S.
Coleman-
Slaughter

7. SCHOOL BALANCES 2014/15

Claire white presented the report on the end of year school balances as at 31st March 2015. Overall, the level of balances held by schools has gone up, which given the current pressures school budgets are facing is a surprise and it will be interesting to compare this to the national picture. The balances held by the PRUs have gone up significantly, whilst Secondary school balances have significantly reduced. Special schools are still holding high balances. Ian Pearson stated that the School Forum decision in March to change the top up rates for PRUs from the high needs block should reduce the balances these schools are currently holding.

Only one of the three schools planning a deficit budget in 2014/15 actually closed in deficit, though eight schools closed with an unplanned deficit. These eight schools have worked with accountancy and set balanced budgets in 2015/16. The four schools that were in this position last year all managed to close with a surplus this year.

Three schools closed with an excess surplus balance (greater than 8% in primary schools or 5% in secondary schools). This is the same small number as last year (none of whom have an excess this year). The forum members were asked to consider the explanations set out by each of the three schools in their balance control return and decide whether they were acceptable or whether further explanation is needed. Members agreed that the excess balances at both Englefield (£3,338) and Lambourn (£2,162) were small and had reasonable explanations, and no further action was required. However the Inkpen excess surplus of £15k needed further explanation, particularly as the school appeared to have no reason for continuing to hold over 8% (£30k) in contingency. It was also noted that this school had previously had an excess surplus, albeit when there was a different head teacher and school business manager in post. Ian Pearson reminded members that Academies have no claw back scheme, and that this is a small school subject to volatile funding. But he agreed that the school needed to explain their position in relation to their three year budget.

DECISION: Inkpen be invited to the next Heads Funding Group to explain and justify their excess surplus. Heads funding Group to make a recommendation to the next Schools Forum on whether to claw back the excess.

ACTION: Inkpen to be informed and invited to next HFG

C. White

8. VULNERABLE CHILDREN'S FUND – ANNUAL REPORT FOR 2014/15

Ian Pearson presented the report on how the vulnerable children's fund has been spent over the last three years, which has been set at £80,000 for the last two years, now reduced to £60,000 for 2015/16. The majority of the funding goes towards providing additional TA support in schools.

9. SCHOOL FINANCIAL VALUE STANDARD – ANNUAL REPORT FOR 2014/15

Item slipped to next meeting

10. TRADE UNION FACILITIES TIME – ANNUAL REPORT FOR 2014/15

Item slipped to next meeting

11. LATEST SCHOOL FORUM OPERATIONAL AND GOOD PRACTICES GUIDE

Claire White advised that there were no apparent changes to the latest guide (published March 2015) other than format, but it would act as a useful recap if all members of the forum could read it again. In addition, the EFA has also produced a Schools Forum Self Assessment Toolkit for local authority officers and elected members to assess the strengths and weaknesses of their schools forum (this is available to download on the EFA website). From this checklist, Claire drew attention to two points for discussion:

Is it clear to observers who attendees at the forum are representing? E.g. by use of name plates, indicating sector. Members felt that this is not necessary as if there are any new attendees, introductions are made at the start of the meeting.

Do members actively canvass views and objectively represent their whole peer group at the forum and provide feedback after meetings? This tends to be more difficult for Governor representatives, who asked whether Governor Services could draw to the attention of all Governors the role of the Forum when the opportunity arose, for example at Governor training, and make it known where copies of the agenda and minutes could be found.

ACTION: To be raised with Governor Services

I. Pearson

12. FORWARD PLAN – JULY TO SEPTEMBER 2015

The plan was noted, and Members of the Forum asked to send any requests for reports to Claire White.

ANY OTHER BUSINESS

Ian Pearson stated that we currently know very little about the Government's plans for school funding next year and beyond, and that so far the only announcements made were:

- Changes to early years funding (from 15 hours to 30 hours)
- The intention to move to a national funding formula over a three year period, whilst at the same time protecting school budgets.

Meeting closed 5.45 p.m.

Date of next meeting: Monday 13th July 2015
Time: 5pm
Venue: Shaw House

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Agenda Item 3

ACTIONS ARISING FROM PREVIOUS SCHOOLS' FORUM MEETINGS 2015/16

Ref No.	Date – Item No.	Action	Officer	Comment / Update
01	19/1/15 - 9	Consult schools on longer term proposals for PRUs	C. Burnham	Due at SF 13/7/15
02	09/03/15 - 7	Cognition & Learning Team – schools to be consulted on what services are to be charged for and what the cost will be	J. Seymour	I Pearson reported 15/6/15 that details about the traded service had been circulated to schools
03	09/03/15 - 7	PRU outreach budget – to be reviewed at the July meeting of the SF	C. Burnham	Due at SF 13/7/15
04	09/03/15 - 7	Home Tuition budget – review to be brought to the July meeting of the SF	C. Burnham	Due at SF 13/7/15
05	09/03/15 - 7	Engaging Potential – impact on savings and review of tender to be reported at end of summer Term	J. Seymour	Due at SF 28/9/15
06	09/03/15 - 8	PRU Top Up Rates – impact of the revised rates to be reviewed at end of Summer Term	C. Burnham	Due at SF 28/9/15
07	09/03/15 - 8	Details on the agreed proposal to delegate the PRU top up budget to schools to be reported back to SF	C. Burnham	
08	09/03/15 - 10	Review of Balance Control Scheme for all schools	C. White	Due at SF 13/7/15
09	09/03/15 - 11	Reviews agreed at this meeting to be added to work programme	C. White	Revised work programme for 15/16 attached to agenda 15/6/15
10	09/03/15 - AOB	Jeanette Clifford to be booked onto Education Finance course	C. White	Complete – JC attended the course
11	15/06/15 - 6	2015/16 budgets to be amended in relation to the carry forward decision	S. Coleman-Slaughter	Will be completed for first budget monitoring report at SF 28/9/15
12	15/06/15 - 7	Excess surplus balance – Inkpen to be invited to Heads Funding Group to explain and justify their surplus	C. White	Inkpen invited and attended HFG on 1/7/15
13	15/06/15 - 11	To raise with Governor Services how information about the Schools' Forum can be communicated to all Governors	I. Pearson	

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West Berkshire Schools' Forum	
Title of Report:	Schools' Forum Membership and Constitution from September 2015
Date of Meeting:	13th July 2015
Contact Officer(s)	Claire White
For Decision by All Members	

1.1 Introduction

The Schools' Forum is required to review its membership and constitution annually. The last change made to the constitution was two years ago and there has since been no legislative changes requiring a change to our current practice. The current constitution complies with The Schools Forums (England) Regulations 2012. The membership however does need to be reviewed to see if the split based on pupil numbers is still correct or needs to be changed.

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		
Pupil Numbers (inc nursery & 6th from Jan 15 census)		
	Number	%
Primary (64 schools)	12,810	52%
Secondary (4 schools)	4,297	17%
Academies (8 schools)	7,788	31%
	24,895	100%

There is just a small change in the percentage compared to last year with the Primary sector increasing by 1% and Academy sector decreasing by 1%.

The current membership is as follows:

Total 24: 19 school members 5 non school members

School Members	Heads	Governors	Other	Total	
	Number	Number	Number	Number	%
Primary	4	3	1	8	50%
Secondary	2	1	0	3	19%
Academies	3	2	0	5	31%
	9	6	1	16	100%

Other School Members

Nursery Schools	1			1	
Special Schools	1			1	
PRUs	1			1	

Non School Members

RC Diocese			1	1	
C of E Diocese			1	1	
Early Years PVI			1	1	
Trade Union			1	1	
Non School Post 16			1	1	

TOTAL MEMBERSHIP	12	6	6	24	
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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. If we were to increase primary by one and reduce secondary by one this wouldn't be as close a fit to the percentage of pupils as the current membership.

All positions are currently filled, but five members are coming to the end of their three year term and their relevant group will need to formally re-elect or replace them:

Primary Head – Chris Prickett

PRU – Stacey Hunter

Academy Heads – Paul Dick and Charlotte Wilson

C of E Diocese – Reverend Mary Harwood

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 2015

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.¹

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

Consultation / Decisions on School Funding

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

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 10th June 2013

West Berkshire Schools' Forum	
Title of Report:	Heads Funding Group Terms of Reference
Date of Meeting:	13th July 2015
Contact Officer(s)	Ian Pearson
For Decision by all Members	

Action: To agree the revised Terms of Reference for Heads Funding Group

Head's Funding Group (HFG) Terms of Reference

1] The Heads Funding group is a working group of the School's Forum (SF) to advise on the following matters:

- Allocation of funding to schools- the Schools Block
- Allocation and use of the High Needs block
- Proposals from the Early Years Single Funding Formula Steering Group
- Annual decisions on the de-delegation of DSG central budgets (maintained primary and secondary school members only)

The above will entail looking at different funding options and an analysis of figures and impacts.

2] Membership will be cross phase and is open to all headteachers who are members of the School's Forum (SF membership is reviewed annually to ensure it meets the regulations). In addition, any other Headteacher may express a wish to join the HFG. Members represent all schools in their phase. Maximum membership will be as follows:

Membership Group	Core From SF	Other (optional)	Total
Primary	4	2	6
Secondary	2	1	3
Academy	3	1	4
Special	1		1
Nursery	1		1
PRU	1		1
TOTAL	12	4	16

3] Substitutes – where a head is unable to attend a HFG meeting he/she should organise for a substitute head to attend from the same membership group.

4] The group will operate in the context of national funding changes, such as reduced flexibility, the introduction of a national formula and significant initiatives e.g.

SEND reforms. This will involve an analysis of impact and making recommendations to the SF.

5] The HFG will make recommendations to the SF about the funding formula and deployment of any additional funding, 'headroom', under -spend or overspend.

6] The group will review annual benchmarking data such as the local AWPU rate, comparing West Berkshire's position with the national average and statistical neighbours.

7] The group will carry out impact scrutiny reviews of DSG funded provisions e.g. various areas of expenditure in the High Needs block.

8] The HFG will deliver a planned programme of work to support the SF through its annual cycle of decision making.

9] The HFG will be chaired by the Head of Education Service and supported by the Schools' Finance Manager.

10) Minutes will be taken and distributed to all members of the group

West Berkshire Schools' Forum	
Title of Report:	Primary & Secondary School Formula 2016/17
Date of Meeting:	13th July 2015
Contact Officer(s)	Claire White
For Decision by all Members	

1. Arrangements for 2016/17 Formula

1.1 The Department for Education has yet to announce any arrangements for the 2016/17 funding formula for primary and secondary schools. Usually by this time in the year, there will have been a consultation or the final details will have been released.

1.2 Given the lack of information to date, the expectation is that there will be little if any change to the arrangements for 2016/17, particularly as it is known that the deadlines for submission of the LA formula to the EFA remains the same (i.e. 31st October 2015).

1.3 The national budget is on 8th July, and we expect to hear some news shortly (there may be a verbal update at this meeting if information is received following the agenda going out). We know that the DfE aims to have some form of national formula in place in the future, and the expectation is that they will commence a consultation in the Autumn for changes to commence in 2017/18.

1.4 With no lead in time to consider any proposals for change, it is therefore recommended that no change is made to the West Berkshire formula for 2016/17, unless there is a change to arrangements that would be beneficial to West Berkshire e.g. a change to the sparsity factor. Proposals (including no change) will need to go out to a short (two week) consultation with all schools and Schools' Forum members by e-mail at the beginning of September, and any consultation responses will be brought back to Heads Funding Group and Schools Forum for review and final decision later that month.

1.5 It is also recommended that funding rates remain the same in 2016/17, though this is subject to affordability – this will be brought to the January 2016 meetings following receipt of the Dedicated Schools Grant allocation in December.

2. Formula Review

2.1 Appendix A sets out the current thirteen formula factors available to local authorities and the current West Berkshire formula and rates. In preparation

for a national funding formula the DfE *may* further restrict the range of rates that can be used for each factor.

2.2 Compared to other local authorities, West Berkshire 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. Of the two main factors, the primary AWPU is £2,937 compared to the national average of £3,014; the secondary AWPU is £4,364 compared to the national average of £4,367; the primary and secondary lump sum is £126,400 compared to the national averages of primary £127,952 and secondary £139,739. The primary:secondary funding ratio is as per the national ratio – 1:1.28.

2.3 For further information, the report from the DfE on the 2015/16 funding formula review for all local authorities and each local authorities data can be found on the following webpage: <https://www.gov.uk/government/publications/schools-block-funding-formulae-2015-to-2016>.

3. National Funding Formula Options and Future Funding

3.1 The Conservative manifesto made a commitment to make school funding fairer. There are two possible options for the DfE in moving to a national formula.

3.2 Option 1- a pure national funding formula with all schools receiving the same funding rates through the same formula and allocated from a central agency.

3.3 Option 2 – a new fairer formula to allocate the funding to local authorities with some local discretion still allowed in how it is allocated to individual schools through the current factors.

3.4 It remains to be seen which option the DfE will go for, though option 1 is the most turbulent and extremely difficult to achieve at a time of austerity when there is no additional funding available to help mitigate the loss for the “losers”. The funding promise in the Conservative manifesto is for “flat cash per pupil”. Option 2 is more realistic as it is the least disruptive and can be introduced gradually, though many of the more generously funded local authorities would see a decrease over time to their DSG allocation. The West Berkshire funding rate is lower than the average - £4,368 in 2015/16 compared to the national average of £4,699 (following the distribution of the additional £390m in April). Overall, funding rates currently range from £4,151 in Wokingham to £7,007 in Tower Hamlets.

3.5 Whatever the option, it is highly unlikely that schools in West Berkshire will see any inflationary increase to funding rates over the foreseeable future, and each year will be an increasing challenge for schools to set a balanced budget given the increases in inflationary and other costs.

Recommendation – The arrangements for setting the 2016/17 formula as set out in paragraphs 1.4 and 1.5 are agreed

Appendices

Appendix A – West Berkshire Formula 2015/16

West Berkshire Formula 2015/16

Factor	Rate	Units	Funding	National Average
1.Basic Entitlement:				
Primary	£2,937	12,811	£37,625,907	£3,014
Secondary KS3	£4,364	5,424	£23,670,336	£4,158
Secondary KS4	£4,364	3,755	£16,386,820	£4,680
2.Prior Attainment:				
Primary	£284	3,101.21	£880,743	£812
Secondary	£1,125	2,010.55	£2,261,869	£1,040
3.Deprivation:				
Primary FSM Ever 6	£875	1,833.43	£1,604,251	£958
Primary IDACI Band 1	£40	381.32	£15,253	£123
Primary IDACI Band 2	£120	720.53	£86,464	£176
Primary IDACI Band 3	£240	501.43	£120,343	£278
Primary IDACI Band 4	£240	83.64	£20,074	£419
Primary IDACI Band 5	£240	5.94	£1,426	£540
Primary IDACI Band 6	£240	0.00	£0	£693
Secondary FSM Ever 6	£670	1,495.00	£1,001,650	£1,142
Secondary IDACI Band 1	£60	330.78	£19,847	£158
Secondary IDACI Band 2	£180	517.79	£93,202	£227
Secondary IDACI Band 3	£360	540.80	£194,688	£360
Secondary IDACI Band 4	£360	38.84	£13,982	£548
Secondary IDACI Band 5	£360	7.94	£2,858	£693
Secondary IDACI Band 6	£360	0.00	£0	£852
4.English as an Additional Language:				
Primary EAL 3	£345	654.63	£225,848	£476
Secondary EAL 3	£345	75.93	£26,196	£911
5.Looked After Children	Not used			£636
6.Pupil Mobility:				
Primary	Not used			£448
Secondary	Not used			£626
7.Rates:				
Primary	Actual		£667,649	
Secondary	Actual		£342,458	
8.Lump Sum:				
Primary	£126,400	66	£8,342,400	£127,952
Secondary	£126,400	10	£1,264,000	£139,739
9.Sparsity				
Primary	Not used			
Secondary	£100,000	1	£100,000	
10.Split Sites	Not used			
11.Post 16	Not used			
12.Exceptional Premises – joint use of leisure	Actual	0	£0	
13.Minimum funding Guarantee:				
Primary			£347,499	
Secondary			£31,426	
TOTAL			£95,347,188	
Primary/Secondary Ratio			1.28	1.28
Percent of funding through basic entitlement			81.82%	76.2%
Percent of funding through lump sum			10.12%	7.92%
Percent of funding through pupil Led			88.74%	89.73%

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West Berkshire Schools' Forum	
Title of Report:	Balance Control Scheme
Date of Meeting:	13th July 2015
Contact Officer(s)	Claire White
For Decision by Maintained School Representatives Only	

1. Background

1.1 The 'Scheme for Financing Schools' is a statutory document which sets out the financial arrangements for all maintained schools within the local authority. Any changes to the scheme must be consulted with schools and be approved by the members of the Schools' Forum representing maintained schools.

1.2 The scheme must set out the arrangements in relation to the carrying forward from one funding period to the next of surpluses. The scheme *may* contain a mechanism to clawback excess surplus balances (balance control mechanism scheme). The latest guidance states:

“Any mechanism should have regard to the principle that schools should be moving towards greater autonomy, should not be constrained from making early efficiencies to support their medium term budgeting in a tighter financial climate, and should not be burdened by bureaucracy. The mechanism should, therefore, be focused on only those schools which have built up significant excessive uncommitted balances and/or where some level of redistribution would support improved provision across a local area”.

1.3 Our current scheme applies to primary and secondary schools only. An excess surplus balance is set as 8% in primary schools and 5% in secondary schools or £20,000 whichever is greater, based on the total formula funding received by the school (excludes additional/ring fenced grants).

1.4 At the 9th March meeting of the Schools' Forum, at the request of members, a report suggesting how nursery, special and PRU schools could be included in the scheme was discussed.

1.5 Through these discussions it was agreed that the scheme for all schools should be reviewed as it is probably outdated, particularly in light of the current financial climate for schools.

2. Review

2.1 Many other local authorities no longer operate a claw back scheme at all, and if they do it tends to be more light touch. The reasons for this are:

1. It is no longer a DfE requirement, and the DfE no longer report on school balances, as it is no longer an issue of concern for them.

2. Academies no longer have such a scheme and their balances are not scrutinised.
3. Schools should be capable of making their own judgement on what is a reasonable balance for their circumstances and how this fits into their longer term strategic financial planning.
4. Schools are required to do longer term budget planning and provide 3 – 5 year budget plans which were not a requirement when the scheme originated.
5. Having such a scheme may drive poor decision making, e.g. spending spree at end of financial year to avoid a claw back or transferring large sums to capital without a proper plan for its use.
6. Schools have not seen increases to their funding rates for a number of years, and are unlikely to in the foreseeable future, so schools are less likely to be in a position to build up such large balances.
7. In respect of nursery, special and PRU schools, their funding is volatile as funding follows the child rather than the funding being fixed at the start of the year, so they need a higher contingency.

2.2 In terms of a schools finances, the expectation is that the following would be in place in a school:

1. Governors having autonomy on decisions regarding their budget and receiving the relevant financial information to enable them to make the best decisions for their school
2. Robust medium to long term financial planning in place
3. A detailed annual budget plan linked to the School Development Plan
4. Robust and regular budget monitoring in place

As a result of having all of the above in place, there should be no build up of large balances without the Governors having considered options and having a plan in place for its use. If it is deemed that schools do have this in place, there should be no need to have a balance control scheme in place. Furthermore, the School Financial Value Standard provides Governors with an annual self check that this is all in place within their school.

2.3 The more recent history of school balances in West Berkshire shows that although overall balances are not decreasing, the number of schools with an excess surplus and value of this surplus has reduced significantly since 2011/12 when a number of schools had balances clawed back. The main concern recently has been the high build up of balances at Special and PRU schools since the new funding arrangements came into place in April 2013.

	Number of Schools With Excess Surplus	Value of Excess Surplus £	Total School Balances £
2011/12	17	£119,607	£3,991,000
2012/13	2	£10,151	£3,972,000
2013/14	3	£35,938	£3,820,000
2014/15	3	£20,637	£4,022,000

3. Options

3.1 The following options are available:

1. To leave the scheme as it currently is.
2. To leave the scheme as it currently is but bring in nursery, special and PRU schools as set out in the report to Schools' Forum on 9th March
3. To no longer operate a scheme at all
4. To replace the scheme with a "light touch" review of school balances by Schools' Forum

3.2A light touch review could be on the following basis:

- Schools no longer complete a balance control return
- Schools' Forum receive an annual report in July from Finance providing the following information for each school:
 - a. Actual end of year balance for last 3 years
 - b. Actual end of year balance for the last financial year as a percentage of income actually received
 - c. What the planned end of year balance had been for each of the last 3 years
 - d. Planned end of year balance for next 3 years
- Schools' Forum to review data and determine whether any school's data raises any concerns and *may* ask such schools to provide further information. For example, this could include schools whose data shows one or more of the following:
 - a. Continuing growth in balance in the last 3 years and the current balance is more than 10% of the actual income received in the last financial year
 - b. Actual end of year balance for each of the last 3 years is significantly different to planned end of year balance by more than £30,000 in every year
 - c. Continuing growth in balance forecast for next 3 years
- Schools' Forum could ask such schools to provide a written explanation – the purpose being that Schools' Forum act as a peer group to challenge the robustness of the school's financial management.
- There would be no claw back.

3.3 Appendix A provides the data as set out above for the current year, as an example of what such a review would look like.

Recommendation:

Heads Funding Group is recommending option 4 – a light touch annual review. If agreed by Schools' Forum this proposal will go out to consultation with all maintained schools in order to change the Scheme for Financing Schools, with a final decision made by Schools' Forum at the September meeting.

Appendices:

Appendix A – Example of Annual Report on School Balances

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Main Cost	REVIEW OF SCHOOL BALANCES (main budget only - excludes PPG, additional grants, capital & community focused activities)	Actual PYR Closing Balances				Highlight Over 10% Has Balance Grown Yr 1 to 3		Planned PYR Closing Balances			Variation - Planned to Actual Highlight Over £30,000			CYR Budget Set (+ 2 year forecast) Estimated Closing Balance		
		Year 1 31/03/2013	Year 2 31/03/2014	Year 3 31/03/2015	2015/16 Income (CFR)	Yr 1 to 3	surplus as a % of Year 3 income	31/03/2013	31/03/2014	31/03/2015	31/03/2013	31/03/2014	31/03/2015	Year 1 2015/16	Year 2 2016/17	Year 3 2017/18
	NURSERY SCHOOLS															
98200	Hungerford Nursery School Centre for Children and Families	22,465	24,974	21,723	483,703	no	4.49%		0	5,930	22,465	24,974	15,793	0	200	-2,590
98300	Victoria Park Nursery School	42,679	50,788	52,372	532,692	YES	9.83%		180	70	42,679	50,608	52,302	0	-114,790	-240,460
	TOTAL NURSERY SCHOOLS	65,144	75,762	74,095										0	-114,590	-243,050
	PRIMARY SCHOOLS															
91000	Aldermaston Church of England Primary School	39,370	48,911	58,715	726,822	YES	8.08%	20,410	17,180	24,380	18,960	31,731	34,335	17,410	-10,455	-35,673
91100	Basilidon Church of England Primary School	38,802	16,359	14,761	601,547	no	2.45%	5,910	14,580	1,950	32,892	1,779	12,811	4,670	80	13,450
91300	Beeton Church of England (Controlled) Primary School	23,054	1,437	11,638	271,814	no	4.28%	0	7,190	6,123	23,054	-5,753	5,515	3,170	-1,591	-28,371
91400	Beenhams Primary School	2,217	-16,420	2,958	437,964	YES	0.68%	6,580	0	0	-4,363	-16,420	2,958	0	0	0
91200	Birch Copse Primary School	50,035	102,482	-5,331	1,473,239	no	-0.36%	17,070	38,370	17,390	32,965	64,112	-22,721	4,240	0	0
91500	Bradfield Church of England Primary School	28,460	-1,235	44,294	688,067	YES	6.44%	6,480	6,670	-74,720	21,980	-7,905	119,014	35,130	4,615	191
91600	Brightwalton Church of England Aided Primary School	29,269	21,016	25,443	448,099	no	5.68%	5,970	13,730	4,370	23,299	7,286	21,073	4,790	-8,542	-31,340
91700	Brimpton Church of England Primary School	26,668	21,832	17,697	306,492	no	5.77%	300	2,990	2,260	26,368	18,842	15,437	390	-45,916	-88,774
91800	Bucklebury Church of England Primary School	7,126	-14,274	511	546,828	no	0.09%	130	100	100	6,996	-14,374	411	240	-11,835	-29,955
91900	Burghfield St Mary's Church of England Primary School	15,006	1,909	-5,678	748,803	no	-0.76%	2,060	1,140	900	12,946	769	-6,578	13,050	3,730	14,690
92122	Calcot Schools Federation	96,489	117,000	178,144	1,924,096	YES	9.26%	19,750	45,470	74,810	76,739	71,530	103,334	139,390	118,300	60,720
92400	Chieveley Primary School	20,204	2,184	914	758,024	no	0.12%	0	0	0	20,204	2,184	914	0	-37,629	-76,477
95900	Cold Ash St Mark's Church of England Primary School	57,112	51,893	44,156	705,976	no	6.25%	5,350	7,820	2,020	51,762	44,073	42,136	7,010	-21,470	-44,897
92200	Compton Church of England Primary School	27,908	17,217	18,638	596,114	no	3.13%	9,130	39,080	17,020	18,778	-21,863	9,130	26,069	19,406	35,714
92300	Curridge Primary School	19,694	8,071	9,902	435,168	no	2.28%	4,950	4,480	800	14,744	3,591	9,102	1,280		
92500	Downsway Primary School	58,627	58,367	48,287	810,931	no	5.95%	15,310	15,170	19,870	43,317	43,197	28,417	6,600	-73,800	-189,600
92800	Enborne Church of England Primary School	26,443	11,516	7,124	326,323	no	2.18%	14,780	5,490	2,140	11,663	6,026	4,984	12,680	35,650	68,120
92900	Englefield Church of England Primary School	29,678	18,819	40,520	483,841	YES	8.37%	590	15,510	17,388	29,088	3,309	23,132	23,060	-16,770	-46,200
93000	Falkland Primary School	121,029	109,701	118,764	1,568,156	no	7.57%	590	152,880	124,330	120,439	-43,179	-5,566	110,740	52,218	-34,037
93200	Francis Baily Primary School	101,184	59,884	94,921	1,948,341	no	4.87%	20,970	75,060	8,680	80,214	-15,176	86,241	21,900	-94,440	-263,310
93400	Garland Junior School	66,385	26,454	31,252	769,852	no	4.06%	43,940	58,370	16,290	22,445	-31,916	14,962	50,940	56,173	40,227
93500	Hampstead Norreys Church of England Primary School	25,209	45,001	31,267	463,684	YES	6.74%	0	14,380	22,447	25,209	30,621	8,820	2,220	-45,674	-108,982
93600	Hermitage Primary School	33,708	29,593	44,658	810,752	YES	5.51%	33,260	17,880	17,310	448	11,713	27,348	11,510	-31,580	-90,750
93700	Hungerford Primary School	95,942	86,119	31,241	1,471,454	no	2.12%	58,940	45,710	19,770	37,002	40,409	11,471	23,730		
92700	The Ilesleys Primary School	22,541	-21,475	18,632	350,320	no	5.32%	6,290	7,590	6,130	16,251	-29,065	12,502	16,440	30,441	39,811
93800	Inkpen Primary School	17,777	23,340	43,294	380,526	YES	11.38%	3,010	7,140	37,230	14,767	16,200	6,064	28,680	5,720	-6,590
93900	John Rankin Infant and Nursery School	57,262	42,062	-9,823	1,019,737	no	-0.96%	6,380	0	0	50,882	42,062	-9,823	960		
94000	John Rankin Junior School	30,041	21,177	7,430	998,257	no	-1.89%	7,430	0	0	22,611	21,177	-18,870	4,380		
94100	Kennet Valley Primary School	58,193	51,935	55,055	784,010	no	7.02%	35,210	20,070	65,480	22,983	31,865	-10,425	3,190	-23,910	-59,890
94200	Kintbury St Mary's Church of England Primary School	54,113	50,716	26,913	720,319	no	3.74%	29,340	31,170	-25,430	24,773	19,546	52,343	-3,010	-13,300	-31,670
94300	Lambourn Church of England Primary School	60,117	32,224	68,479	902,834	YES	7.58%	24,640	25,730	41,008	35,477	6,494	27,471	49,280	32,530	-20,800
94400	Long Lane Primary School	100,301	17,351	19,537	1,000,109	no	1.95%	45,863	23,960	4,820	54,438	-6,609	14,717	-15,660	6,156	14,408
95800	Mortimer St John's Church of England School	44,831	11,438	-21,116	663,290	no	-3.18%	0	9,130	120	44,831	2,308	-21,236	0	-25,280	-22,910
97500	Mortimer St Mary's CofE Junior School	67,757	55,104	52,184	859,239	no	6.07%	20,040	14,550	14,700	47,717	40,554	37,484	23,470		
94500	Mrs Bland's Infant School	42,085	37,505	-6,945	790,043	no	-0.88%	5,850	11,950	11,565	36,235	25,555	-18,510	1,470	49,975	101,058
94600	Pangbourne Primary School	33,220	47,890	44,147	822,902	YES	5.36%	10,960	24,030	57,230	22,260	23,860	-13,083	32,250	29,754	34,192
94722	Parsons Down Federation	108,796	73,683	136,403	2,049,603	YES	6.66%	17,330	-6,400	8,878	91,466	80,083	127,525	12,940	-232,090	-466,960
94900	Purley Church of England Infant School	27,441	8,145	9,039	357,520	no	2.53%	0	5,530	3,720	27,441	2,615	5,319	-24,060	-62,330	-47,860
95000	Robert Sandilands Primary School and Nursery	73,877	60,071	72,680	915,252	no	7.94%	19,040	30,140	52,600	54,837	29,931	20,080	26,390	27,102	11,332
95100	Shaw-cum-Donnington Church of England Primary School	16,810	20,428	19,670	457,343	YES	4.30%	24,080	13,330	21,150	-7,270	7,098	-1,480	30,280	35,700	8,560
95222	Chadwellworth Shefford Federation Church of England Primary School	27,851	32,178	28,622	451,155	YES	6.34%	20,561	9,200	32,570	7,290	22,978	-3,948	14,650	8,730	13,355
95300	Speenhamland Primary School	70,340	78,793	90,341	1,255,425	YES	7.20%	0	13,890	38,810	70,340	64,903	51,531	37,100		
95400	Springfield Primary School	85,357	55,490	32,271	1,122,770	no	2.87%	30,020	16,680	20,540	55,337	38,810	11,731	34,315	18,665	-25,524
95500	Spurcroft Primary School	74,508	44,955	15,602	1,481,722	no	1.05%	20,850	24,450	29,247	53,658	20,505	-13,645	13,540	11,650	22,710
95700	St Finian's Catholic Primary School	33,835	24,108	722,313	770	YES	8.28%	7,010	2,320	770	26,825	21,788	59,006	26,490	-14,860	-74,260
97700	St John the Evangelist Church of England Infant and Nursery School	8,398	13,360	-17,758	767,006	no	-2.32%	2,570	70	330	5,828	13,290	-18,088	1,600	-13,662	-40,797
97800	St Joseph's Catholic Primary School	53,655	44,672	37,060	789,937	no	4.69%	4,710	1,170	10	48,945	43,502	37,050	25,330	7,120	-17,924
96200	St Nicolas Church of England Junior School	52,724	62,861	14,492	947,456	no	1.53%	1,290	30,950	14,550	51,434	31,911	-58	3,860	-36,996	-88,825
96100	St Paul's Catholic Primary School	43,390	79,967	93,091	1,148,246	YES	8.11%	13,270	64,430	30,280	30,120	15,537	62,811	17,460	-97,980	-241,582
96300	Stockcross Church of England School	9,098	20,464	31,218	488,275	YES	6.39%	-8,800	3,900	22,400	17,898	16,564	8,818	11,450	7,230	-1,070
96400	Streatham Church of England Voluntary Controlled School	32,932	28,065	23,844	441,392	no	5.40%	-4,810	13,910	5,190	37,742	14,155	18,654	27,402	27,617	10,217
96500	Sulhamstead and Upton Nervet Church of England VA Primary School	34,288	23,122	33,703	456,701	no	7.38%	20,890	7,510	8,890	13,398	15,612	24,813	17,050	9,834	-1,156
99700	Thatcham Park Church of England Primary School	127,483	72,687	29,054	1,472,813	no	1.97%	26,700	46,170	33,520	100,783	26,517	-4,466	0		
96600	Theale Church of England Primary School	68,742	72,970	83,066	1,347,529	YES	6.16%	5,260	700	0	63,482	72,270	83,066	0	-1,599	-15,064
96700	Welford and Wickham Church of England Primary School	29,809	10,298	-2,999	433,387	no	-0.69%	7,700	5,150	8,620	22,109	5,148	-11,619	1,040	5,890	1,550
96800	Westwood Farm Infant School	48,329	68,116	38,003	788,029	no	4.82%	55,400	3,690	3,770	-7,071	64,426	34,233	6,670	-8,460	-39,920
96900	Westwood Farm Junior School	103,541	90,113	50,382												

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West Berkshire Schools' Forum	
Title of Report:	Inkpen School – Excess Surplus Balance
Date of Meeting:	13th July 2015
Contact Officer(s)	Claire White
For Decision by Maintained School Representatives Only	

1.1 At the meeting of the Schools' Forum on 15th June 2015, the end of year balances for all schools were considered. Three schools had an excess surplus balance. At two of these schools the explanations of why the school had accumulated such a balance and the schools' planned use of the balance were deemed to be reasonable. The excess at each of these schools was also very small. For the third school, Inkpen, School Forum members did not think that the balance was explained well enough on their return and the excess surplus was high. They were also concerned that the school had previously had an excess surplus. The table below shows their recent balance history:

Year	Total Balance	Funding	% of Balance	Excess Surplus
2014/15	£46,375	£351,974	13.2%	£15,136
2013/14	£24,521	£380,834	6.4%	0
2012/13	£17,777	£336,041	5.3%	0
2011/12	£20,020	£335,431	6.0%	0
2010/11	£47,864	£352,626	13.6%	£19,654

1.2 Schools' Forum recommended that Inkpen be invited to the Heads Funding Group (HFG) to justify their excess surplus and explain why they are continuing to hold such a high contingency.

1.3 The Head teacher and School Business Manager from Inkpen attended the meeting of the HFG on 1st July 2015. The school provided detailed evidence of why they had accumulated a large surplus in the first place, and provided information and documentation on how some of this balance had since been spent and why they were holding the remaining balance.

1.4 HFG members asked a number of challenging questions and were satisfied with the evidence and explanations given by the school. They were unanimous that no further action should be taken and there should not be a claw back.

Recommendation: As the school's reasons for their excess balance are reasonable, no further action be taken.

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West Berkshire Schools' Forum	
Title of Report:	Individual School Budgets 2015-16
Date of Meeting:	13th July 2015
Contact Officer(s)	Claire White
For Discussion	

1. Summary

1.1 Appendix A shows the budgets submitted by maintained schools for 2015-16, alongside their closing balance 2014/15, budget share and pupil numbers.

1.2 Of the 74 budgets submitted:

	Number of schools	% of total	2014/15 number
Surplus budget	54	73%	56
Balanced budget (contingency nil or less than £2k)	16	22%	15
Deficit budget	4	5%	3

1.3 The schools with deficit budgets are:

	Opening balance	Closing deficit budget
John O'Gaunt Secondary	-605,233	-967,030
Long Lane Primary	19,537	-15,660
Kintbury Primary	26,913	-3,010
Purley	9,039	-24,060

2. John O'Gaunt School

2.1 Although the school has now moved to an 11 – 16 school following suspension of the 6th form, has made a number of cuts to staffing including the leadership team, and sought other non staff savings, it still has an on-going shortfall of about £500k per annum based on its current costs.

2.2 The options for the future operation of John O' Gaunt school are now receiving careful consideration from the Council's Management Board.

3. Long Lane Primary School

3.1 Due to the agreement reached between the LA, Purley Infants and Long Lane that Purley would become a Primary School, Long Lane's pupil numbers have fallen and a program of reorganisation and restructuring is being undertaken over a period of time, resulting in the deficit.

3.2 The school has sought advice from the Schools Accountancy team with regard to the financial issues they have to address, and have submitted their deficit recovery plan.

4. Kintbury Primary School

4.1 The deficit is the result of falling number of pupils on roll, two very small cohorts (9 in Year 4, and 14 in Foundation) progressing through the school, falling Minimum Funding Guarantee, imminent transfer to secondary school of a proportionately large number of children with a high level of needs resulting in redundancy of support staff, and the associated redundancy costs as a result of identifying these issues and the need to have a staffing restructure.

4.2 The school is receiving advice from the Schools Accountancy team with regard to finalising their deficit recovery plan.

5. Purley

5.1 The transition of Purley from an infant school to a primary school started in September 2013. The first year intake to year 3 was very low (8 pupils). The admission number was amended from 17 to 15 the following year (though had previously had year groups of about 20) which has impacted on the school's ability to combine classes to save on costs. The school also reports a high level of low level special needs which has also impacted the budget.

5.2 By completing the transition to a full primary and the standardising of year intakes at 15 will provide the ability to combine year groups into a more cost effective class structure, which the school expects will help recover its financial position.

5.2 The school is receiving advice from the Schools Accountancy team with regard to finalising their deficit recovery plan.

6. Other Observations

6.1 A similar number of schools to last year are setting a budget with no contingency or a minimal amount of less than £2k (16 schools), making robust budget monitoring and forecasting a crucial requirement to avoid an in year deficit. Where schools are starting the year with a high carry forward balance, this is quickly being diminished as costs continue to rise, yet funding rates per pupil remain static.

6.2 An increasing number of schools are forecasting deficits in 2016/17 if no action is taken, and as always, this will be reviewed with each individual school during the Autumn term. 19 schools have forecast a year 2 deficit of greater than £25k, compared to 15 schools in 2014/15 (though 8 schools are still to submit a forward budget plan, which is due by the end of the Summer term). However, the number of schools who actually end up submitting a deficit budget tends to reduce significantly, 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 2015-16

Appendix A

Main Cost Centre	SCHOOL BUDGETS (main budget only - excludes ring fenced funding)	Closing Balance 31/03/2015	Budget Set (+ 2 year forecast) Estimated Closing Balance			Budget Share 2015/16	Pupil Numbers Jan '15
			2015/16	2016/17	2017/18		
NURSERY SCHOOLS							
98200	Hungerford Nursery School Centre for Children and Families	21,723	0	200	-2,590	483,703	92
98300	Victoria Park Nursery School	52,372	0	-114,790	-240,460	530,241	140
TOTAL NURSERY SCHOOLS		74,095	0	-114,590	-243,050	1,013,944	232
PRIMARY SCHOOLS							
91000	Aldermaston Church of England Primary School	58,715	17,410	-10,455	-35,673	678,121	169
91100	Basildon Church of England Primary School	14,761	4,670	80	13,450	557,919	136
91300	Beedon Church of England (Controlled) Primary School	11,638	3,170	-1,591	-28,371	284,335	43
91400	Beenham Primary School	2,958	0	0	0	469,833	101
91200	Birch Copse Primary School	-5,331	4,240	0	0	1,432,582	417
91500	Bradfield Church of England Primary School	44,294	35,130	4,615	191	570,805	138
91600	Brightwalton Church of England Aided Primary School	25,443	4,790	-8,542	-31,340	445,729	104
91700	Brimpton Church of England Primary School	17,697	390	-45,916	-88,774	280,316	45
91800	Bucklebury Church of England Primary School	511	240	-11,835	-29,955	523,151	127
91900	Burghfield St Mary's Church of England Primary School	-5,678	13,050	3,730	14,690	752,556	200
92122	Calcot Schools Federation	178,144	139,390	118,300	60,720	2,017,219	535
92400	Chieveley Primary School	914	0	-37,629	-76,477	733,574	202
95900	Cold Ash St Mark's Church of England Primary School	44,156	7,010	-21,470	-44,897	691,116	185
92200	Compton Church of England Primary School	18,638	26,069	19,406	35,714	686,365	176
92300	Curridge Primary School	9,902	1,280			444,873	102
92500	Dow ns ay Primary School	48,287	6,600	-73,800	-189,600	797,525	214
92800	Enborne Church of England Primary School	7,124	12,680	35,650	68,120	310,211	59
92900	Englefield Church of England Primary School	40,520	23,060	-16,770	-46,200	464,772	108
93000	Falkland Primary School	118,764	110,740	52,218	-34,037	1,515,156	454
93200	Francis Baily Primary School	94,921	21,900	-94,440	-263,310	1,847,678	524
93400	Garland Junior School	31,252	50,940	56,173	40,227	806,551	207
93500	Hampstead Norreys Church of England Primary School	31,267	2,220	-45,674	-108,982	441,163	103
93600	Hermitage Primary School	44,658	11,510	-31,580	-90,750	716,014	188
93700	Hungerford Primary School	31,241	23,730			1,502,264	415
92700	The Isleys' Primary School	18,632	16,440	30,441	39,811	299,930	57
93800	Inkpen Primary School	43,294	28,680	5,720	-6,590	351,974	69
93900	John Rankin Infant and Nursery School	-9,823	960			1,006,259	280
94000	John Rankin Junior School	-18,870	4,380			843,855	224
94100	Kennet Valley Primary School	55,055	3,190	-23,910	-59,890	803,597	200
94200	Kintbury St Mary's Church of England Primary School	26,913	-3,010	-13,300	-31,670	620,060	140
94300	Lambourn Church of England Primary School	68,479	49,280	32,530	-20,800	828,969	229
94400	Long Lane Primary School	19,537	-15,660	6,156	14,408	879,354	243
95800	Mortimer St John's Church of England School	-21,116	0	-25,280	-22,910	663,989	167
97500	Mortimer St Mary's CofE Junior School	52,184	23,470			815,432	222
94500	Mrs Bland's Infant School	-6,945	1,470	49,975	101,058	751,280	193
94600	Pangbourne Primary School	44,147	32,250	29,754	34,192	797,184	218
94722	Parsons Down Federation	136,403	12,940	-232,090	-466,960	2,005,625	533
94900	Purley Church of England Infant School	9,039	-24,060	-62,330	-47,860	375,134	77
95000	Robert Sandilands Primary School and Nursery	72,680	26,390	27,102	11,332	905,224	243
95100	Shaw -cum-Donnington Church of England Primary School	19,670	30,280	35,700	8,560	470,749	90
95222	Chaddleshorth Shefford Federation Church of England Primary School	28,622	14,650	8,730	13,355	426,186	49
95300	Speenhamland Primary School	90,341	37,100			1,190,718	269
95400	Springfield Primary School	32,271	34,315	18,665	-25,524	1,104,627	320
95500	Spurcroft Primary School	15,602	13,540	11,650	22,710	1,503,145	442
95700	St Finian's Catholic Primary School	59,776	26,490	-14,860	-74,260	745,588	198
97700	St John the Evangelist Church of England Infant and Nursery School	-17,758	1,600	-13,662	-40,797	757,954	206
97800	St Joseph's Catholic Primary School	37,060	25,330	7,120	-17,924	772,191	204
96200	St Nicolas Church of England Junior School	14,492	3,860	-36,996	-88,825	925,355	251
96100	St Paul's Catholic Primary School	93,091	17,460	-97,980	-241,582	1,168,287	328
96300	Stockcross Church of England School	31,218	11,450	7,230	-1,070	454,815	104
96400	Streatley Church of England Voluntary Controlled School	23,844	27,402	27,617	10,217	451,862	104
96500	Sulhamstead and Ufton Nervet Church of England VA Primary School	33,703	17,050	9,834	-1,156	438,902	102
99700	Thatcham Park Church of England Primary School	29,054	0			1,469,149	431
96600	Theale Church of England Primary School	83,066	0	-1,599	-15,064	1,313,358	280
96700	Welford and Wickham Church of England Primary School	-2,999	1,040	5,890	1,550	418,996	91
96800	Westwood Farm Infant School	38,003	6,670	-8,460	-39,920	814,766	199
96900	Westwood Farm Junior School	50,382	9,120	-61,403	-159,563	1,013,901	228
98700	The Willow s Primary School	38,253	13,868	6,252	33,052	1,283,554	342
99400	The Winchcombe School	127,266	7,650	-25,580	-26,559	1,636,745	362
97300	Woolhampton Church of England Primary School	4,666	0	0	0	426,717	92
97400	Yattendon Church of England Primary School	29,989	1,000	-24,770	-44,420	377,098	71
TOTAL PRIMARY SCHOOLS		2,214,018	976,814	-431,384	-1,978,353	50,082,357	12,810
SECONDARY SCHOOLS							
98800	The Downs School	260,972	205,557			5,823,307	1244
99000	John O'Gaunt Community Technology College	-605,233	-967,030	-1,474,820	-2,021,530	2,298,847	396
99200	Little Heath School	18,039	0	-193,211	-644,576	7,834,337	1632
99600	The Willink School	22,987	10,144	-150,832	-345,027	4,934,166	1025
TOTAL SECONDARY SCHOOLS		-303,234	-751,329	-1,818,863	-3,011,133	20,890,657	4,297
SPECIAL SCHOOLS							
98100	Brookfields Special School	307,860	113,650	111,760	94,500	5,016,386	221
98000	The Castle School	247,664	72,910	-137,560	-501,660	3,367,511	150
TOTAL SPECIAL SCHOOLS		555,525	186,560	-25,800	-407,160	8,383,897	371
PUPIL REFERRAL UNITS							
98400	Alternative Curriculum	296,171	50,170	-36,430	-143,500	1,400,993	50
97900	Reintegration Service	415,686	146,780	-112,760	-391,690	1,349,254	57
TOTAL PRUs		711,857	196,950	-149,190	-535,190	2,750,247	107
TOTAL FOR ALL SCHOOLS		3,252,259	608,995	-2,539,827	-6,174,886	83,121,102	17,817

West Berkshire Home Education Entitlement

Hed is under the umbrella of The Reintegration Service and as such mirrors the importance of helping students return as quickly as possible to appropriate full time education.

The quality of provision is ensured through Ofsted monitoring schedules in line with The Reintegration Service. Which at last inspection (June '14) was deemed 'Good'.

Educating children with health needs. Statutory guidance May 2013

The entitlement to home education is set out in the statutory guidance

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269469/health_need_s_guidance_-_revised_may_2013_final.pdf

The Home Education Service (Hed) as delivered in West Berkshire is built around the statutory guidance (May 2014);

all children, regardless of their personal circumstance or education setting receive a good education. To make this possible, alternative provision should address a pupil's individual needs whether they be health related, behavioral related, or otherwise through an appropriately tailored approach. This should also include social and emotional needs.

The key features of the statutory guidance are;

Local authorities must:

- Arrange suitable full-time education (or as much education as the child's health condition allows) for children of compulsory school age who, because of illness, would otherwise not receive suitable education.

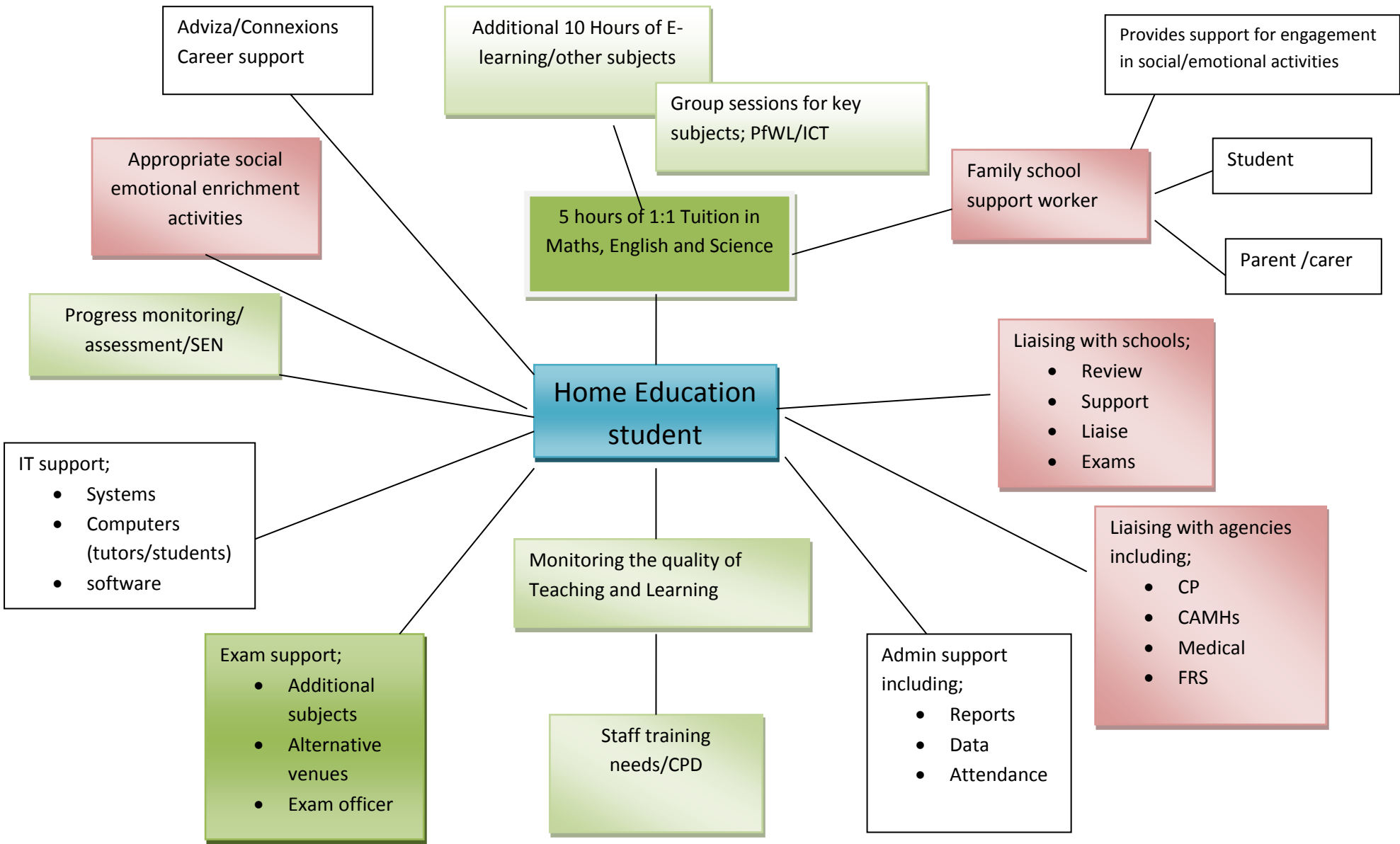
LA should

- liaise with appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the child.
- Ensure that the education children receive is of good quality, as defined in the statutory guidance Alternative Provision (2013),
- allows them to take appropriate qualifications,
- prevents them from slipping behind their peers in school and
- allows them to reintegrate successfully back into school as soon as possible.

LA should not:

- Have processes or policies in place which prevent a child from getting the right type of provision and a good education.
- Withhold or reduce the provision, or type of provision, for a child because of how much it will cost (meeting the child's needs and providing a good education must be the determining factors).

Ensuring Quality Provision of Home Education for Students with Health needs



Ensuring Quality Provision

Highlights of 3 year trend;

- Total number of students accessing Home Education has been rising over the last 3 years
- The main medical reason for referral is anxiety (78%)
- The number of students reintegrated has increased (20% - 2011-12, 42%- 2013-14) This is positively correlated with those that engage in arranged social activity during their time with HEd.
- The number of students who are with the service for 1 year or more has decreased (50%-36%)
- 100% of students made at least 1 level of progress in Maths, 89% of students made 2 levels or more progress in a year.
- 94% of students made at least 1 level of progress in English. 78% made 2 levels or more progress in a year.
- 94% of students made progress in BOTH Maths and English.
- 2013-14 saw a greater uptake of post 16 education by HEd students.
- No NEET students for the first time in 3 years.
- The percentage attendance of students achieving the target of 85% or more has improved over the 3 year period, and continues to improve. (62% 2011-12, 78% 2013-14)

Context;

Home Education (HEd) is Local Authority provision for students who cannot attend school for medical reasons. All applications are supported by consultant level referrals. Students are referred for a range of medical conditions, however the majority of our students are referred for mental health issues; anxiety, ASD, ADHD, eating disorders. (2013-14).

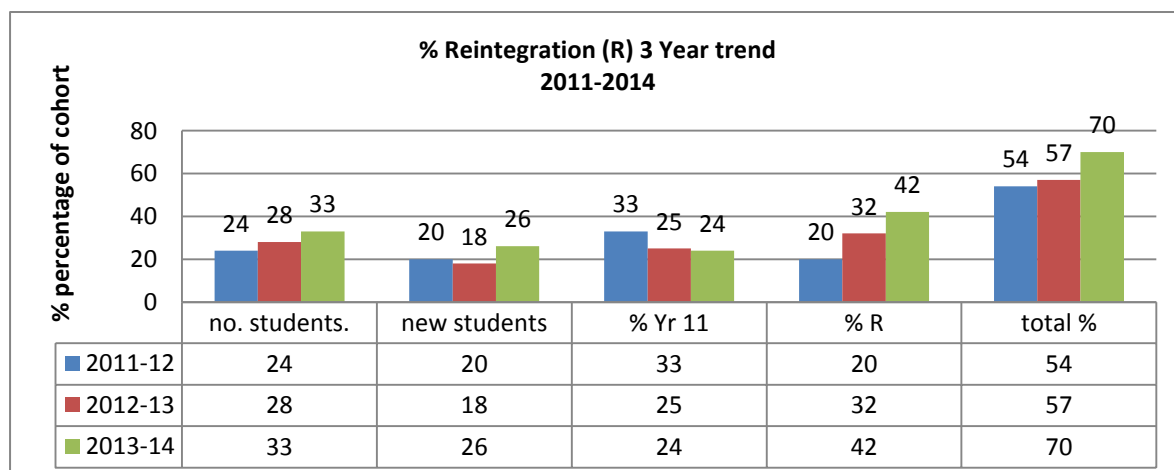
Condition	Number of students
ASD (Anxiety)	7
Anxiety	19
Eating disorders	2
Crohns	1
Surgery	2
Chronic fatigue	2

Number of students

The number of students receiving HED has been rising over the last 3 years

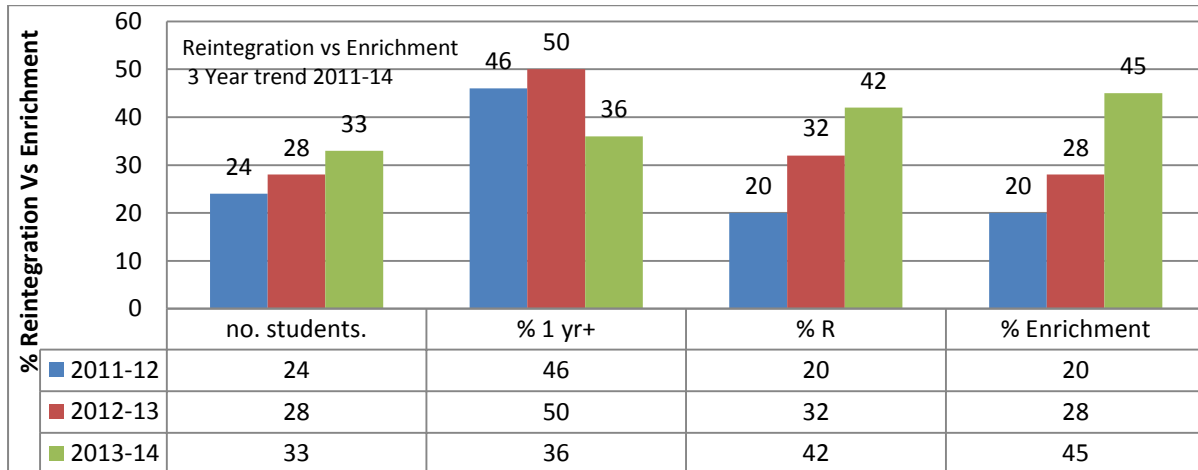
	Total No. students.	New students in academic year
2011-12	24	20
2012-13	28	18
2013-14	33	26

Although the number of students has risen the turnover of students has also increased. The number of students being referred has increased but so has the number of students being reintegrated. The overall number of students reintegrated in an academic year has increased from 20% (2011-12) to 42% (2013-14). If you also include the Y11 leavers then the turn over of students increases from 54% (2011-12) to 70% (2013-14)

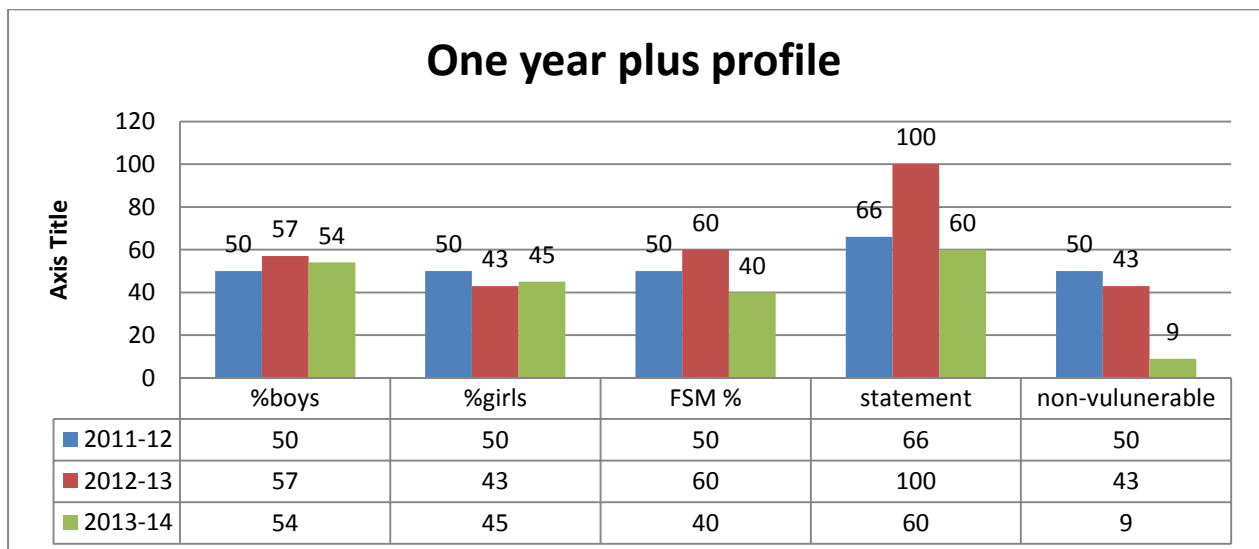


One year plus;

The number of students on roll for more than one year has declined even though numbers have increased. A greater number of one year plus students have been reintegrated. This coincides with an increase in the number of students accessing enrichment activities and a FSSW (appendix 1) provided by HEd. Where possible funding is through PPG, SEN, or LAC. With the strain on CAMHS resources, and support agencies **the importance of HEd to support families and offer opportunities to develop socially has and will continue to increase in importance if reintegration is to succeed.**



One year plus by category. Who are they?



One year plus has reduced as a percentage of the cohort . The breakdown of 1 year plus is that it is

- equally made up of boys and girls,
- FSM and statemented students figure strongly but with a focus on key groups is a reducing percentage

- The reason for this is that both FSM and statemented students have complex needs and are reliant on a range of factors including external services to support and move students to appropriate placements.
- Non-vulnerable group has reduced significantly – less complex needs, increase in social activities, access to enrichment activities via HED.

Progress 2013-14;

Progress is measured 12 weekly. It is measured both academically and using other indicators;

Academic progress is recorded as;

- Accelerated progress - more than 1 sub level per term.
- Better than expected progress - 1 sub-level a term
- Expected Progress - 2 sub level a year
- Other progress

No. Students achieving in a year	Maths	English	Science
3+ Levels	15	11	4
2 levels	1	3	3
1 Level	2	3	5
other progress	0	1	1
Total number of students	18	18	13

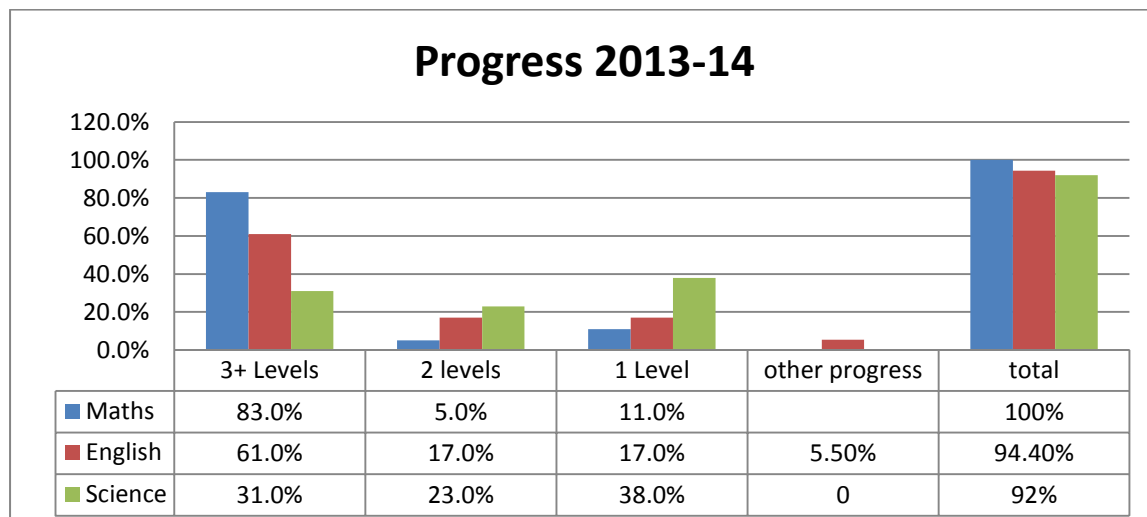
Maths;

- All students in math made progress in 2013-14.
- 83% made better than expected progress and
- 89% made expected or better progress.

English

- 94% of students made progress in English.
- 61% made better than expected progress.
- 78% made expected or better than expected progress.

94% of all students made expected or better than expected progress in BOTH maths and English.



Progress Vulnerable groups 2013-14

Category	No. Students	Maths 3+	Maths 2+	Maths 1+	Eng 3+	Eng 2+	Eng 1+
FSM (EV6)	6	5		1	5	1	
Statement	3	3			1		1
LAC	1	1			1		

- 83% FSM (EV6) students made accelerated progress in Maths and English
- 40% FSM made progress in Maths and expected progress in English
- 100% statemented students made Accelerated progress in Maths and 33% made accelerated progress in English, 33% made progress in English.
- 100% LAC student made better than expected progress in **both** Maths and English

Other progress;

A variety of assessments are carried out at 12 weekly intervals. The EBD scale is used to measure a student's emotional well-being. It looks at conduct behaviour, emotional state, and learning attitude.

Exam results;

Figures vary considerably from year to year due to;

- small numbers involved,
- how long they are with us (when did they start) Y11 and
- the complexity of their needs.

2013-14 shows an extreme of either exceeding expectations or not meeting them.

This is due to the nature of the students we had; either highly motivated and able or not motivated and less able.

Year	Number of students	Students achieving A*-C GCSE grades	Students achieving A*- G GCSE grades	Students gaining qualifications	Students with attendance over 85%	Post 16 status of students		
						College/ Sixth form	Apprenticeship / work	NEET
2010-2011	13	38%	92%	100%	62%	69%	23%	8% (1)
2011-2012	9	22%	67%	78%	67%	44%	11%	22%(2)
2012-2013	10	30%	100%	100%	70%	80%	0%	20%(2)
2013-2014	7	14%	71%	89%	78%	86%	14%	0%

Unfortunately not all students left with qualifications last year due to social difficulties and engagement. Our aim is to ensure all students leave with a qualification and we are increasing the curriculum offer with a focus on early entry Functional skills for the more vulnerable students.

Post 16

2013-14 saw a greater uptake of post 16 education by HEd students. This is the result of collaboration with The Porch to support HED post 16 students that remained vulnerable at the end of Y11. HEd have supported 5 year 11 students to transition to The Porch for their year 12. One student left to take up employment, 2 are securely attending The Porch and are progressing well, 1 is being supported to integrate at The Porch and 1 remains on HEd.

This post 16 collaboration also supports the lack of any NEET students for the first time in 3 years.

Attendance

The percentage attendance of students achieving the target of 85% or more has improved over the 3 year period, and continues to improve. 78% of students are achieving above the target.

Factors that impede reintegration and progress;

- Lack of available premises to offer small group work in a safe supportive environment/ extend curriculum offer
- Lack of a flexible 'safe zone' in schools to support reintegration
- Schools lack of understanding of anxiety/mental health and how to support students in school
- Limitations of CAMHs, excessive waiting time and lack of support and resources. Time dependant rather than needs led
- Lack of an attached systemic EP to The Reintegration Service –especially a problem where Elective home education students come onto single roll

Factors that would enhance reintegration and progress

- Greater use of Adviza for all Y10 and Y11 students.- use Morrisby testing
- Focused on work with parents in supporting children with anxiety – group sessions as well as 1:1 work with parents.
- Greater support from Help for Families (FSSW/FIT) where young people become stuck
- Linked EWO with experience of HED
- HED to work more collaboratively with colleges/Porch/post 16 provision
- Post 16 support has worked well – increasingly important as connexions intensive to diminish
- Greater focus on supporting social interactions of students using enrichment activities both by HED and offsite providers.
- More collaborative work with CAMHs to offer long term support and trauma therapy.
- Other therapeutic interventions/mental health support including; Art therapy, the use of systemic EP in 'stuck' cases

Appendix 1 FSSW

Small steps programme	Planned/supported small steps programmes to help parents to support young persons to begin to deal with anxiety situations. i.e. leaving the house
Individual Parent support	Work around boundary setting Common parenting skills Rewards Consequences Use of the star assessment
Liaising with support agencies	To co-ordinate support work of HED in collaboration with external agencies
Talk and draw	Working with YP to develop emotional language. Sharing with parent
Dealing with anxiety	Working with parents to establish routines that reduce anxiety i.e. picture daily timetables of activities, how to talk to anxious young people
Arranging parents groups sessions*	Understanding anxiety Emotional support Strategies for support
Liaising with providers	Establishment of enrichment places – setting targets Monitoring attendance Evaluation of impacts Risk assessment
Providing group enrichment activities	Bowling, sweet making, etc
Attending meetings/making referrals	FIT meetings/CP meetings
Keeping safe /Self harm	1:1 Delivering keeping safe work to YP 1:1 Delivering 'Flash' work to YP

*To develop

Costs (based on 2014-15 financial year expenditure of £324,500)

Core staff £118,000

This includes the Home Education coordinator, admin, FSSW, IT support, exam support, part of the Headteacher and school business manager. All are part time. This is a fixed cost.

Supply tutors £134,000

All tutors are on a supply contract which is based on TMR/UPR plus SEN lowest allowance plus a % supply rate. This is a cost that can be varied according to need.

Mileage £17,500

Careers (Adviza) £ 1,500

Premises £17,000

Curriculum £ 9,500

Non-curriculum £17,500

Including recruitment, training, buy backs and insurances, staff laptops and phones

Off Site provision/alternative activities £ 9,500

This is worked out on approximately £60:00 per session and includes the activity and the monitoring, travel and administration costs. Pupil premium and EHC money is used where possible. Increasingly schools may be asked to support this cost.

Agenda Item 15

SCHOOLS' FORUM & HEADS FUNDING GROUP

FORWARD PLAN 1st September to 31st December 2015

(reports to be submitted to schoolsforum@westberks.gov.uk and be in the standard report format for these groups)

REPORT TITLE	PURPOSE	LEAD OFFICER	COMMENTS
16th SEPTEMBER 2015 (Wednesday) - HEADS FUNDING GROUP			
REPORT DEADLINE is Wednesday 9th September at 12 noon			
School Formula 2016/17	Final review of the school formula for 2016/17 taking into account responses to consultation and make proposal to Schools Forum	Claire White	
De-Delegations 2016/17	Final review of de-delegations and buy back arrangements for 2016/17 taking into account responses to consultation and make a proposal to Schools Forum	Shannon Coleman Slaughter	
Additional Funding criteria 2016/17	Review additional funding criteria and make proposals for any changes to Schools' Forum	Claire white	
High Needs Budget 2016/17	Review high needs places and arrangements for 2016/17	Jane Seymour	
PRU Review	Update from strategic review plus impact of revised PRU rates on current year budget	Cathy Burnham	
Engaging Potential Budget	Review Engaging Potential savings being met, and tender proposals	Jane Seymour	
Scheme for Financing Schools	Make final proposals to Schools' Forum to amend scheme, taking into account responses to consultation	Claire White	
28th SEPTEMBER 2015 (Monday) - SCHOOLS FORUM			
REPORT DEADLINE is Friday 18th September at 12 noon			
Election of Chair and Vice Chair		Ian Pearson	
School Formula 2016/17	Final review of the school formula for 2016/17 taking into account responses to consultation and recommendation from HFG and make proposal to Council's Executive	Claire White	
De-Delegations 2016/17	Agree de-delegations and buy back arrangements for 2016/17 taking into account responses to consultation	Shannon Coleman Slaughter	
Additional Funding criteria 2016/17	Agree additional funding criteria for 2016/17	Claire white	
High Needs Budget 2016/17	Review high needs places and arrangements for 2016/17	Jane Seymour	
PRU Review	Update from strategic review plus impact of revised PRU rates on current year budget	Cathy Burnham	
Early Years Budget 2016/17	Progress report from EY Steering Group on formula proposals for 16/17	Avril Allenby	
Engaging Potential Budget	Review Engaging Potential savings being met, and tender proposals	Jane Seymour	
Scheme for Financing Schools	Agree changes to Scheme, taking into account responses to consultation	Claire White	
DSG Monitoring 2015/16 month 5	Review of current year budget and whether savings are being achieved	Shannon Coleman Slaughter	

24th NOVEMBER 2015 (Tuesday) - HEADS FUNDING GROUP			
REPORT DEADLINE is Tuesday 17th November at 12 noon			
DSG Budget 2016/17	Review likely funding and overall draft budget proposals and set out decisions that will be required	Claire White	
High Needs Budget Proposals 2016/17	Initial draft budget proposals, highlighting any savings required	Jane Seymour	
PRU funding proposals for 2016/17	Initial draft budget proposals including plans to delegate all PRU top up funding out to schools to commission their own arrangements	Cathy Burnham	
PRU Strategic Review update	Update on where the group has got to on this review following the consultation	Cathy Burnham	
Early Years Update	Initial draft budget proposals including any changes proposed to the formula	Avril Allenby	
Update on Schools in Financial Difficulty	Update on how schools that have set a deficit budget for 2015/16 are progressing	Claire White	
School funding Benchmarking Information	Charts comparing WBC DSG/formula funding to our statistical and local neighbours	Claire White	
7TH DECEMBER 2015 (Monday) - SCHOOLS FORUM			
REPORT DEADLINE is Friday 27th November at 12 noon			
Draft DSG budget for 2016/17	Review likely DSG funding compared to budget proposals and agree further work/decisions required	Claire White	
High Needs Budget Proposals for 2016/17	Review initial draft budget proposals and agree any further work required	Jane Seymour	
PRU Budget Proposals for 2016/17	Review initial draft budget proposals and agree any further work required	Cathy Burnham	
Early Years Budget Proposals for 2016/17	Review initial draft budget proposals and agree any further work required	Avril Allenby	
Update on PRU Strategic Review	Update following the consultation	Cathy Burnham	
Update on Schools in Financial Difficulty	Update on how schools that have set a deficit budget for 2015/16 are progressing	Claire White	
School funding benchmarking information	Charts comparing WBC DSG/formula funding to our statistical and local neighbours	Claire White	
DSG Monitoring 2015/16 month 7	Review of current year budget and whether savings are being achieved	Shannon Coleman-Slaughter	