

Public Document Pack

To: Forum Members: Patricia Brims, Fadia Clarke, Jacquie Davies, Paul Dick, Reverend Mary Harwood, Jon Hewitt, Kate House, Peter Hudson, Stacey Hunter, Brian Jenkins, Sheilagh Peacock, Derek Peale, Chris Prickett, Chris Prosser, David Ramsden, Clive Rothwell, Graham Spellman, Suzanne Taylor, John Tyzack, Keith Watts and Charlotte Wilson

Councillors: Dominic Boeck and Mollie Lock

Officers: Avril Allenby, Cathy Burnham, Caroline Corcoran, Ian Pearson, Jane Seymour, Maxine Slade and Claire White

SCHOOLS FORUM

Monday 28 September 2015

5.00pm in Shaw House Church Road Newbury RG14 2DR

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5	Membership To note any changes to the membership of the Schools Forum since the last meeting.	

Items for Decision

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15	Any Other Business		
16	Date of the next meeting	<i>Monday 7th December 2015, 5pm at Shaw House</i>	
17	Exclusion of Press and Public		

RECOMMENDATION: That members of the press and public be excluded from the meeting during consideration of the following item as it is likely that there would be disclosure of exempt information of the description contained in the paragraphs of Schedule 12A of the Local Government Act 1972 specified in brackets in the heading of each item. [Rule 8.10.4 of the Constitution also refers.](#)

Part II

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Agenda Item 2

Minutes of a Meeting of the Schools' Forum

Monday 13th July 2015

Shaw House

Present:	Reverend Mark Bennet	Academies	Governor	Kennet School
	Patricia Brims	Primary Schools	Governor	Brimpton Primary School
	Paul Dick	Academies	Headmaster	Kennet School
	Reverend Mary Harwood		Church of England Representative	Oxford Diocese
	Jackie Hegg (substitute)		Further Education Representative	Newbury College
	Peter Hudson	Primary Schools	Governor	Mortimer St John's Infant School
	Stacey Hunter	Pupil Referral Units	Headteacher	The Reintegration Service
	Brian Jenkins		Early Years PVI	Jubilee Day Nursery
	Sheilagh Peacock	Primary Schools	School Business Manager	The Winchcombe School
	Chris Prosser	Secondary Schools	Headteacher	The Downs School
	David Ramsden	Secondary Schools	Headteacher	Little Heath 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	

Councillors:

Councillor Dominic Boeck

Executive Portfolio for C&YP

Officers:

Cathy Burnham

Principal Educational Psychologist

Ian Pearson

Head of Education

Claire White

Schools' Finance Manager

Observers:

Jacquie Davies

Pupil Referral Units

Headteacher

Alternative Curriculum Service

Jo Reeves

Policy Officer, West Berkshire

1. APOLOGIES RECEIVED

Action

Richard Blofeld	Primary Schools	Headteacher	Robert Sandilands School
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
Catherine Morley	Primary Schools	Headteacher	Theale Primary School
Derek Peale	Academies	Headteacher	Park House School
Chris Prickett	Primary Schools	Headteacher	Streatley Primary School
Bruce Steiner	Academies	Governor	St Bartholomew's School
Charlotte Wilson	Academies	Headteacher	Trinity School

2. MINUTES OF PREVIOUS MEETING DATED 15TH JUNE 2015

The minutes of the meeting on 15th June were approved.

3. ACTIONS ARISING FROM PREVIOUS MEETINGS

The 2015/16 budgets will be amended for the carry forwards in time for the first budget monitoring report to Schools' Forum in September.

Ian Pearson had been in contact with Michele Blain, Governance Improvement Advisor, regarding drawing to the attention of all Governors the role of the Schools' Forum.

All other actions are either on today's agenda or are due to be completed at a later date.

4. DECLARATIONS OF INTEREST

None.

5. MEMBERSHIP

The Chair welcomed Councillor Dominic Boeck to his first meeting of the Forum.

6. SCHOOLS FORUM MEMBERSHIP & CONSTITUTION

Claire White informed Members that there was a requirement to review its membership and constitution annually. There have been no legislative changes since the last update to the constitution in 2012 which is still compliant, but Claire suggested that the wording in Part A could be updated to reflect that provided in the latest 2015/16 version of the EFAs 'Schools forum powers and responsibilities' document. Jackie Hegg pointed out that the representation of the further education sector should be included. No changes to the membership were proposed because the number of members for the primary, secondary and academies sectors is still broadly proportionate to the current number of pupils.

It was noted that five members are coming to the end of their term and will need to either be re-elected or replaced by their group.

John Tyzack added that as Chair of the Forum he had recently completed a survey from the DfE about the effectiveness of our Schools' Forum, and stressed again the importance for Members to engage with the sector that they are representing.

DECISION: The minor amendment to Part A of the constitution was agreed plus reference to further education representation to be added. It was agreed that there would be no changes to the membership for 2015/16.

ACTIONS:

The West Berkshire School Forum constitution be updated accordingly and published on the website

The five members coming to the end of their term make arrangements for their re-election or replacement, and let Claire White know the outcome.

C White

**P Dick for
Academies
I Pearson
for Primary
S Hunter
for PRU
M Harwood
for C of E
Diocese**

7. HEADS FUNDING GROUP – TERMS OF REFERENCE

Ian Pearson explained that the Heads Funding Group (HFG) is a working group of the Schools' Forum. Its terms of reference have not been reviewed or updated for several years and there was a need to do so now to reflect the work that the group currently do on behalf of the Schools' Forum. The proposed terms of reference in respect of the work that the group is tasked with and how the group operates were agreed, though there was much discussion on the membership of the group. Ian explained that the core membership is taken from the Schools' Forum Head members, but that there would also be an opportunity for Heads not members of the Schools' Forum to attend when they had a particular interest in a topic. Keith Watts queried why there was not a balance in the core membership between primary and secondary, and Claire White explained that the primary School Forum membership included a School Business Manager (SBM). To make the core membership of the HFG proportional the group could either invite the SBM to join or select an additional Head. Several members also queried who the additional Heads would be – would they change every meeting to bring in experts on particular topics, and would they have voting rights. It was agreed that the optional members could join the group debate but would be non voting members

DECISION: The Terms of Reference were agreed subject to the following amendments:

- **The School Forum Primary SBM be added to the core membership**
- **The optional members are to be non voting**

ACTION: The Terms of Reference to be amended accordingly

C White

8. SCHOOL FORMULA 2016/17

Claire White presented the report on the arrangements for setting the primary and secondary school formula for 2016/17. As there has not yet been any announcements made by the DfE and there will be little time to devote to a review, it was proposed that there will be no changes made to the local formula for 2016/17 unless an announcement is made that would be of benefit to West Berkshire schools. There will be a short consultation to be sent to all schools and also School Forum members for two weeks in early September with a final view taken by Schools' Forum at the end of September.

Claire also provided some benchmarking information setting out the West Berkshire formula compared to national averages, showing that we are not an outlier and our rates are close to the average for the main factors. Paul Dick expressed his concerns that our rates for deprivation and prior attainment are

low. Claire explained that because we receive below average funding in our DSG rate and pay out base pupil funding rates and a lump sum close to average, it is inevitable that the rates paid out for other factors will be lower. If we were to receive additional funding it would certainly be a consideration.

The expectation is that the Government will start consulting on a national formula in the Autumn, for implementation from 2017. With our DSG funding rate now falling well below the average following the distribution of the additional £390m in 2015/16, there is a possibility this may mean more funding for West Berkshire schools, though we are unlikely to see any inflationary increases to the funding rate.

DECISION: Once the arrangements for 2015/16 have been received from the DfE, a two week consultation will take place with schools proposing no change, unless there is a change in the arrangements considered by officers to be advantageous to West Berkshire schools.

ACTION: A short consultation document to be produced and go out to schools early September

C White

Paul Dick left the meeting after this item at 5:40pm.

9. BALANCE CONTROL SCHEME

Claire White presented a proposal for changing the schools excess surplus balance claw back scheme. The report listed several reasons why the current scheme is no longer appropriate, and stated that schools should have autonomy to make their own decision on what is a reasonable balance in their own particular circumstances whilst taking their strategic longer term financial plans into account. Although the level of balances overall had not reduced over the last four years, the number of schools with an excess and the level of those excesses had significantly reduced. Four options were given – no change to current scheme, bringing nursery, special and PRU schools into the current scheme, totally remove the scheme, or introduce an alternative lighter touch review. The consensus from Heads Funding Group was that the current scheme should be replaced by a light touch review by Schools' Forum. Claire provided an example of what data could be included in a light touch review, including each individual schools recent history of balances, their current balance as a percentage of actual income received, the difference between their planned end of year balance and actual end of year balance for the last three years, and their planned balances for the next three years.

Graham Spellman welcomed the fact that the Forum would be receiving more information than they receive now, though Peter Hudson was concerned that the Forum would have no power to do anything if they had concerns. Claire explained that after reviewing the data the Forum would be able to challenge schools on their financial management and identify schools where support may be required, which should provide a more helpful approach. The challenge could be in any format the Forum requested and felt was appropriate – from a written explanation to questions posed or the school being asked to attend a panel. It

would be on an exceptional basis only rather than a blanket approach. David Ramsden felt that the reason the DfE had removed the ruling was political to allow Academies to have more autonomy. We would need to be careful on how the change was communicated, particularly in explaining this to schools who had suffered a claw back in the past. He was also concerned that the review would involve a lot of work. Claire confirmed that the data collection did not involve much work – all the data already exists for other purposes. Mary Harwood stated that as a governor of a school who had suffered claw back in the past she personally would not have a problem with the change. Sheilagh Peacock felt that schools should be trusted to make their own judgements, particularly very small schools. David agreed that if the review did not involve too much work then he would support this, though the annual review would need to ensure that balances are not creeping back up again. Peter agreed, and that it should be made clear that the claw back scheme could be reintroduced if need be. He also suggested looking to see what other local authorities use in their light touch reviews.

DECISION: Agreed to consult with schools on changing the scheme for financing schools to remove the claw back scheme and replace with a light touch review.

ACTION: Consultation to go out to all maintained schools with a report back to Schools' Forum in September.

C White

10. INKPEN EXCESS SURPLUS BALANCE

Ian Pearson reminded members that at the last meeting they had requested that Heads Funding Group (HFG) investigate Inkpen's excess surplus balance further, by inviting the Head and School Business Manager to give an explanation and answer questions posed by the group. This had taken place at the last HFG, and the members present were satisfied with the clear explanation and evidence given by the school and recommended no further action.

DECISION: It was agreed that no further action would be taken, and the school could keep its excess surplus balance

11. PRU BUDGET

Cathy Burnham reported that there is a significant amount of work going on with PRUs currently, so not all reports have come to this meeting and Heads Funding Group had not previously had sight of this report. This report provided an early update on the impact of changing the PRU bandings from four bands to a single band. To date there is only one half terms of costs from the reintegration service and this shows a reduction in cost compared to the same period last year, so is looking promising. There is a need to ensure that the support to pupils isn't being compromised by this reduction. Further information will be provided at the next meeting in September.

Cathy gave a verbal update on the PRU strategic review. An options paper has been sent out as a pre consultation to secondary Heads. The three options are

a smaller PRU with greater delegation to schools, moderate restructuring with some delegation, and little change. There have so far been seven responses out of ten and the deadline is this Friday. Out of the responses received to date, the preferred option is moderate restructuring. Once the preferred option has been determined this will be costed and sent out to formal consultation to all interested parties.

Mark Bennet questioned why the review was concentrated on secondary (KS4). Cathy commented that permanent exclusions and thus the Alternative Curriculum service will be the main focus of future provision. Concerns were raised about KS5 and the statutory school age is going up. Chris Prosser stated that KS5 had not been fully debated, and David Ramsden agreed that this needs further consideration. Cathy agreed to take this on board.

12. INDIVIDUAL SCHOOL BUDGETS 2015/16

Claire White presented a report for information on the budgets for 2015/16 submitted by maintained schools. Four schools have submitted a deficit budget, compared to three last year, and the position at each of these schools was briefly explained – mainly due to decreases in pupil numbers and the lead in time needed to restructure to reflect the lower pupil numbers. Long Lane, Kintbury and Purley all have a deficit recovery plan in place, though John O' Gaunt's deficit continues to grow. An increasing number of schools are forecasting deficits in 2016/17 *if they take no action*, reflecting the fact that costs (particularly employment costs) are rising whilst funding remains static. This highlights the level of savings that schools are required to find in order to stand still. David Ramsden asked Ian Pearson if he had received a reply from the letter sent to the DfE last term regarding the school funding crisis, but he responded that he had not, stating how difficult it is to get responses. The impact of free schools opening up at late notice in Reading is affecting some of our schools (impacting on pupil numbers and thus funding), and the need for cross LA discussions was stressed. Graham Spellman stated that the position at John O'Gaunt appears to be getting worse despite the number of reports received over the years on positive action being taken. Ian stated that the school had taken a number of actions to reduce its costs, including closure of the sixth form, but pupil numbers were not improving. He stressed that the risk was being borne by the Council and not other schools, but agreed that something more radical needs to happen. Mark Bennet commented on the current school transport consultation and queried whether the Council is being joined up in its thinking i.e. is paying the transport costs for pupils to travel to a school outside John O' Gaunt's catchment area having an impact on the schools viability. Ian replied that for many pupils, schools located outside their catchment area are actually closer, so parents have a right to make a claim.

13. TRADE UNION FACILITIES TIME – ANNUAL REPORT 2014/15

Keith Watts introduced the annual report on trade union work supported by facilities time. The report set out the number of cases all five unions had dealt with in the period September 2014 to May 2015. They do not hold information on actual amount of time spent on each activity. David Ramsden was interested

in knowing whether there was a historical comparison available and whether the number of cases had gone up, but this information is not available. Ian Pearson stated that it is good practice to have a report on how de-delegated schools money has been spent and it was useful to receive this report. He requested that the report next year also included the financial information, showing how much had been spent.

14.HOME TUITION REVIEW

Stacey Hunter introduced the review of the Home Tuition Service. This information had been asked for prior to the funding cuts in the current year budget. She had since added the financial section. The report had been reviewed at Heads Funding Group, and although full of information and tables they had asked for it to be more strategic. Cathy Burnham added that the expenditure per pupil averaged out at £9,833. Ian Person stated that different pupils engage for differing numbers of hours, and requested information on cost per hour of tuition which might prove more meaningful. Stacey highlighted that the greatest cost is for tutors of which there is a high turnover. Cathy emphasised that there was a growing number of pupils with mental health and anxiety, and that this needs to be tackled. Home tuition will form part of the PRU strategic review.

ACTION: Data to be provided on cost per hour of provision

C Burnham

15.FORWARD PLAN

Members were asked to note the items for the next two rounds of meetings and to forward any additional items to Claire White.

16.SCHOOLS FINANCIAL VALUE STANDARD – ANNUAL REPORT 2014/15

This item which slipped from the last meeting is no longer being brought to Schools' Forum.

ANY OTHER BUSINESS

Brian Jenkins brought to the attention of members that there is currently a Government consultation entitled "a call for evidence for the cost of childcare" which closes on 10th August. The Government is committed to increasing the hourly rate and increasing the number of funded hours from 15 to 30 which is potentially good news for this sector.

Meeting closed 6.50 p.m.

Date of next meeting: Monday 28th September 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:	Primary & Secondary School Formula 2016/17
Date of Meeting:	28th September 2015
Contact Officer(s)	Claire White & Ian Pearson
For Decision by All School Members of the Forum	

1. Background

1.1 The Department for Education (DfE) announced the arrangements for the 2016/17 funding formula for primary and secondary schools on 16th July 2015. As expected, there were no amendments to the regulations. At the Schools' Forum meeting held on 13th July 2015 it was agreed that if there was no change to the regulations that would benefit West Berkshire schools their proposal would be no change to the West Berkshire formula for 2016/17.

1.2 A briefing/consultation document containing this proposal was distributed to all primary and secondary schools on 1st September. This document is attached (Appendix A).

1.3 Comments were invited from schools for return by 8th September.

2. Proposal

2.1 There were just a few responses to the consultation, all except one agreeing with the proposal with no further comment. The exception was in relation to paragraph 2.4 of the document regarding deprivation. It was commented that we should be putting more money through the deprivation factor, due to the fact we have some pockets of serious deprivation in West Berkshire. This can be considered as an option with regard to the allocation of any additional funding.

2.2 Heads Funding Group has considered the document and agrees with the following proposals (for the reasons set out in 2.6 of the briefing document):

- (1) In order to provide schools with stability to their funding for a further year, the formula factors are to remain the same as those used in 2015/16. There are no perceived anomalies that need to be addressed, and it is felt that the current formula is equitable and fair.
- (2) If funding from the Dedicated Schools Grant (DSG) allows, the funding rates for each formula factor are to remain the same.
- (3) Once the 2016/17 schools block of the DSG funding allocation is known (expected mid December 2015), any shortfall in funding

will be met by an adjustment to the basic entitlement per pupil rate. If there is additional funding available the option of allocating some or all through the deprivation factor will be considered at the January meeting of the Schools' Forum.

2.3 The recommended formula for 2016/17 to be submitted to the Education Funding Agency by 31st October 2015 is as follows:

Factor	Rate - Primary	Rate - Secondary
1. Basic Entitlement per Pupil:		
Primary	£2,937	
Secondary KS3		£4,364
Secondary KS4		£4,364
2. Deprivation per eligible Pupil:		
Free School Meals Ever 6	£875	£670
Income Deprivation Affecting Children Index (IDACI):		
IDACI Band 1	£40	£60
IDACI Band 2	£120	£180
IDACI Band 3	£240	£360
IDACI Band 4	£240	£360
IDACI Band 5	£240	£360
IDACI Band 6	£240	£360
3. Prior Attainment per eligible Pupil	£284	£1,125
4. Looked After Children	Not used	Not used
5. English as an Additional Language	£345	£345
6. Pupil Mobility	Not used	Not used
7. Sparsity	Not used	£100,000
8. Lump Sum per School	£126,400	£126,400
9. Split Sites	Not used	Not used
10. Rates - actual cost to school	Actual cost	Actual cost
11. Private Finance Initiative	Not applicable	Not applicable
12. London Fringe	Not applicable	Not applicable
13. Post 16	Not used	Not used
14. Exceptional Premises	Actual cost	Actual cost

2.4 The only impact on individual schools will be where they are receiving minimum funding guarantee due to the original formula changes in 2013 (their funding will reduce by 1.5% per pupil). The exemplification in the consultation document uses current (October 2014) data. Schools' final funding allocation for 2016/17 will be based on their pupil numbers (and other relevant data) in the October 2015 census. If this changes significantly then so will their funding.

Recommendation: To recommend the proposals as set out above to the Council for final formal approval

Appendices

Appendix A – Proposed Funding Arrangements for 2016/17 – Briefing & Consultation Document sent to schools September 2015.

Primary and Secondary Schools Funding Proposed Funding Arrangements for 2016/17

Briefing & Consultation Document for Schools September 2015

1. Introduction

- 1.1 The Department for Education (DfE) introduced major changes to school funding in 2013/14 in relation to how local authorities distribute funding to schools (the school formula), followed by further minor changes in 2014/15 and 2015/16.
- 1.2 The schools revenue funding arrangements for 2016/17 so far announced by the Government do not contain any changes in respect of the primary and secondary formula, but this does not rule out other changes (for example to early years and high needs funding) following the Government's spending review in late November 2015 – which may then have an impact on the school formula rates.
- 1.3 The funding promise in the Conservative manifesto of “flat” cash per pupil has been upheld, with the local authority schools block rate of funding for 2016/17 being confirmed as protected at the 2015/16 level (for background and more detailed information on school funding, see **Appendix A** – An Explanation of the DSG).
- 1.4 The detail of the school revenue funding arrangements for 2016/17 can be accessed on this Government webpage:
<https://www.gov.uk/government/publications/schools-funding-arrangements-2016-to-2017>.
- 1.5 The Government remain committed to making schools funding fairer and aim to eventually move to a full national formula, which may include national rates for some or all of the funding factors. Currently, local authority funding rates vary. It is expected that we will shortly see a consultation from the Government on their proposals for change.
- 1.6 As well as this document providing a briefing on the proposed local arrangements for 2016/17, schools are also invited to make comments on five specific areas, as highlighted in boxes within the text. Please e-mail your response to Claire White, Schools' Finance Manager

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cwhite@westberks.gov.uk by 8th September 2015. In order for the Schools' Forum to consider a suggestion for change, it should be accompanied by clear rationale on why your proposal is a better solution and fair and equitable for all schools in West Berkshire, and not just for your own individual school. You should also check that it falls within the current funding regulations.

2. Current Formula / Funding Rates and Proposals for 2016/17

2.1 The following table shows the current West Berkshire formula, alongside the 2015/16 average funding rate per factor for all local authorities:

Table 1: West Berkshire Formula 2015/16

Factor	Rate	Units (no. of pupils unless specified)	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.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
3.Prior Attainment:				
Primary	£284	3,101.21	£880,743	£812
Secondary	£1,125	2,010.55	£2,261,869	£1,040
4.Looked After Children	Not used			£636
5.English as an Additional Language:				
Primary EAL 3	£345	654.63	£225,848	£476
Secondary EAL 3	£345	75.93	£26,196	£911
6.Pupil Mobility:				
Primary	Not used			£448
Secondary	Not used			£626
7.Sparsity				
Primary	Not used			
Secondary	£100,000	1 (school)	£100,000	
8.Lump Sum:				
Primary	£126,400	66 (school)	£8,342,400	£127,952
Secondary	£126,400	10 (school)	£1,264,000	£139,739
9.Split Sites	Not used			
10.Rates:				
Primary	Actual		£667,649	
Secondary	Actual		£342,458	
11.Private Finance Initiative (PFI) contracts	N/A for WBC			

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12. London Fringe	N/A for WBC			
13. Post 16	Not used			
14. Exceptional Premises factors – joint use of leisure facilities	Actual	0	£0	
15. Minimum funding Guarantee (-1.5%)				
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%

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 to the main factors. Of the two main factors, the primary basic entitlement is £2,937 per pupil compared to the national average of £3,014; the secondary basic entitlement is £4,364 per pupil compared to the national (weighted) average of £4,367; the primary and secondary lump sum is £126,400 per school 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 (i.e. secondary schools receive 28% more funding than primary schools).

2.3 It should be noted that not all formula factors are used by all local authorities, and the average rates provided in the above table are derived based on those authorities that are using that factor – there is no expectation that an authority should aim for the average rate for each factor, as each authority is funded at a different level and it would be impossible to replicate this.

2.4 The only concern with our current formula that was raised by the Schools' Forum was that there did not appear to be enough funding going to schools through the deprivation and prior attainment factors. This is due to West Berkshire's funding rate being well below the national average, and that being an area of comparatively very low deprivation, our historical funding allocation does not provide enough funding to increase these rates.

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

2.6 **Appendix B** is an extract from the Government's school revenue funding arrangements document, detailing the allowable funding factors for 2016/17. Although the arrangements for 2016/17 had not been released in time for the Schools' Forum meeting held on 13th July 2015, it was (correctly) assumed that there would be no change to the primary and secondary school formula rules. It was therefore proposed that there should be no changes to the West Berkshire formula factors in 2016/17, and if possible the funding rates remain the same, for the following reasons:

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- The current formula is deemed to be a best fit for West Berkshire schools within the parameters allowed and funding available (our concerns about small school viability and suggestions for change have not to date been accepted by the Government).
- To prevent any turbulence in school budget allocations and keep to what schools have been basing their longer term strategic financial planning on.
- To provide another year of stability prior to national funding as far as is possible.
- The largest proportion of funding is allocated through the basic entitlement (per pupil rate) and lump sum and these rates fall close to the national average, which we would not want to move away from if this is the direction of a national formula. The primary/secondary ratio is also at the average.
- As the main formula rates are close to average, we should wait for the national changes and in the meantime aim to keep our funding rates much the same if at all possible.

2.7 The funding rate that can be applied to each factor is subject to the amount of funding we receive through the Dedicated Schools Grant (DSG), which will be confirmed in December 2015 for 2016/17. Although we already know that there will be no change to the funding rate of the DSG, there are a number of reasons why the total amount of funding available for allocation and thus formula funding rates may change:

- The DSG is based on number of pupils in the October census – this may be higher or lower than the previous year, affecting the total funding received. As the formula factors are not all related to number of pupils, e.g. the lump sum or rates, a reduction in pupil numbers will mean there is less money left to put through the non fixed factors and vice versa.
- Some factors may increase by default, leaving less funding for the other factors e.g. if there are any claims for exceptional premises funding from qualifying schools (there were none in 2015/16), and if rates bills go up significantly (schools are funded on actual cost of rates).
- The Minimum Funding Guarantee (MFG) payment may go up or down. MFG is payable where a school's funding decreases by more than 1.5% *per pupil* and therefore protects schools where there is a change to the formula and/or funding rates that adversely affect the school.
- The amount of funding required for centrally retained services that are also funded from the DSG may change
- There may be a shortfall of funding in high needs, which would possibly need to be met from schools funding if other savings cannot be found.

2.8 If there is not enough funding to maintain the current rates, or there is additional funding available, it is proposed that this is made through the basic entitlement rate, as this is the only factor that will impact (good or bad) every school equally.

3. Formula Exemplification for 2016/17

3.1 **Appendix C** shows the formula exemplification for 2016/17 using the same pupil numbers as 2015/16, and assuming the same funding rates. As there are

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no changes proposed to the formula, the exemplification just shows schools the effect of the continuation of the MFG. Actual individual school allocations will be dependent on the October 2015 census data.

- 3.2 This appendix is also provided as a separate spreadsheet, and by entering the school cost centre in the orange box of the “school sheet” tab this will display the detailed formula for the school alongside the current funding received for each factor. Schools can also enter their expected/actual pupil numbers for October 2015 (yellow boxes) to see their likely funding for 2016/17 and beyond based on the current funding rates. The sheets do not include any high needs funding for individual pupils i.e. top ups, which is paid outside the formula, as top up funding is variable and follows the pupil.

Do you agree that the Council should keep the current formula factors (as shown in Table 1)? If not, please let us know with your reasons why.

Do you agree that if there is to be a change to funding rates (either up or down) that this is adjusted through the basic entitlement rate? If not, please let us know with your reasons why.

Do you think your school is eligible for exceptional premises funding? If yes, please let us know with your reasons why.

4. Future Changes to Funding

- 4.1 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.
- 4.2 Option 1- a pure national funding formula with all schools receiving the same (or similar) funding rates through the same formula and allocated from a central agency.
- 4.3 Option 2 – a new fairer formula to allocate the funding to local authorities (i.e. keeping the school block DSG) with some local discretion still allowed in how it is allocated to individual schools through the current factors.
- 4.4 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”. 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 now much 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 to the lowest funded authorities). Overall, funding rates currently range from £4,151 in Wokingham to £7,007 in Tower Hamlets.

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- 4.5 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.

5. Additional Funding Outside the School Formula

- 5.1 The funding regulations allow for a few exceptional circumstances to be funded outside the formula and be top sliced from the DSG. For each fund the Schools' Forum needs to agree the clear criteria setting out the circumstances in which a payment could be made and the basis for calculating the sum to be paid.

- 5.2 The current criteria for each fund are attached alongside this document. The only proposed change is to the Growth Fund, and the tracked change is shown.

- 5.3 The funds are as follows:

- Growth Fund – support for schools required to provide extra places in order to meet basic need within the authority – including pre-opening, diseconomy and reorganisation costs
- Falling Rolls Fund – to support good or outstanding schools with falling rolls where local planning data shows that the surplus places will be needed in the near future
- Schools with a disproportionate number of high needs pupils which cannot be reflected adequately in their formula funding. This needs to be made through a formula.

If you have any comments/suggestions on the criteria set to access the additional funds please provide details.

- 5.4 **Appendix D** is an extract from the Government's school revenue funding arrangements document summarising other funding allocations that schools receive – either as a formula or as a grant.

- 5.5 The current information on high needs funding is that there will be no change to our funding allocation in 2016/17, therefore there are no proposals to change top up funding rates for high needs pupils. Place funding of £10,000 for resource units will remain for 2016/17, and the number of places to be funded will remain the same for the authority, though there is flexibility to “move” place funding between institutions within the local authority. The move to a system of place funding based on actual places filled in the previous academic year as previously proposed by the DfE has not gone ahead.

- 5.6 There are no detailed proposals from the DfE yet on early years funding for 2016/17, though the DfE has called for evidence on the cost of providing childcare, and has suggested that there may be an increase to the funding rate. Locally in West Berkshire there is not enough funding to maintain the current funding rates, so if additional funding is not received, there may need to be a reduction in the early year (3&4 year old nursery) funding rates.

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5.7 No announcement has been made yet on the likely Pupil Premium Grant (PPG) rates or arrangements for 2016/17.

6. De-delegations 2016/17

6.1 From 2013/14 schools received funding for newly delegated central services. For some services (where offered by the local authority), maintained primary and secondary schools can collectively opt for the service to be de-delegated – which means that the funding continues to be centrally retained for the benefit of all maintained primary and secondary schools, and individual schools cannot make that choice for themselves (Academies may be given the option to buy into the service, as can Nursery and Special schools and PRUs). The de-delegations need to be reconsidered on an annual basis.

6.2 The relevant Schools' Forum representatives for each phase will vote on whether each service is to be de-delegated or not. The services currently de-delegated are as follows:

- Behaviour Support Service
- Support to underperforming ethnic minority groups and bilingual learners
- Trade Union Local Representation
- Contingency for schools in financial difficulty (primary schools only)

6.3 The spreadsheet sent with this document containing the formula exemplification, shows for each individual school the amount of funding deducted for each service in the current year. The amounts to be deducted for 2016/17 will be dependent on the October census.

6.4 The final decision on each de-delegation will be made by the relevant Schools' Forum Members for each phase on 28th September. Schools may wish to contact their Schools' Forum representative direct to express their view, or respond as part of this consultation.

If you do not agree with any of the above services being de-delegated, please let us know with your reasons why.

7. Timetable

7.1 The timetable for finalising the formula and schools budgets for 2016/17 is as follows:

Consultation with schools	1 st September to 8 th September 2015
Heads Funding Group consider the responses from schools and make recommendation to Schools' Forum	16 th September 2015
Schools' Forum agree the formula to recommend to the Council. Vote taken on	28 th September 2015

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de-delegations	
Formal Political approval received	By Mid October
Submit draft formula to Education Funding Agency	30 th October 2015
October census data issued and funding allocation received – able to finalise formula rates	Mid December
Submit final formula to Education Funding Agency	21 st January 2016
Schools' Forum consider the overall schools budget	25 th January 2016
Confirmation of final budget allocations to maintained schools	29 th February 2016

Appendices

Appendix A – An Explanation of the DSG

Appendix B – Allowable Funding Factors

Appendix C – Proposed Formula 2016/17 - Exemplification for Individual Schools
(also provided as separate spreadsheet for schools to see their own formula budget allocation detail and for their own modelling purposes)

Appendix D – Other Funding Allocations

An Explanation of the Dedicated Schools Grant (DSG)

Background

1. Since April 2006, funding for schools has come from a ring-fenced grant known as the Dedicated Schools Grant (DSG). It comes direct from the Government and is totally separate from all other Council funding and spending.
2. The grant is paid to the Council on a financial year basis and is split into three funding blocks – schools, early years, and high needs. Although separate allocations are received for each, the blocks are not ring fenced.
3. The use of the grant is governed by school finance regulations, and this includes setting out what (limited) centrally retained services can be met from the grant. Therefore not all the grant is directly allocated out to schools, some funding is retained by the Council to provide central services to schools with particular needs.
4. Any unspent grant at the end of the financial year is carried forward for allocation in the following financial year.
5. The Council uses a formula to allocate funding out to schools from this grant. The formula is largely prescribed by the Government, though the Council is free to choose which factors to use and at what funding rates, though the funding rates are very much governed by the amount of grant received. The Council must consult with the Schools' Forum and all schools on any changes.
6. The DSG allocated to the Council includes the funding for Academies and Free schools. Once the school formula has been determined, the Government then recoup the exact formula amount back in order for them to fund these schools direct.
7. A national formula (the Government's future aim) may either fund schools direct from a national centre using the same formula and similar funding rates for all schools in England, or standardise the funding rates that every Council receives.
8. Sixth form funding is not included in the DSG (other than high needs top up payments) and is paid to schools separately by the Government using a national formula and national rates.

How the DSG is calculated

Since 2013/14 the DSG has been split into three funding blocks:

Schools Block

- Based on the previous October school census
- Calculated total number of primary and secondary pupils (year R to 11) x funding rate
- In 2015/16 this is 21,992 pupils x £4,368 = £96.060m
- The funding rate is historical and is different for every Council. In 2015/16 this ranges from £4,151 in Wokingham to £7,007 in Tower Hamlets.
- The funding rate has not increased since 2010/11, therefore schools have not seen any inflationary increases to their allocations
- However, in 2015/16 the Government allocated an additional £390m to the lowest funded Council's as a step towards closing the funding gap. West Berkshire received an additional £8 per pupil (0.2%).

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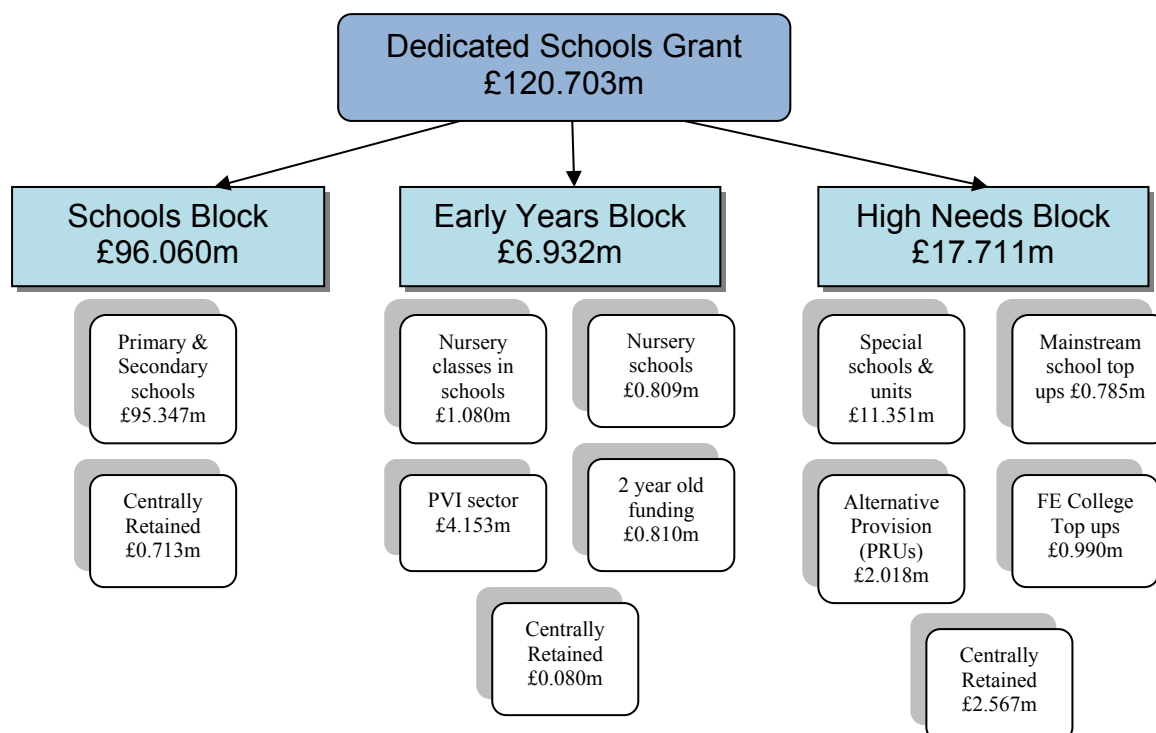
Early Years Block

- Based on the January school and early years census
- Calculated 5/12 of the previous January nursery pupils plus 7/12 of the following January nursery pupils x funding rate.
- Separate calculation for 2 year olds
- For the 2015/16 grant we do not know what the allocation for the year will be until February 2016 at the earliest, so estimates have to be made
- In 2015/16 this estimate is:
1,562 pupils x £3,911 = £6.109m for 3&4 year olds
162 pupils x £5,092 = £0.823m for 2 year olds
- The funding rate for 3&4 year olds is historical and is different for every Council, and has not seen any increases. The rate ranges from £3,230 in Worcestershire to £8,713 in Camden. The rate for 2 year olds is standardised across all Councils.

High Needs Block

- This is a fixed sum. In 2013/14 this sum was derived by how much each individual Council had spent on high needs in the previous year
- There has been a limited increase to this sum since then, and so increases in the number of pupils requiring support, increases in the level of support and general increases in cost have not been funded.
- For 2015/16 this sum is £17.711m (compared to £17.550m in 2014/15)
- If funding runs out in this block then the Council would need to use funding from other blocks (i.e take funding away from schools) in order to maintain the statutory provision for high needs pupils.

Where the DSG is allocated (2015/16)



The main centrally retained services are:

Schools Block – licences for all schools, growth fund for schools, school admissions service
Early Years Block – quality monitoring & compliance, eligibility checking, sufficiency & sustainability planning, early years IT system

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High Needs Block – ASD advisory support, Home Tuition, Engaging Potential service, therapy services, sensory impairment support, inclusion support, applied behaviour support, vulnerable children support, early intervention

Allowable Funding Factors

Factor	Further information
<p>1. Basic entitlement A compulsory factor that assigns funding to individual pupils, with the number of pupils for each school or academy based on the October pupil census.</p>	<p>Funding allocated according to an age-weighted pupil unit (AWPU). A single rate for primary age pupils, which must be at least £2,000. There may be different rates for key stage 3 and key stage 4, with a minimum of £3,000 for each. Local authorities may choose to increase the pupil number count where schools had previously had higher reception pupil numbers in January 2015 than in the October 2014 census.</p>
<p>2. Deprivation A compulsory factor</p>	<p>Local authorities may choose to use free school meals and/or the Income Deprivation Affecting Children Index (IDACI). Free meals can be measured either at the previous October census or “ever 6” - which reflects pupils entitled to free meals at any time in the last 6 years – but not both. The IDACI measure uses 6 bands and different values can be attached to each band. Different unit values can be used for primary and secondary.</p>
<p>3. Prior attainment An optional factor (although it is used by almost all local authorities). It acts as a proxy indicator for low level, high incidence special educational needs</p>	<p>May be applied for primary pupils identified as not achieving the expected level of development within the early years foundation stage profile (EYFSP) and for secondary pupils not reaching L4 at KS2 in either English or maths.</p> <p>The EYFSP changed in 2013, so a weighting may be used to ensure that funding delivered through the primary prior attainment factor is not disproportionately affected by the year groups (years 1 to 3) assessed under the new framework. For pupils assessed using the old profile (years 4 to 6), local authorities will continue to be able to choose between two EYFSP scores, targeting funding to either all pupils who achieved fewer than 78 points; or all pupils who achieved fewer than 73 points on the EYFSP.</p> <p>In 2012 the KS2 English assessment methodology was changed to include separately a reading test, a grammar, punctuation and spelling test and teacher assessed writing. For those assessed at KS2 up to 2011, the English element of the KS2 measure will identify those pupils who fail to achieve a level 4 in English.</p> <p>For pupils assessed at KS2 from 2012 onwards and who have been part of these new arrangements, the English element of</p>

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	the KS2 measure will identify those who do not achieve a level 4 in either the reading or teacher assessed writing elements.
4. Looked-after children An optional factor	A single unit value may be applied for any child who has been looked after for one day or more as recorded on the local authority SSDA903 return at 31 March 2015. This data is mapped to schools using the January school census, enabling identification of the number of looked-after children in each school or academy.
5. English as an additional language (EAL) An optional factor	EAL pupils may attract funding for up to 3 years after they enter the statutory school system. Local authorities can choose to use indicators based on one, two or three years and there can be separate unit values for primary and secondary.
6. Pupil mobility An optional factor	This measure counts pupils who entered a school during the last three academic years, but did not start in August or September (or January for reception pupils). There is a 10% threshold and funding is allocated based on the proportion above the threshold – so if a school has 12% mobility, then 2% of pupils would attract funding.
Proportion allocated through pupil-led factors	Local authorities must allocate at least 80% of the delegated schools block funding through pupil-led factors (the factors in lines 1-6 above, and London fringe uplift where relevant).
7. Sparsity An optional factor	<p>A sparsity distance is calculated for each school. Pupils for whom it is their closest compatible school are identified, and then the average (mean) distance to the second nearest compatible school for these pupils is calculated.</p> <p>In addition, the number of pupils in a school is divided by the number of year groups to determine the size of the average year group.</p> <p>Two qualification criteria for attracting sparsity funding must be met if schools are to attract sparsity funding:</p> <p>Primary schools qualify if the sparsity distance is greater than 2 miles and the average year group is less than 21.4.</p> <p>Secondary schools qualify if the sparsity distance is greater than 3 miles and the average year group is less than 120.</p> <p>Middle schools qualify if the sparsity distance is greater than 2 miles and the average year group is less than 69.2.</p> <p>All-through schools qualify if the sparsity</p>

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	<p>distance is greater than 2 miles and the average year group is less than 62.5. Local authorities can reduce the pupil numbers and increase the distance criteria. The maximum amount which can be allocated to an individual school through this factor is £100,000 (including fringe uplift) and the value can be different for each phase of school.</p> <p>Local authorities can choose whether to use a single amount for all sparse schools, or to use a tapered amount which increases the smaller the school.</p> <p>Local authorities can apply for an exceptional factor to target up to an additional £50,000 of sparsity funding at very small secondary schools where the total number on roll is 350 or less, where the sparsity distance is 5 miles or more, and where pupils in years 10 and 11 are present.</p> <p>See paragraphs 9-17 for further information.</p>
<p>8. Lump sum An optional factor (although in 2015 to 2016 it was used by all local authorities)</p>	<p>Local authorities can set different lump sums for primary and secondary (middle schools receive a weighted average based on the number of year groups in each phase). The maximum lump sum is £175,000, including London fringe uplift. Where schools amalgamate, they will retain 85% of the combined lump sums in the year after the amalgamation (or in the same year if they amalgamate on 1 April) instead of receiving just a single lump sum immediately. Local authorities may apply to vary the additional payment in exceptional circumstances. Where schools amalgamate after 1 April, the new school will receive funding equivalent to the formula funding of the closing schools added together for the appropriate proportion of the year and will receive the 85% allocation in the following year.</p> <p>Local authorities may apply for an exceptional factor to pay a further allowance to amalgamating schools in the second year after amalgamation. Local authorities may also wish to apply to exclude the exceptional factor payment from the MFG baseline.</p> <p>See paragraphs 18-20 for more information.</p>
<p>9. Split sites An optional factor</p>	<p>The purpose of this factor is to support schools which have unavoidable extra costs because the school buildings are on separate sites. Allocations must be based</p>

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	on objective criteria, both for the definition of a split site and for how much is paid. See paragraphs 21-24 for more information.
10. Rates An optional factor (although in 2015 to 2016 it was used by all local authorities)	These must be funded at the authority's estimate of the actual cost. Adjustments to rates may be made during the financial year but outside of the funding formula. For example, an additional allocation could be made to a school (e.g. from balances brought forward). This should be reflected in the Section 251 outturn statement and in each school's accounts. The effect on the school would be zero since any rates adjustment will be offset by a change in the cost of the rates. See paragraph 56 for more information.
11. Private Finance Initiative (PFI) contracts An optional factor	The purpose of this factor is to support schools which have unavoidable extra premises costs because they are a PFI school and/or to cover situations where the PFI "affordability gap" is delegated and paid back to the local authority. Allocations must be based on objective criteria, capable of being replicated for any academies in the authority area. See paragraphs 25-28 for more information.
12. London fringe An optional factor, but only for the five local authorities to which it applies (Buckinghamshire, Essex, Hertfordshire, Kent and West Sussex)	The purpose of this factor is to support schools which have to pay higher teacher salaries because they are in the London fringe area, and where only part of the authority is in this area. It is applied as a multiplier of 1.0156 to the relevant factors.
13. Post-16 An optional factor, but can only be used where the local authority had such a factor in 2015 to 2016	A per-pupil value which continues funding for post-16 pupils up to the per pupil level that the authority provided in 2015 to 2016.
14. Exceptional premises factors Local authorities can apply to EFA to use exceptional factors relating to premises. The most frequently approved factors are for rents and for joint-use sports facilities.	The exceptional factors must relate to premises costs and applications should only be submitted where the value of the factor is more than 1% of a school's budget and applies to fewer than 5% of the schools in the authority's area. Any factors which were used in 2015 to 2016 can automatically be used for pre-existing and newly-qualifying schools in 2016 to 2017, provided that the qualification criteria are still met.

Appendix C

2016/17 School Budget Allocations - EXEMPLIFICATION - August 2015 Compared to 2015/16 Actual Allocation

Cost Centre	SCHOOL	2015/16 ACTUAL FORMULA (prior to MFG/Capping)			2016/17 EXEMPLIFICATION (prior to MFG/Capping)			Change	MFG / (CAP)			Overall Change
		Formula Budget	Pupil No's (Oct 2014)	Per Pupil Funding	Formula Budget	Pupil No's (Oct 2014)	Per Pupil Funding	Before MFG	2015/16	2016/17	Change	(inc. Protection)
95600	Chaddleworth St. Andrew's Church of England Primary School	201,492	21	9,594.87	201,492	21	9,594.87	0		0	0	0
95200	Shefford Church of England Primary School	214,885	25	8,595.39	214,885	25	8,595.39	0	9,809	8,391	-1,418	-1,418
91700	Brimpton Church of England Primary School	260,549	43	6,059.29	260,549	43	6,059.29	0	19,767	17,496	-2,271	-2,271
91300	Beedon Church of England Controlled Primary School	275,720	46	5,993.90	275,720	46	5,993.90	0	8,616	6,278	-2,338	-2,338
92700	The Ilsleys' Primary School	299,555	56	5,349.20	299,555	56	5,349.20	0	375	0	-375	-375
92800	Enborne Church of England Primary School	310,211	58	5,348.46	310,211	58	5,348.46	0		0	0	0
93800	Inkpen Primary School	347,799	71	4,898.58	347,799	71	4,898.58	0	4,175	829	-3,346	-3,346
97400	Yattendon Church of England Primary School	360,035	76	4,737.30	360,035	76	4,737.30	0	17,063	13,322	-3,741	-3,741
94900	Purley Church of England Infants School	375,134	78	4,809.41	375,134	78	4,809.41	0		0	0	0
95100	Shaw-cum-Donnington Church of England Primary School	422,497	91	4,642.82	422,497	91	4,642.82	0	48,252	43,158	-5,094	-5,094
96700	Welford and Wickham Church of England Primary School	409,569	91	4,500.75	409,569	91	4,500.75	0	9,427	5,116	-4,311	-4,311
97300	Woolhampton Church of England Primary School	426,717	96	4,444.97	426,717	96	4,444.97	0		0	0	0
93500	Hampstead Norreys Church of England Primary School	441,163	100	4,411.63	441,163	100	4,411.63	0		0	0	0
96500	Sulhamstead and Ufton Nervet Church of England Voluntary Controlled Primary School	438,902	102	4,302.96	438,902	102	4,302.96	0		0	0	0
96400	Streteley Church of England Voluntary Controlled Primary School	451,862	104	4,344.83	451,862	104	4,344.83	0		0	0	0
91600	Brightwalton Church of England Aided Primary School	445,729	104	4,285.86	445,729	104	4,285.86	0		0	0	0
91400	Beenharn Primary School	469,833	105	4,474.60	469,833	105	4,474.60	0		0	0	0
92300	Curridge Primary School	444,873	105	4,236.89	444,873	105	4,236.89	0		0	0	0
96300	Stockcross Church of England Primary School	454,815	108	4,211.25	454,815	108	4,211.25	0		0	0	0
92900	Englefield Church of England Primary School	464,772	111	4,187.14	464,772	111	4,187.14	0		0	0	0
91800	Bucklebury Church of England Primary School	523,151	125	4,185.21	523,151	125	4,185.21	0		0	0	0
91100	Basildon Church of England Primary School	557,919	139	4,013.80	557,919	139	4,013.80	0		0	0	0
91500	Bradfield Church of England Primary School	570,805	139	4,106.51	570,805	139	4,106.51	0		0	0	0
94200	Kintbury St. Mary's Church of England Primary School	595,572	145	4,107.39	595,572	145	4,107.39	0	24,488	17,273	-7,215	-7,215
94500	Mrs. Bland's Infant & Nursery School	674,165	165	4,085.85	674,165	165	4,085.85	0		0	0	0
95800	Mortimer St. Johns Church of England Infant School	663,989	168	3,952.31	663,989	168	3,952.31	0		0	0	0
91000	Aldermaston Church of England Primary School	678,121	168	4,036.43	678,121	168	4,036.43	0		0	0	0
92200	Compton Church of England Primary School	686,365	176	3,899.80	686,365	176	3,899.80	0		0	0	0
96800	Westwood Farm Infant School	708,591	181	3,914.87	708,591	181	3,914.87	0		0	0	0
97700	St. John the Evangelist Infant & Nursery School	698,358	181	3,858.33	698,358	181	3,858.33	0		0	0	0
93100	Fir Tree Primary School & Nursery	776,905	182	4,268.71	776,905	182	4,268.71	0		0	0	0
95900	Cold Ash St. Mark's Church of England Primary School	691,116	183	3,776.59	691,116	183	3,776.59	0		0	0	0
94300	Lambourn Church of England Primary School	754,716	185	4,079.54	754,716	185	4,079.54	0		0	0	0
93600	Hermitage Primary School	716,014	186	3,849.54	716,014	186	3,849.54	0		0	0	0
94600	Pangbourne Primary School	737,588	190	3,882.04	737,588	190	3,882.04	0		0	0	0
92400	Chieveley Primary School	733,574	194	3,781.31	733,574	194	3,781.31	0		0	0	0
91900	Burghfield St. Mary's Church of England Primary School	752,556	200	3,762.78	752,556	200	3,762.78	0		0	0	0
94100	Kennet Valley Primary School	803,597	200	4,017.98	803,597	200	4,017.98	0		0	0	0
97800	St. Joseph's Catholic Primary School	772,191	200	3,860.96	772,191	200	3,860.96	0		0	0	0
95700	St. Finian's Catholic Primary School	745,588	201	3,709.39	745,588	201	3,709.39	0		0	0	0
93400	Garland Junior School	806,551	207	3,896.38	806,551	207	3,896.38	0		0	0	0
92500	Downsray Primary School	797,525	214	3,726.75	797,525	214	3,726.75	0		0	0	0
95000	Robert Sandilands Primary School & Nursery	843,584	215	3,923.65	843,584	215	3,923.65	0		0	0	0
96900	Westwood Farm Junior School	814,063	217	3,751.44	814,063	217	3,751.44	0		0	0	0
97500	Mortimer St. Mary's Church of England Junior School	815,432	224	3,640.32	815,432	224	3,640.32	0		0	0	0
92000	Calcot Infant School & Nursery	906,145	224	4,045.29	906,145	224	4,045.29	0		0	0	0
94000	John Rankin Junior School	843,855	227	3,717.42	843,855	227	3,717.42	0		0	0	0
94400	Long Lane Primary School	879,354	243	3,618.74	879,354	243	3,618.74	0		0	0	0
96600	Theale Church of England Primary School	917,204	246	3,728.47	917,204	246	3,728.47	0		0	0	0
94700	Parsons Down Infant School	938,283	251	3,738.18	938,283	251	3,738.18	0		0	0	0
96200	St. Nicolas Church of England Junior School	925,355	251	3,686.67	925,355	251	3,686.67	0		0	0	0
92100	Calcot Junior School	991,882	256	3,874.54	991,882	256	3,874.54	0		0	0	0
93900	John Rankin Infant & Nursery School	948,980	259	3,664.02	948,980	259	3,664.02	0		0	0	0
95300	Speenhamland Primary School	1,009,657	262	3,853.65	1,009,657	262	3,853.65	0		0	0	0
94800	Parsons Down Junior School	1,067,342	290	3,680.49	1,067,342	290	3,680.49	0		0	0	0
95400	Springfield Primary School	1,048,785	293	3,579.47	1,048,785	293	3,579.47	0		0	0	0
98700	The Willows Primary School	1,190,084	294	4,047.91	1,190,084	294	4,047.91	0		0	0	0
97000	Whitelands Park Primary School	1,133,633	305	3,716.83	1,133,633	305	3,716.83	0		0	0	0
99400	The Wincombe School	1,185,507	307	3,861.59	1,185,507	307	3,861.59	0	116,561	99,344	-17,217	-17,217
96100	St. Pauls Catholic Primary School	1,168,287	328	3,561.85	1,168,287	328	3,561.85	0		0	0	0
99700	Thatcham Park Church of England Primary School	1,385,182	389	3,560.88	1,385,182	389	3,560.88	0		0	0	0
95500	Spurcroft Primary School	1,407,965	398	3,537.60	1,407,965	398	3,537.60	0		0	0	0
91200	Birch Copse Primary School	1,432,582	416	3,443.71	1,432,582	416	3,443.71	0		0	0	0
93700	Hungerford Primary School	1,502,264	426	3,526.44	1,502,264	426	3,526.44	0		0	0	0
93000	Falkland Primary School	1,502,479	451	3,331.44	1,502,479	451	3,331.44	0	12,677	0	-12,677	-12,677
93200	Francis Baily Primary School	1,771,388	519	3,413.08	1,771,388	519	3,413.08	0	76,290	50,839	-25,451	-25,451
99000	John O'Gaunt Community Technology College	2,130,918	375	5,682.45	2,130,918	375	5,682.45	0	31,426	3,489	-27,937	-27,937
99900	Trinity School & Performing Arts College	3,763,882	717	5,249.49	3,763,882	717	5,249.49	0		0	0	0
99300	Park House School	3,842,703	769	4,997.01	3,842,703	769	4,997.01	0		0	0	0
99500	Theale Green Community School	3,953,146	793	4,985.05	3,953,146	793	4,985.05	0		0	0	0
99600	The Willink School	4,125,700	843	4,894.07	4,125,700	843	4,894.07	0		0	0	0
98900	Denefield School	4,391,173	863	5,088.27	4,391,173	863	5,088.27	0		0	0	0
98800	The Downs School	4,292,982	902	4,759.40	4,292,982	902	4,759.40	0		0	0	0
99800	St. Bartholomew's School	5,959,955	1,247	4,779.43	5,959,955	1,247	4,779.43	0		0	0	0
99200	Little Heath School	6,134,860	1,277	4,804.12	6,134,860	1,277	4,804.12	0		0	0	0
99100	Kennet School	6,782,583	1,393	4,869.05	6,782,583	1,393	4,869.05	0		0	0	0
PRIMARY TOTAL		49,590,361	12,811	3,871	49,590,361	12,811	3,871	0	347,500	262,044	-85,456	-85,456
SECONDARY TOTAL		45,377,903	9,179	4,944	45,377,903	9,179	4,944	0	31,426	3,489	-27,937	-27,937
TOTAL ALL SCHOOLS		94,968,263	21,990		94,968,263	21,990		0	378,926	265,533	-113,393	-113,393

Other Funding Allocations

Factor	Further information
Early years funding This applies to schools or academies with a nursery class	This is paid directly by local authorities to all early years providers, including academies and maintained schools, through the early years single funding formula (EYSFF). Most funding is calculated by multiplying a base rate by the number of hours of provision counted on a termly basis or during the year. For 3 and 4 year olds, there is a mandatory supplement for deprivation and there can be other supplements, such as for quality. Whereas the 5-16 formula uses lagged pupil numbers, early years funding is based on actual hours during the current year. Funding for eligible 2 year olds is provided at a fixed hourly rate, which already includes a supplement for deprivation.
Post-16 mainstream funding	Calculated by the EFA according to a national formula
High needs place funding This applies to mainstream schools or academies with a designated special unit or resourced provision.	£10,000 place funding is provided for each agreed pre-16 high needs place. This is paid directly to academies by the EFA, and forms part of the budget share for maintained schools. Post-16 high needs places – in special units, resourced provision or sixth forms – are funded through the national post-16 formula. Funding for academies is paid directly by the EFA. Where place funding is payable to maintained mainstream schools for Post-16 pupils, it forms part of the sixth form grant that the local authority pays to its school sixth forms on behalf of the EFA.
High-needs top-up funding	This is paid directly by the commissioning local authority for pre-16 high needs pupils where the total cost exceeds the thresholds. In the case of special units, the cost threshold is £10,000 and includes the costs of all pupils' basic educational entitlement, which is funded through the place funding; if the pupil is not in a unit, the cost threshold is £6,000, which only covers the costs of additional SEN support. Schools are expected to meet any cost of support below these thresholds from their budget allocations. For post-16 pupils, the top-up funding is paid in addition to the amounts paid to providers through the national post-16 formula and additional £6,000.
Pupil premium	A premium is payable for each pupil who has been eligible for free meals at any time in the last 6 years, or is looked after / adopted from care, or who has been a service child in the last four years (including children whose parents had died in service and who are in receipt of pensions under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)). Allocation is based on the spring census preceding the financial year. Rates for 2015-16 are: <ul style="list-style-type: none"> • £1,320 Primary age pupils • £ 935 Secondary age pupils • £1,900 Looked-after children / adopted from care • £ 300 Service children An early years pupil premium is payable for eligible 3 and 4 year

Agenda Item 7 - Appendix A

	olds at the rate of 53p per hour for 2015 to 2016 Rates for 2016 to 2017 will be announced in due course.
Education services grant (academies only)	This funding is provided to academies for services previously provided by their local authority – for example, school improvement and asset management. The academic year 2015 to 2016 rate is £87 per pupil, although some protections apply where academies have received a higher level of funding previously. Local authorities also receive ESG for their maintained school pupils at £87 for each pupil in the financial year 2015-16. Rates for 2016 to 2017 will be announced in due course.
Universal infant free school meals grant	This funding is available to provide all infant-age pupils with a free school meal. The rate for 2015 to 2016 is £2.30 per meal taken. Rates for 2016 to 2017 will be announced in due course

West Berkshire Schools' Forum	
Title of Report:	De-delegations 2016-17
Date of Meeting:	28th September 2015
Contact Officer	Ian Pearson
For Decision by Maintained Primary & Secondary School Representatives	

1. Introduction

- 1.1 A number of services with approval from the School's Forum are centrally provided to primary and secondary maintained schools in financial year 2015-16 through the pooling of funding. These services require review to determine if the pooled arrangements will continue for financial year 2016-17. The Primary and Secondary school representatives on the Schools' Forum are required to make this decision for their own phase.
- 1.2 If the School's Forum decides to pool any 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 **Appendix A** provides the method of deducting funding from each school for each service and the unit amounts required in order to provide the budget sum needed for each service. These are based on data from the October 2014 census; actual amounts will be based on the October 2015 census, so the unit rates and amounts deducted from each school may vary from those shown. It should be noted that these amounts do not necessarily match the amounts that were originally delegated for these services, as costs of services may have changed.

2. Pooling of Services

- 2.1 There are four services where maintained schools have the option to pool back funding for the service to continue being centrally provided in 2016-17 on the basis of economies of scale or pooled risk:
 - Behaviour Support Services
 - Ethnic Minority Support
 - Trade Union Representation
 - Schools in Financial Difficulty

3. Behaviour Support Services

- 3.1 The Behaviour Support Service proposal for financial year 2016-17 is similar to previous years.
- 3.2 The proposal is to maintain the standard Behaviour Support Service across the primary and secondary school groups as supplied in the current financial year. Detail in respect of the Behaviour Support Service is included in Appendix B.

- 3.3 There is a £12k increase in the cost of the support model for maintained secondary schools compared to financial year 2015-16. The individual per pupil de-delegated sum for secondary schools has increased by £3.58. The increase in the secondary schools cost is the result of the inclusion of the Exclusions Officer, a full time post to replace the exclusions teacher 0.6fte who retired. This change is in line with demand experienced in 2014-15 and anticipated in 2015-16.

	2016/17		2015/16	
	Unit Charge per pupil	Budget	Unit Charge per pupil	Budget
Maintained Primary Schools	£14.98	£184,703	£14.96	£184,367
Maintained Secondary Schools	£11.65	£39,575	£8.07	£27,414
		£224,278		£211,781

4. Ethnic Minority Support Services

- 4.1 The Ethnic Minority Support Services proposal for financial year 2016-17 has a budget requirement across maintained primary and secondary schools of £252k; this is an £8k increase on the current financial year. The increase is the result of increased staffing costs and demand for additional TA support for pupils. Appendix C sets out the service proposal for 2016-17.

	2016/17		2015/16	
	Unit Charge per EAL pupil	Budget	Unit Charge per EAL pupil	Budget
Maintained Primary Schools	£371.90	£231,908	£360.30	£224,674
Maintained Secondary Schools	£1,340.29	£20,127	£1,301.00	£19,537
		£252,035		£244,212

5. Trade Union Representation

- 5.1 The Trade Union Representation proposal for financial year 2016-17 has a budget requirement of £46k across maintained primary and secondary schools; this is a small increase overall on the current financial year, though there are differences between each phase.
- 5.2 The basis of the budget is detailed in appendix D.

	2016/17		2015/16	
	Unit Charge per pupil	Budget	Unit Charge per pupil	Budget
Maintained Primary Schools	£2.77	£34,154	£2.36	£29,085
Maintained Secondary Schools	£3.35	£11,380	£4.12	£13,996
		£45,534		£43,080

- 5.3 Attached in Appendix E is a letter from the Trade Unions in support of de-delegating funding for this purpose.

6. Schools in Financial Difficulty

- 6.1 If schools decide to de-delegate funding to provide a fund for schools in financial difficulty, the amount to be pooled can be for any amount. The primary heads at the Heads funding Group recommend maintaining the current amount in order to build up this fund, on the basis that more schools will require support from it in the future. The recommendation is therefore to maintain the 2015-16 rate of £9.34 per pupil. Historically inclusive of the current financial year only primary schools have pooled funding. The amount of funding that would be generated

between the four maintained secondary schools is minimal, and it makes sense for these schools to retain their delegated funding for this.

	2016/17		2015/16	
	Unit Charge per pupil	Budget	Unit Charge per pupil	Budget
Maintained Primary Schools	£9.34	£115,162	£9.34	£115,106
Maintained Secondary Schools	£9.34	£31,728		
		£146,890		£115,106

7. Recommendations from Heads Funding Group:

HFG recommend the following decisions for each service on whether to de-delegate funding or not:

Service	Primary	Secondary
Behaviour Support	YES	YES
Ethnic Minority Support	YES	YES
Trade Union Representation	YES	YES
Schools in Financial Difficulty	YES	NO

Appendices

Appendix A – provides an indication of the likely delegations

Appendix B – Behaviour Support Service Proposal 2016-17

Appendix C – Ethnic Minority and Travellers Service Proposal 2016-17

Appendix D – Trade Union Representation Proposal 2016-17

Appendix E – Letter from Trade Unions to support the de-delegating of trade union facilities arrangements

De-Delegations 2016/17

Cost Centre	School	Based on Oct 2014 Census Data		De-Delegations from April 2016				TOTAL
				Behaviour Support	Ethnic Minority Support	Trade Union Representation	Schools in Financial Difficulty	
				Pupil No's	EAL Pupils	Pupil no's	Pupil No's	
				£14.98	£371.90	£2.77	£9.34 Primary	
								Secondary
91000	Aldermaston Church of England Primary School	168	4.7	2,517	1,760	465	1,569	6,311
91100	Basildon Church of England Primary School	139	0.0	2,082	0	385	1,298	3,766
91300	Beedon Church of England Controlled Primary School	45	0.0	674	0	125	420	1,219
91400	Beenham Primary School	103	2.4	1,543	898	285	962	3,688
91200	Birch Copse Primary School	416	3.5	6,232	1,304	1,152	3,885	12,573
91500	Bradfield Church of England Primary School	137	0.0	2,052	0	379	1,280	3,711
91600	Brightwalton Church of England Aided Primary School	104	0.0	1,558	0	288	971	2,817
91700	Brimpton Church of England Primary School	43	0.0	644	0	119	402	1,165
91800	Bucklebury Church of England Primary School	124	0.0	1,858	0	343	1,158	3,359
91900	Burghfield St. Mary's Church of England Primary School	200	1.2	2,996	438	554	1,868	5,856
92000	Calcot Infant School & Nursery	222	27.5	3,326	10,212	615	2,073	16,226
92100	Calcot Junior School	256	12.0	3,835	4,463	709	2,391	11,398
95600	Chaddlesworth St. Andrew's Church of England Primary School	21	1.4	315	521	58	196	1,090
92400	Chieveley Primary School	194	4.7	2,906	1,749	537	1,812	7,005
95900	Cold Ash St. Mark's Church of England Primary School	183	2.4	2,741	890	507	1,709	5,847
92200	Compton Church of England Primary School	174	5.9	2,607	2,182	482	1,625	6,895
92300	Curridge Primary School	105	1.2	1,573	434	291	981	3,278
92500	Downsway Primary School	213	4.7	3,191	1,740	590	1,989	7,510
92800	Enborne Church of England Primary School	58	1.2	869	459	161	542	2,030
92900	Englefield Church of England Primary School	111	1.2	1,663	439	307	1,037	3,446
93000	Falkland Primary School	448	13.9	6,711	5,174	1,241	4,184	17,310
93200	Francis Baily Primary School	519	18.7	7,775	6,956	1,438	4,847	21,015
93400	Garland Junior School	207	3.0	3,101	1,116	573	1,933	6,723
93500	Hampstead Norreys Church of England Primary School	100	0.0	1,498	0	277	934	2,709
93600	Hermitage Primary School	185	1.2	2,771	441	512	1,728	5,452
93700	Hungerford Primary School	420	11.2	6,292	4,157	1,163	3,923	15,535
92700	The Itleys' Primary School	56	0.0	839	0	155	523	1,517
93800	Inkpen Primary School	71	0.0	1,064	0	197	663	1,923
93900	John Rankin Infant & Nursery School	256	12.0	3,835	4,454	709	2,391	11,389
94000	John Rankin Junior School	227	5.1	3,400	1,884	629	2,120	8,034
94100	Kennet Valley Primary School	200	31.8	2,996	11,813	554	1,868	17,231
94200	Kintbury St. Mary's Church of England Primary School	145	1.1	2,172	412	402	1,354	4,340
94300	Lambourn Church of England Primary School	185	6.8	2,771	2,533	512	1,728	7,544
94400	Long Lane Primary School	243	6.8	3,640	2,510	673	2,270	9,093
95800	Mortimer St. Johns Church of England Infant School	167	12.2	2,502	4,544	463	1,560	9,068
97500	Mortimer St. Mary's Church of England Junior School	224	1.0	3,356	372	620	2,092	6,440
94500	Mrs. Bland's Infant & Nursery School	165	11.3	2,472	4,196	457	1,541	8,666
94600	Pangbourne Primary School	190	5.9	2,846	2,208	526	1,775	7,355
94700	Parsons Down Infant School	248	18.4	3,715	6,856	687	2,316	13,574
94800	Parsons Down Junior School	290	7.0	4,344	2,603	803	2,709	10,459
94900	Purley Church of England Infants School	78	8.7	1,168	3,223	216	729	5,336
95000	Robert Sandilands Primary School & Nursery	215	17.4	3,221	6,483	596	2,008	12,307
95100	Shaw -cum-Donnington Church of England Primary School	91	1.2	1,363	440	252	850	2,905
95200	Shefford Church of England Primary School	25	2.3	375	845	69	234	1,522
95300	Speenhamland Primary School	270	34.5	4,045	12,821	748	2,522	20,135
95400	Springfield Primary School	292	4.8	4,374	1,772	809	2,727	9,682
95500	Spurcroft Primary School	397	19.7	5,947	7,309	1,100	3,708	18,064
95700	St. Finian's Catholic Primary School	201	1.2	3,011	453	557	1,877	5,898
97700	St. John the Evangelist Infant & Nursery School	179	15.2	2,681	5,657	496	1,672	10,506
97800	St. Joseph's Catholic Primary School	200	44.7	2,996	16,626	554	1,868	22,044
96200	St. Nicolas Church of England Junior School	251	7.0	3,760	2,603	695	2,344	9,403
96100	St. Pauls Catholic Primary School	328	57.7	4,913	21,476	909	3,064	30,361
96300	Stockcross Church of England Primary School	108	4.8	1,618	1,785	299	1,009	4,711
96400	Streathley Church of England Voluntary Controlled Primary School	103	3.5	1,543	1,319	285	962	4,109
96500	Sulhamstead and Ufton Nervet Church of England Voluntary Aided Primary School	102	0.0	1,528	0	283	953	2,763
99700	Thatcham Park Church of England Primary School	389	15.3	5,827	5,682	1,078	3,633	16,220
96600	Theale Church of England Primary School	256	15.1	3,835	5,610	709	2,391	12,545
96700	Welford and Wickham Church of England Primary School	91	0.0	1,363	0	252	850	2,465
96800	Westwood Farm Infant School	182	20.4	2,726	7,600	504	1,700	12,530
96900	Westwood Farm Junior School	227	7.6	3,400	2,844	629	2,120	8,994
98700	The Willows Primary School	291	57.0	4,359	21,208	806	2,718	29,091
99400	The Wincombe School	322	44.2	4,824	16,437	892	3,007	25,160
97300	Woolhampton Church of England Primary School	94	0.0	1,408	0	260	878	2,546
97400	Yattendon Church of England Primary School	76	0.0	1,138	0	211	710	2,059
98800	The Downs School	902	0.0	10,508	0	3,022	8,425	21,955
99000	John O'Gaunt Community Technology College	375	2.0	4,369	2,681	1,256	3,503	11,808
99200	Little Heath School	1,277	11.0	14,877	14,766	4,278	11,927	45,848
99600	The Willink School	843	2.0	9,821	2,681	2,824	7,874	23,199
98900	Denefield School	863	11.0	10,054	14,743	2,891	8,060	35,749
99100	Kennet School	1,422	7.8	16,566	10,518	4,764	13,281	45,130
99300	Park House School	769	11.0	8,959	14,743	2,576	7,182	33,461
99800	St. Bartholomew's School	1,247	6.0	14,528	8,042	4,177	11,647	38,394
99500	Theale Green Community School	803	4.0	9,355	5,294	2,690	7,500	24,839
99900	Trinity School & Performing Arts College	747	21.1	8,703	28,302	2,502	6,977	46,484
93100	Fir Tree Primary School & Nursery	178	22.8	2,666	8,461	493	1,663	13,283
97000	Whitelands Park Primary School	304	8.3	4,554	3,090	842	2,839	11,325
	PRIMARY TOTAL	12,330	624	184,703	231,908	34,154	115,162	565,927
	SECONDARY TOTAL	3,397	15	39,575	20,127	11,380	31,728	102,810
	ACADEMY TOTAL	6,333	92	75,385	93,193	20,936	59,150	248,664
	TOTAL ALL SCHOOLS	22,060	731	299,663	345,229	66,470	206,040	917,402

Behaviour Support Service 2016-17

Schools have chosen to pool contributions in order to maintain a 'free at the point of delivery' service and training. This is reviewed annually.

1. The team

Primary Behaviour Support teachers:	1.5fte
Manager:	0.4fte
Admin assistant:	0.4fte
(Exclusions Officer	1.0fte)

2. BST work delivered 2014/15 and continuing

Type of work delivered
Work with class teacher around an individual pupil
Work with teacher around a class or group
Whole school work
Attending network meetings
Training for whole school
Training for cluster of schools
TA Toolkit (SEN & behaviour) modules
Central training or conference
NQT training
Mid- day supervisor training
TA training
Work with parents
Training for governors
Risk assessments
Supporting individual students
Reintegration meetings

	School visits	Schools receiving a visit	Training sessions delivered	Pupils referred
2013/14 terms 1-4 only	200	60	88	109
2014/15 terms 1-4 only	378	60	79 Delegates trained centrally: 181	139

3. Preventing exclusions

4. Training

All training evaluated as good or excellent.

Central training:

NQT –Positive Behaviour Management and Handling Misbehaviour

NQT- De-escalation and High End Behaviours

NQT- SEAL and Circle Time

TAs – Positive behaviour Management

TAs – Handling Misbehaviour

Midday Staff – Making Lunchtimes work

Teachers- ADHD

Council staff – Introduction to the work of BST

Training in schools:

Teachers- Using the 4Rs framework to manage behaviour

Teachers- Positive Behaviour Management and Handling Misbehaviour

Teachers- De-escalation and High End Behaviours

Teachers – R Time (for children not yet ready for circle time)

Teachers- Behaviour for Learning (improving motivation)

Early Years Staff – Positive Behaviour management

TAs – Positive Behaviour Management

TAs – Handling Misbehaviour

TAs - Using the 4Rs framework to manage behaviour

TAs – Managing Feelings with small groups

TAs – Draw and Talk for individuals

TAs – TA Modules for all support staff on Positive Behaviour Management and Use of Rewards and Consequences

TAs – small group work to build skills

TAs – Friendship skills package

TAs – Fidget awareness package

TAs – Preparing pupils for transition

Parents – Positive Parenting and Handling Misbehaviour

5. Qualitative outcomes include the following:

- 'At risk' NQTs given targeted support to enable passing the NQT year
- Colleagues supported to stay in post
- Schools supported to offer successful placements to extremely vulnerable pupils despite initial reluctance
- Successful reintegration plans for excluded pupils reducing/avoiding subsequent exclusions
- Improved relationships (after breakdown) between school and parents
- Increased confidence in teachers, support staff and lunchtime staff in managing very challenging pupils
- Maintaining EBD pupils in mainstream where alternatives have been considered

Summary

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

The number of requests for support and referrals continues to increase.

A significant proportion of BST work is 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.

Cathy Burnham

Principal Educational Psychologist & Service manager for Social Inclusion

Ethnic Minority and Traveller Support Service (EMTAS) 2016-17

Context

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.

Current Structure

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 3.0 FTE. The service has administrative support for 1 day per week.

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, promoting British Values and safeguarding against radicalisation;
- LA wide INSET around issues such as the Equality Act 2010 and bespoke support for individual schools where necessary
- 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.

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.

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

- Support is provided for Polish, German, Portuguese, 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.

Additional Requirement for Portuguese support in schools

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.

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.

Number of EAL assessments completed in the last three years

In the academic year of 2012/13 135 assessments were carried out in 37 primary schools and 8 secondary schools.

In 2013/14 152 assessments were carried out in 39 primary schools and 4 secondary schools.

In 2014/5 the current number of assessments is 110. This number will continue to rise during the rest of the term. The autumn term has continued to have the highest number of referrals than in other terms.

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

PSO (Bengali/Hindi)

10 pupils in the following schools this year:

Calcot Infants	Francis Baily
Victoria Park Nursery	Speenhamland Primary
Chaddleworth Primary	

Schools have also received assistance with first language assessments, Pupil Premium, SEND issues and parental interviews in other settings.

PSO (Polish)

19 pupils in the following schools have received Polish bilingual PSO support in this academic year.

Spurcroft	Beenham
Westwood Farm Juniors	Kennet
Little Heath	The Downs
Speenhamland	Brookfields
St John the Evangelist	John Rankin Junior
John Rankin Infants	Denefield
The Willows	Parsons Down Infants

EMTAS has provided support for the following examinations:
GCSE Polish examinations

AS level Polish
A2 Polish
GCSE Portuguese

PSO (UASC)

2 Primary aged pupils from Afghanistan, 1 secondary aged from Albania and 1 secondary aged pupil from Eritrea. 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.

PSO (Portuguese)

Following the decision to increase the support from EMTAS to include those pupils speaking Portuguese, we were able to appoint a 0.5fte Portuguese speaking PSO who began working in schools in April 2015.

St Nicolas Junior	The Willows
Spurcroft	Park House
Speenhamland	

Summary of PSO work

Total number of schools receiving (or have received) bilingual or UASC PSO support: 18

Number of TA funded hours given to schools hours

2012/13	2013/14	2014/15
735 hours	910 hours (£7289.10) EAL	765 hours (EaL)
360 hours of TA funding for pupils moving from FS2 to Year 1	255 hours (£2042) GRT	165 hours (GRT)
		£8,800 in total

Schools in receipt of GReaT 1 to 1 project funding during 2014/15 (hours included in the figures above)

The Willink	John O'Gaunt
Aldermaston	Hungerford
Mrs Bland's Infant	

Number of training sessions (both general and school specific)

General courses

2012/13	2013/14	2014/5
New Arrivals with EAL	New Arrivals with EAL	New Arrivals with EAL
NQT	SCITT	SCITT
GTP	GTP	NQT
EY Quality team and preschool counsellors	Raising attainment EYFS children with EAL	Social Work Academy
	Equality Act briefings	

School INSET

2012/13	2013/14	2014/5
Curridge (all staff)	Denefield EAL- 2 sessions (Teachers/TAs)	The Downs – EaL for teachers working with UASC
St Joseph's (all staff)		
The Willows (TAs)	The Willows - 4 sessions (Teachers/TAs)	Park House – all teachers for EaL support
Chieveley (TAs)	Kennet Valley – GRT (teachers)	St John's the Evangelist – the culturally inclusive curriculum
	St. Joseph's - Advanced EAL learners (Teachers/TAs)	Little Heath – all teachers for EaL
	Parsons Down Infants (TAs)	Speenhamland – EaL
	Thatcham Park (TAs)	TA CPD Parsons Down I and J Thatcham park St Joseph's St John the Evangelist St Nicolas Jun Speenhamland
	John Rankin Juniors (TAs)	

Number of families supported by PSO (GRT)

Approximately 42 families have been supported and work has continued this year with new families being ascribed to GRT status. 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 +

Number of schools supported with GRT pupils

(80 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 Nervet
Basildon	Francis Baily
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	Park House
Lambourn	Spurcroft
Engaging Potential	The Lighthouse
Alternative Curriculum	

Total number of schools receiving (or have received) GRT, bilingual or UASC PSO support: 41 schools

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

Adventure Dolphin Days 2014 - 48 GRT boys and girls from 5 years up to 16 yrs

The activity days included children from West Berkshire Traveller sites, plus housed Travellers and visiting families who were travelling and staying on the transit site. 16 of the children's parents and grandparents attended which enabled the team to further develop positive relationships with the community.

Number of pupils attending the autumn 2014 Michaelmas Fair School

23 pupils over three days ranging from 4 to 14 years (including one child who is profoundly deaf) attended the school and carried out a project which focused on the core curriculum areas of literacy and numeracy. Feedback from parents and Northcroft Leisure Centre staff was 100% positive.

Number of sessions run by the Learning Bus

11 sessions have been delivered from September 2014 to July 2015 on the Learning Bus (now known as the Bus of Hope) 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 year's 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.

Schools receive a high quality level of support in West Berkshire which has been highly valued by those that have used the service. The centrally funded service has allowed all schools to receive the level of support that they need which has not been directly linked to the number of pupils in schools.

If schools did not support a centrally delivered service to meet the needs of English as an additional language learners/Black Minority Ethnic pupils and those from the Gypsy Roma Traveller community they could expect to have to purchase support at the following rates:

An EaL assessment and report	£500-£600
Support for individual pupils by a Pupil Support Officer	£200 a day
Training on Equality and Diversity including Equality Act requirements; cultural awareness; bilingualism, meeting the needs of GRT pupils tailored to schools	
Requirements	£600-£800 a day
Tailored support provided by staff with relevant expertise	£400-£500 a day

Maxine Slade

Joint Principal Adviser for School Improvement

25.06.15

Trade Union Representation 2016-17

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. 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.

2. Financial Year 2016/17

- 2.1. The Heads' Funding Group and Schools' Forum must make a decision about whether to continue to pool the budgets for primary and secondary schools to provide a central fund for trade union facilities for 2016/17. It should be noted that once a decision has been made to discontinue pooling arrangements, it would be almost impossible to reverse that decision at a later date. Therefore the HFG and SF need to be aware that a decision to cease pooling arrangements for this budget would be permanent.
- 2.2. 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.

3. Proposed Payments for Trade Union Time Financial Year 2016/17

- 3.1. It is proposed that the budget required for 2016/17 financial year is based upon the following formula (as per 2015/16):
 - Reimbursement to schools providing release time for teacher trade union activities is based on a supply teacher paid on UPS 3;
 - Each trade union to have five days for activities including attendance at local authority consultative meetings;
 - Support for membership based on 0.09 days' per member;

3.2. The modelled budget requirement for financial year 2016/17 based on schools being reimbursed at the rate of a standard supply teacher.

Rob O'Reilly
Head of HR

16 SEP 2015



14 September 2015

Dear Director

We are writing on behalf of all employees working within the boundaries of your local authority area who are members of ATL, NAHT, NASUWT and NUT.

You will recall that, from last April, local schools agreed through your Schools Forum to 'de-delegate' funding for supply cover costs, including for trade union facilities time. We believe that this was the right decision – and a very big majority of Schools Forums made the same decision, acting in accordance with advice issued by the Local Government Association and the National Employers' Organisation for School Teachers in October 2014.

We believe that the central retention and distribution of the fund is the most effective and efficient arrangement and we would like to work with you to ensure that this arrangement continues. Discussions are now taking place in your authority on funding arrangements for supply cover costs from April next year and we are asking you to pass the information in this letter to members in your Schools Forum and to encourage them to vote again for de-delegation of funding arrangements for supply cover costs.

Successive governments have recognised the importance of good industrial relations and have legislated to provide a statutory basis for facilities time as follows.

- Paid time off for union representatives to accompany a worker to a disciplinary or grievance hearing.
- Paid time off for union representatives to carry out trade union duties.
- Paid time off for union representatives to attend union training.
- Paid time off for union 'learning representatives' to carry out relevant learning activities.
- Paid time for union health and safety representatives during working hours to carry out health and safety functions.

These provisions are contained within the *Employment Relations Act 1999*, the *Trade Union Labour Relations (Consolidation) Act 1992* and the *Safety Representatives and Safety Committees Regulations 1997*.

\Cont'd ...

ATL, NAHT, NASUWT and NUT have members and union representatives in academies as well as maintained schools within your local authority area and, in addition to seeking your support for continued de-delegation, we are seeking your agreement for the local trade union funding arrangement to be formally extended to academies within your local authority boundaries.

As the *DfE Advice on Trade Union Facility Time* acknowledges, the trade union recognition agreement between the authority and the recognised unions will have transferred to the academy school as the new employer of the transferred staff as part of the conversion process to academy status under TUPE. We believe that, following conversion, academies should also become parties to local authority trade union facilities arrangements.

The academies within your boundaries will have received funding for trade union facilities time in their budgets and they are entitled to use that funding to buy-back into local authority arrangements. Indeed, many academies across England have already agreed to buy in to local authority trade union facilities arrangements.

Pooled funding will help the local authority and all schools to meet their statutory obligations on trade union facilities time. Setting up a central funding arrangement will allow academies to pay into a central pool if they wish to. But, most importantly, it will help maintain a coherent industrial relations environment where issues and concerns whether individual or collective can be dealt with more effectively. All these points are echoed in the advice issued by the LGA and NEOST.

We urge you, therefore, to support the de-delegation funding for supply cover costs and to continue or establish (if you did not do so previously) a mechanism whereby academies within your boundaries are able to buy into a central fund for trade union facilities time. If you agree to do so, we will write to academy principals to encourage them to buy in to your arrangement.

Yours sincerely

Mary Bousted

Russell Hobby

Chris Keates

Christine Blower

West Berkshire Schools' Forum	
Title of Report:	Additional Funding Criteria Proposals for 2016/17
Date of Meeting:	28th September 2015
Contact Officer(s)	Claire White & Ian Pearson
For Decision by All Members of the Forum	

1. Introduction

1.1 Under the current school funding regulations, no in-year adjustments to funding allocations are permitted and all funding to schools has to be allocated through the approved formula. There are, however, four circumstances where the local authority can provide additional funding:

- 1) A growth fund for the purpose of supporting growth in pre-16 pupil numbers to meet basic need; to support additional classes needed to meet infant class size regulation; and to meet the costs of new schools.
- 2) A falling rolls fund where a population bulge is expected in the future but where a good and necessary school or academy currently has surplus places and faces an unmanageable funding shortfall in the short term.

For each of these funds local authorities are required to produce criteria on which any growth funding or falling rolls fund is to be allocated. These should provide a transparent and consistent basis (with differences permitted between phases) for the allocation of the funding. The criteria should both set out the circumstances in which a payment could be made and provide a basis for calculating the sum to be paid.

- 3) Funding for schools in financial difficulty where a school phase has agreed to de-delegate this funding (currently primary phase only in West Berkshire). There needs to be agreed criteria on how this funding is to be determined and allocated to schools.
- 4) Funding can be used from the high needs block to allocate additional funding to schools which have a disproportionate number of high needs pupils. This has to be determined by a formulaic method.

1.2 In 2015/16 West Berkshire holds funds for each of these four circumstances. These now need to be reviewed and amended where appropriate following experience in using each during the past year, any further guidance from the DfE, and any comments received from the recent consultation with schools.

1.3 Schools' Forum is required to agree the criteria and be consulted on the total sum to be top sliced from the DSG. The Schools Forum will receive regular updates on the use of the funding.

2. Proposals for 2016/17

2.1 2015/16 is the third year of using such funds, and in each year the criteria has been amended to be more straightforward and after reviewing the practicalities, examples from other local authorities, and any relevant comments received from schools.

2.2 No comments have been received from schools through the recent school funding consultation. When comparing our criteria to other local authorities, there do not appear to be any better examples to make use of.

2.3 The only proposed change for 2016/17 is to the growth fund for new schools, having received some further clarification on this from the DfE. Although we are not expecting a new school to be opened until September 2017 at the earliest, it is advisable to have the criteria in place now for new schools to be able to estimate its likely funding well in advance, and for the Schools' Forum to be aware of the likely cost to be met from the DSG (we do not receive any additional DSG funding for new schools).

2.4 The change is in relation to diseconomies of scale funding for new schools. The DfE has clarified that whilst a new school is growing to full capacity, the local authority can agree with the new school the number of pupils it requires for it to be financially viable, and use this number for funding the school through the formula. This is instead of an **estimate** of actual pupil numbers being formula funded **plus** diseconomy of scale funding from the growth fund. The advantage is that there is certainty of the funding level at an early stage which is beneficial for both the school, and Schools' Forum in determining costs against the DSG budget. A number of local authorities are now using this method. It is therefore proposed to remove diseconomy of scale funding from the growth fund, and fund via the formula instead. This should make no difference to the amount of funding required overall from the DSG budget.

2.5 The budget for each fund also needs to be agreed, and the proposed amounts are shown below alongside the two previous years budgets:

	Growth Fund	Falling Rolls Fund	Primary Schools in Financial Difficulty	Additional High Needs Funding
Budget set 2014/15	250,000	120,000	115,470	48,000
Actual Spend 2014/15	148,341	0	112,297	38,576
Budget set 2015/16	250,000	40,000	115,110	50,000
Proposed Budget 2016/17	250,000	40,000	115,000	70,000

2.6 Each of the funds with the proposed changes tracked/highlighted is attached as appendices. Heads Funding Group reviewed and agreed with the proposals for each fund.

Recommendation:

- 1. To agree the criteria as set out in each appendix**
 - 2. To agree the funding to be set aside for each fund.**
- (Primary Schools in Financial Difficulty to be agreed by maintained primary school representatives only)**

Appendices

Appendix A – Proposed Growth Fund Criteria 2016/17

Appendix B – Proposed Falling Rolls Fund Criteria 2016/17

Appendix C – Proposed Funding for Primary Schools in financial difficulty 2016/17

Appendix D – Proposed Additional SEN Funding 2016/17

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West Berkshire Council Schools

Growth Fund Criteria 2016/17 DRAFT

1. Background

- 1.1 Under the current School Funding Regulations, local authorities can set up a growth fund from the DSG in advance of allocating school budget shares. The purpose of the growth fund is to support maintained schools and Academies which are required to provide extra places in order to meet basic need within the authority and to meet the cost of new and reorganised schools including pre-opening and diseconomy costs. It can also include funding schools where very limited pupil number growth requires an additional class as required by infant class size regulations. It cannot be used for general growth in pupil numbers at a school due to a schools popularity.
- 1.2 The growth fund is ring-fenced so that it can only be used for the purpose of supporting growth in pre 16 pupil numbers to meet basic need. Any funds remaining at the end of the financial year must be added to the following year's DSG and reallocated to maintained schools and Academies through the local formula.
- 1.3 Local authorities are required to provide on a transparent and consistent basis the criteria on which any growth funding is to be allocated. The criteria should both set out the circumstances and clear objective trigger points for a school to qualify for payment and provide a clear formula for calculating the sum to be paid.
- 1.4 The Schools' Forum is required to agree the criteria and the total sum to be top sliced from each phase, and will receive reports on the use of the funding.
- 1.5 The criteria and funding as agreed by the Schools' Forum at its meeting on 28th September 2015 is set out below.

2. Growth Fund Criteria

2.1 New School

Pre opening costs are payable to a new school such as Headteacher and other staffing and recruitment costs prior to opening, and initial equipping allowance *where the school is opening in response to basic need in the area.*

Funding will be actual cost of staff appointed and in post prior to the opening of the new school up to a maximum of £75,000 the Headteacher prior to the school opening for up to one full term, plus a fixed one-off lump sum of £25,000 for all other purchases necessary before the school opens start up costs.

Diseconomies of scale ~~A contribution towards fixed costs is payable when a new school opens in response to basic need in the area without a full complement of year groups. Where a new school opens and is less than 90% full, a payment of £1,000 per percentage point below capacity is made, up to a maximum of £80,000 (i.e. 20% full) e.g. a school opening at 40% full will receive an additional lump sum of £60,000, and a school opening 82% full will receive an additional lump sum of £18,000. This is payable for the first two academic years only. The total pupil numbers required by the new school to ensure viability will be agreed in advance with the school on an annual basis whilst the school is growing to full capacity and funding paid via the school formula will be based on this number. This will meet any diseconomies of scale and the school will not require additional funding from the growth fund.~~

2.2 **Extending Age Range (including new schools)**

This is payable to a school which has extended its age range and set up a new class in agreement with the authority *in response to basic need in the area*. Funding is payable from the growth fund where the new pupil numbers have not been added to the school formula funding in agreement with the DfE (i.e. the deadline for such agreement was missed) or the new pupil numbers are greater than the number agreed with the DfE.

Funding will be total AWPU per additional pupil in the new class (pro rata for the remainder of the financial year) ~~plus a fixed lump sum of £10,000 per new year group for set up costs. The lump sum is not payable in the case of a new school which has received funding under 2.1 in the same financial year.~~

2.3 **Provision of an Extra Class**

This is payable where a school has *agreed with the authority to provide an extra class in order to meet basic need in the area* (either as a bulge class or as an ongoing commitment).

Funding will be total AWPU per additional pupil in the new class up to a maximum of £50,000 per class (approx. 17 pupils in primary, 11 pupils in secondary) pro rata for the remainder of the financial year. £50,000 will pay for a full time teacher at mid scale, a term time only Teaching Assistant, and approximately £9,000 for other costs.

2.4 **Increase in Pupil Admission Number (PAN)**

This is payable where a school has increased its admission number by 5 or more pupils *in agreement with the authority*, but this has not necessitated an additional class, or is not in response to basic need for a bulge class or general pupil number growth in the area.

Funding will be 50% of the AWPU per additional pupil up to a maximum of £25,000 (approx. 17 pupils in primary, 11 pupils in secondary) pro rata for the remainder of the financial year.

2.5 **KS1 Classes (infant class size)**

This is payable to a school with infant classes which is required to set up an additional class in the Autumn term as required by infant class size regulations, and the school cannot accommodate all its additional reception and Key Stage 1 pupils in classes of 30 or less i.e. the total number of pupils in the 3 year groups exceeds a multiple of 30. (see Appendix A for examples).

In order to qualify for the additional funding, the school must have set up an additional class and employed an additional teacher, and must not have exceeded its admission number unless requested to by the LA.

Funding will be a fixed sum of £40,000 for each new class (to pay for a mid scale teacher plus a teaching assistant), pro rata for the remainder of the financial year.

Before setting up an additional class and employing an additional teacher, schools should be aware that this additional in-year payment is temporary one-off funding for the remainder of the financial year in order to meet the pupil's basic need until full per pupil funding is received the following April. Schools will be required to meet the costs of the additional class from their formula pupil funding and lump sum from the following financial year. Schools accessing the infant class size funding where pupil numbers are just 2 or 3 above the limit, should carefully consider the longer term financial implications of employing an additional teacher (approximately 11 additional pupils are needed to pay for a midscale teacher, or 9 additional pupils for a newly qualified teacher).

3. **Funding to be Top sliced from DSG**

3.1 The sum to be set aside in 2016/17 is as follows:

Estimated Requirement	Calculation	Total
New School (none expected <u>2016/17</u>)		£0
Extending Age Range (none expected <u>2016/17</u>)		£0
Additional Classes x 6	£50,000 x 6 x 7/12	£175,000
Increase in PAN – 10 pupils x £1,4 <u>68.50</u>	£14, <u>685</u> x 7/12	£8, <u>566</u>
Infant classes x 2	£40,000 x 2 x 7/12	£46,670
Contingency		£19, <u>764</u>
TOTAL DSG REQUIREMENT		£250,000

3.2 Funding requests from schools are to be submitted to Schools' Finance who will make payment following approval by the Head of Education if he is satisfied that the criteria are met. All approvals will be reported to Schools' Forum.

3.3 Any overspends in year will be met from a top slice of the following years DSG allocation. Any underspends will be carried forward and reallocated to all schools through the following years funding formula.

Examples of Infant Class Size Additional In-Year Funding

Example 1

	October 2015 Census	October 2016 Census
Reception Pupil Numbers	23	31
Year 1 Pupil Numbers	20	25
Year 2 Pupil Numbers	22	20
Total Pupil Numbers	65	76
Number of Classes run by school	3	3

Although pupil numbers have increased by 11, and the reception class exceeds 30, under infant class size regulations the school is still only required to run 3 classes, therefore no additional in-year funding will be payable. Total pupil numbers would need to exceed 90 to trigger the requirement for a 4th class.

Example 2

	October 2015 Census	October 2016 Census
Reception Pupil Numbers	20	21
Year 1 Pupil Numbers	20	20
Year 2 Pupil Numbers	19	20
Total Pupil Numbers	59	61
Number of Classes run by school	3	3

Total pupil numbers have increased by 2 taking the total over 60 and requiring 3 classes. However the school is already running and funding 3 classes within their existing budget, so no additional in-year funding will be payable – their budget requirement for the year has not changed by the admission of these 2 pupils.

Example 3

	October 2015 Census	October 2016 Census
Reception Pupil Numbers	20	21
Year 1 Pupil Numbers	20	20
Year 2 Pupil Numbers	19	20
Total Pupil Numbers	59	61
Number of Classes run by school	2	3

Same pupil numbers as the above example, except the school were operating with 2 classes. The school is therefore eligible for additional in-year funding if they operate a third class. However if their budget with just 2 extra pupils would not sustain the cost of an additional teacher beyond the following April, then they would need to carefully consider the implications of accepting an additional pupil taking them over 60 (unless exceptions to the regulations apply, such as pupils with a statement of SEN naming the school or pupils moving into the area outside the normal admission round).

Example 4

	October 2015 Census	October 2016 Census
Reception Pupil Numbers	20	30
Year 1 Pupil Numbers	20	20
Year 2 Pupil Numbers	19	21
Total Pupil Numbers	59	71
Number of Classes run by school	2	3

The school were running and funding 2 classes before the September admissions took them over 60 pupils. Additional in-year funding would therefore be payable for the additional class, and the additional 12 pupils will generate enough funding to sustain the cost of the additional teacher from April 2016.

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West Berkshire Council Schools

Falling Rolls Fund Criteria 2016/17 **DRAFT**

1. **Background**

- 1.1 Since 2014/15, local authorities have been able to top slice the DSG in order to create a small fund to support good schools with falling rolls. This is for where a population bulge is expected in the future but where a good and necessary school or academy currently has surplus places and faces an unmanageable funding shortfall in the short term.
- 1.2 The falling rolls fund is ring-fenced. Any funds remaining at the end of the financial year must be added to the following year's DSG and reallocated to maintained schools and Academies through the local formula.
- 1.3 It is mandatory that the falling rolls fund is restricted to population increases expected in 2-3 years in necessary schools which are classed by OFSTED as good or outstanding.
- 1.4 Local authorities are required to provide on a transparent and consistent basis the criteria on which any falling rolls funding is to be allocated. The criteria should both set out the circumstances in which a payment could be made and provide a basis for calculating the sum to be paid.
- 1.5 The Schools' Forum is required to agree the criteria and the total sum to be top sliced from each phase, and will receive reports on the use of the funding.
- 1.6 The criteria and funding as agreed by the Schools' Forum at its meeting on **28th September 2015** is set out below.

2. **Falling Rolls Criteria**

- 2.1 School must have been judged good or outstanding at their last OFSTED inspection.

- 2.2 The total number of pupils on roll (4 – 16) has fallen by at least 10% or 30 pupils between October 2015 census and October 2016 census.
- 2.3 Local planning data shows a requirement for at least 50% of these places being refilled within the next 3 years.
- 2.4 According to the current pupil numbers on roll, the school needs to reduce the number of classes required now, but will need to increase the number again within the next 3 years (calculation based on classes of 30 pupils)
- 2.5 Where a school meets the above criteria, funding will be provided equivalent to the staffing cost of continuing to run the additional class(s) at a fixed sum of £40,000 per class pro rata to the number of pupils the roll has reduced by in each class (e.g. if year 3 has reduced by 10 compared to 30 in the previous year, payment will be $\text{£}40,000 \times 10/30 = \text{£}13,333$ for this class). This will be pro rata for the remainder of the financial year, and will enable the school to continue with the current number of classes without incurring a redundancy.
- 3. **Funding to be Top sliced from DSG**
 - 3.1 The sum to be set aside in 2016/17 is £40,000
 - 3.2 Funding requests from schools are to be submitted to Schools' Finance who will make payment following approval by the Head of Education if he is satisfied that the criteria are met. All approvals will be reported to Schools' Forum.
 - 3.3 Any overspends in year will be met from a top slice of the following years DSG allocation. Any underspends will be carried forward and reallocated to all schools through the following years funding formula.

West Berkshire Council Schools Funding for Primary Schools in Financial Difficulty 2016/17 **DRAFT**

1. Background

- 1.1 Under School funding reform, from 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 has the option of de-delegating this funding to continue to have this funding centrally retained.
- 1.2 At the Schools' Forum meeting held on **28th September 2015**, the primary school members of the Forum opted to continue to de-delegate this funding in **2016/17**. The amount totals **£115,110 in 2016/17**.
- 1.3 The Schools' Forum is required to set clear criteria for the allocation of this funding. The criteria for **2016/17** was reviewed and agreed by the Schools' Forum at its meeting on **28th September 2015** and is set out below.

2. Contingency for Schools' In Financial Difficulty Criteria (Maintained Primary Schools Only)

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' Accountancy Service 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' Accountancy Service.
3. Additional funding may be payable for one of the following exceptional unforeseen circumstances which has taken the school into deficit:
 - Short term downturn in pupil numbers - to maintain current staffing structure where evidence can be provided that the numbers are likely to recover within a 2 - 3 year period and where downsizing of staff and resultant redundancy costs in order to balance the budget on a short term basis would not be an efficient use of resources.

- Sudden permanent downturn in pupil numbers in a school causing concern (i.e. Ofsted category of notice to improve or worse) - to maintain current staffing levels on a temporary basis where to reduce the staffing levels immediately in order to balance the budget would be detrimental to the recovery of standards in the short term.
- Unforeseen sudden permanent downturn in pupil numbers - to cover staffing costs during a short term interim period whilst restructuring takes place and in order where possible to avoid redundancies (such as through natural wastage).
- Redundancy payments, where the staffing reductions are required in order to balance the budget, but these costs will put the school further into a deficit position which cannot be recovered over a 5 year period.

In order to access this funding, a school will need to complete and submit an application to the WBC Schools' Finance Manager who will arrange a panel (usually the next Heads Funding Group) to assess the application. The school will be invited to present their case in person to the panel and answer questions. The panel will also be provided with benchmarking information produced by Schools' Accountancy (which will be shared with the school prior to the meeting). The panel will recommend the amount and duration of the financial support to Schools' Forum for approval or not.

Annex A – Application Form to Access Funding from the Contingency for Primary Schools in Financial Difficulty

Application to Access Funding from the Contingency for Primary Schools in Financial Difficulty 2016/17

School Name	
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A. In accordance with the criteria set by the Schools' Forum on 28th September 2015, this School is applying for financial support to meet exceptional costs which will take the school into a deficit position or increase their deficit position arising from -

Tick box as appropriate. Note that funding is available for exceptional circumstances only, and is unlikely to be considered for circumstances outside those listed below

Temporary short term downturn in pupil numbers (funding is sought to maintain current staffing structure in short term where to make staff redundant to balance the budget just on a short term basis would not be an efficient use of resources)	
Permanant downturn in pupil numbers and school is causing concern i.e. school is in OFSTED category (funding is sought to maintain staffing levels in the short term where to reduce staffing levels immediately in order to balance the budget would be detrimental to the recovery of standards)	
Permanant downturn in pupil numbers (funding is sought to cover staffing costs in short term whilst restructuring takes place over time in order to avoid redundancies, such as through natural wastage)	
Cost of redundancies for staffing reductions required in order to balance the school budget and these costs take the school into a deficit position which cannot be recovered over a 3 – 5 year period	
Other (specify)	

**B. What budget advice has been sought from the Schools' Accountancy Service?
Please give details below:**

**C. Has the schools current 3/5 year budget plan/deficit recovery plan been discussed with, checked and verified by the Schools' Accountancy Service?
Please give details below:**

D. Background to the Schools' Deficit Budget

Is the school currently in deficit? If not when is the school likely to be in a deficit position?

Reasons for the current/projected budget deficit:

What plans are in place/being considered to address the deficit:

E. Budget Plan attach your most current 3/5 year budget plan to the application, which will EXCLUDE the additional funding being sought. Please complete the table below and describe the assumptions made, in particular staffing and pupil number projections. Note that in order to support information provided on this form Schools' Accountancy will provide the latest benchmarking tables for the panel meeting.

	2015/16	2016/17	2017/18	2018/19	2019/20
Total Pupil No's for funding					
Teaching Staff FTE					
Support Staff FTE					
In Year Budget Balance (£'000) (show deficit as minus)					
Cumulative Budget Balance (£'000) (show deficit as minus)					
Funding Sought (£'000)					
Cumulative Budget Balance if funding sought is received (£'000)					

F. Funding being Sought

Provide explanation on why additional funding is being sought (in relation to the box ticked in part A of this form and backed up by the information provided in parts D and E)

Provide the amount of funding being sought with breakdown of how this has been calculated e.g. cost of the redundancy or the posts to be maintained and in which financial years

What will be the implication for the school if this additional funding is not available?

	Signed	Dated
Headteacher		
Chair of Governors		

On completion, please e-mail this form and latest budget plan to Claire White, Schools' Finance Manager :
cwhite@westberks.gov.uk

The school will be invited to attend and present their application to a panel (usually the Heads Funding Group) who will consider the application and make a recommendation to the Schools' Forum for approval or not. The final decision rests with the Schools' Forum.

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West Berkshire Council Schools

Additional SEN Funding 2016/17 **DRAFT**

1. Background

- 1.1 Local authorities can provide additional targeted support to individual schools from its high needs block where it would be unreasonable to expect the first £6,000 of support for that schools high needs pupils to be met by them from its formula funding due to an exceptional number of such pupils on its roll.
- 1.2 The guidance from the DfE has stated that the additional funding paid to schools should be formulaic based on the number of high needs pupils in each school. It cannot take into account lower level needs of pupils. The formula or criteria should be as clear and simple as possible, and should be devised so that additional funds are targeted only to a minority of schools which have particular difficulties because of their disproportionate number of high needs pupils or their characteristics.
- 1.3 The Schools' Forum agreed the methodology at its meeting on **28th September 2015**, and this is set out below.

2. Methodology and Process

- 2.1 There will be an additional payment to schools where the actual number of high needs pupils (i.e. pupils in mainstream receiving top ups) is significantly (1%) above the average of all schools in West Berkshire.
- 2.2 Where the actual number of high needs pupils per school is 1% above the West Berkshire average (as calculated at **October 2015** and shown in the pink column on the attachment), each additional high needs pupil will attract £6,000 as additional funding alongside the top up. The number of additional pupils will be calculated on a proportionate basis rather than rounding up or down to whole pupil numbers to avoid a funding cliff-edge.
- 2.3 The funding will be paid on a proportional basis each term based on the actual number of pupils receiving top ups at that time for the number of days in that term i.e. calculated and paid in April, October and January.

2.4 The attached table shows for each school how many high needs pupils it is assumed the school is funded for (the pink column) before they will qualify for additional funding in 2016/17. Schools will receive £6,000 per 1.0 high needs pupils they have on roll *above this average number*. Note that funding may be a proportion of £6,000 if the calculation is less than 1.0.

2.5 The amount of funding to be set aside for this purpose in the high needs budget will be £70,000.

Annex A – Provisional 2016/17 Additional SEN Funding for Schools with Disproportionate large numbers of High Needs Pupils

Provisional 2015/16 Additional SEN Funding for Schools with Disproportionate large numbers of High Needs Pupils

Cost Centre	SCHOOL	Relevant Data			Indicative Funding		
		Total Pupil No.s (Oct 2014 Census excl RU)	Mainstream Pupil No.s Receiving Top Ups October 2014	Notional SEN Budget 2015/16	Assumed No. of Pupils Formula Funded	Add'l High Needs Pupils (un rounded)	Indicative Add'l Funding
	Primary				2.07%	1% above LA avg	£6,000
	Secondary				3.29%	1% above LA avg	
91000	Aldermaston Church of England Primary School	168	4	32,026	3.48	0.52	3,099
91100	Basildon Church of England Primary School	139	1	19,251	2.88	0.00	0
91300	Beedon Church of England Controlled Primary School	45	0	10,769	0.93	0.00	0
91400	Beenham Primary School	103	1	21,754	2.14	0.00	0
91200	Birch Copse Primary School	416	6	66,727	8.63	0.00	0
91500	Bradfield Church of England Primary School	137	2	30,892	2.84	0.00	0
91600	Brightwalton Church of England Aided Primary School	104	1	14,959	2.16	0.00	0
91700	Brimpton Church of England Primary School	43	3	6,669	0.89	2.11	12,650
91800	Bucklebury Church of England Primary School	124	1	22,023	2.57	0.00	0
91900	Burghfield St. Mary's Church of England Primary School	200	4	29,287	4.15	0.00	0
92000	Calcot Infant School & Nursery	222	1	78,968	4.60	0.00	0
92100	Calcot Junior School	256	4	64,026	5.31	0.00	0
95600	Chaddleworth St. Andrew's C of E Primary School	21	0	7,488	0.44	0.00	0
92400	Chieveley Primary School	194	3	21,527	4.02	0.00	0
95900	Cold Ash St. Mark's Church of England Primary School	183	2	22,337	3.79	0.00	0
92200	Compton Church of England Primary School	174	1	32,165	3.61	0.00	0
92300	Curridge Primary School	105	0	9,319	2.18	0.00	0
92500	Downsway Primary School	213	5	32,374	4.42	0.58	3,501
92800	Enborne Church of England Primary School	58	0	12,241	1.20	0.00	0
92900	Englefield Church of England Primary School	111	2	14,767	2.30	0.00	0
93000	Falkland Primary School	448	7	52,641	9.29	0.00	0
93100	Fir Tree Primary School & Nursery	178	1	58,232	3.69	0.00	0
93200	Francis Baily Primary School	519	5	93,179	10.76	0.00	0
93400	Garland Junior School	207	2	46,023	4.29	0.00	0
93500	Hampstead Norreys Church of England Primary School	100	2	13,074	2.07	0.00	0
93600	Hermitage Primary School	185	2	30,570	3.84	0.00	0
93700	Hungerford Primary School	420	2	88,474	8.71	0.00	0
92700	The Ilsleys' Primary School	56	0	7,657	1.16	0.00	0
93800	Inkpen Primary School	71	0	11,820	1.47	0.00	0
93900	John Rankin Infant & Nursery School	256	3	53,375	5.31	0.00	0
94000	John Rankin Junior School	227	5	38,003	4.71	0.29	1,759
94100	Kennet Valley Primary School	200	1	49,234	4.15	0.00	0
94200	Kintbury St. Mary's Church of England Primary School	145	5	28,139	3.01	1.99	11,961
94300	Lambour Church of England Primary School	185	1	49,423	3.84	0.00	0
94400	Long Lane Primary School	243	2	31,383	5.04	0.00	0
95800	Mortimer St. Johns Church of England Infant School	167	0	34,913	3.46	0.00	0
97500	Mortimer St. Mary's Church of England Junior School	224	4	31,803	4.64	0.00	0
94500	Mrs. Bland's Infant & Nursery School	165	0	43,520	3.42	0.00	0
94600	Pangbourne Primary School	190	2	32,376	3.94	0.00	0
94700	Parsons Down Infant School	248	0	56,047	5.14	0.00	0
94800	Parsons Down Junior School	290	7	56,264	6.01	0.99	5,921
94900	Purley Church of England Infants School	78	3	15,227	1.62	1.38	8,296
95000	Robert Sandilands Primary School & Nursery	215	4	47,143	4.46	0.00	0
95100	Shaw-cum-Donnington Church of England Primary School	91	0	19,393	1.89	0.00	0
95200	Shefford Church of England Primary School	25	0	7,701	0.52	0.00	0
95300	Speenhamland Primary School	260	3	63,585	5.39	0.00	0
95400	Springfield Primary School	292	3	45,538	6.05	0.00	0
95500	Spurcroft Primary School	397	0	73,587	8.23	0.00	0
95700	St. Finian's Catholic Primary School	201	3	32,161	4.17	0.00	0
97700	St. John the Evangelist Infant & Nursery School	179	1	32,191	3.71	0.00	0
97800	St. Joseph's Catholic Primary School	200	3	33,570	4.15	0.00	0
96200	St. Nicolas Church of England Junior School	251	2	45,886	5.20	0.00	0
96100	St. Pauls Catholic Primary School	328	0	53,782	6.80	0.00	0
96300	Stockcross Church of England Primary School	108	0	12,406	2.24	0.00	0
96400	Streatley Church of England VC Primary School	103	0	15,699	2.14	0.00	0
96500	Sulhamstead and Ufton Nervet C of E VA Primary School	102	3	14,914	2.11	0.89	5,310
99700	Thatcham Park Church of England Primary School	389	2	86,619	8.07	0.00	0
96600	Theale Church of England Primary School	246	2	46,620	5.10	0.00	0
96700	Welford and Wickham Church of England Primary School	91	0	12,565	1.89	0.00	0
96800	Westwood Farm Infant School	177	0	34,335	3.67	0.00	0
96900	Westwood Farm Junior School	217	3	32,536	4.50	0.00	0
97000	Whitelands Park Primary School	304	1	79,083	6.30	0.00	0
98700	The Willows Primary School	291	4	103,376	6.03	0.00	0
99400	The Winchcombe School	307	7	81,188	6.37	0.63	3,806
97300	Woolhampton Church of England Primary School	94	0	16,612	1.95	0.00	0
97400	Yattendon Church of England Primary School	76	1	11,156	1.58	0.00	0
98900	Denefield School	863	10	267,747	28.37	0.00	0
98800	The Downs School	902	17	148,319	29.66	0.00	0
99000	John O'Gaunt Community Technology College	375	15	127,174	12.33	2.67	16,024
99100	Kennet School	1,393	29	401,474	45.80	0.00	0
99200	Little Heath School	1,277	33	228,527	41.99	0.00	0
99300	Park House School	769	22	223,098	25.28	0.00	0
99800	St. Bartholomew's School	1,247	17	221,028	41.00	0.00	0
99500	Theale Green Community School	793	26	187,878	26.07	0.00	0
99900	Trinity School & Performing Arts College	717	19	287,447	23.57	0.00	0
99600	The Willink School	843	22	169,176	27.72	0.00	0
PRIMARY TOTAL		12,762	137		265	9	56,303
SECONDARY TOTAL		9,179	210		302	3	16,024
TOTAL ALL SCHOOLS		21,941	347		566	12	72,327

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West Berkshire Schools' Forum	
Title of Report:	Primary Schools in Financial Difficulty – Bid for Funding
Date of Meeting:	28th September 2015
Contact Officer(s)	Ian Pearson / Claire White
For Decision by Maintained Primary School Representatives	

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. This decision is made on an annual basis.

1.2 Only Primary schools have opted to de-delegate this funding in 2015/16.

1.3 The current fund balance for 2015/16 is £233,960, which includes the carry forward of the unspent budget from 2014/15. No payments have so far been made in the current financial year.

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' Accountancy Service 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' Accountancy Service.*
3. *Additional funding may be payable for one of the following exceptional unforeseen circumstances which has taken the school into deficit:*
 - a) *Short term downturn in pupil numbers - funding to maintain current staffing structure where evidence can be provided that the numbers are likely to recover within a 2 - 3 year period and where downsizing of staff and resultant redundancy costs in order to balance the budget on a short term basis would not be an efficient use of resources.*
 - b) *Sudden permanent downturn in pupil numbers in a school causing concern (i.e. Ofsted category of notice to improve or worse – funding to maintain current staffing levels on a temporary basis where to reduce the staffing levels immediately in order to balance the budget would be detrimental to the recovery of standards in the short term.*
 - c) *Unforeseen sudden permanent downturn in pupil numbers – funding to cover staffing costs during a short term interim period whilst restructuring*

takes place and in order where possible to avoid redundancies (such as through natural wastage).

- d) Redundancy payments, where the staffing reductions are required in order to balance the budget, but these costs will put the school further into a deficit position which cannot be recovered over a 5 year period.*

In order to access this funding, a school will need to complete and submit an application to the WBC Schools' Finance Manager who will arrange a panel (usually the next Heads Funding Group) to assess the application. The school will be invited to present their case in person to the panel and answer questions. The panel will recommend the amount and duration of the financial support to Schools' Forum for approval or not.

- 1.5 Note that the decision to be taken by Schools' Forum is by Primary representatives only.

2. Funding Bid Received from Kintbury Primary School

- 2.1 A funding bid has been received from Kintbury Primary School totalling £18,677 to cover redundancy costs paid out in the current financial year.

2.2 Through its longer term budget planning, Kintbury School has been aware for the last three years of its requirement to restructure and reduce costs, and has been continually working towards this, bearing significant redundancy costs in the last 18 months. This is against a background of moving from a 'requires improvement' Ofsted rating in 2012 to 'good' in 2014. The main reasons for going into deficit is a reduction in the school's formula funding following the introduction of the new national formula in 2013/14; an overall reduction in pupil numbers; and a large proportion of pupils with high needs. They have been taking into account one particularly small year group which is moving through the school (8 compared to average of 24) whereby overall pupil numbers and thus funding should go back up from 2018/19 financial year which will bring the school back into an in-year balance (although the school would still be in a cumulative deficit without this additional funding to cover the redundancy costs). Actions taken include merging years 4 and 5 and significantly reducing the number of support hours.

- 2.3 The school has been receiving support for their budget planning from WBC Finance since 2014/15. 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 (3d) set by the Schools' Forum.

- 2.4 The application and benchmarking information was considered by Heads Funding Group (HFG). A presentation was also made by the school at the meeting. HFG were satisfied with the schools explanation for the deficit and all the actions they had taken to reduce the current deficit and eliminate it moving forward. They also commended the school for the detail they had provided in their application.

Recommendation from Heads funding Group:

To agree the bid from Kintbury and make payment of £18,677 to the school.

West Berkshire Schools' Forum	
Title of Report:	High Needs Place Funding 2016/17
Date of Meeting:	28th September 2015
Contact Officer(s)	Jane Seymour
For Discussion	

1. Background

- 1.1 Place funding is allocated by the Education Funding Agency for children and young people with high level needs who are under 16 and attend a special or resourced school.
- 1.2 Place funding is also allocated by the Education Funding Agency for young people with high level needs who are over 16 and attend a mainstream school, special school, resourced school or FE College.
- 1.3 Place funding in 2015/16 was based initially on place funding allocated by the EFA in 2014/15. A process was put in place by the EFA for Local Authorities to make "exceptional" requests for planned place numbers in 2015/16 over and above 2014/15 numbers. The EFA stated that exceptional planned place requests were unlikely to be agreed unless either (a) actual numbers in 2014/15 were significantly higher than the planned places (at least 10% higher), or (b) a significant number of new places were needed as a result of a change in infrastructure such as a new school.
- 1.4 West Berkshire Council made the following requests for increases to planned places through the exceptions process.

School/setting	14/15 Planned Places	Places requested for 15/16	Places agreed by EFA for 15/16
Brookfields	218	230	218
The Castle	147	156	147
Trinity ASD Resource	0	4	0
West Berkshire Training Consortium	0	6	4
Newbury College	68	100	91

- 1.5 All requests were refused apart from the addition of 4 planned places for the West Berkshire Training Consortium and the addition of 23 planned places for Newbury College.
- 1.6 The Council made a formal challenge to this decision but the EFA was unwilling to make any changes to planned place numbers for 2015/2016. Many other Local Authorities had similar experiences of the exceptional planned place process.

2. High Needs Place Funding 2015/16 Academic Year

- 2.1 Places currently funded by the EFA and actual places currently filled are as follows:

SCHOOL / INSTITUTION	Planned Places 2015/16	ACTUAL Numbers Sept 15	Difference
Primary schools with special resources			
Speenhamland (PD Resource)	10	11	+1
The Winchcombe (Speech Lang Resource)	15	7	-8
Theale Primary (ASD Resource)	10	9	-1
Westwood Farm Infant (HI Resource)	5	3	-2
Westwood Farm Junior (HI Resource)	10	7	-3
Secondary (special resources / post 16 only)			
Denefield	2	0	-2
John O'Gaunt	0	0	0
Kennet (inc. PD & HI Resource)	38	10HI+19PD+3 m/s =32	-6
Little Heath	5	1	-4
Park House	2	0	-2
St. Bartholomew's	2	2	0
The Downs	1	3	+2
The Willink	2	0	-2
Theale Green (inc. ASD Resource)	17	12 ASD + 1m/s= 13	-4
Trinity (inc. SpLD Resource)	30	29 SPLD + 1m/s= 30	0
Trinity ASD Resource	0	3	+3
Special schools			
Brookfields	218	229	+11
The Castle	147	157	+10

FE Colleges			
Newbury College	91 (56 for WBC)	70	+14
West Berkshire Training Consortium	4	4	0
TOTAL (excluding PRUs)	609		
TOTAL excluding NC places not available to WBC	574	581	7

3. High Needs Place Funding 2016/17

- 3.1 The EFA has notified Local Authorities that it will base 2016/17 financial year place funding on the place funding allocated for 2015/16. There will be no opportunity for Local Authorities to request additional planned places as there was last year.
- 3.2 The total number of planned places in 2016/17 will therefore remain the same as in 2015/16. Local Authorities will have the flexibility to move planned place funding between institutions, in line with any changing patterns of need, but there will be no overall increase in planned place funding.
- 3.3 Any places which need to be funded over and above the current total of 609 (574) will therefore represent a pressure on the High Needs Block.
- 3.4 The SEN Assessment Team is currently in the process of reviewing place funding requirements for 2016/17. This process will involve consideration of actual numbers of high needs pupils in placements, intelligence about possible changes of placement in 2016/17 and views from the schools / institutions themselves about their likely numbers.
- 3.5 There has been a shortfall this year in planned place funding for Brookfields, The Castle, Trinity ASD Resource, Newbury College and Speenhamland PD Resource. However, there has been over provision of planned place funding at some other establishments, with the net shortfall being 7 places currently.
- 3.6 Numbers at The Castle and Brookfields continue to rise and are likely to further exceed planned place numbers in 2016/17, which will be an additional pressure on the High Needs Block.
- 3.7 It is anticipated that the Trinity ASD Resource will take 2 or 3 more children in September 2016.
- 3.8 Newbury College numbers are likely to fluctuate this term and could increase.
- 3.9 As some institutions have more planned places than they require, a decision will need to be taken for 2015/16 as to whether some of the "surplus" planned places are reallocated. However, this is likely to be difficult for small resourced units as they may then be unable to fund the required basic level of staffing to run the resource.

- 3.10 A more detailed report on 2016/17 planned place requirements will be brought to the next Heads' Funding Group and Schools Forum.

West Berkshire Schools' Forum	
Title of Report:	Early Years Formula for 2016/17
Date of Meeting:	28th September 2015
Contact Officer(s)	Avril Allenby & Claire White
For Discussion	

1. Background

1.1 In setting the 2015/16 early years block budget, it was recognised that the in-year estimate of funding (through the early years Dedicated Schools Grant (DSG)) does not cover the estimated payments through the early years single funding formula (EYSFF) for three and four year olds. In 2015/16 this is being covered by a one off carry forward of unspent two year old funding in 2014/15, as agreed by the Schools' Forum.

1.2 Moving forward, the current formula rates for the EYSFF are not sustainable if our DSG rate remains the same. The following table shows the net estimated position for 2015/16 (without the carry forward being applied):

Three & Four Year Old Funding:	Budget Set 2015/16
PVI Providers	4,726,470
Nursery classes in Mainstream schools	1,080,100
Maintained nursery schools	808,730
Total Expenditure	6,615,300
DSG 3 & 4 year old Grant	-6,105,071
Net Shortfall	510,229

1.3 If all things remain equal (i.e. DSG funding rates, hours of provision, quality of provision, formula rates) there would be approximately a £500k shortfall next year, and it is therefore assumed at this stage that this is the level of saving that we need to find.

2. Considerations by the Early Years Steering Group

2.1 The Government has stated that it is committed to increasing the "average" funding rate paid to providers for the free entitlement – due to increase to 30 hours. There has been a recent "call for evidence" on childcare costs to gather data to help inform this, but to date there has been no indication of how much this would be, how it would be given to providers, or when this might

happen. Therefore plans need to be put in place for reducing the cost if these changes do not happen from April 2016 and/or the grant rate is not sufficient.

2.2 By late October we will be in a position to provide a reasonable forecast of funding and cost for the current financial year based on current take up which will also give a better indication of what the shortfall is likely to be next year. However, because payment to providers is made on actual hours of provision there can be no certainty to these figures.

2.3 The only certain element within our control is the formula rates. Once we have a better estimate of our shortfall for 2016/17, the funding rates will need to be adjusted accordingly.

2.4 The Steering Group has met twice since April, and considered what options are available in order to bring the cost down by approximately £500k.

2.5 Four options have been discussed as follows:

- 1) Removing all quality rates and increasing the base rates up to the level of funding available
- 2) Reducing all quality rates by the same percentage down to the level of funding available
- 3) Replace the current (four) quality rates with two new simplified quality rates, with the total funding being paid through quality rates reduced down to the level of total funding available.
- 4) Replace all base and quality rates with just one hourly rate for all providers (as per two year old funding). The rate will be similar to the unit of funding received through the DSG.

2.6 The Group has also looked at benchmarking information from our statistical neighbours and other Berkshire authorities, comparing our rates and methodologies.

2.7 Options 1 and 4 have been ruled out, mainly because through these options there would be some providers that had a rate increase, and it is felt that all providers should take a share of the cut. It is also felt that quality of provision should still feature in the funding rates.

3. Next Steps

3.1 A letter is to be sent to all providers setting out the funding problem and what options the steering group is considering. If a cut to rates needs to be made it should not come as a surprise to providers.

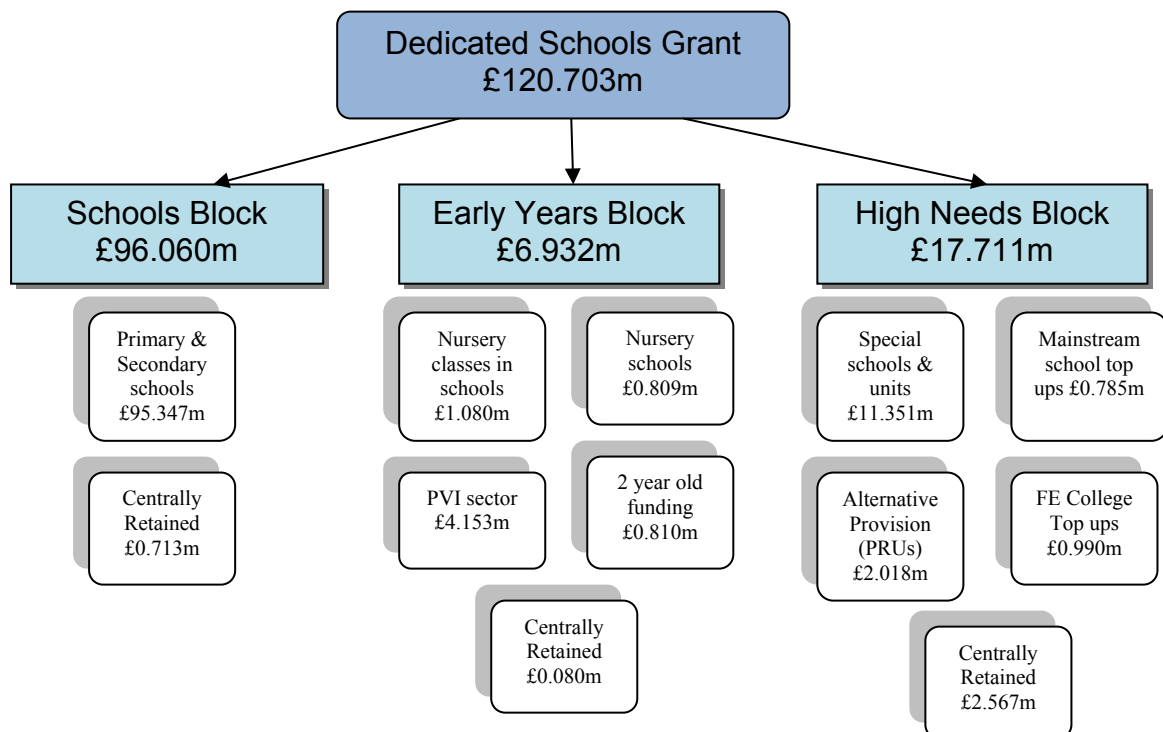
3.2 Once the Group has more information regarding the budget forecast for the current year and the Government's future intentions for funding of early years (probably following the spending review), further work will be carried out on the formula, bringing a proposal back to Schools' Forum.

3.3 Once a proposal is agreed, providers will be sent this information including an exemplification for their own setting.

West Berkshire Schools' Forum	
Title of Report:	DSG Monitoring 2015/16, Month 5
Date of Meeting:	28th September 2015
Contact Officer(s)	Ian Pearson
For Discussion	

1. Background

- 1.1 The main source of funding for schools is the Dedicated Schools Grant (DSG). It is a ring fenced specific grant and can only be used on school/pupil activity.
- 1.2 The grant is split into three funding blocks. Although separate allocations are received for each, the blocks themselves are not ring fenced.
- 1.3 The following diagram shows what is funded out of each of the three blocks (the figures include funding to Academies which is paid to them direct by the EFA and exclude carry forward of one off funding from the previous year):



The main centrally retained services are:

Schools Block – licences for all schools, growth fund for schools, school admissions service

Early Years Block – quality monitoring & compliance, eligibility checking, sufficiency & sustainability planning, early years IT system

High Needs Block – ASD advisory support, Home Tuition, Engaging Potential service, therapy services, sensory impairment support, inclusion support, applied behaviour support, vulnerable children support, early intervention

1.4 Overspends, unless funded from outside the DSG, are carried forward and top sliced from the following year's DSG allocation. Underspends must be carried forward to support the school's budget in future years.

1.5 The Authority and Schools' Forum are responsible for ensuring that the DSG is deployed correctly, and monitoring of spend against the DSG needs to take place regularly to enable decision making on overspends/underspends and to inform future year budget requirements.

2. Monitoring Position as at Month 5 (2015-16)

2.1 At the end of August 2015 the total DSG overspend position forecast for year end is £273k, all in the high needs block, as shown in Figure 1 below:

Figure 1: Financial Position as at Month 5 (August 2015).

	Total Current Budget £m	Actual Spend Forecast Month 5 £m	Month 5 Forecast Outturn Variance £m
Schools Block (inc ISB)	65,464,140	65,464,140	0
Early Years Block	7,629,750	7,629,750	0
High Needs Block	16,141,010	16,413,890	272,880
Total Net Expenditure	89,234,900	89,507,780	272,880
Support Service Recharges	720,890	720,890	0
Total Expenditure	89,955,790	90,228,670	272,880
DSG Grant	-89,955,790	-89,955,790	0
Net Position	0	272,880	272,880

A further analysis per cost centre is shown in Appendix A.

2.2 The Schools Block is expected to be largely on-line. Any under spends in the growth fund contingency budget and primary schools in financial difficulty budget will be ring fenced and carried forward to 2016/17 and will not impact on the overall position of the DSG. There may be a small overspend on the delegated primary and secondary budgets due to rating revaluations.

2.3 A detailed assessment of the forecast for the Early Years block budgets will be undertaken next month once the Autumn payments have been made to providers and a projection can be made for Spring payments.

2.4 The High Needs Block is currently forecasting an overspend of £272k, the bulk of which is in relation to new placements in non West Berkshire Special schools,

mainly Thames Valley Free School. Additional placements over and above allocated place numbers in our own special schools are also causing a pressure.

2.5 A more detailed report on the high needs budget and a review of the savings targets that were set for the current year's budget will be brought to the next meeting of the Schools' Forum in December.

Appendices

Appendix A – DSG 2015-16 Budget Monitoring Report as at 31st August 2015

Appendix A

Dedicated School's Grant (DSG) 2015-16 Budget Monitoring Month 5								
Budget manager	Cost Centre	Description	Original Budget	Net Virements in year	Amended Budget	Forecast	Variance	Comments
Ian Pearson	90019	DSG Servicing of Schools' Forum	36,840		36,840	36,840	0	
Ian Pearson	90020	Primary Schools	47,457,760		47,457,760	47,457,760	0	
Ian Pearson	90025	Secondary Schools	16,650,490		16,650,490	16,650,490	0	
Maxine Slade	90035	LAC Pupil Premium	0		0	0	0	
Ian Pearson	90112	Special Costs Primary	29,080		29,080	29,080	0	
Ian Pearson	90117	Special Costs Secondary	14,000		14,000	14,000	0	
Ian Pearson	90230	Schools in Financial Difficulty	115,110	118,850	233,960	233,960	0	
Ian Pearson	90235	School Delegated Contingency	290,000	32,160	322,160	322,160	0	
Maxine Slade	90255	Virtual School Service	222,010		222,010	222,010	0	
Cathy Burnham	90349	Behaviour Support - DSG	192,540		192,540	192,540	0	
Caroline Corcoran	90583	CLA/MPA Licences	122,410		122,410	122,410	0	
Caroline Corcoran	90743	Admissions	182,890		182,890	182,890	0	
Schools Block Total			65,313,130	151,010	65,464,140	65,464,140	0	
Ian Pearson	90010	Nursery Schools	808,730		808,730	808,730	0	
Avril Allenby	90017	Early Years Support Team	47,680		47,680	47,680	0	
Avril Allenby	90018	Expenditure on 2 year olds	810,000		810,000	810,000	0	
Avril Allenby	90036	Early Years Funding for PVI	4,726,470	-52,820	4,673,650	4,673,650	0	
Ian Pearson	90037	Early Yrs Funding Maintained Sector	1,080,100		1,080,100	1,080,100	0	
Avril Allenby	90051	Early Years Funding - Contingency	0		0	0	0	
Avril Allenby	90052	Early Years PPG & Deprivation Funding	209,590		209,590	209,590	0	
Early Years Block Total			7,682,570	-52,820	7,629,750	7,629,750	0	
Nicola Ponton	90026	Academy Schools RU Top Ups	419,730		419,730	419,730	0	
Nicola Ponton	90539	Special Schools - Top Up Funding	2,730,940		2,730,940	2,793,280	62,340	Based on current demand
Nicola Ponton	90548	Non WBC Special Schools - Top Up Funding	735,240		735,240	1,015,890	280,650	Based on current demand
Nicola Ponton	90575	Non LEA Special School (OofA)	905,320		905,320	814,900	-90,420	Based on current demand
Nicola Ponton	90579	Independent Special School Place & Top Up	1,583,850		1,583,850	1,560,390	-23,460	Based on current demand
Nicola Ponton	90580	Further Education Colleges Top Up	990,040		990,040	990,040	0	
Nicola Ponton	90617	Resourced Units top up Funding maintained	329,230		329,230	329,230	0	
Nicola Ponton	90618	Non WBC Resourced Units - Top Up Funding	27,860		27,860	41,270	13,410	Based on current demand including new
Nicola Ponton	90621	Mainstream - Top Up Funding maintained	509,980	-50,000	459,980	459,980	0	
Nicola Ponton	90622	Mainstream - Top Up Funding Academies	213,240		213,240	213,240	0	
Nicola Ponton	90624	Non WBC Mainstream - Top Up Funding	62,150		62,150	62,150	0	
Cathy Burnham	90625	Pupil Referral Units - Top Up Funding	1,061,000		1,061,000	1,061,000	0	
Nicola Ponton	90627	Disproportionate No: of HN Pupils NEW	0	50,000	50,000	50,000	0	
Jane Seymour	90237	Special Needs Delegated Contingency	0		0	0	0	
High Needs Block: Top Up Funding Total			9,568,580	0	9,568,580	9,811,100	242,520	
Cathy Burnham	90320	Pupil Referral Units	840,000		840,000	840,000	0	
Ian Pearson	90540	Special Schools	2,860,000		2,860,000	2,860,000	0	
Rhian Ireland	90555	LAL Funding	134,600		134,600	134,600	0	
Nicola Ponton	90584	Resourced Units - Place Funding (70)	500,000		500,000	500,000	0	
Cathy Burnham	90582	PRU Outreach	117,000		117,000	117,000	0	
Jane Seymour	90585	HN Outreach Special Schools	70,000		70,000	70,000	0	
High Needs Block: Place Funding Total			4,521,600	0	4,521,600	4,521,600	0	
Ian Pearson	90038	Pupil Premium -	0		0	0	0	
Ian Pearson	90236	Managed Moves/Exclusions Contingency	0		0	0	0	
Rhian Ireland	90238	Sen Pre School Childrn	50,210		50,210	60,210	10,000	High number of complex children attending for more hours
Nicola Ponton	90240	Applied Behaviour Analysis	110,730		110,730	110,730	0	
Rhian Ireland	90280	Spec Needs Spprt Team	261,950		261,950	261,950	0	
Jane Seymour	90290	Sensory Impairment	227,440		227,440	238,800	11,360	Demand for visits from RBWM Sensory Consortium Service
Jane Seymour	90295	Therapy Services	315,430		315,430	324,430	9,000	Additional support for some children at Castle School.
Cathy Burnham	90315	Home Tuition	300,000		300,000	300,000	0	
Nicola Ponton	90565	Equipment For SEN Pupils	20,000		20,000	20,000	0	
Jane Seymour	90577	SEN Commissioned Provision	540,260		540,260	540,260	0	
Rhian Ireland	90830	ASD Teachers	127,940		127,940	127,940	0	
Rhian Ireland	90957	Early Intervention	7,550		7,550	7,550	0	
Cathy Burnham	90961	Vulnerable Children	60,000		60,000	60,000	0	
Rhian Ireland	90965	SEN Inclusion Programme	29,320		29,320	29,320	0	
High Needs Block: Non Top Up or Place Funding			2,050,830	0	2,050,830	2,081,190	30,360	
High Needs Block Total			16,141,010	0	16,141,010	16,413,890	272,880	
Total Expenditure across funding blocks			89,136,710	98,190	89,234,900	89,507,780	272,880	
SUPPORT SERVICE RECHARGES			720,890		720,890	720,890	0	
TOTAL DSG EXPENDITURE			89,857,600	98,190	89,955,790	90,228,670	272,880	

Schools Forum and Heads Funding Group Forward Plan – November 2015 to January 2016

No.	Item	Purpose	Heads Funding Group deadline	Heads Funding Group meeting	Schools Forum reports deadline	Schools Forum meeting	Comments	Lead Officer(s)
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Term 2								
1.	DSG Monitoring 2015/16 Month 7	Review current year budget and whether savings are being achieved	17 November 15	24 November 15	27 November 15	07 December 15		Shannon Coleman-Slaughter
2.	School Funding Benchmarking Information	Charts comparing WBC DSG/ formula funding to our statistical and local neighbours	17 November 15	24 November 15	27 November 15	07 December 15		Claire White
3.	Update on Schools in Financial Difficulty	Update on how schools that have set a deficit budget for 2015/16 are progressing	17 November 15	24 November 15	27 November 15	07 December 15		Claire White
4.	Early Years Budget Proposals 2016/17	Review initial draft budget proposals and agree any further work required	17 November 15	24 November 15	27 November 15	07 December 15		Avril Allenby
5.	PRU Strategic Review update	Update following consultation	17 November 15	24 November 15	27 November 15	07 December 15		Cathy Burnham
6.	PRU Funding Proposals 2016/17	Initial draft budget proposals including plans to delegate all PRU top up funding out to schools to commission their own arrangements	17 November 15	24 November 15	27 November 15	07 December 15		Cathy Burnham
7.	High Needs Budget Proposals 2016/17	Initial draft budget proposals highlighting any savings required	17 November 15	24 November 15	27 November 15	07 December 15		Jane Seymour
8.	DSG Budget 2016/17	Review likely DSG funding compared to budget proposals and agree further work/ decisions required	17 November 15	24 November 15	27 November 15	07 December 15		Claire White

Schools Forum and Heads Funding Group Forward Plan – November 2015 to January 2016

No.	Item	Purpose	Heads Funding Group deadline	Heads Funding Group meeting	Schools Forum reports deadline	Schools Forum meeting	Comments	Lead Officer(s)
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Term 3

9.	DSG Monitoring 2015/16 Month 9				15 January 16	25 January 16		Shannon Coleman-Slaughter/ Ian Pearson
10.	Growth Fund and Falling Rolls Fund 2015/16				15 January 16	25 January 16		Claire White
11.	Review Early Years budget proposals		06 January 16	13 January 16	15 January 16	25 January 16		Avril Allenby
12.	Review PRU budget proposals		06 January 16	13 January 16	15 January 16	25 January 16		Cathy Burnham
13.	Review High Needs Budget proposals		06 January 16	13 January 16	15 January 16	25 January 16		Jane Seymour
14.	School Formula Final Funding rates and School Budget		06 January 16	13 January 16	15 January 16	25 January 16		Claire White
15.	Overview of DSG funding for 2016/17 and draft budget for 2016/17		06 January 16	13 January 16	15 January 16	25 January 16		Claire White/ Shannon Coleman-Slaughter

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