

Notice of Meeting

Schools Forum

Monday 11 July 2016 at 5.00pm
in Shaw House Church Road Newbury
RG14 2DR

Date of despatch of Agenda: Monday, 4 July 2016

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Jo Reeves on (01635) 519486
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Agenda - Schools Forum to be held on Monday, 11 July 2016 (continued)

- Forum Members:** Reverend Mark Bennet, Patricia Brims, Ben Broyd, Catie Colston, Chris Davis, Paul Dick, Anthony Gallagher, Keith Harvey, Reverend Mary Harwood, Angela Hay, Jon Hewitt, Peter Hudson, Stacey Hunter, Brian Jenkins, Sheilagh Peacock, Derek Peale, Chris Prosser, David Ramsden, Clive Rothwell, Graham Spellman (Vice-Chairman), Bruce Steiner (Chairman), Suzanne Taylor, Keith Watts and Charlotte Wilson
- Councillors:** Dominic Boeck, Anthony Chadley and Mollie Lock
- Officers:** Avril Allenby, Cathy Burnham, Ian Pearson, Jo Reeves and Claire White
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Agenda

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Andy Day
Head of Strategic Support

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SCHOOLS FORUM

**MINUTES OF THE MEETING HELD ON
MONDAY, 6 JUNE 2016**

Forum members Present: Reverend Mark Bennet, Patricia Brims, Catie Colston, Chris Davies, Paul Dick, Keith Harvey, Angela Hay, Jackie Hegg (Substitute) (In place of Ben Broyd), Peter Hudson, Stacey Hunter, Brian Jenkins, Sheilagh Peacock, Chris Prosser, Clive Rothwell, Graham Spellman (Vice-Chairman), Bruce Steiner (Chairman) and Keith Watts

Also Present: Caroline Corcoran (Education Service Manager), Ian Pearson (Head of Education Service) and Claire White (Finance Manager (Schools)), Councillor Anthony Chadley (Council Member) and Jo Reeves (Policy Officer)

Apologies for inability to attend the meeting: Ben Broyd, Jacquie Davies, Mary Harwood, Jon Hewitt, Councillor Mollie Lock, Derek Peale, David Ramsden, Suzanne Taylor and Charlotte Wilson

Forum members Absent: Councillor Dominic Boeck and Anthony Gallagher

PART I

13 Election of the Chair

Ian Pearson in the Chair

RESOLVED that Bruce Steiner be elected Chair of the Schools Forum.

a Appointment of the Vice-Chair

Bruce Steiner in the Chair.

RESOLVED that Graham Spellman be appointed Vice-Chair of the Schools Forum.

14 Minutes of the previous meeting dated 14th March 2016

RESOLVED that the minutes from the meeting held on 14th March 2016 be approved as a true and correct record.

15 Actions arising from previous meetings

It was noted that all outstanding actions had been completed.

16 Declarations of Interest

There were no declarations of interest received.

17 Membership

Bruce Steiner congratulated Catie Colston and Peter Hudson on their election to the Schools Forum. Councillor Anthony Chadley, newly appointed Portfolio Holder for Finance and Transformation, was also welcomed to the Schools Forum.

18 Exclusion of the Press and Public

SCHOOLS FORUM - 6 JUNE 2016 - MINUTES

RESOLVED that members of the press and public be excluded from the meeting for the under-mentioned item of business on the grounds that they involve the likely disclosure of exempt information as contained in Paragraphs 1, 2 and 6 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information)(Variation) Order 2006. Rule 8.10.4 of the Constitution also refers.

19 **Alternative Provision: Education Plan**

RESOLVED that the information in the exempt report be noted.

Part I: Continuation of meeting

20 **DSG Outturn 2015/16 and Carry Forward to 2016/17**

Claire White presented the outturn from 2015/16's Dedicated Schools Grant (DSG).

Table 1 summarised the overall year end position for each DSG block, also comparing to the month 10 forecast which was used when setting the budget for 2016/17. The final position was an underspend of £253k.

The DSG grant variance for 2016/17 would be made up of £127k planned overspend in the high needs block, and £246k in relation to the early years block. This block could not be accurately estimated until towards the end of the financial year because it was partly based on the in-year January census, unlike the other two blocks which were confirmed prior to the start of the financial year.

Schools Block

No carry forward was assumed when setting the 2016/17 budget, so the total underspend of £373k would be available for allocation in 2016/17.

During 2015/16 there was only one school receiving funding from the schools in financial difficulty de-delegated fund. It was highly likely that there would be several bids for funding during 2016/17, and it was proposed to add the carry forward to the funding available in 2016/17 – this would provide a total budget of £332,600 for 2016/17.

For this and all other de-delegated services, the only other option was to hold the carry forward in the current year's budget for each specific service, and use to reduce the cost of that de-delegated service to schools in the following year (in other words, to benefit only those schools that have pooled their budgets). This was the proposal for the other de-delegated services – the virtual school service £3k, and behaviour support service £11k.

The overspend on maintained school delegations was due to actual business rates being higher than originally budgeted for in the school formula. For maintained schools the adjustment was carried out in year, whereas for Academies the DSG was adjusted in the following year.

There were several schools benefitting from growth funding in 2015/16. No schools qualified for falling rolls funding. It was proposed that the underspend (net of the overspend on business rate delegations and underspend on the other centrally retained services) was added to the 2016/17 budget – this would provide a total budget of £433,920. In the Government's consultation on 2017/18 school funding it was being proposed that growth funding would become part of the school formula, but until this was confirmed and the details were known it would be prudent to hold these funds for future growth, including the new primary school due to open in Newbury in September 2017.

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Paul Dick encouraged the Schools Forum to be brave regarding holding money in contingency funds, expressing the point that this might not be getting best value from the funds.

Claire White explained that although in the Government's consultation on 2017/18 school funding it was being proposed that growth funding would become part of the school formula, the current proposal is that it would be based on historical costs and this would not cover the costs of future growth, including the new primary school due to open in Newbury in September 2017.

Early Years Block

The actual numbers of hours of provision for 2, 3, and 4 year olds remained much the same in 2015/16 as in 2014/15 and did not see the level of increase that had been experienced in previous years and had been budgeted for. It had also been predicted that the DSG would be uplifted based on this increase being recorded in the January 2016 census. Only a minimal increase to the DSG for early years in relation to 2015/16 was expected (in June 2016), and the budget for this would be adjusted accordingly when the amount was notified.

The uptake of pupil premium grant had also been extremely low, and the DfE was not clawing back any funding given for this.

Month 10 forecast was for a net underspend of £577k, and this figure was assumed as funding available in setting the 2016/17 early years block budget. The actual was £516k, which was £61k lower. It was proposed to reduce the available funding in the early years block budget accordingly (i.e. to reduce the assumed carry forward of DSG underspend at the end of 2016/17 from £148k to £87k).

Keith Watts enquired what the reason for low take up of Pupil Premium Funding was. Ian Pearson explained that it had not long been introduced and agreed that there was a need to improve take up, particularly among two year olds. Brian Jenkins supposed that the affluence of the Thames Valley could be a reason for the low take up.

Reverend Bennet noted the large underspend in this block and sought assurance that the Local Authority was delivering the service it was supposed to. He asked what practical action could be taken to improve take up. Ian Pearson described a number of actions already being taken to improve take up of places, including engaging with Health Visitors and General Practitioners. One of the challenges was to encourage the providers to offer the places.

Paul Dick stated that the low take up of these places was disastrous because the money could have a huge impact on peoples lives. He challenged the Local Authority to set an ambitious target.

Brian Jenkins explained that one of the limitations to providers offering the places was that currently, providers were being underfunded for the 15 hour place provision and this would be exacerbated if an additional 15 hours was offered. There were national inconsistencies in the rates paid to early years providers and further information from the governments was awaited.

Keith Watts stated that early intervention improved children's life chances. There was a dual issue that the parents of these children did not know they were entitled to the service and also the parents were difficult to engage. Ian Pearson noted that financial support was only available to a working parent. The government's motive was to create childcare to enable more people to work, whereas the motive of the School Forum partners would be to support the children.

Brian Jenkins concluded that many providers were at risk of going out of business should they provide the places to two year olds under the current funding rates.

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High Needs Block

The main overspends in the high needs budget were in relation to top ups, mainly for placements in specialist settings. This had been documented in reports throughout 2015/16, the main variances being placements in non WBC schools (particularly Thames Valley Free School) and PRUs.

The month 10 forecast was for a net overspend of £731k, and this figure was assumed as needing to be met from the 2016/17 high needs block budget. The actual was £635k, which was £96k lower. As the 2016/17 high needs budget had been set with a £889k overspend, it was proposed to reduce this budgeted overspend accordingly (i.e. to reduce the assumed DSG carry forward of overspend at the end of 2016/17 to £793k).

In addition to the main accounts, the local authority operated a holding account which received funding deducted from schools for pupils they exclude, and paid this funding out to schools receiving the excluded pupils or towards the cost of placements in PRUs for these pupils. There was a balance in this account of £40k, mainly due to pupils moving out of the authority and the other authority claiming a lower sum or not claiming the funding at all. For some authorities there was a reciprocal agreement not to do so. It was proposed that these funds were added to the vulnerable children fund and used to help prevent exclusions from our schools.

RESOLVED that the Schools Forum approve the utilisation of the DSG funds being carried forward from 2015/16 to 2016/17 as set out in section 8 of the report.

21 School Funding Arrangements for 2017/18

laire White introduced the report which provided an update on the Schools Funding Arrangements for 2017/18. She explained that she had hoped the second stage consultation was released before the meeting because it otherwise would not be released until after the EU referendum on 23 June 2016 and that would make the timescale for consultation shorter. Concern was expressed about the tightness of any consultation and whether it would therefore be meaningful.

The second stage consultation would attach values to formula factors and provide indicative impacts on local authorities and individual schools. It was not known whether West Berkshire would receive more funding or not as a result of these proposals. This would be a key determinant on whether any changes would need to be made to the existing West Berkshire school formula.

The same timetable as in previous years would apply for setting the local school formula for 2017/18 (i.e. submission to the DfE by 31st October), so it was likely that the decision making and consultation with schools would need to take place in a very short timescale.

Claire White then drew attention to paragraph 4.5 of the report regarding the sparsity factor which the Schools Forum had so far chosen not to apply. It was anticipated that this would be incorporated into the National Funding Formula.

Graham Spellman congratulated officers on the content of their response to the consultation. He asked which services were funded by the Education Services Grant (ESG). Ian Pearson explained that the government was proposing to reduce the level of ESG paid to maintained schools and Academies. The ESG currently paid for management of school estates and more importantly school improvement. It was not known how much the reduction might be. Graham Spellman queried how schools would drive up standards if the funding for school improvement was cut, Ian Pearson advised that a schools commissioner would be required to make those decisions.

RESOLVED that the report be noted.

22 School Balances 2015/16

Claire White introduced the report which presented the school balances at year end for 2015/16.

School revenue balances had decreased over the last year. This was by £791k or 20%, the greatest reductions being in primary and secondary schools. The overall level of balances did however remain high in special schools and PRUs.

In addition to £3.2m being held in revenue balances, £169k was held in before and after school club funds and over £1.1m in capital balances. Of the revenue balances, £588k was unspent pupil premium grant.

The eight Schools closing the year in deficit had been asked to provide an explanation and what actions they were taking, and the responses were included in the appendix. . Although the number of schools closing the year in deficit had decreased (from nine to eight), for two schools with unexpected deficits at year end the amounts were significant and were of concern. Most of the schools with an unexpected deficit had set a budget with little or no contingency.

Other than John O'Gaunt, the schools that actually set a deficit budget in 2015/16 all closed in surplus, reflecting the hard work by all involved to achieve this.

There were a few schools that closed 2014/15 in deficit, set a balanced budget for 2015/16, but closed the year in deficit again. The scheme for financing schools had now been amended to require all schools closing in deficit to be subject to the same scrutiny as schools setting a deficit budget, even if they had set a balanced budget.

Although the Schools' Forum agreed to remove the claw back scheme for schools with excess surplus balances, it was agreed that information on high surplus balances would still be looked at.

Overall, balances were reducing, though there were still some schools with significant surpluses. A further report on school budgets for 2016/17 would be brought to Schools Forum in July 2016.

Catie Colston noted that it was useful to see a narrative from the schools who had closed the year in deficit, also from The Castle school. She suggested that a narrative from all schools in excess surplus would be useful.

Claire White commented that it was interesting to see the disparity between forecasted surpluses a month 9 of 2015/16 and the year end outturn. Bruce Steiner commented that it was concerning that some forecasts were out by 500%.

Catie Colston enquired how the schools balances linked with underspending on Pupil Premium Grant. Reverend Mark Bennet explained that it may be a timing issue if schools received the grant late in the accounting period. Claire White disputed this, explaining that although the grant was received quarterly the allocations were known the previous June.

Paul Dick left the meeting at 18.30pm.

Keith Watts, referring to Catie Colston's suggestion, noted that the Schools Forum had previously decided that it would not require all schools to provide a commentary. He further added that it was a concern that schools did not know what balance they would have and spend surpluses wisely. Claire White explained that the Schools Forum had decided not to clawback surplus balances but would maintain a level of scrutiny.

Reverend Mark Bennet left the meeting at 18.35pm.

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Graham Spellman expressed the view that schools who cited poor financial management over a two to three year period would be cause for concern. Claire White offered assurance that in all schools who claimed this reason, the issues had been resolved.

RESOLVED that the report be noted and all schools with excess surplus balances be requested to provide an explanatory comment.

23 Trade Union Facilities Time - Annual Report for 2015/16

RESOLVED that the report be noted.

24 Forward Plan

Jo Reeves commented that the Work Programme agreed at the previous meeting had included the Annual Report on the Vulnerable Children’s Fund but due to staffing issues this report had not been completed and it was hoped that it would be presented to the meeting in July 2016.

Claire White noted that the deadline for submission would not accommodate the inclusion of the DSG Monitoring M3 2016/17 report and officers would discuss how to ensure the information was seen by the Schools Forum.

RESOLVED that the Forward Plan for the next two meetings be agreed.

25 Date of the next meeting

The next meeting would be held on Monday 11th of July 2016, 5pm at Shaw House.

(The meeting commenced at 5.02 pm and closed at 6.37 pm)

CHAIRMAN

Date of Signature

Agenda Item 3

ACTIONS ARISING FROM PREVIOUS SCHOOLS' FORUM MEETINGS

Shaded rows are completed actions.

Ref No.	Date – Item No.	Action	Officer	Comment / Update
1.	06/06/16 - School Balances 2015/16	<ul style="list-style-type: none">All schools with excess surplus balances be requested to provide an explanatory comment.	C White	Appended to the actions

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Schools with Significant Surplus Balance 2015/16

- 1.1 The following table was presented to Schools' Forum at its meeting on 6th June. Although the Schools' Forum has agreed to remove the claw back scheme for schools with excess surplus balances, Members of the Forum requested explanations for the large surplus from each of the schools in the table (other than The Castle and the two PRUs which were explained at the meeting).

	2015/16 Budget Surplus £	2015/16 P9 Forecast £	2015/16 Actual Surplus £	Percentage of Funding %	Balance in Excess of 10%
Victoria Park Nursery	0	38,356	63,047	13.28%	15,589
Bradfield	35,130	35,130	73,115	11.47%	9,354
Garland	50,940		132,349	14.91%	43,572
Lambourn	49,280	94,723	97,167	10.41%	1,341
Purley	-24,060	10,097	53,046	11.26%	5,924
Streatley	27,610	82,940	62,691	12.94%	14,259
The Castle	72,910	320,164	445,542	12.69%	94,393
Alternative Curriculum	50,170	35,205	425,361	29.70%	282,118
Reintegration Service	147,080	127,374	190,322	18.46%	87,242

Explanations from Schools with a Large Surplus

Each school was asked the following three questions:

1. Why you have ended the year with such a large surplus and which is significantly different to the original budget.
2. Why this level of surplus was not forecast and reported to Governors at month 9 (except Lambourn and Streatley).
3. How the surplus is planned to be spent, and your forecast balance for the end of 2016/17.

Victoria Park Nursery

Surplus £63,047

1. Why did we end the year with such a large surplus with is significantly different to the original budget?

As an Early Years provision provider, we receive our Government three year old funding and our SEN funding on a termly basis depending on the number of pupils on our role each term and their requirements. Our numbers are fluctuating quite significantly and children are often not registering in advance of wishing to start. In the Spring 2016 term we moved ahead of our budget on pupil numbers and numbers of children with additional sources of grant funding (SEN, 2 years olds). We received our final EYSFF funding on our Month 12 Agresso report (£86,132) i.e. after the end of the financial year. We are not allowed to make movements to our system until funding is actually received.

At the time that the original budget was set for the 2015/16 year our Headteacher was on Secondment to Ofsted, with an extension to this secondment under discussion. It was necessary to budget for her return and for our two acting Headteachers. In the event our Headteacher returned in September 2015; one of the acting Headteachers then provided 0.5FTE assistance to the Willows Primary School; and the second acting Headteacher took a leading role in the new Early Years Two Year Old project which has generated additional teaching income. The uncertainty on our leadership situation led to the employment of teachers on fixed term contracts and the movement of other staff so as to best utilise the staffing resources available.

As with any School, staff salaries are the major component of our expenditure. In addition to the changes to our leadership, during the 2015/16 finance year we had thirteen staff leavers and eleven new staff joiners on a staff role of approximately thirty.

We occupy older buildings and were experiencing significant ongoing maintenance issues. During the 2015/2016 finance year WBC kindly replaced our elderly boiler and undertook major repairs to our roof so that the ongoing continuous call out charges and running repairs for both issues dropped off.

All the above had a significant impact on our out turn as compared to our original budget.

2. Why was our level of surplus not forecast and reported to Governors at Month 9?

Victoria Park has experienced significant change between Month 9 and the Year End which had not been included for in the Month 9 budgeting calculations

1. One of our Assistant Headteachers stepped in at very short notice to become the temporary Head at Shaw cum Donnington Primary School so as to assist.

2. Our SENCO left us at the end of Month 9 and our vacancy was not filled until the start of the new finance year.

3. As mentioned above we have been experiencing high levels of staff turnover which continued between Month 9 and Month 12.

4. Victoria Park is an Early Years Hub with various staff members holding contracts or apportioning time between the Nursery and the Family Well Being Hub. There has been a great deal of uncertainty in regard to the recent changes to the Family Well Being Hub which has had a knock on effect on the Nursery finances.

Governors were advised of the situation and discussions were held when our figures started to deviate from those forecast for the year end at the Month 9 stage.

3. How is the surplus to be spent?

We have filled our staffing vacancies but particularly our Teaching costs have suffered a resultant increase. In addition as with all Schools we are facing increasing costs but we have much greater uncertainty on our funding. Our present predictions are for a large fall in pupil numbers for September 2016.

Our present five year budgets plans indicate a deficit budget at the end of Year 2 if our present levels of funding and spend remain as at present.

We are not expecting the Two Year Old project mentioned above to continue into the next academic year.

Bradfield

Surplus £73,115

1. Why have you ended the year with such a large surplus and which is significantly different to the original budget.

When we originally set the budget we planned to end the year with a significant surplus of £35,130. This was a deliberate intention because we knew that pupil numbers were going to be low in our October 2015 Pupil Census. (Our current Y6 cohort had gone down to 12 pupils as a result of historic damage from a poor inspection report in 2012.) Our long term goal has always been to rebuild the reputation of the school within the community and improve pupil numbers going forwards by securing parental confidence in the school and a Good Ofsted outcome.

When the budget was originally set in May 2015, we planned to appoint a deputy head. This was intended to be a key part of our strategy for improvement as strengthening leadership had been identified in our HMI report in October 2014. Our failure to appoint a deputy head led to a rethink of our leadership structure and where additional cost savings could be made. Our Year 6 class was merged with our Year 5 class in the afternoon, making further savings. We appointed one Assistant Headteacher in June and then an additional Assistant Headteacher was recruited in December to strengthen the leadership team further. PPA had previously been provided by an external sports provider and it was decided to cover PPA internally and invest in training teaching staff to deliver PE, providing additional cost savings.

Throughout the year, we have been as prudent as we could be. We have been completely focused on what the priorities in the Raising Attainment Plan have been and have ensured that thorough budget monitoring has taken place when considering training and expenditure on resources. This has enabled us to make savings throughout the year on supply teaching costs, development and training, building maintenance and fuel oil.

2. Why this level of surplus was not forecast and reported to Governors at month 9.

We would like to point out that there is an error on the form submitted to the Schools' Forum. The level of surplus forecast which we reported to governors at the end of month 9 was £64,694 not £35,130 as previously reported to the Schools' Forum. We have spoken to Schools Accountancy who have confirmed that an error was made by them when reporting.

The reason why we are now slightly above £64,694 is partly owing to a payment of £4,500 received in advance from the WBC paternity leave scheme to cover a member of teaching staff's maternity leave costs until September 2016.

The other part of the additional money remaining in the budget was a result of a long running saga with a water leak. Because of the leak, we have not paid any water bills for the last 3 quarters and we are waiting for Thames Water to calculate a rebate and rebill us. We had budgeted to repair the water leak from the main school budget, but as the cost turned out to be more significant than we thought, we paid for it using LCVAP money from the Diocese.

3. How this surplus is planned to be spent, and your forecast balance for the end of 2016/17.

Our surplus means that we can sustain the following for another year:

- Leadership team strengthened to build capacity and support further school improvement.
- An experienced teaching team is in place with 1 teacher meeting the criteria for threshold.
- 2 SEN 1-1 support TAs
- 2 TAs undertaking HLTA training to support PPA cover in the future
- TA intervention costs to help maintain our improving academic standards (our number of pupils eligible for PPG is decreasing)
- Increased lunchtime support to raise standards by improving the quality of the children's lunchtime experience.

Our forecast balance for the end of 2016/17 is £3,815.00.

We are working extremely hard to continue to be prudent with our spending over this financial year. We will continue to ensure that robust budget monitoring is in place and will ensure that value for money is always a key priority. We will endeavour to make additional cost savings over the year where we can. Now that we have secured a Good Ofsted grading we are hoping to see an improvement to pupil numbers.

Garland

Surplus £132,349

1. The budget was set by both the Headteacher and Finance Officer that no longer work at the school. The new staff members have ensured that the regular maintenance checks have been carried out during the year but have otherwise been frugal with the expenses.

The new head teacher had her induction with a member of the schools finance team in September 2015; and at the time the surplus was discussed and the head teacher was assured that the schools situation was well known and the level of

surplus due to Schools Accountancy being aware of the change in staffing and other aspects of the Schools Finances.

The new School Business manager joined in January 2016, and received training and support and guidance from Schools accountancy.

2. Before the arrival of the new SBM, schools accountancy looked at the budget vs actual figures and was satisfied that the reduction in actual staffing costs in the region of £30,000 was accurate. This is likely to be due, in part to the new Head being on a lower salary and no finance officer being in post for 5 months of the year. The Governors were made aware verbally of the surplus.
3. Due to the new posts of Head Teacher and School Business manager being taken in the year, we have been very cautious with spending. Now being more familiar with the school and the needs of the pupils we were able to work through our budget forecasts for the next three years to be in a position of a reducing surplus to £64,076 in 2018/19. This would not have been possible if the surplus as at 31 March 2016 had not been so healthy. We would like to point out, however, that due to difficulties in recruiting new teaching staff, this surplus will be less than the budgeted amount already.

Lambourn

Surplus £97,167

1. In the last 18 months there have been three different head teachers, so no-one in post long enough to put in place a plan for spending the surplus. Since September 15 we have had an ex head 3 days per week and from September 16 we have recruited a permanent head of school. Within that 18 months our deputy head acted as head teacher so we saved some of her salary that added to the surplus.
2. The surplus balance on fund 01 was budgeted at £49,280 at the end of 15/16 and we came in under that with a surplus of £31,666. The figure of £97,167 also includes PPG & Sports.
3. The 16/17 budget shows a surplus of £5,587 on fund 01, surplus of £11,910 on PPG and surplus of £7,650 on sports, a total £25,447 surplus at year end.

Purley

Surplus £53,046

Purley Primary School predicted a surplus that was presented to governors in October 2015. The surplus was predicted due to the original budget set in April 2015 including 0.2 of a teacher who resigned in June 2015. The teacher was replaced by a TA delivering PE. Additional funding received from other authorities for SEN top ups, and the growth fund formula additional payment received in period 12 were not included in the 2015-2016 budget which was also highlighted to Governors in March 2016. It was agreed to keep as much surplus as possible due to a deficit budget being set in 2016-2017 resulting from growing into a primary school.

Streatley

Surplus £62,691

Our surplus was due to the fact we could not recruit a teacher for our year 5/6 class for a whole academic year. Our Head Teacher ended up covering this class with some intermittent supply cover - supply teachers do not want to work full time. We also have trouble getting supply staff when required due to the location of our school, half an hour drive from Thatcham, Newbury, Reading, Oxford etc. This surplus in excess of our predicted carry forward was due to the savings on a teachers salary.

We have been in the same position this academic year, in that we have been recruiting for a teacher for our year 3/4 class and have secured someone for September, however this term our Head covered for the first two weeks as no supply was available either full time or long term. We have secured cover for this class using two supply teachers (from two different agencies) for the rest of this academic year.

Schools' Forum Membership & Constitution from September 2016

Report being considered by: Schools Forum
On: 11 July 2016
Report Author: Jo Reeves
Item for: Decision **By:** All Forum Members

1. Purpose of the Report

- 1.1 To review and where necessary update the membership and Constitution of the Schools Forum.

2. Recommendation

- 2.1 To approve the membership and Constitution of the Schools Forum from September 2016.

Will the recommendation require the matter to be referred to the Council or the Executive for final determination?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
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3. Introduction/Background

- 3.1 The Schools' Forum is required to review its membership and constitution annually. The last change made to the constitution was four years ago and there has since been no legislative changes requiring a change to our current practice. The current constitution complies with The Schools Forums (England) Regulations 2012. The membership however does need to be reviewed to see if the split based on pupil numbers is still correct or needs to be changed.
- 3.2 The current rules in respect to School Forum membership are as follows:
- (1) The need to have full representation for the various types of school with the number of members representing each being broadly proportionate to the number of pupils in each phase. This is to ensure debate within the Schools' Forum is balanced and representative.
 - (2) There is no minimum or maximum number of members, but non school members must not make up more than one third of the total membership. However, care should be taken to keep the Schools Forum to a reasonable size to ensure that it does not become too unwieldy.

4. Membership – ensuring proportionality

- 4.1 At the time of writing the report, the May 2016 Schools Census was not yet public.
- 4.2 The May 2016 Census revealed the following breakdown in pupil numbers:

TABLE 1	Pupil Numbers (inc nursery & 6 th from Jan 15 census)		Pupil Numbers (inc nursery & 6 th from May 16 census)	
	Number	%	Number	%
Primary (64 schools)	12,810	51%	13,106	52%
Secondary (4 schools)	4,297	17%	4224	17%
Academies (8 schools)	7,788	31%	7743	31%
	24,895	100%	25,073	100%

4.3 As John O'Gaunt is has joined Excalibur Academies Trust, it is recommended to include John O'Gaunt under academy numbers for the purposes of setting the Schools Forum membership. John O'Gaunt has 337 pupils. The following table shows pupil numbers adjusted to include the school as an academy:

TABLE 2	Pupil Numbers (inc nursery & 6 th from Jan 15 census)		Pupil Numbers (inc nursery & 6 th from May 16 census) adjusted for JOG	
	Number	%	Number	%
Primary (64 schools)	12,810	51%	13,096	52%
Secondary (3 schools)	4,297	17%	3887	16%
Academies (9 schools)	7,788	31%	8080	32%
	24,895	100%	25,063	100%

4.4 Although the numbers indicate that some minor shifts in overall pupil numbers have occurred, the distribution of pupils across the sectors remains relatively similar.

4.5 The current membership is organised as follows:

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

PRUs	1			1	
Non School Members					
RC Diocese			1	1	
C of E Diocese			1	1	
Early Years PVI			1	1	
Trade Union			1	1	
Non School Post 16			1	1	
TOTAL MEMBERSHIP	12	6	6	24	
Proportion of School Members (minimum must be 66.7%)				79.17%	

4.6 Elected councillors join the Forum on the basis of being observers with speaking but not voting rights.

4.7 It is not proposed to make any changes to the structure of the membership. If the Forum were to increase primary by one and decrease secondary by one this wouldn't be as close a fit to the percentage of pupils as the current membership.

5. Membership – end of term

5.1 The term of office for members of the Forum is three years or until the position by virtue of which they are eligible for Forum membership comes to an end, whichever is the sooner.

5.2 Keith Watts (union representative) will come to the end of his three year term in August 2016 and the unions would like him to continue to be their representative for a further three-year term.

5.3 The following Forum members will be coming to the end of their terms in September 2016:

5.4 *Brian Jenkins (Nursery Proprietor)*: Brian will be requested to consult with other proprietors to establish whether they still wish to appoint him as their representative to the Schools Forum.

5.5 *David Ramsden (Secondary Headteacher)*: David will be requested to consult with other secondary heads to establish whether they still wish to appoint him as their representative to the Schools Forum.

5.6 *Patricia Brims (Primary Governor) and Clive Rothwell (Secondary Governor)*: An election will take place in September 2016 to appoint a Primary Governor and a Secondary Governor to the Schools Forum. Patricia will be eligible to stand in this election however if John O'Gaunt becomes an academy, Clive will not be eligible for re-election.

- 5.7 *Jon Hewitt (Special Schools Headteacher)*: Jon will be requested to consult with other Heads of Special Schools whether they still wish to appoint him as their representative to the Schools Forum.

6. Constitution

- 6.1 The government's national funding formula consultation included proposals which would change the role of the Schools Forum. However, there have been no changes to the Regulations at this stage.
- 6.2 No changes are required to the Schools Forum's Constitution.
- 6.3 Forum members are invited to suggest any changes which they deem necessary or desirable.

7. Proposals

- 7.1 There have been no changes to the Regulations or Operational Guidance for the Schools Forum so it is not proposed to make any changes to the Constitution.

8. Conclusion

- 8.1 The Schools Forum are invited to approve the membership and the Constitution for the Schools Forum from September 2016.

9. Consultation and Engagement

- 9.1 Claire White, Schools Finance Manager, has been consulted in the preparation of this report.

10. Appendices

- 10.1 Appendix A: Membership of the Schools Forum as at July 2016
- 10.2 Appendix B: Constitution of the Schools Forum

Appendix A – Membership of the Schools Forum as at July 2016

West Berkshire Council Schools' Forum

Membership as of July 2016

Contact e-mail address for all members: schoolsforum@westberks.gov.uk

School Members:				E-Mail Address	Start	End	Duration
<u>Nursery Schools</u>	Suzanne Taylor	Headteacher	Hungerford Nursery School	headteacher@hungerfordnursery.w-berks.sch.uk	Apr-14	Apr-17	3 years
<u>Primary Schools</u>	<i>Patricia Brims</i>	<i>Governor</i>	<i>Brimpton Primary School</i>	pbrims@brimpton.w-berks.sch.uk	Sep-13	Sep-16	3 years
	Anthony Gallagher	Headteacher	Burghfield Primary School	headteacher@burghfield.w-berks.sch.uk	Jan-16	Jan-19	3 years
	Angela Hay	Headteacher	The Winchcombe School	headteacher@winchcombe.w-berks.sch.uk	Dec-15	Dec-18	3 years
	Keith Harvey	Headteacher	St Nicholas' School	headteacher@stnics.w-berks.sch.uk	Jan-16	Jan-19	3 years
	Chris Davies	Headteacher	Francis Baily Primary School	headteacher.fbaily@fb.w-berks.sch.uk	Feb-16	Feb-19	3 years
	Sheilagh Peacock	School Business Manager	The Winchcombe School	finance@winchcombe.w-berks.sch.uk	Jul-14	Jul-17	3 years
	Catie Colston	Governor	St Nicholas' School	colstons@tiscali.co.uk	Apr-16	Mar-19	3 years
	Peter Hudon	Governor	Mortimer St Johns School	phudson@msj.w-berks.sch.uk	Apr-16	Mar-19	3 years
<u>Secondary Schools</u>	Chris Prosser	Headteacher	The Downs School	head@thedownsschool.org	Oct-14	Oct-17	3 years
	David Ramsden	Headteacher	Little Heath School	dramsden@littleheath.org.uk	Sep-13	Sep-16	3 years
	Clive Rothwell	Governor	John O'Gaunt School	clive.rothwell@apnetsolutions.com	Sep-13	Sep-16	3 years
<u>Special Schools</u>	Jon Hewitt	Headteacher	The Castle School	headteacher@castle.w-berks.sch.uk	Sep-13	Sep-16	3 years
<u>Pupil Referral Units</u>	Stacey Hunter	Headteacher	The Reintegration Service	staceyhunter@reintegrationservice.com	Oct-15	Oct-18	3 years
<u>Academies</u>	Reverend Mark Bennet	Governor	Kennet School	markbennet@btinternet.com	Feb-15	Feb-18	3 years
	Paul Dick	Headteacher	Kennet School	headteacher@kennetschool.co.uk	Oct-15	Oct-18	3 years
	Derek Peaple	Headteacher	Park House School	dpeaple@parkhouseschool.org	Feb-14	Feb-17	3 years
	Bruce Steiner	Governor	St Bartholomews School	brucesteiner50@hotmail.com	Jul-15	Jul-18	3 years
	Charlotte Wilson	Headteacher	Trinity School	headteacher@trinity.newburyacademytrust.org	Oct-15	Oct-18	3 years
Non School Members:							
Non School Post 16 Providers	Ben Broyd	Learner Services Manager	Newbury College	b-broyd@newbury-college.ac.uk	Feb-16	Feb-19	3 years
Early Years PVI Providers	Brian Jenkins	Proprietor	Jubilee Day Nursery	brian.jenkins@btconnect.com	Sep-13	Sep-16	3 years
Church of England Diocese	Reverend Mary Harwood		Diocese of Oxford	maryharwood695@btinternet.com	Oct-15	Oct-18	3 years
Roman Catholic Diocese	Graham Spellman		Diocese of Portsmouth	graham@easytax.net	Jul-14	Jul-17	3 years
Trade Union	Keith Watts		NUT	secretary@west-berkshire.nut.org.uk	Aug-13	Aug-16	3 years
Other Attendees:							
Executive Members:							
	Dominic Boeck	Portfolio Holder for Education and Corporate Infrastructure		dominic.boeck@westberks.gov.uk			
	Mollie Lock	Shadow Portfolio Holder for Education, Children's Services, Adult		mollie.lock@westberks.gov.uk			
	Anthony Chadlet	Portfolio Holder for Finance and Transformation		anthony.chadley@westbers.gov.uk			
LA Officers:							
	Ian Pearson	Head of Education Service		ian.pearson@westberks.gov.uk			
	Claire White	Schools' Finance Manager		claire.white@westberks.gov.uk			
Clerk:							
	Jo Reeves	Policy Officer		joanna.reeves@westberks.gov.uk			
EFA Observer:							
	Owen Jenkins		Education Funding Agency				

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CONSTITUTION OF THE WEST BERKSHIRE SCHOOLS' FORUM

Background

1. The West Berkshire Schools Forum (hereafter referred to as the “the Forum”).
2. The requirement to establish a schools forum comes from the Education Act 2002. The main purpose of the Forum is to consider aspects of the relationship between schools and the local authority relating to financial matters.
3. The Forum is a decision making and consultative body in relation to matters concerning schools’ budgets as defined in the School and Early Years Finance (England) Regulations 2014, the Schools Forum Regulations 2012 and the School Budget Shares (Prescribed Purposes) (England) 2002. The Schools Forum Regulations 2012 govern the composition, constitution and procedures of Schools’ Forums.¹

This document is divided into 3 sections:

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

A. TERMS OF REFERENCE OF THE FORUM

Status of the Forum

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

Annual Consultation on School Funding

The authority must consult the Schools Forum annually in respect of the authority’s functions relating to school funding including:

- Changes to the funding formula.
- The allocation of the Dedicated Schools Grant (DSG), including redistributions between blocks
- Contracts where the LA is entering into a contract to be funded from the schools budget
- Arrangements for pupils with special educational needs, in particular the places to be commissioned by the LA and schools, and the arrangements for paying top up funding

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

- Arrangements for the use of Pupil Referral Units and the education of children otherwise than at school, in particular the places to be commissioned by the LA and schools, and the arrangements for paying top up funding
- Central spend on children and young people with high needs
- Arrangements for early years provision
- Central spend on licences negotiated centrally by the Secretary of State
- Administrative arrangements for the allocation of central government grants paid to the schools via the authority
- Changes to the Minimum funding Guarantee to go to the DfE for approval
- Any other matter concerning the funding of schools as the Forum sees fit

Annual Decisions on School Funding

School Forum Members must decide annually on the following proposals made by the LA:

- The amount of expenditure the local authority can centrally retain from the school budget, including growth fund, falling rolls fund, admissions, servicing of schools forum, central spend on early years
- The criteria for allocating funding from the growth fund and falling rolls fund
- The de-delegation for mainstream maintained schools of allowable central budgets by the schools representatives of the relevant phase on behalf of all the schools they represent.
- Carry forward of over/under spend on central expenditure to the next financial year
- Revisions to the authority's Scheme for Financing Schools

B. MEMBERSHIP OF THE FORUM

Composition

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

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

School Members

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

- a) **Primary Headteachers or their Representative**
8 representatives from primary schools of which at least 4 must be Headteachers.

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

Election of Schools Members

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

Academy representatives shall be elected by the Academies proprietors.

Governors shall be elected by the Governors Forum.

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

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

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

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

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

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

Non-School Members

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

- Roman Catholic Diocese
- Church of England Diocese
- Trade Union
- Early Years PVI Provider
- Non school Post 16

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

Substitute Members

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

and/or

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

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

Participation of Observers

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

- The Education Funding Agency (EFA)

Council Officers and Elected Members

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

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

Terms of Office

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

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

C. OPERATING CONVENTIONS OF THE WEST BERKSHIRE SCHOOLS FORUM

Ordinary Meetings

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

Administration of Meetings

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

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

The Chair and Vice Chair

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

Quorum

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

Voting

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

Sub-Committees and Working Groups

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

Declaration of Interest

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

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

Status of Reports

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

Expenses

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

Interpretation of the Constitution

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

Amendment of the Constitution

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

Publicity relating to the Schools Forum

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

Document approved by the School's Forum on 13th July 2015

Primary Schools in Financial Difficulty – Bids for Funding 2016/17

Report being considered by: Schools Forum

On: 11/07/2016

Report Author: Claire White, Ian Pearson

Item for: Decision **By:** All Primary Maintained Schools Representatives

1. Purpose of the Report

- 1.1 To summarise two bids that have been received from schools with a deficit budget to access funding from the schools in financial difficulty de-delegated fund.

2. Recommendation(s)

- 2.1 To approve the two bids in full for the amounts requested.
- 2.2 That schools in deficit using the Finance Service to work with them on deficit recovery, have this cost paid for from the schools in financial difficulty de-delegated fund direct, rather than schools needing to submit individual bids to the Schools' Forum to reimburse this expense.

Will the recommendation require the matter to be referred to the Council or the Executive for final determination?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
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3. Introduction

- 3.1 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 to de-delegate and pool this funding, with allocations made to schools that need it. This decision is made on an annual basis.
- 3.2 Primary schools have opted to continue to de-delegate this funding in 2016/17.
- 3.3 The budget for 2016/17 is £332,600, which includes the carry forward of the unspent budget from 2015/16 of £215,280. No payments have so far been made in the current financial year.
- 3.4 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 - 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 – 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 –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 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.

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

4. Bid from John Rankin Schools

- 4.1 John Rankin Infant and Junior schools are in a federation, and from April 2016 are operating a single budget.
- 4.2 The bid from John Rankin Schools is for £68,060 (out of a total deficit of £182,300) which is to cover one-off compensation/redundancy payments and the accountancy and IT additional support paid for to improve their financial systems and to put in place a deficit recovery plan.
- 4.3 The schools ended 2014/15 with a deficit, mainly due to poor financial controls. The schools set balanced budgets for 2015/16, but then didn't implement the changes required and failed to control the expenditure. Since then, the Chair of Governors, Chair of Resources, School Business Manager, and new executive head have all left, and WBC finance has been providing significant support to the new team. A new executive head teacher starts in September 2016.
- 4.4 The current five year budget plan has been largely prepared by WBC finance staff, working with the new Chair of Governors, interim executive head teacher, and new school business manager. Approval of this funding will bring the school out of a

deficit position a year earlier, although the new executive head will need time to consider the staffing structure moving forward.

- 4.5 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. The financial controls in the school are also now more robust.

5. Bid from Westwood Farm Schools

- 5.1 Westwood Farm Infant and Junior schools are in a federation, and from April 2016 are operating a single budget.
- 5.2 The bid from Westwood Farm Schools is for £76,000 (out of a total deficit of £127,370) which is to cover one-off termination packages.
- 5.3 The schools ended 2015/16 with deficits mainly due to the cost of unforeseen exit packages of senior staff. A permanent executive head has been appointed from September 2016, and she has been involved in the preparation of the deficit recovery plan alongside the interim executive head. The plan has been scrutinised by and discussed with WBC finance staff. Approval of the funding will bring the school out of deficit a year earlier, and reduce the risk of needing to make further savings at the detriment of the pupils.
- 5.4 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.

6. Conclusion and Heads Funding Group (HFG) Recommendation

- 6.1 The two bids total £144,060 out of a total budget of £332,600. During 2016/17 there *may* be one or two further bids from schools currently in deficit, but there is likely to be enough funding left should these two bids be approved in full. Any under spend can be carried forward to the following year.
- 6.2 Approval of the bids for these two schools will not clear their deficits, and they will still be required to implement the savings they have in their deficit recovery plans. Receipt of the funding will however put the schools in a stronger financial position; their current budget positions are fragile with no contingency (other than to implement further restructuring which may be detrimental to teaching and learning) should the budget not go to plan.
- 6.3 Both these schools have needed to make significant one off exceptional payments in order to move forward to bring their teaching and learning up to a good standard (each has one of the schools in a RI category), as well as to improve their financial position.
- 6.4 At its meeting on 29 June 2016, HFG reviewed the detailed applications and the benchmarking data provided by schools accountancy. At the meeting, each school presented their case, and answered challenging questions posed by the Group, particularly around current and future financial management. It was agreed that each had exceptional circumstances that had cost the school significant sums of money over and above what would normally be expected, that this had been a major factor in taking them into deficit, and that these amounts should be

reimbursed from the fund. To not do so would impact on current funding available for the pupils currently in the school.

- 6.5 HFG was unanimous in recommending to Schools' Forum approval of both bids for the full amount requested.
- 6.6 HFG were also asked to consider a proposal that where primary schools in deficit engage Schools' Finance to work with them on deficit recovery, that this cost be deducted from the Schools in Financial Difficulty Fund without schools needing to make a separate bid for this funding to the Group. HFG agreed, and recommend this proposal to Schools' Forum. The cost would be in the region of £2k to £3k if all primary schools currently in deficit were to pay for this additional support.

De-delegation Proposals 2017/18

Report being considered by: Schools Forum
On: 21/07/2016)
Report Author: Claire White, Ian Pearson
Item for: Discussion **By:** All Maintained Schools Representatives

1. Purpose of the Report

- 1.1 This report sets out the details, cost, and indicative charges (de-delegations) to schools of the four services on which primary and secondary maintained school representatives are required to vote (on an annual basis) on whether to de-delegate or not.

2. Recommendation(s)

- 2.1 For maintained primary and secondary members of the Forum to consult with the groups they represent, to gauge whether these services should be de-delegated in financial year 2017/18. A decision will be taken at the October meeting of the Schools' Forum (subject to the arrangements as set out in this report complying with school funding arrangements for 2017/18, not yet announced).

Will the recommendation require the matter to be referred to the Council or the Executive for final determination?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
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3. Introduction

- 3.1 Four services with approval from the Schools' Forum are centrally provided to primary and secondary maintained schools in the 2016/17 financial year through the pooling of funding. These services require review to determine if the pooled arrangements will continue for financial year 2017/18. The Primary and Secondary school representatives on the Schools' Forum are required to make this decision for their own phase. This will take place at the October 2016 meeting.
- 3.2 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 and other schools may be able to choose to buy into such services subject to service provider agreement.
- 3.3 The four services where maintained schools have the option to pool funding are:
- Behaviour Support Services
 - Ethnic Minority Support
 - Trade Union Representation
 - Schools in Financial Difficulty (primary only)

- 3.4 Appendix A sets out the total cost of each service and an indication of the amount to be de-delegated from each school based on the October 2015 census. The actual de-delegations will be based on the October 2016 census.

4. Behaviour Support Service

- 4.1 The Behaviour Support Service proposal for 2017/18 is set out in Appendix B. Following discussions with some Primary Heads, a new look service is proposed.
- 4.2 Table 1 shows the budget and unit charge for 2017/18 compared to 2016/17. There is a small decrease to the overall cost of the revised service. The total cost will be divided by the total numbers of pupils in the October census to determine a unit charge per pupil on which the de-delegated amount per school will be based on. As all schools will have access to all aspects of the service, the same unit charge will apply to both primary and secondary schools. Based on the October 2015 census this is £13.38 per pupil, but the final rate will be determined according to the number of pupils in the October 2016 census.

TABLE 1	2016/17		2017/18	
	Unit Charge per pupil	Budget	Unit Charge per pupil	Budget
Maintained Primary Schools	£14.71	£184,772	£13.38	£168,129
Maintained Secondary Schools	£11.71	£39,580	£13.38	£45,241
		£224,352		£213,370

5. Ethnic Minority and Traveller Achievement Service

- 5.1 The detail of the Ethnic Minority and Traveller Achievement Service (EMTAS) is set out in Appendix C.
- 5.2 Table 2 shows the budget and unit charge for the service for 2017/18 compared to 2016/17. The proposal for 2017/18 is much the same as 2016/17 with no change to the cost. The total cost will be divided by the total number of pupils recorded as having English as an additional language (EAL) in the October census to determine a unit charge per EAL pupil on which the de-delegated amount per school will be based on. As all schools will have access to all aspects of the service, the same unit charge will apply to both primary and secondary schools. Based on the October 2015 census this is £349.68 per pupil, but the final rate will be determined according to the number of EAL pupils in the October 2016 census.

TABLE 2	2016/17		2017/18	
	Unit Charge per EAL pupil	Budget	Unit Charge per EAL pupil	Budget
Maintained Primary Schools	£331.00	£231,908	£349.68	£244,999
Maintained Secondary Schools	£1,117.00	£20,127	£349.68	£6,301
		£252,035		£251,300

6. Trade Union Representation

- 6.1 The detail of the service provided by Trade Union representatives to schools is set out in Appendix D.

- 6.2 Table 3 shows the budget and unit charge for the service for 2017/18 compared to 2016/17. The proposal for 2017/18 is the same as 2016/17 with the cost based on 1FTE supply teacher on UPS3. It is assumed there will also be some buy in from academy schools. The total net cost will be divided by the total number of pupils in the October census to determine a unit charge per pupil on which the de-delegated amount per school will be based on. As all schools have access to all representatives (irrelevant to what school they are based in), the same unit charge will apply to both primary and secondary schools. Based on the October 2015 census this is £3.07 per pupil, but the final rate will be determined according to the number of pupils in the October 2016 census.

TABLE 3	2016/17		2017/18	
	Unit Charge per pupil	Budget	Unit Charge per pupil	Budget
Maintained Primary Schools	£2.77	£34,794	£3.07	£38,532
Maintained Secondary Schools	£3.54	£11,965	£3.07	£10,368
		£46,759		£48,900

7. Schools in Financial Difficulty

- 7.1 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. Currently only primary schools de-delegate, as it does not make sense for the few maintained secondary schools to do so.
- 7.2 The proposal shown in Table 4 assumes continuing with an annual fund of £120,000, which would equate to £9.55 per pupil based on October 2015 census. More schools are now applying for funding, and it is largely used for one off exceptional costs such as those in relation to staffing restructures. If it is agreed to continue pooling, Schools' Forum will also be required to agree the criteria for primary schools to access this fund.

TABLE 4	2016/17		2017/18	
	Unit Charge per pupil	Budget	Unit Charge per pupil	Budget
Maintained Primary Schools	£9.34	£117,320	£9.55	£120,000
Maintained Secondary Schools				
		£117,320		£120,000

8. Summary of Proposals

The following table summarises the proposals:

Service	Primary De-delegation	Primary Budget £	Secondary De-delegation	Secondary Budget £
Behaviour Support	YES	168,129	YES	45,241
Ethnic Minority Support	YES	244,999	YES	6,301
Trade Union Representation	YES	38,532	YES	10,368
Schools in Financial Difficulty	YES	120,000	NO	

9. Consultation and Engagement

- 9.1 The proposals set out in this report are subject to consultation with all schools.

10. Appendices

Appendix A – Indicative De-delegations per school for 2017/18

Appendix B – Behaviour Support Service

Appendix C – Ethnic Minority & Traveller Achievement Service

Appendix D – Trade Union Representation Service

11. Heads Funding Group Recommendation

- 11.1 Due to no information yet being available from the Government on the school funding arrangements for 2017/18, no discussion took place. This item will be given due consideration at the September meeting after views have been sought from other Heads.

Indicative De-Delegations for 2017/18 - Based on October 2015 Census Data								
Cost Centre	School	Proposed Service Costs	Behaviour Support	Ethnic Minority Support	Trade Union Representation	Schools in Financial Difficulty	Primary Secondary Total	
			£213,370	£251,300	£48,900	£120,000		
Data Oct 15		by Pupil No's		by EAL Pupils	by Pupil no's	by Pupil No's	Unit Rates	
Pupil No's	EAL No's	£13.38	£349.68	£3.07	£9.55	Primary		
		£13.38	£349.68	£3.07	£0.00	Secondary		
Indicative Delegation for each Service by School							TOTAL	
91000	Aldermaston Church of England Primary School	177	6.1	2,369	2,120	543	1,691	6,723
91100	Basildon Church of England Primary School	144	0.0	1,927	0	442	1,376	3,745
91300	Beedon Church of England Controlled Primary School	49	2.3	656	797	150	468	2,071
91400	Beenham Primary School	102	3.5	1,365	1,230	313	974	3,883
91200	Birch Copse Primary School	419	7.0	5,608	2,449	1,285	4,003	13,345
91500	Bradfield Church of England Primary School	132	0.0	1,767	0	405	1,261	3,433
91600	Brightwalton Church of England Aided Primary School	103	1.2	1,379	409	316	984	3,088
91700	Brimpton Church of England Primary School	43	0.0	576	0	132	411	1,118
91800	Bucklebury Church of England Primary School	121	0.0	1,620	0	371	1,156	3,147
91900	Burghfield St. Mary's Church of England Primary School	198	0.0	2,650	0	607	1,892	5,149
92000	Calcot Infant School & Nursery	241	47.9	3,226	16,743	739	2,302	23,011
92100	Calcot Junior School	271	13.0	3,627	4,546	831	2,589	11,594
95600	Chaddleworth St. Andrew's Church of England Primary School	27	2.5	361	858	83	258	1,560
92400	Chieveley Primary School	210	2.3	2,811	820	644	2,006	6,282
95900	Cold Ash St. Mark's Church of England Primary School	193	2.4	2,583	828	592	1,844	5,847
92200	Compton Church of England Primary School	181	3.6	2,423	1,274	555	1,729	5,981
92300	Curridge Primary School	104	2.3	1,392	817	319	994	3,522
92500	Downsay Primary School	212	2.3	2,838	815	650	2,025	6,328
92800	Enborne Church of England Primary School	60	0.0	803	0	184	573	1,560
92900	Englefield Church of England Primary School	105	1.2	1,405	417	322	1,003	3,148
93000	Falkland Primary School	456	10.4	6,104	3,633	1,399	4,356	15,492
93200	Francis Baily Primary School	538	19.9	7,201	6,968	1,650	5,140	20,959
93400	Garland Junior School	211	7.0	2,824	2,448	647	2,016	7,935
93500	Hampstead Norreys Church of England Primary School	91	0.0	1,218	0	279	869	2,367
93600	Hermitage Primary School	188	3.5	2,516	1,217	577	1,796	6,107
93700	Hungerford Primary School	409	17.4	5,474	6,077	1,255	3,907	16,714
92700	The Itleys' Primary School	66	0.0	883	0	202	631	1,716
93800	Inkpen Primary School	72	0.0	964	0	221	688	1,872
93900	John Rankin Infant & Nursery School	268	24.6	3,587	8,618	822	2,560	15,587
94000	John Rankin Junior School	250	6.0	3,346	2,107	767	2,388	8,608
94100	Kennerley Valley Primary School	193	23.7	2,583	8,281	592	1,844	13,300
94200	Kintbury St. Mary's Church of England Primary School	137	2.4	1,834	840	420	1,309	4,403
94300	Lambourn Church of England Primary School	185	8.1	2,476	2,848	567	1,767	7,659
94400	Long Lane Primary School	228	4.7	3,052	1,627	699	2,178	7,556
95800	Mortimer St. Johns Church of England Infant School	168	9.3	2,249	3,264	515	1,605	7,633
97500	Mortimer St. Mary's Church of England Junior School	224	1.0	2,998	350	687	2,140	6,175
94500	Mrs. Bland's Infant & Nursery School	167	14.2	2,235	4,958	512	1,595	9,301
94600	Pangbourne Primary School	199	9.4	2,664	3,294	610	1,901	8,469
94700	Parsons Down Infant School	241	14.4	3,226	5,023	739	2,302	11,290
94800	Parsons Down Junior School	305	6.0	4,082	2,098	936	2,914	10,030
94900	Purley Church of England Infants School	100	9.6	1,338	3,370	307	955	5,971
95000	Robert Sandilands Primary School & Nursery	230	9.0	3,079	3,163	706	2,197	9,144
95100	Shaw-cum-Donnington Church of England Primary School	92	4.7	1,231	1,629	282	879	4,021
95200	Shefford Church of England Primary School	25	1.3	335	437	77	239	1,087
95300	Speenhamland Primary School	272	53.7	3,641	18,783	834	2,599	25,857
95400	Springfield Primary School	303	8.2	4,056	2,864	929	2,895	10,743
95500	Spurcroft Primary School	416	15.8	5,568	5,513	1,276	3,974	16,332
95700	St. Finian's Catholic Primary School	198	7.1	2,650	2,473	607	1,892	7,622
97700	St. John the Evangelist Infant & Nursery School	179	27.1	2,396	9,468	549	1,710	14,123
97800	St. Joseph's Catholic Primary School	205	48.0	2,744	16,795	629	1,958	22,126
96200	St. Nicolas Church of England Junior School	251	10.0	3,360	3,497	770	2,398	10,024
96100	St. Pauls Catholic Primary School	327	53.3	4,377	18,652	1,003	3,124	27,156
96300	Stockcross Church of England Primary School	103	2.4	1,379	828	316	984	3,507
96400	Streatley Church of England Voluntary Controlled Primary School	91	4.6	1,218	1,591	279	869	3,958
96500	Sulhamstead and Ufton Nervet Church of England Voluntary Aided Primary School	102	0.0	1,365	0	313	974	2,653
99700	Thatcham Park Church of England Primary School	403	18.9	5,394	6,593	1,236	3,850	17,073
96600	Theale Church of England Primary School	257	18.5	3,440	6,477	788	2,455	13,161
96700	Welford and Wickham Church of England Primary School	95	0.0	1,272	0	291	908	2,471
96800	Westwood Farm Infant School	173	16.5	2,316	5,787	531	1,653	10,286
96900	Westwood Farm Junior School	222	6.7	2,971	2,342	681	2,121	8,116
98700	The Willows Primary School	334	58.9	4,471	20,611	1,025	3,191	29,297
99400	The Winchcombe School	332	46.8	4,444	16,351	1,018	3,172	24,985
97300	Woolhampton Church of England Primary School	90	0.0	1,205	0	276	860	2,341
97400	Yattendon Church of England Primary School	73	0.0	977	0	224	697	1,898
98800	The Downs School	898	2.0	12,020	699	2,755	0	15,474
99000	John O'Gaunt Community Technology College	348	3.0	4,658	1,049	1,068	0	6,775
99200	Little Heath School	1,276	10.0	17,079	3,502	3,914	0	24,496
99600	The Willink School	858	3.0	11,484	1,050	2,632	0	15,167
	PRIMARY TOTAL	12,561	701	168,129	244,999	38,532	120,000	571,659
	SECONDARY TOTAL	3,380	18	45,241	6,301	10,368	0	61,911
	TOTAL ALL SCHOOLS	15,941	719	213,370	251,300	48,900	120,000	633,570

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West Berkshire Council Maintained Schools
Proposal to De-Delegate Formula Funding 2017-18
Behaviour Support Service

Outline of Proposed Service 2017/18

The Behaviour Support Team offers experienced, evidence-based advice and support on a wide range of topics. A significant proportion of BST work is supporting class teachers to develop effective behaviour strategies.

Key Features Requested by Primary Heads

3 Heads (volunteered) – main themes:

1. Quick and flexible response to challenging cases in Primary Schools
2. Focus on the more challenging children/families rather than strategies they felt already knew.
3. The desire for strategies/approaches to be modeled/embedded by new team support staff.
4. Information about key people/roles and teams in West Berkshire and how they connect with each other. Vital for new Heads
5. A need for an actual Primary PPP rather than a virtual one.
6. Debate around criteria for levels of acceptable behaviour –maybe some guidance but we agreed this is highly context specific.

A New look Team

1. The Team –
Darren Suffolk (0.8 Senior EP)
Andy Cordell (1.0fte Exclusions Officer)
3 specialist High Level Teaching Assistants
Access to education welfare and education psychologist advice
2. Rapid Response: capacity to respond rapidly to school concerns. This could relate to children but also whole school situations that arise. Behaviour would be main focus but wouldn't exclude other complex situations.
3. One access point would be a *Generating Solutions* meeting – Darren, new workers, school rep/s and parent/s where possible. 1 hour – clear process and actions. Worker produces 1 side A4 actions sheet on return to office – pretty immediate process. Evidence based success. (It will not be talking and going away which might be an anxiety that people will have). There will be actions

and workers can deliver these where necessary. However, this is not a fixed entry point and flexibility/ pragmatism will be essential.

4. Other access points could come from other services, exclusion alerts. Will likely have weekly allocation/review process initially. There will be some admin considerations.
5. The team will be informed by a set of principles relating to motivation and change. Darren has worked on this extensively. Essentially a very honest analysis of any situation and actually clear suggestions of what people need to do to move it forward. Darren and Andy would take control/ownership of more complex cases and deliver or push for necessary actions.
6. Partners and working relationships: Darren will look to develop the notion of partners. A partner would be someone/ a team with an agreed clear working relationship. Obvious ones are EHA, Oaks, PRU Outreach, EPS, EWS, and ASD support teachers etc. Clarity of processes – flowchart – required for schools.
7. All of the above should be able to link and sit neatly with Local Authority Social Inclusion agenda and restorative themes.
8. A new name and a base at West Street House. They will be out of the office plenty of the time.
9. A high level of supervision and guidance for new people will be needed over the course of the first year. This will pay dividends though.
10. We will seek good data and evaluation of services provided.

What would schools get?

1. Immediate write up and actions – agreed review in cases where necessary.
2. Links in with other support services and help in securing necessary actions
3. More direct support with very complex cases involving wide range of services and bringing this altogether sensibly.
4. Access to support for challenging whole school situations.
5. Direct links into PAR (Pupils at Risk of exclusion mtg), PPP (Pupil Placement Panel & Fair Access process), VCF (Vulnerable Childrens Fund) other relevant systems/services
6. Support from workers where appropriate to help implement/model strategies in school
7. Clear information who's who –links etc –regularly updated.
8. Suggestions and links re potential training needs

Main Losses

1. The main loss will be a dedicated school link. However, given such a small team this is sensible. All schools would be able to access support when needed and I would seek some continuity in terms of worker but not have this as a referral source.
2. There would be a significant loss in training. Although this could be picked up by others and in the future we could build this capacity. Schools may need to buy in bespoke training from outside providers or other services e.g. EPS, PRU outreach.

Proposed Cost of Delivery in 2017/18

The following table summarises the proposed cost of the service for 2017/18. It is based on employing the team members outlined above.

	Total £
Staffing Costs	198,460
Other Costs	6,150
Surplus / Deficit Brought Forward	-10,640
Sub Total	193,970
Support Service Recharges	19,400
Total	213,370

This does not include any income from Academies for the part of the service they are currently receiving. If charged, this will reduce the net cost (by up to £20k) and the charge to maintained schools.

Method of charging in 2017/18

The total net cost of the service will be divided by the total number of pupils recorded in the October 2016 census to arrive at a per pupil amount for charging purposes. Using October 2015 census data to provide an indicative amount, this would equate to £13.38 per pupil. Appendix A of the main report shows the indicative total amount per school.

Other Options which *may* be considered

1. The local authority offer a fully traded service (likely to increase the cost to individual schools).
2. Schools “pay as you go” either by employing/using own staff when needed or purchasing support from external providers (may include the local authority if still able to offer this service).
3. Local authority to consider an alternative (cheaper) service to offer.

Darren Suffolk & Cathy Burnham June 2016

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West Berkshire Council Maintained Schools

Proposal to De-Delegate Formula Funding 2017-18

Ethnic Minority & Traveller Achievement Service (EMTAS)

Outline of Proposed Service 2017/18

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 (EMA) was provided to West Berkshire Schools through a consortium arrangement hosted through Reading Borough Council and the Gypsy, Roma and Traveller Service (GRT) 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.

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.

Benefits of Service

Number of EAL assessments completed in the last three years

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

In 2014/15 148 assessments were carried out in 43 primary schools and 4 secondary schools.

In 2015/16 the current number of assessments is 90. 29 primaries and 6 secondaries This number will continue to rise during the rest of the term and is likely to be close to previous levels of assessments. 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)

Bilingual support has been provided in the following schools this year:

Calcot Infants	John Rankin Infant
Victoria Park Nursery	Speenhamland Primary
The Willows	St. John the Evangelist
Robert Sandilands	John Rankin Junior School

Schools have also received assistance with first language assessments, CP cases, Speech and Language, SEND issues and parental interviews in other settings.

PSO (Polish)

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

Theale Green	Mrs Bland's Infant
Westwood Farm Juniors	Aldermaston
Little Heath	The Downs
Speenhamland	Inkpen
St John the Evangelist	John Rankin Junior
John Rankin Infants	St. Finian's
The Willows	Parsons Down Infants
Curridge	

EMTAS has provided support for the following examinations:

GCSE Polish examinations

AS level Polish

A2 Polish

Schools have also received assistance with first language assessments, Speech and Language, EAL coffee mornings, SEND issues and parental interviews in other settings.

PSO (UASC)

1 Primary aged pupil from Afghanistan, 1 secondary aged pupil from Albania, 1 secondary aged pupil from Syria, 2 secondary aged pupils from Afghanistan. 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 and LACES team. Support has been provided at Park House School, Stockcross Primary and Trinity School.

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.

Thatcham Park	The Winchcombe
Spurcroft	Park House
Speenhamland	St. Nicolas

Schools have also received assistance with first language assessments, Education Psychology, Speech and Language, EAL coffee mornings, SEND issues and parental interviews in other settings.

EMTAS has provided support for the following examination: GCSE Portuguese

Summary of PSO work

Total number of schools receiving (or have received) bilingual or UASC PSO input or support: 25

Number of TA funded hours given to schools

2013/14	2014/15	2015/16
910 hours (£7289.10) EAL	930 hours (EaL)	1,100 hours (EAL) £8,811
255 hours (£2042) GRT	165 hours (GRT)	60 hours (GRT) £480.60
	£8,800 in total	Total £9,291.60

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

Garland

Number of training sessions (both general and school specific)General courses

2013/14	2014/15	2015/16
New Arrivals with EAL	New Arrivals with EAL	New Arrivals with EAL
SCITT	SCITT	SCITT
GTP	NQT	NQT
Raising attainment EYFS children with EAL	Social Work Academy	Social Work Academy
Equality Act briefings		EAL Co-ordinator's Network meeting
		LSCB GRT training

School INSET

2013/14	2014/15	2015/16
Denefield EAL- 2 sessions (Teachers/TAs)	The Downs – EaL for teachers working with UASC	The Winchcombe School – EAL all teachers
The Willows - 4 sessions (Teachers/TAs)	Park House – all teachers for EaL support	Garland School Gypsy Roma & Traveller
Kennet Valley – GRT (teachers)	St John's the Evangelist – the culturally inclusive curriculum	Mrs Bland's School Gypsy Roma & Traveller
St. Joseph's - Advanced EAL learners (Teachers/TAs)	Little Heath – all teachers for EaL	John Rankin Jnr and Infants Supporting EaL pupils
Parsons Down Infants (TAs)	Speenhamland – EaL	
Thatcham Park (TAs)	TA CPD Parsons Down I and J Thatcham park	
John Rankin Juniors (TAs)	St Joseph's St John the Evangelist St Nicolas Jun Speenhamland	

Number of families supported by PSO (GRT)

West Berkshire has 101 children who are ascribed as Gypsy, Roma or Traveller. This number has increased from 2014/15 when it was 88. 24 West Berkshire schools have Gypsy, Roma and Traveller pupils on roll.

Approximately 59 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 involves ‘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/Family Wellbeing Hubs: Approx. 16+

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	Calcot Infants
John O’Gaunt	Park House
Lambourn	Spurcroft
Engaging Potential	John Rankin Junior
Alternative Curriculum	Brookfields
Hampstead Norreys	Kintbury
Theale Green	The Downs School
Trinity School	Enborne

Total number of schools receiving (or have received) GRT, bilingual or UASC PSO support: 45 schools

Pupils who have attended the GRT on-site activities in the holidays

The activity days included children from Old Stocks Farm – residential private GRT site & New Stocks Farm – GRT Transit site. GRT families were engaged in traditional step dancing to Gypsy accordion and fiddle music in collaboration with Hampshire EMTAS staff. Children, parents and grandparents joined in the dancing, playing the whistles and rattles to accompany the music.

Number of pupils attending the Autumn 2015 Michaelmas Fair School

17 pupils attended over the three days ranging in age from 4 to 13 years. They took part in lessons 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 2015 to July 2016 on the Bus of Hope. These have taken place monthly at the Paices Hill Traveller site. These sessions have enabled Children’s Centre staff, schools and other agencies to make contact with ‘hard to reach’ families through working alongside EMTAS. As a result of this work, more families have taken up early years provision and have developed better working relationships with local school staff. This is enabling parents to feel confident in approaching the schools and attending education drop in sessions etc.

Proposed Cost of Delivery in 2017/18

The following table summarises the proposed cost of the service for 2017/18.

	Total
Staffing Costs	£182,010
Project Costs	£21,270
Other (staff expenses/admin)	£28,320
Surplus / Deficit Brought Forward	-£3,150
Sub Total	£228,450
Support Service Recharges	£22,850
Total	£251,300

Method of charging in 2017/18

The total cost of the service will be divided by the total number of pupils recorded as having English as an additional language (for up to 3 years after they enter the statutory school system) in the October 2016 census to arrive at a per pupil amount for charging purposes. Using October 2015 census data to provide an indicative amount, this would equate to £349.68 per pupil. Appendix A of the main report shows the indicative total amount per school.

Other Options which *may* be considered

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 on a “pay as you go” basis 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

West Berkshire Council Maintained Schools

Proposal to De-Delegate Formula Funding 2017-18

Trade Union Representation Service

Outline of Proposed Service 2017/18

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).

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 to staff (note: NASUWT and ATL also represent non teaching staff; NUT only represents teachers); disciplinary issues; grievances; ill health cases; capability cases; and settlement agreements.

What union officers do

Union officers use 'facilities time' to work with members experiencing professional difficulties (casework) and to support groups of members either in individual schools or through negotiation and consultation with the local authority acting on behalf of its schools (collective work). The casework dealt with by union officers falls into two broad categories: individual issues and collective issues.

Individual casework issues

The union officers spend most of the facilities time dealing with members. Union members in West Berkshire schools are able to contact their union representative directly by email or telephone. Issues raised by members in this way are known as casework. Casework can be divided into capability; disciplinary; grievance; and contracts, pay and conditions

Advice is often given on how the teacher can seek to resolve the matter for themselves. However, there are a number of cases where the union officer has to make contact with school management, human resources providers or an LA officer directly. Employees are entitled to be accompanied by a union officer at formal meetings under school HR procedures.

Contracts, Pay and Conditions issues such as pay determination appeals and questions of what teachers can be directed to do are becoming increasingly common.

Collective Issues

These include consultation on changes to working conditions such as pay policies, sickness absence policies, codes of conduct restructuring and redundancy. This school year has seen an increase in the number of school restructurings accompanied by the risk of redundancy, as school budgets come under increasing

pressure. The redundancy procedure is complex and often involves multiple meetings. The threat of redundancy can quickly undermine morale in a school and often the role of union officers is to reassure and support employees as well as ensuring that correct procedures are followed.

Benefits of Service

The following data gives information on the level and types of support provided in 2015/16:

Number of contacts made to/by union officers in 2015/16

Casework	Email	Phone	In person	Meeting
Capability Issues ¹	26	12	11	6
Pay & Conditions	19	7	4	3
Contracts	4	3	0	1
Disciplinary Issues	5	5	3	2
Grievance	4	6	1	1
Redundancy**				20
Restructuring**				8
TOTAL	58	33	19	41

Collective	In Person
LA Meetings ²	27**
Del Train	9
Personal	
Receive Train	14
Research	Not recorded
Union Briefing	15

¹ Includes formal support through appraisal

² Such as Joint Consultative Panel and Education Liaison meetings.

** Number of attendances. Officers of several unions are normally present at each meeting

Notes

This is hierarchical, i.e. an email that leads to a meeting is not recorded.

Email: number of members supported by an exchange of emails

Phone: number of members supported through at least one phone call.

In person: number of members with whom an officer has met at least once

Meeting: number of members supported at a meeting with management.

Hearing: number of members supported at a hearing

Officers also spend time on internal union organisation such as attending, committee and general meetings. These activities are not undertaken in 'facilities time' Each union has a support infrastructure for its officers that includes reference resources as well as briefings and training courses included above.

Proposed Cost of Delivery in 2017/18

The following table summarises the proposed cost of the service for 2017/18, compared to 2015/16 and 2016/17. It is based on engaging a representative from each of the unions:

Union	Actual 2015/16	Estimate 2016/17	Proposed 2017/18
NASUWT	£15,944		
NUT	£15,208		
ATL	£12,645		
NAHT	£3,332		
ASCL	£2,393		
Total Expenditure	£49,522	£48,770	£49,000
Income from other schools	-£6,456	-£2,010	-£5,000
Net Budget	£43,066	£46,760	£44,000
Support Service Recharges			4,900
NET COST	£43,066	£46,760	£48,900

The proposed budget for 2017/18 is based on the same method as 2016/17 and 2015/16 as follows:

- Reimbursement to schools providing release time for teacher trade union activities is based on 1fte supply teacher across all unions, paid on UPS 3;
- Each trade union to have five days for activities including attendance at local authority consultative meetings;
- Balance of budget available is divided proportionately by the number of current members in each union as at 1st June (the budget will be adjusted depending on the actual level of buy back from other schools).

Note that representatives work across all sectors, and it is irrelevant what type of school they are employed by. Therefore the total net cost is divided between all schools de-delegating rather than taking each sector separately.

Method of charging in 2017/18

The total cost of the service will be divided by the total number of pupils recorded in the October 2016 census to arrive at a per pupil amount for charging purposes. Using October 2015 census data to provide an indicative amount, this would equate to £3.07 per primary and secondary pupil. Appendix A of the main report shows the indicative total amount per school. Academy and other schools may choose to buy into the service at the same per pupil rate (this would provide funding for additional hours).

Other Options which *may* be considered

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.

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.

There may also be the option to consider a reduced service at a lower cost to schools.

School Budgets 2016/17

Report being considered by: Schools Forum
On: 11/07/2016
Report Author: Claire White
Item for: Discussion **By:** All Maintained Schools Representatives

1. Purpose of the Report

1.1 All maintained schools have now submitted their three year budgets. This report sets out the overall position and highlights some key observations.

2. Recommendation(s)

2.1 That the report be noted.

Will the recommendation require the matter to be referred to the Council or the Executive for final determination?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
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3. Overall Position

3.1 Appendix A shows the budgets submitted by maintained schools for 2016/17 plus their two year strategic forecast, alongside their closing balance for 2015/16 and their 2016/17 forecast submitted a year ago. The figures combine together all the revenue accounts, so include the main school budget, resource unit, pupil premium and sports premium.

3.2 The overall position of the 74 maintained schools (69 budgets submitted as 5 sets of federated schools now operate with one single budget for 2 schools) is shown in Table 1.

TABLE 1	Number of schools	2015/16 number	2014/15 number
Surplus budget	48 (70%)	54 (73%)	56 (76%)
Balanced budget (contingency nil or less than £2k)	13 (19%)	16 (22%)	15 (20%)
Deficit budget	8 (11%)	4 (5%)	3 (4%)
TOTAL	69	74	74

3.3 What is noticeable is the number of surplus budgets is going down, with the number of deficit budgets increasing.

3.4 Table 2 shows the overall balances compared to the original forecasts:

TABLE 2	2015/16 Budget £'000	2015/16 Actual £'000	2016/17 Forecast (last year) £'000	2016/17 Budget £'000
Nursery	0	79	-115	1
Primary	977	2,189	-401	631
Secondary	-751	-329	-1,663	-948
Special	186	676	-26	243
Pupil Referral Units	197	616	-149	186
TOTAL	609	3,231	-2,354	113

3.5 It is evident from these figures that many schools will generally set a “worst case scenario” budget, but will manage spending decisions carefully during the year with sight of the longer term position.

4. Deficit Budgets

4.1 The schools setting a deficit budget in 2016/17 are shown in Table 3. Note that the balances are the net position of all revenue accounts including pupil premium grant.

TABLE 3	2016/17 Opening Balance £	2016/17 Forecast Closing Deficit Balance £	2016/17 Balance Forecast Last Year £
John O’Gaunt Secondary	-915,569	-1,185,065	-1,474,820
Beenham	+5,178	-5,173	0
Hampstead Norreys	+33,277	-1,235	-45,674
John Rankin Schools	-169,724	-182,298	20,431
Purley	+53,046	-8,520	-62,330
Spurcroft	-78,930	-79,970	11,650
Sulhamstead & Ufton Nervet	-844	-10,190	9,834
Westwood Farm Schools	7,810	-65,170	-69,863

4.2 There are 8 schools with a deficit budget for 2016/17 compared to 4 last year (2 of the 4 schools setting a deficit in 2015/16 now have a balanced budget for 2016/17).

4.3 The WBC schools finance team are currently reviewing the deficit recovery plans for each school. A report on each will be brought back to Schools’ Forum later in the year.

5. Year Two and Three Forecasts

5.1 The overall position on the year two and three forecasts are shown in Table 4

TABLE 4	2017/18 Forecast £'000	2018/19 Forecast £'000
Nursery	-86	-195
Primary	-669	-2,108
Secondary	-1,662	-2,779
Special	-37	-286
Pupil Referral Units	-320	-863
TOTAL	-2,774	-6,231

- 5.2 If schools take no action, a significant overall deficit would occur. 26 schools have forecast a year 2 (2017/18) deficit of greater than £25k, compared to 20 schools in 2015/16. As has been evident from Table 2, this position is unlikely to materialise, although the increase in numbers shows it is becoming more difficult for schools balance their budgets without making any changes to their operation. Unless in a deficit position and the school has been required to produce a detailed deficit recovery plan, for many schools years two and three are usually the position if nothing changes – i.e. pupil numbers are static so funding remains the same, staffing numbers and grades remain the same, yet costs (inflation and pay rises) go up.
- 5.3 During the autumn term once staffing numbers and salaries are settled for the academic year and pupil numbers are known, schools will re-evaluate the position, and if still showing a deficit for year two, will start looking at savings options.
- 5.4 Schools that are showing an increase in their balance rather than going into deficit, are generally those where pupil numbers (hence funding) are rising greater than costs.
- 5.5 It is assumed that funding rates per pupil will remain the same, although following the Government's consultation on school funding, this may change the position for West Berkshire schools.
- 5.6 Individual school positions will continue to be monitored by the WBC Schools Finance team.

6. Appendices

Appendix A – School Budgets 2016/17

7. Heads Funding Group Recommendation

- 7.1 It was noted how increasingly difficult it is to set a balanced budget without it having a significant impact on the quality of teaching and learning pupils receive – this is a factor that the figures on their own do not show.

Main Cost Centre	SCHOOL BUDGETS (ALL revenue budgets - including PPG & Resource Units, but excluding before/after school clubs)	Closing Balance 31/03/2016	Forecast set last year for 2016/17	Current Budget Set (+ 2 year forecast) Estimated Closing Balance		
				2016/17	2017/18	2018/19
NURSERY SCHOOLS						
98200	Hungerford Nursery School Centre for Children and Families	16,325	200	0	1,332	-11,878
98300	Victoria Park Nursery School	63,047	-114,790	1,390	-87,335	-183,035
TOTAL NURSERY SCHOOLS		79,372	-114,590	1,390	-86,003	-194,913
PRIMARY SCHOOLS						
91000	Aldermaston Church of England Primary School	38,391	-10,455	3,340	-28,321	-77,209
91100	Basildon Church of England Primary School	22,502	80	4,540	16,477	59,565
91300	Beedon Church of England (Controlled) Primary School	18,530	-1,591	6,480	-28,353	-71,159
91400	Beenham Primary School	5,178	0	-5,173	-5,441	7,159
91200	Birch Copse Primary School	7,116	0	480	5,110	7,410
91500	Bradfield Church of England Primary School	73,115	4,615	4,365	-45,430	-104,490
91600	Brighton Church of England Aided Primary School	29,047	-8,542	9,310	2,803	-21,352
91700	Brimpton Church of England Primary School	20,490	-45,916	4,130	13,200	23,990
91800	Bucklebury Church of England Primary School	5,051	-11,835	110	-7,190	-20,440
91900	Burghfield St Mary's Church of England Primary School	12,401	3,730	4,950	7,660	2,430
92122	Calcot Schools Federation	197,277	118,300	126,340	17,400	-141,250
92400	Chieveley Primary School	27,589	-37,629	0	6,070	1,270
95900	Cold Ash St Mark's Church of England Primary School	71,387	-21,470	77,350	92,280	112,332
92200	Compton Church of England Primary School	35,129	19,406	42,328	74,509	92,864
92300	Curridge Primary School	19,464	4,180	6,850	3,412	-15,118
92500	Downsway Primary School	56,844	-73,800	35,440	7,900	-61,410
92800	Enborne Church of England Primary School	14,256	35,650	4,826	6,089	13,425
92900	Englefield Church of England Primary School	44,229	-16,770	19,170	-23,974	-65,048
93000	Falkland Primary School	136,793	52,218	50,520	-101,450	-193,010
93200	Francis Baily Primary School	71,923	-94,440	23,002	-120,491	-261,913
93400	Garland Junior School	132,349	56,173	126,185	86,755	64,066
93500	Hampstead Norreys Church of England Primary School	33,277	-45,674	-1,235	-18,233	-5,643
93600	Hermitage Primary School	37,379	-31,580	11,410	2,532	-13,702
93700	Hungerford Primary School	76,194	4,468	12,120	2,980	13,730
92700	The Isleys' Primary School	2,425	30,441	5,670	-27,926	-69,786
93800	Inkpen Primary School	22,212	5,720	12,900	-12,180	-49,001
93900	John Rankin Infant and Nursery School	-43,733	2,000			
94000	John Rankin Junior School	-125,991	18,431	-182,298	-152,399	-91,947
94100	Kennet Valley Primary School	37,989	-23,910	2,020	-29,550	-66,970
94200	Kintbury St Mary's Church of England Primary School	61,699	-13,300	17,730	-46,940	-60,470
94300	Lambourn Church of England Primary School	97,167	32,530	25,450	-39,893	-99,213
94400	Long Lane Primary School	23,885	6,156	22,030	18,560	31,890
95800	Mortimer St John's Church of England School	-307	-25,280	0	-30,940	-27,430
97500	Mortimer St Mary's CofE Junior School	43,589	22,700	25,610	1,910	-21,590
94500	Mrs Bland's Infant School	21,888	49,975	1,120	-35,046	-53,198
94600	Pangbourne Primary School	19,834	29,754	7,150	11,240	-2,110
94722	Parsons Down Federation	117,697	-232,090	9,060	-203,363	-431,480
94900	Purley Church of England Infant School	53,046	-62,330	-8,520	16,600	44,330
95000	Robert Sandlands Primary School and Nursery	44,165	27,102	8,680	8,862	-12,851
95100	Shaw - cum-Donnington Church of England Primary School	31,457	35,700	20,670	18,420	11,650
95222	Chaddleshorth Shefford Federation Church of England Primary School	19,077	8,730	11,365	26,095	19,315
95300	Speenhamland Primary School	105,718	0	71,852	65,636	23,610
95400	Springfield Primary School	39,620	18,665	38,340	-1,510	-64,240
95500	Spurcroft Primary School	-78,930	11,650	-79,970	-34,830	12,560
95700	St Finian's Catholic Primary School	19,659	-14,860	250	-42,895	-114,982
97700	St John the Evangelist Church of England Infant and Nursery School	32,494	-13,662	8,810	5,180	40
97800	St Joseph's Catholic Primary School	53,789	7,120	12,900	-44,870	-139,710
96200	St Nicolas Church of England Junior School	1,085	-36,996	4,546	17,945	2,785
96100	St Paul's Catholic Primary School	58,682	-97,980	43,940	31,920	-6,400
96300	Stockcross Church of England School	1,398	7,230	4,962	2,518	-1,759
96400	Streatley Church of England Voluntary Controlled School	62,691	27,617	35,610	23,789	5,752
96500	Sulhamstead and Ufton Nervet Church of England VA Primary School	-844	9,834	-10,190	5,190	12,130
99700	Thatcham Park Church of England Primary School	29,335	-21,678	0	-40,881	-105,177
96600	Theale Church of England Primary School	35,995	-1,599	0	-42,305	-70,965
96700	Welford and Wickham Church of England Primary School	1,970	5,890	2,496	4,639	-6,466
96800	Westwood Farm Infant School	2,357	-8,460			
96900	Westwood Farm Junior School	5,453	-61,403	-65,170	-94,150	-84,780
98700	The Willows Primary School	73,790	6,252	1,430	-6,920	-108
99400	The Winchcombe School	84,008	-25,580	8,605	1,678	8,272
97300	Woolhampton Church of England Primary School	35,740	0	6,620	0	-17,280
97400	Yattendon Church of England Primary School	12,948	-24,770	380	-8,720	-28,370
TOTAL PRIMARY SCHOOLS		2,188,968	-401,283	630,886	-668,842	-2,107,452
SECONDARY SCHOOLS						
98800	The Downs School	364,309	155,953	231,884	105,202	-189,555
99000	John O'Gaunt Community Technology College	-915,569	-1,474,820	-1,185,065	-1,354,747	-1,523,278
99200	Little Heath School	103,383	-193,211	120	-232,882	-625,140
99600	The Willink School	118,444	-150,832	4,670	-180,090	-440,860
TOTAL SECONDARY SCHOOLS		-329,433	-1,662,910	-948,391	-1,662,517	-2,778,833
SPECIAL SCHOOLS						
98100	Brookfields Special School	230,911	111,760	38,160	6,670	39,240
98000	The Castle School	445,542	-137,560	204,790	-43,509	-325,529
TOTAL SPECIAL SCHOOLS		676,453	-25,800	242,950	-36,839	-286,289
PUPIL REFERRAL UNITS						
98400	Alternative Curriculum	425,361	-36,430	168,002	-167,358	-543,318
97900	Reintegration Service	190,322	-112,760	17,850	-152,770	-319,940
TOTAL PRUs		615,683	-149,190	185,852	-320,128	-863,258
TOTAL FOR ALL SCHOOLS		3,231,043	-2,353,773	112,687	-2,774,329	-6,230,745

Agenda Item 11

West Berkshire Schools' Forum	
Title of Report:	Vulnerable Children's Grant Annual Report 2015/16
Date of Meeting:	July 2016
Contact Officer(s)	Cathy Burnham
For Information	

Total budget: 2012/13 = £98,510, 2013/14 & 14/15 = £80,000, 2015/16= £60,000

	2014/15	2015/6
Requests agreed	102 (including repeats)	82
Requests refused	4 because they had SEN statements 6 deferred until after April due to lack of funds	4 (2 x SEN/health needs, 1 early years, 1 LAC)
Schools accessing fund	41	46
primary	36	41
secondary	5	4
prus	0	1
Students supported	66	69
primary	54 £68,017	57 £53,487
secondary	8 £9,100	10 £6,327
prus	0	2
Requests extended beyond initial term	17 (25.7% of total)	8 (11.5% of total)
Type of support:		
Additional TA	97 (95%)	74 (92%)
External package	3 (2.9%)	4 (4%)
Holiday support	1 (1%)	4 (4%)
Medical support	1 (1%)	0
Total spend	£77,117 (4 did not claim)	£59,811

Reasons for VCF request included: Challenging behaviour, ASD, Unexpected in-year admissions, Bereavement, Mencap summer scheme, early intervention in Foundation stage, LAC pupils moving into the LA.

Generally, despite the drop in the total fund, we maintained support for a similar number of schools and pupils, but reduced the amount of funding the schools received.

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2 Year Old Funding and Early Years Pupil Premium

2 Year Old Funding

Information for parents and carers on free early education places for two year olds is available on the West Berkshire Council website. This includes an online form to apply for the funding.

West Berkshire Council's Early Years Service receives lists from the DWP throughout the year with details of parents that are potentially eligible for a 2 year old funded place. These parents are written to with details of how to apply. If a parent or carer is eligible for 2 year old funding for their child, they will receive a letter from West Berkshire Council confirming that they are eligible and a Unique Reference Number which confirms to the Early Years provider that the child is eligible.

The Early Years Service provides support to parents with completing the online form and help finding a placement for their child if requested.

Early Years providers claim funding through the Early Years Funding Portal and there are 3 opportunities to do this each term. The current process for schools is to submit a claim form to the Early Years Service but from September 2016, schools will be able to claim through the Early Years Funding Portal.

Take up of 2 Year Old funded places in West Berkshire is at 71%. The national figure for take up is 76%.

The table below provides a snapshot of eligibility and take up of places for the period Spring Term 2015/16:

No. of eligible parents from DWP list	357
No. of places taken up	235
Place taken up with EY Setting or Childminder	185
Place taken up with a School	50
Total uptake	66%

The Early Years Funding Portal also has functionality for a 'citizens portal' where parents and carers can apply for 2 Year Old funding. The Early Years Service is working to launch this by April 2017 to streamline the process for 2 Year Old funding.

Early Years Pupil Premium (EYPP)

Early Years Pupil Premium is claimed through the Early Years Service and paid to providers as part of the Free Entitlement funding process.

To claim EYPP, Early Years providers must ensure they have an Early Years Voluntary Registration form which has been signed by the parent or carer to give consent for their details to be checked. Providers can apply for EYPP through the

Early Years funding portal where the parent and carer details are checked for eligibility. These details are checked before each Free Entitlement payment to pick up newly eligible children and to recheck previous applications. As with 2 Year Old funding, the current process for schools is to submit a claim form to the Early Years team but from September 2016, schools will be able to claim EYPP through the Early Years Funding Portal.

Take up of Early Years Pupil Premium in West Berkshire is low and the Early Years Service is exploring ways to increase this. This includes:

- Several Local Authorities include EYPP check consent on their Early Education parent declaration form which reduces the need for a separate form to be completed. This allows all parents to be checked. The Early Years Service has reviewed the West Berkshire parent declaration form to include this information.
- Contacting each provider prior to headcount days to remind them to send out reminders to parents about eligibility
- Advertising the Early Years Pupil Premium to parents via local points of contact, Family Wellbeing Hubs, libraries, doctor's surgeries and via information for parents shared with our health colleagues.
- Targeting and approaching providers in areas where we know there to be a greater number of eligible families
- Working with job centre plus to get the information to families.

Schools Forum Forward Plan

	Item	HFG Deadline	Heads Funding Group	SF Deadline	Schools Forum	Comments	Author
Term 1	Schools Funding Formula 2017/18	21/09/16	28/09/16	03/10/16	10/10/16	Decision	Claire White
	Additional Funding Criteria 2017/18	21/09/16	28/09/16	03/10/16	10/10/16	Decision	Claire White
	De-delegations 2017/18	21/09/16	28/09/16	03/10/16	10/10/16	Decision	Claire White
	High Needs Places and Arrangements 2017/18	21/09/16	28/09/16	03/10/16	10/10/16	Discussion	Jane Seymour
	PRU Strategic Review Update			03/10/16	10/10/16	Discussion	Caroline Corcoran
	DSG Monitoring 2016/17 Month 5			03/10/16	10/10/16	Information	Ian Pearson
Term 2	Draft DSG Funding & Budget 2017/18	15/11/16	22/11/16	25/11/16	05/12/16	Discussion	Claire White
	Draft High Needs Budget 2017/18	15/11/16	22/11/16	25/11/16	05/12/16	Discussion	Jane Seymour & Cathy Burnham
	Draft Early Years Budget 2017/18	15/11/16	22/11/16	25/11/16	05/12/16	Discussion	Avril Allenby
	Update on Schools in Financial Difficulty	15/11/16	22/11/16	25/11/16	05/12/16	Information	Claire White
	Schools Funding Benchmarking Information			25/11/16	05/12/16	Information	Claire White
	DSG Monitoring 2016/17 Month 7			25/11/16	05/12/16	Information	Ian Pearson

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