

Notice of Meeting

Schools Forum

Monday 11th December 2017 at 5.00pm
in Shaw House Church Road Newbury
RG14 2DR

Date of despatch of Agenda: Tuesday, 5 December 2017

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Jessica Bailiss on (01635) 503124
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Agenda - Schools Forum to be held on Monday, 11 December 2017 (continued)

Forum Members: Reverend Mark Bennet, Ben Broyd, Anthony Chadley, Jonathon Chishick, Catie Colston, Jacquie Davies, Chris Davis, Paul Dick, Lynne Doherty, Antony Gallagher, Keith Harvey, Reverend Mary Harwood, Angela Hay, Jon Hewitt, Lucy Hillyard, Peter Hudson, Brian Jenkins, Mollie Lock, Patrick Mitchell, Helen Newman, Chris Prosser, David Ramsden, Graham Spellman (Vice-Chairman), Bruce Steiner (Chairman), Suzanne Taylor, Keith Watts and Charlotte Wilson

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Andy Day
Head of Strategic Support

If you require this information in a different format or translation, please contact Moira Fraser on telephone (01635) 519045.



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Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

SCHOOLS FORUM**MINUTES OF THE MEETING HELD ON
MONDAY, 30 OCTOBER 2017**

Present: Reverend Mark Bennet, Jonathon Chishick, Catie Colston, Jacquie Davies, Chris Davis, Paul Dick, Lynne Doherty, Antony Gallagher, Keith Harvey, Reverend Mary Harwood, Angela Hay, Jon Hewitt, Lucy Hillyard, Brian Jenkins, Mollie Lock, Patrick Mitchell, Helen Newman, Chris Prosser, David Ramsden, Graham Spellman (Vice-Chairman), Bruce Steiner (Chairman), Suzanne Taylor and Keith Watts

Also Present: Avril Allenby (Early Years Service Manager), Gabrielle Esplin (Finance Manager (Capital and Treasury Management)), Ian Pearson (Head of Education Service), Andy Walker (Head of Finance), Claire White (Finance Manager (Schools)) and Annette Yellen (Accountant for Schools Funding and the DSG), Jessica Bailiss (Policy Officer (Executive Support)), Tracy Cole (WBC Accountant) and Michelle Sancho (Acting Principal EP & Service Manager) and Karen Reeves (iCollege)

Apologies for inability to attend the meeting: Councillor Anthony Chadley and Charlotte Wilson

PART I**28 Minutes of previous meeting dated 17th July 2017**

The Minutes of the meeting held on 17th July 2017 were approved as a true and correct record and signed by the Chairman.

29 Actions arising from previous meetings

There were no outstanding actions from the previous meeting.

30 Declarations of Interest

There were no declarations of interest received.

31 Membership

The Chairman welcomed new members, Helen Newman from the Willink Secondary School and Patrick Mitchell from Francis Baily Primary School, to the meeting.

The Chairman confirmed that Chris Prosser from the Downs Secondary School, would continue as a secondary school representative for another three year term.

32 School budget (DSG) 2018/19

Claire White introduced the report, which aimed to set out changes to the calculation of the Dedicated Schools Grant (DSG) in 2018/19, and the implications of the changes on the Schools Budget.

Over the last two years the Government had carried out two consultations of their proposals to School and High Needs Funding. The second stage closed on 22nd March 2017 and the results were published in September 2017. The Government had announced the funding arrangements for 2018/19 and following consultations there were a number of changes to the way the DSG would be calculated for 2018/19.

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Claire White reported that there would be a new funding block called the Central Schools Services Block. There was a new formula to calculate the funding allocation for the Schools Block, Central Schools Services Block and High Needs Block. A new formula for calculating the Early Years Block had been introduced in April 2017. Claire White confirmed that rules around moving funding between the blocks had changed.

The actual allocations for 2018/19 would be announced by the Government in mid December however, the allocations for Early Years and High Needs would be provisional and the budgets for these blocks would need to be set using estimates.

Claire White reported that the largest changes would take place within the Schools Block. A 'soft' formula would be used for the next two financial years and in 2020 it was anticipated that this would become a 'hard' formula with minimal local discretion.

Claire White explained how the Schools Block funding for 2018/19 would be calculated. West Berkshire could expect to receive an additional 1.3% or £1.3m.

Claire White explained that in determining the local authority funding allocation each school would be allocated as a minimum a 0.5% per pupil increase against a baseline, and there would be a 3% per pupil funding cap. Claire White confirmed that the baseline was the 2017/18 formula allocation plus formula funding for the pupil numbers in resource units added back in. Schools with resource units would therefore see a reduction in place funding from £10k to £6k.

For primary schools, the minimum per pupil funding level in 2018/19 was set at £3,300, and for secondary schools £4,600. All West Berkshire schools would be above this level. There had been some confusion when these amounts were announced as it was presumed by some schools that this would be the basic entitlement.

The allocations for each school were added up and divided by the October 2016 pupil numbers, which produced a Primary Unit of Funding (PUF) and Secondary Unit of Funding (SUF). The final funding allocation would be the October 2017 pupil numbers multiplied by the PUF and SUF.

Regarding growth funding, Claire White reported that the DSG allocation was equal to the 2017/18 local authority budget and would exclude any funding carried forward. The level of funding required would need to be considered when the new school opened in September 2019.

Claire White explained that adjustments would be taking place against the national funding formula, whilst the 'soft' formula was in place. The Government had not yet determined how these would work under a 'hard' formula.

The Local Authority, in consultation with the Schools' Forum, would set aside funding required for the growth fund 2018/19. The balance would then be distributed to schools through the formula, by setting the formula funding rates, a minimum funding guarantee and a funding cap on gains. The methods for distributing the funding would need to go out to consultation with all schools and be agreed by the Schools' Forum in December 2017 and then approved by the Council's Executive in January 2018.

Through agreement by the Schools' Forum and subject to consultation with schools up to 0.5% of the total schools block funding could be transferred to the other funding blocks. Approval from the Secretary of State was required for any transfers above this limit or if approval was not received from the Schools' Forum.

Positively, if pupil numbers and characteristics remained relatively unchanged, West Berkshire would gain from the National Funding Formula by 1.3% (£1.3m) however, the final allocation would be determined by the October 2017 census. Claire White added that whilst there had been concerns that under the new formula half of schools would

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lose funding, positively more than half of schools would now gain funding whilst the others would now retain funding.

Claire White explained that it would be impossible for the national formula rates to be replicated in West Berkshire and set out the reasons for this to the Schools' Forum. The highest the minimum funding guarantee could be set at was 0% because the Department for Education had felt that there might be perverse gains and losses. The additional 0.5% had to be allocated to schools through the formula factors. However, an application could be made to the Secretary of State for Education to increase the minimum funding guarantee up to 0.5% if the Schools' Forum agreed.

The funding rates (SUF and PUF) had been determined using the October 2016 census data, whereas actual allocation to schools used the October 2017 census. This would create a surplus or shortfall to be adjusted for.

Claire White further explained that business rates were based on historical amounts and there would be an increase the following year. Growth and falling rolls funding were also based on historical amounts and if the estimated requirement for 2018/19 was greater, this would need to be funded.

Claire White concluded that if there was a significant shortfall in high needs funding, then up to 0.5% could be transferred from the schools block allocation.

Claire White concluded that there would be another report later on the agenda, which would provide further details of the proposals for the schools' formula.

Paul Dick referred to paragraph 5.7 of the report, which detailed an option involving transferring DSG funding from the Early Years and High Needs block in order to balance the Central Services Block. Paul Dick felt that this was an unlikely option as the High Needs Block in particular had historically seen an overspend. Claire White stated that the picture was currently unclear regarding expenditure in the High Needs Block, and efficiency savings were being sought in central services. A further report would be brought to the Schools' Forum meeting in December 2017 when more information would be available on this area.

Claire White stated that under the new formula for allocating High Needs funding, West Berkshire would receive less than the current High Needs Block allocation. Positively however, all local authorities would gain a minimum of 0.5% over their baseline.

The table under paragraph 7.7 of the report showed the impact of the new funding for High Needs. In March 2017, it had been agreed that the deficit incurred in 2016/17 would be repaid over a three year period and at this point it had been assumed that there would be a deficit of £75,900 for 2018/19. However, taking into account funding changes it was now anticipated that there would be a surplus of £131,190. Claire White added the caveat that the High Needs Block was particularly unpredictable.

Reverend Mark Bennett asked how the surplus within the High Needs Block would be prioritised to ensure the outcomes of pupils were taken into account. Ian Pearson stated that firstly they would need to ensure the statutory responsibilities for pupils were being met. There would need to be a longer more strategic view taken on the pressures across the system, concerning need and pupil numbers overtime. The results from a recent survey with parents would also need to be taken into account, which asked them for their views on the services they received. Planned places were an emerging problem that required focus, as the number of planned places was capped and the only option was to move planned places between settings.

Paul Dick stated that he had experienced problems with the survey and was still awaiting a revised version. Ian Pearson confirmed that he would follow this up with Paul Dick outside of the meeting.

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RESOLVED that the Schools' Forum noted the changes, the timetable, and decisions that would be required in the setting of the 2018/19 Schools' Budget.

33 Schools Funding Formula 2018/19

Claire White introduced the report that set out the changes and requirements for setting the primary and secondary school funding formula for 2018/19 in preparation for the consultation to take place with schools. Agreement was required on a proposal for setting the school funding formula for 2018/19 as set out in 2.1 of the report. This would then go out to consultation with schools.

Claire White drew attention to Table 1 on page 20 of the report, which set out the national funding rates for each factor compared to West Berkshire's current rates. Appendix A showed the funding per factor for each school in West Berkshire and showed the National Funding Formula compared to the West Berkshire formula. Claire White reported that the picture was positive compared to what had been anticipated earlier in the year.

For West Berkshire, there had been a shift in funding from basic entitlement and lump sum funding to additional needs funding. The following reasons explained why there had been a shift in some factors:

- West Berkshire was ranked one of the lowest in terms of deprivation, which was replicated in lower relative funding when the DSG was first put in place.
- When the current West Berkshire formula was set in 2013 it was a Schools' Forum decision that the prior attainment factor for primary schools was not, on its own, a reasonable proxy factor for additional need, and so more funding was added to the AWPU and deprivation.
- It had been a Schools' Forum decision not to use the sparsity factor for primary schools, as most of the small schools in the district fell just outside the criteria and it was felt unfair that just a few would gain and at the expense of others.

Based on the October 2016 census data and pupil numbers, the schools block DSG would be £97.5m. Growth funding and increases in business rates would have to be deducted, with the balance available to be allocated to schools. The total balance available to allocate would amount to £97,118,000 but this figure could go up or down depending on the changes in pupil numbers in the October 2017 census.

Claire White added that in addition to agreeing on the funding formula, a decision needed to be taken on how to allocate any surplus or shortfall. The final amount of funding would not be known until mid December 2017 and after the consultation with schools had taken place.

Claire White drew attention to the proposals under section 6 of the report. First it remained a local authority decision, for at least the next two years, on how the funding would be allocated to schools through formula factors.

Although it would be impossible to replicate the national funding formula as shown in the DfE tables for each school, it was proposed that in principle the aim would be to move as close as possible to the national rates, using all the formula factors and using the highest minimum funding guarantee possible, whilst applying the 3% per pupil cap on gains. There was no advantage in doing anything different because this would give schools certainly in funding allocations in future years. The minimum funding guarantee would protect those schools that would lose and schools that would gain, should receive the funding as soon as possible. Claire White confirmed that the Heads Funding Group had agreed to this in principle.

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Claire White explained that the minimum funding guarantee that could be set in the schools formula was between 0% to -1.5%. If the local authority wished to set a minimum funding guarantee of between 0% and +0.5%, an application needed to be made to the Secretary of State for Education, following consultation with schools and subject to Schools' Forum approval. The Heads Funding Group had felt that due to current funding shortfalls in all schools, if funding was available, all schools should see an increase in their per pupil funding, even if this was only a small amount. The Heads Funding Group had proposed that this option be used.

If there was enough funding to allow a minimum funding guarantee of 0.5% (shown under Appendix D to Appendix A), the cost of the model would be £97,127k, which Claire White reported could potentially be affordable. The impact was displayed on the table under section 6.5 of the report. No schools would gain nil and 30 schools would gain up to £5k. Claire White added that the Heads Funding Group had explored a number of different options and had concluded that the national rate would benefit the majority of schools.

Claire White reported that the next step would be a consultation document that would go out to schools containing the proposals detailed within the report. The consultation would last for three weeks and the results would be brought back to the next Heads Funding Group to review before determining a final proposal to present to the December Schools' Forum meeting for approval. The Council's Executive would make the final decision in January 2018 and the formula would also need to be submitted to the ESFA by the 19th January 2018.

Angela Hay referred to the reduction in the resource unit funding allocation from £10k to £6k and queried if the shortfall would be accounted for in anyway. Claire White reported that calculations would need to take place after the next schools census. Funding would be allocated in two different ways, with unfilled places still attracting £10k.

Paul Dick noted that the reduction in resources would relate to primary provision rather than secondary and needed to be monitored closely.

The Chairman referred to the recommendations under section two of the report and asked the Schools' Forum to determine these.

RESOLVED that the Schools Forum approved the following proposals for setting the school funding formula for 2018/19, to go out to consultation with schools:

- Use the National Funding Formula rates for every formula factor, applying a funding cap on gains of 3% per pupil and minimum funding guarantee of 0%.
- Apply to the Secretary of State for Education to increase the minimum funding guarantee up to 0.5% should more funding be available.
- Scale every formula factor upwards or downwards in order to match the final funding allocation available for distribution to schools.

RESOLVED that the consultation document was approved by the Schools' Forum as was the timescale for consultation as set out in the report.

(Keith Harvey left the meeting at 5.46pm)

34 Additional Funding Criteria 2018/19

Claire White introduced the report that set out the current criteria and budgets for additional funds for review by members of the Schools' Forum to ensure they were all still relevant and met their purpose. There were two proposals that needed consideration concerning the removal of the Falling Rolls Fund and widening of the criteria for primary schools accessing the Schools in Financial Difficulty Fund. These changes would be

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subject to consultation with all schools and the final decision would be need to be taken by the Schools' Forum at its meeting in December 2017.

Claire White drew attention to the proposal under paragraph 4.2 of the report. No changes were proposed for the Growth Fund, Financial Difficulty Fund or High Needs Fund however, it was proposed that the Fallings Rolls Fund was removed. Only one school in four years had qualified for payment from the fund.

Claire White referred to the Schools in Financial Difficulty Fund, which concerned primary schools only, and suggested that with so many schools facing financial difficulties that the criteria could be reviewed to make it more accessible for schools not in deficit but needed to undergo a restructure to avoid deficit. The current criteria made it so the fund was only accessible to those schools in deficit.

David Ramsden was concerned about widening the criteria for the Schools in Financial Difficulty Fund as it could place pressure on schools budgets and therefore was not a feasible option. Ian Pearson explained that the proposal meant that there would be the option to support primary schools before they hit crisis point. This was a primary school budget and therefore it would be up to primary schools to decide. Keith Harvey was in support of the proposal as it gave schools the opportunity to avoid deficit. It would increase the pressure on schools budgets however, if sound financial reasoning was involved he felt that it was a sensible way forward. Ian Pearson reiterated that the pressure would not be incurred by secondary schools.

Helen Newman asked for clarification regarding the table on page 45 of the report concerning the Growth Fund. Claire White explained that the budget was being built up for the new primary school. However, because the build date for the new school had been pushed back, the Schools' Forum had taken the decision to allocate the funding back out to schools in 2017/18, taking the balance back down to zero.

Paul Dick asked why the papers were being brought back the Schools' Forum meeting in December and Claire White confirmed that all proposals had to go out to schools for consultation before a decision could be taken.

Claire White referred to the Growth Fund Criteria on page 47 of the report and proposed that in order to comply with finance regulations the word not be removed under paragraph 2.4 which would read as follows:

Increase in Pupil Admission Number (PAN)

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

RESOLVED that the Schools' Forum approved this amendment.

The Chairman drew attention to the recommendations set out under section two of the report.

RESOLVED that the Schools' Forum approved that the following changes should go out to consultation with all schools:

- Removal of the Falling Rolls Fund from 2018/19.
- Widening of the criteria for primary schools in financial difficulty to enable schools currently not in deficit to apply for funding towards meeting restructuring costs that were required to avoid a deficit.

35 Letter from Education Unions

RESOLVED that it was noted that this item was supporting information for agenda item 10.

36 De-delegations 2018/19

Ian Pearson introduced the report, which was an annual report that set out the details, costs and charges to schools for services which maintained school representatives were required to vote on whether or not they should be de-delegated.

A range of decisions were required on services (listed under paragraph 3.1 of the report) which could be de-delegated. More information on each of the services was contained within the appendix to the report. A decision was required by maintained primary and secondary schools for all services apart from Statutory and Regulatory Duties that also required a further decision from Special Schools, Alternative Provision and Nursery Schools.

Ian Pearson drew attention to Table 7, which summarised the services and budgets which had been proposed to be de-delegated in 2018/19 by the Heads Funding Group. Ian Pearson highlighted the difference between the two Health and Safety Options. Option one was a high level service and option two was a lower level service with the option for schools to buy services back. The Heads Funding Group had chosen Option two as the preferable level of service.

Claire White added that there was now a grant available for school improvement. This would be seen as a reduction to the total de-delegated sum, and thus net funding to be received by schools would be greater.

RESOLVED that the views of Heads Funding Group on the de-delegations set out in Table 7 were noted.

RESOLVED that the proposals set out in Table 7 should be included within the consultation with all schools on funding arrangements for 2018/19.

37 High Needs Places and Arrangements 2018/19

Ian Pearson introduced the report, which aimed to advise the Schools' Forum on planned place allocation currently to special schools, resourced schools, FE providers and mainstream sixth forms and likely numbers of pupils in those institutions requiring place funding in 2018-19.

Ian Pearson highlighted the table on page 87 of the report, which showed places currently funded by the Education & Skills Funding Agency (ESFA) and actual places currently filled across schools. The issue was the number of places overall. The ESFA would base 2018/19 financial year place funding on the place funding allocated for 2017/18 and there would be no opportunity for local authorities to request additional planned places. Local authorities would have flexibility to move planned place funding between institutions however the overall number of planned places would be capped.

Ian Pearson used the Castle School as an example as there were 147 planned places allocated however, there were 169 pupils. Other schools such as the Winchcombe had 15 planned places allocated however, only 12 were occupied. Places that were not required needed to be re-allocated where they were needed.

RESOLVED that the Schools' Forum noted the report and that any implications for the High Needs Budget would be incorporated in to the report, which would be brought to the next meeting on the draft High Needs Block Budget for 2018-19.

38 DSG Monitoring 2017/18 Month 6

Ian Pearson introduced the item that set out the current financial position of the services funded by the Dedicated Schools Grant (DSG), highlighting any under or overspends.

Section three of the report gave some background to the DSG. Ian Pearson drew attention to the table on page 92 of the report under section four, which showed the total net position for the budget. The budgeted overspend of £844k on DSG in 2017/18 was approved by the Schools' Forum in March 2017, after consideration of the three year position, as it was forecast that the overspend could be paid back over two years. The budgeted overspend in 2017/18 had now been reduced by £40k to £804k to reflect the final carry forward from 2016/17.

Ian Pearson reported that there were no variances in the forecast for either the Schools' Block or the Early Years Block. There was a variance of about £11k for the High Needs Block between the budget and the current forecast. These additional costs related to required sensory services.

Ian Pearson concluded that apart from the variance concerning the High Needs Block there were no major changes to report. It was a strong possibility that further variances might arise on the budgets for high need top ups and early years payments in the second half of the autumn term, or in the spring term.

RESOLVED that the Schools' Forum noted the report.

39 Forward Plan

RESOLVED that the Schools' Forum noted the Forward Plan.

40 Any Other Business

Graham Spellman used the opportunity to thank Claire White for the impressive amount of detail put into reports for the Schools' Forum to consider.

41 Date of the next meeting

The next meeting would take place on Monday 11th December 2017, 5pm at Shaw House.

(The meeting commenced at 5.00 pm and closed at 6.10 pm)

CHAIRMAN

Date of Signature

Dedicated Schools Grant (DSG) 2018/19 – Overview of Draft Budget

Report being considered by: Schools Forum

On: 11/12/2017

Report Author: Claire White

Item for: Discussion **By:** All Forum Members

1. Purpose of the Report

- 1.1 To set out the overall calculation of the Dedicated Schools Grant (DSG) in 2018/19, and the current position for each of the funding blocks.

2. Recommendation

- 2.1 To note the overall position of the draft 2018/19 Schools Budget.

| | | |
|---|-------------------------------|---|
| 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"/> |
|---|-------------------------------|---|

3. Introduction

- 3.1 In 2018/19, the DSG will consist of four funding blocks:

- Schools
- Central Schools Services
- Early Years
- High Needs

- 3.2 The central schools services block is a new block for 2018/19. This, and the way funding for the schools block and high needs block is calculated, has significantly changed in 2018/19, following two consultations carried out by the Government over the last two years. The calculation of the early years block was changed in 2017/18.

- 3.3 Funding can be transferred between blocks, but some blocks have restrictions, including capping of the amount and being subject to School Forum approval.

- 3.4 This report summarises the estimated funding to be received for each block in 2018/19, and the likely position of the 2018/19 budget. The actual allocations for 2018/19 will be announced by the Government mid December – though for Early Years and High Needs, these will be provisional, and the budgets for these blocks will need to be set using estimates.

4. Overall Position

- 4.1 Table 1 summarises for 2017/18 and 2018/19 the estimated DSG funding to be received for each funding block, and the estimated expenditure. Detailed breakdowns on the funding calculation is contained in Appendix A, and expenditure per service within each block is set out in Appendix B. Note that this is an early draft, and only provides an *indication* of the possible position.

| TABLE 1 | 2017/18 Revised Budget £ | 2017/18 Forecast £ | 2018/19 Estimate £ |
|--|---|-------------------------------|-------------------------------|
| <u>Schools Block</u> | | | |
| DSG Funding | 97,221,170 | 97,221,170 | 97,500,580 |
| Expenditure Budget | -97,247,080 | -97,247,080 | -97,177,040 |
| <i>Difference</i> | -25,910 | -25,910 | 323,540 |
| <u>Central Schools Services Block</u> | | | |
| DSG Funding | | | 987,650 |
| Expenditure Budget | | | -1,288,690 |
| <i>Difference</i> | | | -301,040 |
| <u>Early Years Block</u> | | | |
| DSG Funding | 8,739,610 | 8,739,610 | 9,955,820 |
| Expenditure Budget | -9,026,380 | -9,026,380 | -10,106,910 |
| <i>Difference</i> | -286,770 | -286,770 | -151,090 |
| <u>High Needs Block</u> | | | |
| DSG Funding | 19,567,450 | 19,567,450 | 19,134,510 |
| Expenditure Budget | -20,058,090 | -20,068,200 | -19,805,540 |
| <i>Difference</i> | -490,640 | -500,750 | -671,030 |
| <u>TOTAL</u> | | | |
| DSG Funding | 125,528,230 | 125,528,230 | 127,578,560 |
| Expenditure Budget | -126,331,550 | -126,341,660 | 128,378,180 |
| <i>Difference</i> | -803,320 | -813,430 | -799,620 |

- 4.2 All blocks other than the schools block are currently showing a deficit position. This was the expected position. The following paragraphs summarise the funding calculation and budget position on each block.

5. Schools Block

- 5.1 The previous meeting of the Forum received a detailed explanation of how the funding units for this block have been derived, and this is also set out in the briefing and consultation document on the school formula for 2018/19.
- 5.2 The final funding for 2018/19 will be determined by the October 2017 pupil numbers multiplied by West Berkshire's primary and secondary units of funding. Based on October 2016 numbers this is £97.5m, calculated as follows:
- Primary Unit of Funding (PUF): £3,875 x 13,261 pupils = £51.386m
 - Secondary Unit of Funding (SUF) £4,925 x 9,074 pupils = £44.689m
 - Plus allowance for growth funding £0.202m

- Plus allowance for business rate funding £1.249m
- Less expected carry forward deficit from 2017/18 -£0.026m

- 5.3 The local authority in consultation with the Schools' Forum will set aside funding required for the growth fund in 2018/19. The balance is then distributed to schools through the formula, by setting the formula funding rates and a minimum funding guarantee and funding cap on gains.
- 5.4 With the agreement of Schools' Forum, and subject to consulting with all schools, up to 0.5% of the total schools block funding can be transferred to the high needs budget or other funding blocks. Approval from the Secretary of State for Education is required for transfers above this limit or where the Schools' Forum has opposed the transfer. No transfer from the schools block is being proposed in 2018/19.
- 5.5 Based on October 2016 pupil numbers, the indication is that there will be a small amount of headroom available, after applying the national funding formula at 0% minimum funding guarantee. Another report on this agenda provides the details on the final proposals for the school formula in 2018/19.

6. Central Schools Services Block

- 6.1 The Central Schools Services Block consists of the centrally retained services that were previously funded from the Schools Block, i.e. admissions, licences, servicing of Schools' Forum, Education Welfare, asset management, and statutory & regulatory duties.
- 6.2 A new formula is in place to determine funding allocations to local authorities. This is an amount per pupil (*based only on primary and secondary pupil numbers*), 10% of which is allocated according to relative deprivation levels.
- 6.3 The baseline for this block has been determined as follows:
- Total budget for these services in 2017/18
 - Less use of DSG funds in the schools block carried forward from 2016/17.
- 6.4 If the formula funding is less than the baseline, the minimum amount to be received will be the baseline less 2.5%.
- 6.5 The formula funding for West Berkshire is less than the baseline. Therefore the funding in 2018/19 will be less. However, the final allocation will depend on October 2017 pupil numbers, but at a rate of £44.22 per pupil the actual funding will not differ significantly from the current estimate.
- 6.6 In 2017/18, the Education Services Grant ceased, and funding was added to the DSG schools block for these statutory services (education welfare, asset management, statutory & regulatory duties). The following table is a breakdown of the services provided in the budget line for statutory and regulatory duties (totalling £434k):

| Service/Cost | 2017/18 Budget |
|---|----------------|
| Strategic planning of the education service as a whole – includes Head of Education & his PA | £140k |
| Education data – includes school census administration, data analysis, school performance reporting | £116k |
| Finance support for the Education Service – includes budget preparation, monitoring & final accounts; school formula; funding allocations to schools such as top ups, early years, and grants; statutory returns and grant returns to DfE | £178k |

- 6.7 If costs in the 2018/19 budget remain the same, there will be a shortfall in the region of £300k. Although all these services are statutory and have to be carried out, the budgets are currently being reviewed to investigate what savings are possible. As many of these statutory services are also performed on behalf of providers in the early years and high needs blocks, it would be reasonable to transfer some funding from these blocks into the central school services block.
- 6.8 Further details and proposals on this block will be brought to the January meeting of the Schools’ Forum.

7. Early Years Block

- 7.1 The new Early Years formula was introduced in 2017/18. Arrangements for 2018/19 have now been published, and the funding rates will remain the same, despite our continued concern that the area cost adjustment for West Berkshire used for the three and four year old formula is too low. The factors used in the formula to determine the funding rates are due to be updated on a regular basis, but no indication has been given on how frequent this will be or when this will next take place.
- 7.2 The funding will, as always, be based on two consecutive years of January census data, and be finalised three months after the close of the financial year. The requirement to manage shortfalls or surpluses on an annual basis due to the mismatch between funding received based on the January census, and allocations to providers based on actual provision of nursery hours during the year, continues to be a challenge.
- 7.3 The impact of funding allocated for the additional 15 hours against actual take up will also need to be managed, as will allocations for pupil premium grant and the Disability Access Fund.
- 7.4 The fixed sum allocation for maintained nursery schools has been guaranteed until 2019/20, but there is no news yet on what will happen beyond this date.
- 7.5 The deficit in the early years block carried forward to 2017/18 is due to be repaid over three years (i.e. by 2019/20). It is hoped that the indicative funding rates given to providers earlier this year for 2018/19 can be honoured, but this will need to be

reviewed in the light of current year expenditure compared to forecast funding, in order to keep the deficit under control. All providers will need to be on a single rate in 2019/20.

- 7.6 In 2018/19, 5% of funding can be set aside for centrally retained services, which can include services to support early year's children with high needs, and transfers to other funding blocks.
- 7.7 It is currently too early to make a reasonable forecast for the current year, and funding for next year will need to be based on the January 2018 census. A more detailed report containing latest estimates will be brought to the January meeting of the Schools' Forum.

8. High Needs Block

- 8.1 A new formula for allocating High Needs funding to local authorities is being used in 2018/19.
- 8.2 The new formula uses a number of proxy factors (population, deprivation, low prior attainment, disability living allowance and children in bad health), but with 50% allocated on the basis of historical spend, and a basic entitlement for the number of places in special schools. Under this formula West Berkshire receive less than the current High Needs Block allocation. However, all local authorities will gain a minimum of 0.5% over their baseline.
- 8.3 Place numbers at special schools, and import/export adjustments will be excluded from the baseline, and will be an additional allocation, so that any year on year changes can be taken into account in the annual allocation.
- 8.4 The baseline for this block has been determined as follows:
- Total high needs block allocation in 2017/18
 - Less the first £4,000 of resource unit place funding transferred to the Schools Block (as a result of this adjustment place and top up funding for resource units will need to be reviewed).
- 8.5 As West Berkshire is on the baseline, funding is calculated as follows:
- Baseline +0.5%
 - Add pupil numbers in special schools (422 pupils x £4,209)
 - Add import/export adjustment (143 x £6,000)
- This adjustment is to reflect that the DSG funding is based on resident population rather than where pupils go to school/college. If a local authority is receiving more pupils from other local authority areas than are being sent to other local authority areas, (and vice versa) a funding adjustment is made.
- 8.6 The pupil number element will be based on the October 2017 census, whereas the import/export adjustment will use the January 2018 census and February 2018 ILR data – the final allocation being provided *after* the budget for 2018/19 is required to be set. An estimate will therefore need to be made.

- 8.7 The High Needs Block was in deficit at the end of 2016/17. In setting the 2017/18 budget it was agreed to repay the deficit over a three year period. The plan assumed no significant change in demands on this budget in future years.
- 8.8 Initial indications are that the demand in terms of numbers of high needs pupils and unit costs of provision is continuing to rise at a faster rate than new cheaper in-house provision is being established, and savings will need to be found once again in order to prevent a growing deficit in this block.
- 8.9 Another report on this agenda sets out in detail the budget position and possible options for making savings.

9. Appendices

Appendix A – DSG Funding Calculation 2018/19 V1

Appendix B – Overall DSG Budget per Service 2018/19 V1

DSG Funding Calculation 2018/19 – Version 1

| | March '17 Final Budget 2017/18 | June '17 Actual Carry Forward | July '17 EY & other Adjs as per DfE | Draft 1 Budget 2018/19 |
|--|--------------------------------|-------------------------------|-------------------------------------|------------------------|
| 3 SCHOOLS BLOCK | | | | |
| 4 Pupil Numbers | Oct '16 census | Oct '16 census | Oct '16 census | Oct '16 census |
| 5 School Census - Mainstream Primary | 22,335.0 | 22,335.0 | 22,335.0 | 13,261.00 |
| 6 School Census - Mainstream Secondary | 0.0 | 0.0 | 0.0 | 9,074.00 |
| 7 Add: Reception Uplift | 22.0 | 22.0 | 22.0 | |
| 8 Less: Pupils/Places in Resource Units | -122.0 | -122.0 | -122.0 | |
| 9 Total Pupil numbers | 22,235.0 | 22,235.0 | 22,235.0 | 22,335.0 |
| 10 DSG Primary Unit of Funding | £4,348.43 | £4,348.43 | £4,348.43 | £3,875.00 |
| 11 DSG Secondary Unit of Funding | | | | £4,925.00 |
| 12 DSG Primary based on pupil numbers | £96,687,341 | £96,687,341 | £96,687,341 | £51,386,375 |
| 13 DSG Secondary based on pupil numbers | | | | £44,689,450 |
| 14 Growth Funding | | | | £202,000 |
| 15 Rates Funding | | | | £1,248,663 |
| 16 In Year DSG Allocation | £96,687,341 | £96,687,341 | £96,687,341 | £97,526,488 |
| 17 TRANSFER TO/FROM other Funding Blocks | £0 | £0 | £0 | £0 |
| 18 ADD/SUBTRACT Carry Forward from Previous Yr | £300,000 | £532,235 | £533,545 | £-25,910 |
| 19 Total Schools Block including Academies | 96,987,341 | 97,219,576 | 97,220,886 | 97,500,578 |
| 28 CENTRAL SCHOOL SERVICES BLOCK | | | | |
| 29 Pupil Numbers | | | | |
| 30 School Census - Mainstream | | | | 22,335.00 |
| 31 DSG CSSB Unit of Funding | | | | £44.22 |
| 32 In Year DSG Allocation | | | | £987,654 |
| 33 TRANSFER TO/FROM other Funding Blocks | | | | £0 |
| 34 ADD/SUBTRACT Carry Forward from Previous Yr | | | | £0 |
| 35 Total Schools Block including Academies | | | | 987,654 |
| 42 EARLY YEARS BLOCK (Provisional) | | | | |
| 43 Three & Four Year Old Funding | | | | |
| 44 School Census - Mainstream | 406.0 | 406.0 | 405.0 | 405.0 |
| 45 Early Years Census | 1,074.0 | 1,074.0 | 1,073.6 | 1,073.6 |
| 46 Total Pupil numbers | 1,480.0 | 1,480.0 | 1,478.6 | 1,478.6 |
| 47 Total assumed for additional 15 hours | 580.8 | 580.8 | 580.8 | 580.8 |
| 48 DSG Guaranteed Unit of Funding | £4,465.00 | £4,465.00 | £4,465.00 | £4,465.00 |
| 49 DSG based on census pupil numbers | £6,608,200 | £6,608,200 | £6,601,949 | £6,601,949 |
| 50 DSG based on assumed additional 15 hours (7/12) | £1,512,742 | £1,512,742 | £1,512,742 | £2,593,270 |
| 51 DSG adjustment for assumed pupil numbers | | | | |
| 52 Two Year Old Funding | | | | |
| 53 School Census - Mainstream | 27.0 | 27.0 | 27.3 | 27.3 |
| 54 Early Years Census | 108.0 | 108.0 | 108.2 | 108.2 |
| 55 Total Pupil numbers | 135.0 | 135.0 | 135.5 | 135.5 |
| 56 DSG Guaranteed Unit of Funding | £5,453.00 | £5,453.00 | £5,453.00 | £5,453.00 |
| 57 DSG based on census pupil numbers | £736,155 | £736,155 | £738,882 | £738,882 |
| 58 DSG adjustment for assumed pupil numbers | | | | |
| 59 Pupil Premium Grant | | | | |
| 60 School Census - Mainstream | | | | 27.6 |
| 61 Early Years Census | | | | 25.0 |
| 62 Total Pupil numbers | | | | 52.6 |
| 63 DSG Guaranteed Unit of Funding | | | | £503.50 |
| 64 DSG based on census pupil numbers | £21,228 | £21,228 | £21,248 | £26,484 |
| 65 Other | | | | |
| 66 Nursery school supplement | 267,622 | 267,622 | 267,622 | 267,622 |
| 67 Disability Access Fund | 18,450 | 18,450 | 18,450 | 18,450 |
| 68 In Year DSG Allocation | £9,164,397 | £9,164,397 | £9,160,893 | £10,246,657 |
| 69 Prior year adjustment to funding | 0 | 0 | -32,000 | 0 |
| 70 TRANSFER TO/FROM other Funding Blocks | | | 0 | |
| 71 ADD/SUBTRACT Carry Forward from Previous Yr | £-398,210 | £-389,282 | £-389,282 | £-290,840 |
| 72 Total Early Years Block | 8,766,187 | 8,775,115 | 8,739,611 | 9,955,817 |
| 87 HIGH NEEDS BLOCK | | | | |
| 88 Previous Year High Needs Budget | 20,060,000 | 20,060,000 | 20,056,233 | 20,056,233 |
| 89 Adjustments: | | | | |
| 90 Remove resource unit funding | | | | -550,000 |
| 91 Remove pupil number element | | | | -2,631,174 |
| 92 Adjust to funding floor + 0.5% | | | | 126,000 |
| 93 Baseline Funding | | | | 17,001,059 |
| 94 Per Pupil Adjustments | | | | |
| 95 Special School Rate | | | | £4,209.00 |
| 96 Special School Numbers | | | | 422 |
| 97 Import/Export Rate | | | | £6,000.00 |
| 98 Import/Export Numbers | | | | 143 |
| 99 Pupil Number Allocation | | | | £2,634,198 |
| 100 In Year DSG Allocation | 20,060,000 | 20,060,000 | 20,056,233 | 19,635,257 |
| 101 TRANSFER TO/FROM other Funding Blocks | | | | |
| 102 ADD/SUBTRACT Carry Forward from Previous Yr | £-609,870 | £-488,783 | £-488,783 | £-500,750 |
| 103 Total High Needs Block | 19,450,130 | 19,571,217 | 19,567,450 | 19,134,507 |
| 111 TOTAL In YEAR DSG FUNDING | 125,911,738 | 125,911,738 | 125,904,467 | 128,396,055 |
| 112 TOTAL Carry Forward from Previous Yr | £-708,080 | £-345,830 | £-376,520 | £-817,500 |
| 113 TOTAL DSG FUNDING AVAILABLE | 125,203,658 | 125,565,908 | 125,527,947 | 127,578,555 |
| 114 PLUS planned carry forward to next year | -1,560,270 | 764,050 | 803,620 | |
| 115 GROSS DSG FUNDING USED | 123,643,388 | 126,329,958 | 126,331,567 | 127,578,555 |

| DSG Budget for 2018/19 - Version 2 - HFG 28-11-17 | | | | | | | | | | | | | | | | | |
|---|--|---------------|---------------------------------|-------------------|--------------------------------|---------------|---|-------------------------|------------------------------|----------------------------------|---------------------------------|---------------------|--|---|----------------------|---------------------------------|----------------------|
| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R |
| | Description | Cost Centre | Agresso 2017/18 Original Budget | In Year Virements | Agresso 2017/18 Revised Budget | add back SSRs | add back HN 6th form & academy recoupment | add back De-Delegations | Gross Revised 2017-18 Budget | Technical DSG Adjustments by DfE | Remove "one-off" Budgets or FYE | Base Budget 2018-19 | Budget Adjustments (pupil nos/staffing/cont) | Change in relation to expected demand/cwd | Draft Budget 2018-19 | Changes Proposed / Agreed by SF | Final Budget 2018-19 |
| 5 | Schools Block | | | | | | | | | | | | | | | | |
| 6 | Primary Schools (excluding nursery funding) | 90020 | 47,233,060 | | 47,233,060 | | | 892,320 | 48,185,380 | 117,310 | | 48,302,690 | 644,440 | | 48,947,130 | | 48,947,130 |
| 7 | Academy Schools Primary | DSG top slice | 0 | | 0 | | 3,032,230 | | 3,032,230 | 33,320 | | 3,065,550 | 57,400 | | 3,122,950 | | 3,122,950 |
| 8 | Secondary Schools (excluding 6th form funding) | 90025 | 14,544,690 | | 14,544,690 | | | 140,080 | 14,684,770 | 0 | | 14,684,770 | 45,840 | | 14,730,610 | | 14,730,610 |
| 9 | Academy Schools Secondary | DSG top slice | 0 | | 0 | | 29,594,560 | | 29,594,560 | 397,380 | | 29,991,940 | 179,410 | | 30,171,350 | | 30,171,350 |
| 10 | DD - Schools in Financial Difficulty (primary) | 90230 | 119,990 | 194,670 | 314,660 | | | -119,990 | 194,670 | | -194,670 | 0 | | 0 | 0 | | 0 |
| 11 | DD - Trade Union Costs | 90113 | 44,040 | | 44,040 | 4,900 | | -48,940 | 0 | | | 0 | | 0 | 0 | | 0 |
| 12 | DD - Support to Ethnic minority & bilingual | 90255 | 210,580 | 41,450 | 252,030 | 21,000 | | -231,580 | 41,450 | | -41,450 | 0 | | 0 | 0 | | 0 |
| 13 | DD - Behaviour Support Services | 90349 | 193,860 | 23,330 | 217,190 | 19,400 | | -213,260 | 23,330 | | -23,330 | 0 | | 0 | 0 | | 0 |
| 14 | DD - CLEAPSS | 90424 | 2,980 | | 2,980 | | | -2,980 | 0 | | | 0 | | 0 | 0 | | 0 |
| 15 | DD - School Improvement | 90470 | 223,240 | | 223,240 | 32,600 | | -255,840 | 0 | | | 0 | | 0 | 0 | | 0 |
| 16 | DD - Statutory & Regulatory Duties | 90423 | 144,200 | | 144,200 | 15,620 | | -159,820 | 0 | | | 0 | | 0 | 0 | | 0 |
| 17 | School Contingency - Growth Fund/Falling Rolls | 90235 | 202,000 | | 202,000 | | | 202,000 | 202,000 | | | 202,000 | 3,000 | | 205,000 | | 205,000 |
| 18 | Schools Block Total Expenditure | | 62,978,630 | 259,459 | 63,238,089 | 93,520 | 32,626,790 | 0 | 95,958,390 | 548,010 | -259,459 | 96,246,950 | 930,090 | 0 | 97,177,040 | 0 | 97,177,040 |
| 19 | Schools Block DSG | | -62,978,630 | -233,340 | -63,212,170 | -83,320 | -32,626,790 | 0 | -95,932,480 | -548,010 | 533,550 | -95,946,940 | -1,553,640 | 0 | -97,500,580 | 0 | -97,500,580 |
| 20 | Balance Over/(Under) Spend | | 0 | 25,910 | 25,910 | 0 | 0 | 0 | 25,910 | 0 | 274,100 | 300,010 | -623,550 | 0 | -323,540 | 0 | -323,540 |
| 22 | Central School Services Block | | | | | | | | | | | | | | | | |
| 23 | National Copyright Licences | 90583 | 128,940 | | 128,940 | | | | 128,940 | | | 128,940 | | | 128,940 | | 128,940 |
| 24 | Service of Schools Forum | 90019 | 42,240 | | 42,240 | 21,650 | | | 64,090 | | | 64,090 | | | 64,090 | | 64,090 |
| 25 | School Admissions | 90743 | 236,460 | | 236,460 | 65,530 | | | 301,990 | | | 301,990 | | | 301,990 | | 301,990 |
| 26 | ESG - Education Welfare | 90354 | 224,810 | | 224,810 | 65,530 | | | 290,340 | | | 290,340 | | | 290,340 | | 290,340 |
| 27 | ESG - Asset Management | 90422 | 54,030 | | 54,030 | 14,560 | | | 68,590 | | | 68,590 | | | 68,590 | | 68,590 |
| 28 | ESG - Statutory & Regulatory Duties | 90460 | 381,930 | | 381,930 | 72,810 | | | 434,740 | | | 434,740 | | | 434,740 | | 434,740 |
| 29 | Central School Services Block Total Expenditure | | 1,048,410 | 0 | 1,048,410 | 240,280 | 0 | 0 | 1,288,690 | 0 | 0 | 1,288,690 | 0 | 0 | 1,288,690 | 0 | 1,288,690 |
| 30 | Central School Services Block DSG | | -1,048,410 | 0 | -1,048,410 | -240,280 | 0 | 0 | -1,288,690 | 301,040 | 0 | -987,650 | 0 | 0 | -987,650 | 0 | -987,650 |
| 31 | Balance Over/(Under) Spend | | 0 | 0 | 0 | 0 | 0 | 0 | 301,040 | 0 | 0 | 301,040 | 0 | 0 | 301,040 | 0 | 301,040 |
| 33 | Early Years Block | | | | | | | | | | | | | | | | |
| 34 | Early Years Funding - Nursery Schools | 90010 | 807,540 | | 807,540 | | | | 807,540 | | | 807,540 | | | 807,540 | | 807,540 |
| 35 | Early Years Funding - Maintained Schools | 90037 | 1,148,970 | | 1,148,970 | | | | 1,148,970 | | | 1,148,970 | | | 1,148,970 | | 1,148,970 |
| 36 | Early Years Funding - PVI Sector | 90036 | 4,415,350 | | 4,415,350 | | | | 4,415,350 | | | 4,415,350 | | | 4,415,350 | | 4,415,350 |
| 37 | Additional 15 hours | | 1,512,740 | | 1,512,740 | | | | 1,512,740 | 1,080,530 | | 2,593,270 | | | 2,593,270 | | 2,593,270 |
| 38 | Early Years PPG & Deprivation Funding | 90052 | 39,900 | | 39,900 | | | | 39,900 | | | 39,900 | | | 39,900 | | 39,900 |
| 39 | Disability Access Fund | new | 18,450 | | 18,450 | | | | 18,450 | | | 18,450 | | | 18,450 | | 18,450 |
| 40 | 2 year old funding | 90018 | 713,430 | | 713,430 | | | | 713,430 | | | 713,430 | | | 713,430 | | 713,430 |
| 41 | Central Expenditure on Children under 5 | 90017 | 206,310 | | 206,310 | -37,000 | | | 169,310 | | | 169,310 | | | 169,310 | | 169,310 |
| 42 | Pre School Teacher Counselling | 90287 | 45,000 | | 45,000 | | | | 45,000 | | | 45,000 | | | 45,000 | | 45,000 |
| 43 | Early Years Inclusion Fund | 90238 | 75,000 | | 75,000 | | | | 75,000 | | | 75,000 | | | 75,000 | | 75,000 |
| 44 | Support Service Recharges | | 0 | | 0 | 80,690 | | | 80,690 | | | 80,690 | | | 80,690 | | 80,690 |
| 45 | Early Years Block Total Expenditure | | 8,982,690 | 0 | 8,982,690 | 43,690 | 0 | 0 | 9,026,380 | 1,080,530 | 0 | 10,106,910 | 0 | 0 | 10,106,910 | 0 | 10,106,910 |
| 46 | Early Years Block DSG | | -8,722,490 | 26,570 | -8,695,920 | -43,690 | 0 | 0 | -8,739,610 | -1,080,530 | -421,280 | -10,241,420 | 285,000 | 0 | -9,855,820 | 0 | -9,855,820 |
| 47 | Balance Over/(Under) Spend | | 260,200 | 26,570 | 286,770 | 0 | 0 | 0 | 286,770 | 0 | -421,280 | -134,510 | 285,000 | 0 | 151,090 | 0 | 151,090 |
| 49 | High Needs Block | | | | | | | | | | | | | | | | |
| 50 | Special Schools - Place Funding Pre 16 | 90540 | 2,860,000 | | 2,860,000 | | | | 2,860,000 | | | 2,860,000 | | | 2,860,000 | | 2,860,000 |
| 51 | Special Schools - Place Funding Post 16 | DSG top slice | 0 | | 0 | | 790,000 | | 790,000 | | | 790,000 | | | 790,000 | | 790,000 |
| 52 | Special Schools - Top Up Funding | 90539 | 3,237,280 | | 3,237,280 | | | | 3,237,280 | | | 3,237,280 | 52,440 | | 3,289,720 | | 3,289,720 |
| 53 | Non WBC Special Schools - Top Up Funding | 90548 | 1,086,890 | | 1,086,890 | | | | 1,086,890 | | | 1,086,890 | 68,490 | | 1,155,380 | | 1,155,380 |
| 54 | Resource Units - Place Funding Maintained Pre | 90584 | 350,000 | | 350,000 | | | | 350,000 | -140,000 | | 210,000 | | | 210,000 | | 210,000 |
| 55 | Resource Units - Place Funding Academies Pre | DSG top slice | 0 | | 0 | | 886,660 | | 886,660 | -334,660 | | 552,000 | 10,500 | | 562,500 | | 562,500 |
| 56 | Mainstream - Place funding Post 16 | DSG top slice | 0 | | 0 | | 48,000 | | 48,000 | | | 48,000 | -8,000 | | 40,000 | | 40,000 |
| 57 | Academies - Place Funding Post 16 | DSG top slice | 0 | | 0 | | 100,000 | | 100,000 | | | 100,000 | -20,000 | | 80,000 | | 80,000 |
| 58 | Resource Units - Top Up Funding Maintained | 90617 | 202,620 | | 202,620 | | | | 202,620 | | | 202,620 | 26,950 | | 229,570 | | 229,570 |
| 59 | Resource Units - Top Up Funding Academies | 90626 | 768,370 | | 768,370 | | | | 768,370 | | | 768,370 | 85,070 | | 853,440 | | 853,440 |
| 60 | Non WBC Resource Units - Top Up Funding | 90618 | 55,000 | | 55,000 | | | | 55,000 | | | 55,000 | 45,000 | | 100,000 | | 100,000 |
| 61 | Mainstream - Top Up Funding Maintained | 90621 | 534,010 | | 534,010 | | | | 534,010 | | | 534,010 | -2,450 | | 531,560 | | 531,560 |
| 62 | Mainstream - Top Up Funding Academies | 90622 | 191,410 | | 191,410 | | | | 191,410 | | | 191,410 | -2,770 | | 188,640 | | 188,640 |
| 63 | Non WBC Mainstream - Top Up Funding | 90624 | 66,960 | | 66,960 | | | | 66,960 | | | 66,960 | 24,580 | | 91,540 | | 91,540 |
| 64 | Pupil Referral Units - Place Funding | 90320 | 735,000 | | 735,000 | | | | 735,000 | | -75,000 | 660,000 | | | 660,000 | | 660,000 |
| 65 | Pupil Referral Units - Top Up Funding | 90625 | 875,870 | | 875,870 | | | | 875,870 | | -251,920 | 623,950 | | | 623,950 | | 623,950 |
| 66 | Non WBC PRUs - Top Up Funding | 90626 | 0 | | 0 | | | | 0 | | | 0 | | | 0 | | 0 |
| 67 | Non Maintained Special School Top Up | 90575 | 891,130 | | 891,130 | | | | 891,130 | | | 891,130 | 23,970 | | 915,100 | | 915,100 |
| 68 | Independent Special School Place & Top Up | 90579 | 2,012,700 | | 2,012,700 | | | | 2,012,700 | | | 2,012,700 | 199,420 | | 2,202,120 | | 2,202,120 |
| 69 | Further Education Colleges Top Up | 90580 | 1,309,980 | | 1,309,980 | | | | 1,309,980 | | | 1,309,980 | 28,500 | | 1,338,480 | | 1,338,480 |
| 70 | Further Education - Place Funding | DSG top slice | 0 | | 0 | | 570,000 | | 570,000 | | | 570,000 | | | 570,000 | | 570,000 |
| 71 | LAL Funding | 90555 | 116,200 | | 116,200 | | | | 116,200 | | | 116,200 | | | 116,200 | | 116,200 |
| 72 | HN Outreach Special schools | 90585 | 50,000 | | 50,000 | | | | 50,000 | | | 50,000 | | | 50,000 | | 50,000 |
| 73 | HN Outreach PRU | 90582 | 77,000 | | 77,000 | | | | 77,000 | | | 77,000 | | | 77,000 | | 77,000 |
| 74 | Disproportionate No. of HN pupils | 90627 | 100,000 | | 100,000 | | | | 100,000 | | | 100,000 | | | 100,000 | | 100,000 |
| 75 | Applied Behaviour Analysis (APB) | 90240 | 76,000 | | 76,000 | | | | 76,000 | | | 76,000 | -1,000 | | 75,000 | | 75,000 |
| 76 | Special Needs Support Team (CALT) | 90280 | 311,840 | | 311,840 | -36,560 | | | 275,280 | | | 275,280 | 3,530 | | 278,810 | | 278,810 |
| 77 | Elective Home Education Monitoring | 90288 | 27,660 | | 27,660 | | | | 27,660 | | | 27,660 | 210 | | 27,870 | | 27,870 |
| 78 | Sensory Impairment | 90290 | 215,710 | | 215,710 | | | | 215,710 | | | | | | | | |

Schools Funding Formula 2018/19

Report being considered by: Schools Forum

On: 11/12/2017

Report Author: Claire White

Item for: Decision **By:** All School representatives

1. Purpose of the Report

1.1 To set out the results from the consultation with schools on the proposed primary and secondary school funding formula for 2018/19 and to make a final recommendation.

2. Recommendation(s)

2.1 Agree the following for setting the school funding formula for 2018/19, to go as a recommendation to the Council's Executive:

- Use the National Funding Formula (NFF) rates for every formula factor, applying a funding cap on gains of 3% per pupil.
- Apply a minimum funding guarantee of 0% but up to the maximum allowable of 0.5% according to the amount affordable based on the final funding allocation.
- If required after the above has been applied, scale every formula factor upwards or downwards in order to match the final funding allocation available for distribution to schools.
- Apply to the Secretary of State for Education to dis-apply the financial regulations in order to change the distance of the next nearest school for Brightwalton in the application of the sparsity factor.
- Use the School Finance Regulations calculation of the sparsity factor, rather than the NFF calculation.

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

3. Introduction

3.1 The funding arrangements for 2018/19 include the introduction of the NFF. Additional funding has been put into the NFF meaning that no school should lose on a per pupil basis. For West Berkshire schools this is a significant improvement and an increase of around £1.3m in overall funding, as the previous proposal meant that around half of West Berkshire schools would have seen a reduction in funding.

- 3.2 For the next two years the NFF will operate as a “soft” system. This means that the formula is used as a new methodology of allocating funding to each local authority in a more fair and equitable way. Local authorities will then allocate this out to schools according to a local formula complying with the school finance regulations. The two are not the same, and not all local authorities will be able to exactly replicate the NFF in the allocations it makes to schools. The consultation document explained this in detail.
- 3.3 The local formula is determined after consulting with all schools and the Schools’ Forum. At the October meeting of the Schools’ Forum it was agreed that the strategy would be to replicate the NFF as close as possible with the funding available. It was on this basis that all schools were consulted.

4. Consultation Responses

- 4.1 Appendix A contains the briefing and consultation document that went out to all schools. This document also contains all the background information to the school formula and impact/exemplification tables.
- 4.2 The consultation document was emailed to all maintained and academy head teachers, Finance, and Chairs of Governors on Tuesday 31st October 2017, with a deadline for responses of Monday 20th November 2017.
- 4.3 Although there were a number of emails and telephone calls to clarify or discuss how certain elements of the formula work or to stress the impact on individual schools, there were only four formal responses to the consultation – from Winchcombe, Brimpton, Kennet, and John O Gaunt. These responses agreed with the proposals.
- 4.4 The following points have also been made (either as part of the consultation response or as general comments):
- (1) Brightwalton has raised an issue on the application of the sparsity factor for their school. Their next nearest school on which the distance criteria is based is Chaddleworth (1.8 miles), yet no pupils are taught on this site, although it is still a registered school. In order to make an adjustment, an application would need to be made to the Secretary of State for Education. It is recommended that an application is made.
 - (2) Concern about how long the minimum funding guarantee will last into the future, and how reliant schools can be on this element of funding in their future planning.
 - (3) Concern about the impact of the lowering of the lump sum on small schools, and the allocation of almost £100k sparsity funding to just a few small primary schools.
 - (4) Although Nick Gibb stated that ‘every school will see an increase in funding through the formula from 2018’ this is clearly not the case for some West Berkshire schools.

- (5) West Berkshire should continue lobbying the Government for increased funding in order to enhance, or as a minimum maintain educational standards.
- 4.5 Since the consultation, there has been two further pieces of information from ESFA.
- 4.6 Firstly, there is now no requirement to apply to the Secretary of State for Education to set a minimum funding guarantee of between 0% and 0.5%. This can be agreed locally, and so is now a firm recommendation for the West Berkshire formula rather than it being subject to approval.
- 4.7 Secondly, the sparsity factor calculation used in the NFF is not the same as the calculation allowed in the school finance regulations (it had been assumed the regulations would be updated). To use the NFF calculation an application will need to be made to the Secretary of State for Education. The school finance regulations calculation applies a taper to the funding according to the number of pupils in the school, whereas the NFF calculation uses a weighting according to year group size. Small schools qualifying for sparsity receive more funding by applying the NFF methodology (a difference of about £68k overall). Heads Funding Group felt that as schools had not previously received sparsity funding and this is new funding, it can be at a reduced level in the first year and thus the formula should follow the school finance regulations calculation. This will leave a balance available to distribute to all schools, helping towards being able to fund a 0.5% minimum funding guarantee, and also addressing the concerns of small schools not eligible for sparsity funding.
- 4.8 It is recommended that that original proposals for setting the school formula are upheld, with the exception of sparsity funding, now to be amended as set out in paragraph 4.7.

5. Conclusion

- 5.1 As there was much interest from schools on the formula allocation proposals, it can be concluded that the majority, if not all, were in agreement. Any disagreements would have been expressed through the consultation channel.
- 5.2 Once the actual funding allocation and census data is received (expected by 20th December), the formula funding to schools will therefore be determined on the principles proposed in the consultation (with the exception of sparsity funding).
- 5.3 The Council's Executive will make the final decision in January. The formula has to be submitted to ESFA by 19th January 2018.
- 5.4 There continues to be significant concern about the shortfall in funding and the ability of schools to balance their budget without having an impact on pupils.

6. Appendices

Appendix A – Primary and Secondary Schools Funding – Proposed Funding Arrangements for 2018/19: Briefing and Consultation Document for Schools

Primary and Secondary Schools Funding Proposed Funding Arrangements for 2018/19

Briefing & Consultation Document for Schools November 2017

1. Introduction

- 1.1 The Department for Education (DfE) has held two consultations since March 2016, with the intention of reforming school funding and introducing a National Funding Formula (NFF). The premise is that all schools will be funded on the same basis and pupils with similar characteristics and similar needs will attract similar levels of funding regardless of where they live. This means that the funding rates for each of the current formula factors will be set nationally rather than by each individual local authority. In order to achieve this, funding would shift from higher funded local authorities to the lower funded ones.
- 1.2 Under the Government's proposals for a NFF set out in the second stage consultation earlier this year, West Berkshire overall did not gain additional funding, but funding moved between schools due to the national weightings of each factor being different to the West Berkshire rates. This meant just under half of West Berkshire schools gained funding, and just over half lost.
- 1.3 Various announcements have been made by the Secretary of State for Education over the summer. In September 2017, the outcomes of the second stage consultation were published alongside policy and operational documents relating to the 2018 schools budget, and the implementation of the NFF from April 2018. These can be accessed on this webpage:
- <https://www.gov.uk/government/publications/national-funding-formula-for-schools-and-high-needs>
- 1.4 Following numerous representations that there was not enough funding in the system, the Government is adding an additional £2.6 billion into education funding over the next two years, rising to a total of £43.5 billion in 2019/20. Additional funding is therefore being put into the NFF including protecting schools that were due to lose, so that no school should lose funding on a per pupil basis compared to their baseline.

- 1.5 For at least the next two years, the formula will operate as a “soft” formula. This means that the Government will allocate funding based on the NFF to each local authority, and the decision will be taken locally on how best to allocate this funding to schools through the factors. A “hard” formula means that schools will receive their funding allocations direct from the Government using the NFF rates.
- 1.6 The method of distributing the funding will need to go out to consultation with all schools and be agreed by Schools’ Forum in December, before being approved by the Council’s Executive in January.
- 1.7 This document provides a briefing on the proposed local arrangement for 2018/19. Schools are invited to make comments on five specific areas, as highlighted in boxes within the text. Please e-mail your response to Claire White, Schools’ Finance Manager claire.white@westberks.gov.uk by **20th November 2017**. In order for the Schools’ Forum to consider a suggestion for change, it should be accompanied by clear rationale on why your proposal is a better solution and fair and equitable for all schools in West Berkshire Council (WBC), and not just for your own individual school. You should also check that it falls within the current funding regulations.

2. The National Funding Formula (NFF)

- 2.1 The NFF assigns funding rates to each of the current formula factors. For some local authorities these are uplifted by an area cost adjustment (ACA). For West Berkshire this is 1.0341 (the same as Wokingham and Reading, with the highest being inner London Boroughs at 1.18172).
- 2.2 In determining the pupil numbers and other pupil characteristics, the October census will continue to be used, but there is no longer a reception uplift applied (where pupils have deferred their place from September to January), and resource unit pupils are now included in the count (though the resource unit place funding is reduced from £10,000 to £6,000).
- 2.3 Table 1 sets out the national rates compared to West Berkshire’s current rates.

Table 1: National Funding Formula Rates compared to West Berkshire Current rates

| Factor | National Rate 2018/19 | WBC National Rate (with ACA added) | Current WBC Rate 2017/18 |
|-----------------------------------|-----------------------|------------------------------------|--------------------------|
| 1. Basic Entitlement: | | | |
| Primary | £2,747 | £2,841 | £2,945 |
| Secondary KS3 | £3,863 | £3,995 | £4,372 |
| Secondary KS4 | £4,386 | £4,536 | £4,372 |
| 2. Deprivation: | | | |
| Primary current FSM | £440 | £455 | £0 |
| Primary FSM Ever 6 | £540 | £558 | £875 |
| Primary IDACI Band F (0.2 – 0.25) | £200 | £207 | £40 |
| Primary IDACI Band E (0.25 – 0.3) | £240 | £248 | £120 |

| | | | |
|---|-------------------|----------|--------------|
| Primary IDACI Band D (0.3 – 0.4) | £360 | £372 | £240 |
| Primary IDACI Band C (0.4 – 0.5) | £390 | £403 | £240 |
| Primary IDACI Band B (0.5 – 0.6) | £420 | £434 | £240 |
| Primary IDACI Band A (over 0.6) | £575 | £595 | £240 |
| Secondary current FSM | £440 | £455 | £0 |
| Secondary FSM Ever 6 | £785 | £812 | £670 |
| Secondary IDACI Band F | £290 | £300 | £60 |
| Secondary IDACI Band E | £390 | £403 | £180 |
| Secondary IDACI Band D | £515 | £533 | £360 |
| Secondary IDACI Band C | £560 | £579 | £360 |
| Secondary IDACI Band B | £600 | £620 | £360 |
| Secondary IDACI Band A | £810 | £838 | £360 |
| 3.Prior Attainment: | | | |
| Primary | £1,050 | £1,086 | £284 |
| Secondary | £1,550 | £1,603 | £1,125 |
| 4.English as an Additional Language: | | | |
| Primary EAL 3 | £515 | £532 | £345 |
| Secondary EAL 3 | £1,385 | £1,432 | £345 |
| 5.Sparsity | | | |
| Primary | £25,000 | £25,852 | £0 |
| Secondary | £65,000 | £67,216 | £100,000 |
| 6.Lump Sum: | | | |
| Primary | £110,000 | £113,747 | £122,800 |
| Secondary | £110,000 | £113,747 | £122,800 |
| 7.Rates: | | | |
| Primary | 17/18 estimate | | 17/18 actual |
| Secondary | 17/18 estimate | | 17/18 actual |

2.4 Note that the national rates have not been determined by an assessment of 'need' but by the Government's assessment of the fairest weighting of funding between factors according to funding available.

2.5 It can be seen that for West Berkshire schools there is a shift in funding from basic entitlement and lump sum funding to additional needs funding. **Annex A** shows for each school a breakdown per formula factor using the NFF rates. The schools that gain funding are generally those with the following characteristics:

- High number of pupils from deprived backgrounds (particularly those on the IDACI bands).
- High number of pupils with low prior attainment.
- Small rural school meeting the sparsity criteria – the pupils live more than two miles from their next nearest school.

2.6 The following explains why there is this shift for some factors:

- West Berkshire is ranked one of the lowest in terms of deprivation, which was replicated in lower relative funding when the DSG was first

put in place – the funding received did not recognise the needs of pupils which this new formula is now addressing.

- When the current West Berkshire formula was set in 2013 it was a School Forum decision that the prior attainment factor for primary schools was not, on its own, a reasonable proxy factor for additional need, and so more funding was added to the AWPU and deprivation.
- It has been a School Forum decision not to use the sparsity factor for primary schools, as most of our small schools fall just outside the criteria and it was felt unfair that just a few would gain and at the expense of the others.

2.7 The national formula delivers a minimum increase of 0.5% per pupil in the DSG being allocated to the local authority. For schools that gain, a funding cap of 3% per pupil has been set for 2018/19. These rates increase to 1% and 6% respectively in 2019/20.

2.8 There will be a minimum per pupil funding level of £3,300 for primary and £4,600 for secondary (this will go up in 2019/20 to £3,500 for primary and £4,800 for secondary). It is therefore possible to gain more than 3% per pupil, but all West Berkshire schools will be on at least this level without this factor added. Note that this calculation is based on **all** formula funding including the lump sum, it is **not** the basic entitlement.

3. Funding Available to be Allocated to Schools

3.1 Funding for schools is allocated to the local authority through the Dedicated Schools Grant (DSG). The grant is split into three funding blocks - schools, early years, and high needs. From 2018/19 there will be a fourth block, central school services, which is for the centrally retained services previously funded from the schools block (such as licences, admissions, education welfare). Thus, from 2018/19 the schools block will only be for primary and secondary school formula allocations, plus growth funding for new or growing schools (as such pupils are not included in the funding allocation as they did not exist in the previous October census).

3.2 The schools block is not however ring fenced, and up to 0.5% can be transferred to other funding blocks subject to consultation with all schools and Schools' Forum agreement. Secretary of State approval is required for transfers above this limit or where the Schools' Forum has opposed the transfer

3.3 The schools block funding for 2018/19 is calculated as follows:

- The national funding formula at the national rates is run for each school. This is based on October 2016 census data and pupil numbers.
- An area cost adjustment (ACA) is added to the total sum for each school (1.0341 for West Berkshire).
- Each school is allocated as a minimum a 0.5% per pupil increase against their baseline or a 3% per pupil funding cap against their

baseline (the baseline is the 2017/18 formula allocation plus formula funding for the pupil numbers in resource units added back in).

- For primary schools, the minimum per pupil funding level in 2018/19 is set at £3,300, and for secondary £4,600.
- The allocations for every school in the local authority are added up and divided by the October 2016 pupil numbers. This produces a Primary Unit of Funding (£3,875 PUF) and a Secondary Unit of Funding (£4,925 SUF). These funding units are now set for 2018/19.
- In December 2017, the PUF and SUF will be multiplied by the October 2017 primary and secondary pupil numbers to produce the schools block DSG allocation.
- A sum for growth and falling rolls funding is added (equal to the 2017/18 local authority budget plus or minus carry forward from 2016/17), to give the final DSG total.

3.4 The local authority in consultation with the Schools' Forum will set aside funding required for the growth fund in 2018/19. The balance is then distributed to schools through the formula, by setting the formula funding rates and a minimum funding guarantee and funding cap on gains.

3.5 Overall, West Berkshire gains from the NFF by 1.3% or £1.3m, but the final allocation will be determined by the October 2017 census.

3.6 It will be unlikely that a local authority would be able to replicate exactly the national funding formula rates to schools for the following reasons:

- The funding rates (PUF and SUF) have been determined using October 2016 census data, whereas actual allocations to schools use October 2017 census data. If pupil characteristics (such as deprivation levels) have changed between the two census dates, this will create a surplus or shortfall to be adjusted for.
- The amount of funding being received for the business rates element of the formula is based on historical amounts, whereas the funding allocated to schools will need to be the actual 2018/19 amounts – this is likely to be significantly more.
- The amount of funding being received for growth and falling rolls funding is based on historical amounts. If the estimated requirement for 2018/19 is greater, this will need to be funded.
- If there is a significant shortfall in high needs funding, up to 0.5% could be transferred from the schools block allocation.

3.7 Based on the October 2016 census data and pupil numbers, the schools block DSG would be £97.5m. Growth funding and increases in business rates would need to be deducted, with the balance available to allocate to schools through the formula. There is no intention to move funding from this block to any other block:

| | |
|--------------------------------------|--------------------|
| Schools block DSG | £97,518,000 |
| Less Growth Funding | -£200,000 |
| Less increase in Business Rates | -£200,000 |
| Balance available to allocate | £97,118,000 |

3.8 This figure could go up or down depending on the changes in pupil numbers in the October 2017 census.

3.9 The amount of funding required to allocate to schools using the national formula rates could also go up or down, not just in proportion to changes in pupil numbers, but if pupil characteristics used in other formula factors have significantly changed compared to October 2016 (because the funding being received does not recognise this change).

3.10 In addition to agreeing on the funding formula, a decision therefore needs to be taken on how to allocate any surplus or shortfall. The final funding will not be known until mid December and after this consultation has taken place.

4. Proposal for 2018/19 Formula and Funding Rates

4.1 **Annex B** is an extract from the Government's school revenue funding operations guide, detailing the allowable funding factors for 2018/19. The main changes in the NFF compared to 2017/18 are:

- Removal of Reception Uplift in the national formula.
- Use of Free School Meals factor *in addition to* Free School Meals Ever 6.
- Removal of Looked After Children factor in the national formula (not used by West Berkshire).
- A funding floor added into the sparsity factor.
- Mobility factor only available to those LAs currently using it.

4.2 It remains a local authority decision (for at least the next two years) on how the funding is allocated to schools through the formula factors. There is no requirement to stick to the NFF rates, or to use all the factors. However, it is the Government's intention that from 2020/21 all schools will be on the NFF.

4.3 Although it may not be possible to replicate exactly the national funding formula as shown in the DfE tables for each school, it is proposed that in principle the aim will be to move as close as possible to the national rates, using all the formula factors, and using the highest minimum funding guarantee possible and applying the 3% per pupil cap on gains. There is no advantage in doing anything different; this gives schools certainty in their funding allocations in future years, the minimum funding guarantee will protect schools that lose, and schools that gain should receive this funding as soon as possible. All Heads Funding Group agreed on this principle.

4.4 This model (using 0% minimum funding guarantee) is shown in **Annex C**. The cost of this model is £96,972k. The impact is as follows:

| | Primary | Secondary |
|----------------------------|---------|-----------|
| No. of schools gaining nil | 21 | 4 |
| Gains £1k to £5k | 9 | 1 |
| Gains £5k to £15k | 15 | 0 |
| Gains £15k to £30k | 16 | 1 |
| Gains over £30k | 5 | 4 |
| Highest Gain | £39,628 | £71,313 |
| Average Gain | £10,634 | £22,554 |

4.5 The minimum funding guarantee that can be set in the school formula is between 0% to -1.5%; if the local authority wishes to set a minimum funding guarantee of between 0% and +0.5%, an application needs to be made to the Secretary of State for Education, following a consultation with schools and subject to Schools' Forum approval. Heads Funding Group felt that due to current funding shortfalls in all schools, if funding was available, all schools should see an increase in the per pupil funding, no matter how small, and is proposing that this option be pursued.

4.6 If there is enough funding to allow a minimum funding guarantee of 0.5%, this is shown in **Annex D**. The cost of this model is £97,127k so could potentially be affordable. The impact is as follows:

| | Primary | Secondary |
|----------------------------|---------|-----------|
| No. of schools gaining nil | 0 | 0 |
| Gains £1k to £5k | 29 | 0 |
| Gains £5k to £15k | 16 | 1 |
| Gains £15k to £30k | 16 | 4 |
| Gains over £30k | 5 | 5 |
| Highest Gain | £39,628 | £71,313 |
| Average Gain | £11,495 | £32,358 |

4.7 Heads Funding Group also looked at a model which showed setting funding rates for each formula factor at half way between current rates and NFF rates. Interestingly, this was the least favourable for schools, showing that the NFF rates do benefit the majority of our schools.

4.8 Any surplus or shortfall in funding has to be allocated through the formula factors. Heads Funding Group looked at options for adding additional funding through the basic entitlement, lump sum, or increasing the cap on gains. There was no consensus as in each scenario certain groups of schools gained at the expense of others. The agreed proposal is that the funding rates for all formula factors be scaled upwards or downwards in order to match the final funding allocation. This is because:

- It is fair and equitable for all schools – no particular type of school is advantaged or disadvantaged.
- It is logical – the area cost adjustment is applied to every formula factor, so it makes sense to add or remove funding in the same way.
- It keeps the funding for all factors in the same proportion to the national funding rates and thus in proportion to the relative needs of pupils in each school.
- It will make setting of the 2019/20 formula more straightforward, rather than having to address any anomalies that may have arisen, and which could cost more in minimum funding guarantee in future years.

4.9 The models assume no change in pupil numbers, and thus illustrate the impact of introducing the NFF. Actual individual school allocations will be dependent on the October 2017 census data. The model using 0% minimum funding guarantee (**Annex C**) is also available as a spreadsheet, and by entering the school cost centre in the pink box of the “school sheet” tab this will display in detail the formula allocation for the school alongside the current funding received for each factor. Schools can also enter their actual pupil numbers for October 2017 (yellow boxes) to see their likely funding for 2018/19 and beyond based on this model. For 2019/20 this takes into account the increased minimum per pupil funding level and an additional 3% on the cap on gains.

4.10 Academies should note that their minimum funding guarantee works in a different way to maintained schools and they will need to apply the funding rates set out in this proposal to their own GAG funding model.

1. Do you agree that West Berkshire should move straight to the national funding formula rates for every factor, applying a minimum funding guarantee of 0% and funding cap on gains of 3% (as shown in Table 1 and Annex C)? If not, please let us know with your reasons why.

2. Do you agree that if there is additional funding available the minimum funding guarantee should be set between 0% and 0.5% according to affordability i.e. this will mean that every school will receive a minimum increase of up to 0.5% per pupil? If not, please let us know with your reasons why.

3. Do you agree that any shortfall or surplus in funding is addressed by scaling all formula factors downwards or upwards? If not, please let us know with your reasons why.

5. Additional Funding Outside the School Formula

5.1 The current funding regulations allow for a few exceptional circumstances to be funded outside the formula and be top sliced from the DSG. For each fund the Schools' Forum need to agree the amount to set aside and clear criteria setting out the circumstances in which a payment could be made and the basis for calculating the sum to be paid. The current criteria for each fund can be accessed via the WBC school funding web page:
<http://info.westberks.gov.uk/index.aspx?articleid=31483>.

5.2 The funds are as follows:

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

5.3 As funding for the Growth Fund and Falling Rolls fund is top sliced from the schools block DSG, this impacts on the funding available to allocate out to all schools through the formula.

5.4 Bearing this in mind, it is proposed that the Falling rolls Fund is no longer operated. This is because not many other local authorities make use of such a fund and payments are made based on an assumption of future pupil numbers which may or may not materialise. In four years just one school has qualified, yet the pupil numbers for this particular school are now no longer forecast to increase by the number assumed.

5.5 There is one minor change proposed to the criteria for the Growth Fund. Under paragraph 2.4, in order to allocate funding for an increase in the Pupil Admission Number, this *must* be in response to basic need in order to comply with the current regulations. In general, growth funding is not payable where a school is expanding due to popularity and there are places available in other nearby schools. It is proposed that the funding set aside for the Growth Fund is based on a realistic assumption of need in 2018/19.

5.6 No changes are proposed to the fund for schools with disproportionate number of high needs pupils.

4. If you have any comments/suggestions on this proposal or the criteria set to access the other additional funds please provide details.

5.7 Note that schools may also receive funding from the following sources:

- Early year's formula funding for two, three, and four year olds.
- Sixth form funding (national formula).
- High needs place and top up funding.
- Pupil premium grant.
- PE and sports grant.
- Universal infant free school meal grant.

Information on each can be also be accessed via the WBC school funding web page.

6. De-delegations 2018/19 (maintained schools only)

6.1 From 2013/14 schools received funding for newly delegated central services. For some services (where offered by the local authority), maintained primary and secondary schools can collectively opt for the service to be de-delegated – which means that the funding is deducted from the formula allocation and continues to be centrally retained for the benefit of all maintained primary and secondary schools, and individual schools cannot make that choice for themselves (Academies may be given the option to buy into the service, as can Nursery schools, Special schools and PRUs). From 2017/18, statutory services previously funded by the Education Services Grant were also added, and the de-delegation for these services relate to all maintained schools. The de-delegations need to be re-determined on an annual basis.

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

- Behaviour Intervention Service
- Ethnic Minority & Traveller Achievement Service
- Trade Union Local Representation Service
- Contingency for Schools in Financial Difficulty (primary schools only)
- CLEAPSS
- Statutory & Regulatory Duties (health & safety, internal audit, statutory accounting, pensions administration)

6.3 Information about these services were included in a report to the Schools' Forum on 30th October 2017, agenda item 10, which can be viewed on this website:

<http://decisionmaking.westberks.gov.uk/ieListMeetings.aspx?CId=335&Year=0>

The amounts to be deducted from each school for 2018/19 will be different to those shown in the report, as they will be based on the October 2017 census data (the current exemplification is based on the October 2016 census).

6.4 Note that it is proposed to widen the criteria for primary schools to access the schools in financial difficulty fund. The proposal is for schools not in deficit but required to restructure to avoid going into deficit, to be eligible to apply for funding towards the one off redundancy cost. This will still be subject to the same application and scrutiny process. It is felt by Heads that those who forward plan their restructures and avoid going into deficit are then disadvantaged by not being able to access this fund

6.5 The final decision on each de-delegation will be made by the relevant Schools' Forum Members for each phase on 11th December 2017. Schools may wish to contact their Schools' Forum representative direct to express their view, or respond as part of this consultation.

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

7. Timetable

7.1 The timetable for determining the school formula and schools budgets for 2018/19 is as follows:

| | |
|--|---|
| Schools' Forum to review the 2018/19 school formula arrangements and agree on a proposal. | 30 th October 2017 |
| Briefing document to schools – with opportunity given to make comments on the proposals. | 1 st to 20 th November 2017 |
| Heads Funding Group to consider the responses from schools and make a recommendation to Schools' Forum. | 28 th November 2017 |
| Apply to Secretary of State to increase MFG up to 0.5% | By 30 th November 2017 |
| Schools' Forum to agree on the formula and preferred funding rates to recommend to the Council. Vote taken on de-delegations and the criteria agreed for accessing the additional funds. | 11 th December 2017 |
| October census data issued by the DfE and final DSG funding allocation for schools and high needs blocks received. Final school formula rates determined according to funding available. | Mid December |
| Formal Political approval received. | Executive 18 th January 2018 |
| 2018/19 formula submitted to Education & Skills Funding Agency. | 19 th January 2018 |
| Schools' Forum to consider the overall DSG position and remaining budgets for all funding blocks. | 22 nd January 2018 |
| Confirmation of final budget allocations to maintained primary & secondary schools | By end of January 2018 (statutory deadline 28 th February 2018) |
| Schools' Forum to decide on the final budget for all DSG funding blocks | 12 th March 2018 |

Annexes

Annex A – West Berkshire Schools - National Funding Formula Compared to Current WBC Formula - Funding per Factor

Annex B – Funding Factors 2018/19 – Extract from ESFA Operational Guide

Annex C – Proposed Formula 2018/19 - Exemplification for Individual Schools
(also provided as separate spreadsheet for schools to see their own formula
budget allocation detail and for their own modelling purposes)

Annex D – Formula Using 0.5% Minimum Funding Guarantee (preferred option if
funding available)

Funding Per Pupil: NFF compared to WBC Formula (Prior to MFG & Cap)

| Cost Centre | SCHOOL | Pupil No's (Oct 2016) | AWPU | | | Deprivation | | | Prior Attainment | | | English as an Additional Language | | | SUB TOTAL - PUPIL LED FUNDING | | | Lump Sum | | | Sparsity | | | Rates | | | SUB TOTAL - CHANGE BEFORE MFG & CAP | | |
|-------------|--|-----------------------|----------------|-------------|-------------------|----------------|-------------|-------------------|------------------|-------------|-------------------|-----------------------------------|-------------|-------------------|-------------------------------|-------------|-------------------|----------------|-------------|-------------------|----------------|-------------|-------------------|----------------|-------------|-------------------|-------------------------------------|-------------|-------------------|
| | | | 2017/18 Budget | 2018/19 NFF | Change In Funding | 2017/18 Budget | 2018/19 NFF | Change In Funding | 2017/18 Budget | 2018/19 NFF | Change In Funding | 2017/18 Budget | 2018/19 NFF | Change In Funding | 2017/18 Budget | 2018/19 NFF | Change In Funding | 2017/18 Budget | 2018/19 NFF | Change In Funding | 2017/18 Budget | 2018/19 NFF | Change In Funding | 2017/18 Budget | 2018/19 NFF | Change In Funding | 2017/18 Budget | 2018/19 NFF | Change In Funding |
| 91000 | Almerston Church of England Primary School | 185 | 544,825 | 525,502 | -19,323 | 22,880 | 24,011 | 1,331 | 12,154 | 46,467 | 34,313 | 2,503 | 3,864 | 1,361 | 582,162 | 599,844 | 17,682 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 24,703 | 729,665 | 738,294 | 8,629 | | |
| 91100 | Basildon Church of England Primary School | 143 | 421,135 | 406,199 | -14,936 | 6,168 | 9,120 | 2,952 | 12,633 | 48,297 | 35,664 | 0 | 0 | 0 | 439,936 | 463,617 | 23,681 | 122,800 | 113,747 | -9,053 | 0 | 2,347 | 2,347 | 11,385 | 574,121 | 591,095 | 16,974 | | |
| 91300 | Bredon Church of England Controlled Primary School | 46 | 135,470 | 130,665 | -4,805 | 9,660 | 7,530 | -2,130 | 3,876 | 14,817 | 10,941 | 1,190 | 1,837 | 647 | 150,136 | 154,849 | 4,713 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 2,228 | 275,224 | 270,824 | -4,400 | | |
| 91400 | Bertham Primary School | 82 | 241,490 | 232,925 | -8,565 | 12,955 | 12,999 | 44 | 5,665 | 21,657 | 15,992 | 1,447 | 1,770 | 623 | 261,257 | 269,351 | 8,094 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 11,940 | 395,997 | 395,037 | -960 | | |
| 91200 | Birch Copse Primary School | 424 | 1,248,680 | 1,204,394 | -44,286 | 30,161 | 27,946 | -2,214 | 24,508 | 93,695 | 69,187 | 2,148 | 3,732 | 1,314 | 1,305,766 | 1,329,768 | 24,002 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 21,243 | 1,449,809 | 1,464,757 | 14,948 | | |
| 91500 | Breadfield Church of England Primary School | 142 | 418,190 | 403,358 | -14,832 | 19,575 | 16,032 | -3,543 | 10,008 | 38,261 | 28,253 | 0 | 0 | 0 | 447,773 | 457,652 | 9,879 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 1,694 | 575,267 | 573,092 | -2,175 | | |
| 91600 | Brightwalton Church of England Aided Primary School | 100 | 294,500 | 294,055 | -445 | 4,248 | 4,531 | 283 | 5,847 | 22,354 | 16,507 | 0 | 0 | 0 | 304,595 | 310,940 | 6,345 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 1,833 | 429,227 | 426,519 | -2,708 | | |
| 92400 | Chisley Primary School | 209 | 615,505 | 593,675 | -21,830 | 4,616 | 4,201 | -415 | 10,763 | 41,225 | 30,442 | 1,611 | 2,487 | 876 | 632,515 | 641,588 | 9,073 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 9,947 | 732,562 | 732,562 | 0 | | |
| 91800 | Bucklebury Church of England Primary School | 129 | 379,905 | 366,431 | -13,474 | 7,010 | 6,339 | -671 | 11,222 | 42,902 | 31,680 | 0 | 0 | 0 | 398,137 | 415,672 | 17,535 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 9,997 | 530,934 | 539,416 | 8,482 | | |
| 91900 | Burghfield St. Mary's Church of England Primary School | 206 | 612,560 | 585,154 | -27,406 | 14,880 | 15,309 | 429 | 9,558 | 36,188 | 26,631 | 1,631 | 2,493 | 862 | 638,629 | 639,144 | 515 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 14,446 | 775,875 | 767,337 | -8,538 | | |
| 92000 | Calcutt Infant School & Nursery | 230 | 677,350 | 653,327 | -24,023 | 45,480 | 54,143 | 8,663 | 13,399 | 51,226 | 37,827 | 9,040 | 13,954 | 4,914 | 745,269 | 772,690 | 27,421 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 18,744 | 924,158 | 922,602 | -1,556 | | |
| 92100 | Calcutt Junior School | 279 | 821,655 | 792,514 | -29,141 | 90,222 | 95,569 | 5,346 | 34,761 | 132,894 | 98,133 | 5,520 | 8,521 | 3,001 | 952,158 | 1,029,497 | 77,339 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 23,234 | 1,098,192 | 1,166,478 | 68,286 | | |
| 95600 | Chaddleshott St. Andrew's Church of England Primary School | 29 | 85,405 | 82,376 | -3,029 | 13,126 | 12,016 | -1,109 | 3,127 | 11,953 | 8,827 | 0 | 0 | 0 | 101,657 | 106,345 | 4,688 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 2,799 | 227,256 | 222,891 | -4,365 | | |
| 92400 | Chisley Primary School | 209 | 615,505 | 593,675 | -21,830 | 4,616 | 4,201 | -415 | 10,763 | 41,225 | 30,442 | 1,611 | 2,487 | 876 | 632,515 | 641,588 | 9,073 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 27,280 | 762,565 | 762,565 | 0 | | |
| 95900 | Cold Ash St. Mark's Church of England Primary School | 197 | 590,165 | 559,589 | -30,576 | 6,672 | 7,453 | 780 | 8,765 | 33,508 | 24,743 | 405 | 624 | 220 | 596,006 | 601,174 | 5,168 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 13,884 | 732,690 | 728,805 | -3,885 | | |
| 92200 | Compton Church of England Primary School | 185 | 544,825 | 525,502 | -19,323 | 20,017 | 16,414 | -3,603 | 13,198 | 50,456 | 37,258 | 0 | 0 | 0 | 578,039 | 592,372 | 14,333 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 9,025 | 709,864 | 716,144 | 6,279 | | |
| 92300 | Curridge Primary School | 103 | 303,335 | 292,877 | -10,458 | 7,435 | 3,998 | -337 | 3,835 | 14,662 | 10,827 | 1,615 | 2,493 | 878 | 313,520 | 313,631 | 111 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 6,220 | 442,540 | 433,598 | -8,942 | | |
| 92500 | Fit Tree Primary School | 204 | 593,888 | 578,816 | -15,072 | 14,384 | 14,384 | 0 | 14,384 | 57,131 | 42,748 | 1,611 | 2,487 | 876 | 640,664 | 691,423 | 50,759 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 18,744 | 787,208 | 800,120 | 12,912 | | |
| 92800 | Ernborne Church of England Primary School | 65 | 191,425 | 184,636 | -6,789 | 9,156 | 7,797 | -1,359 | 7,720 | 29,513 | 21,793 | 0 | 0 | 0 | 208,300 | 221,526 | 13,226 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 5,911 | 331,691 | 335,864 | 4,172 | | |
| 92900 | Enfield Church of England Primary School | 98 | 288,610 | 278,374 | -10,236 | 8,092 | 6,762 | -1,329 | 4,344 | 16,608 | 12,264 | 0 | 0 | 0 | 301,046 | 301,745 | 699 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 1,666 | 425,512 | 417,157 | -8,354 | | |
| 93000 | Falkefield Primary School | 450 | 1,325,250 | 1,278,249 | -47,001 | 14,671 | 14,671 | 0 | 14,671 | 53,442 | 69,001 | 3,176 | 4,903 | 1,727 | 1,367,539 | 1,391,536 | 23,997 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 17,925 | 1,508,264 | 1,523,207 | 14,944 | | |
| 93100 | Fit Tree Primary School & Nursery | 191 | 568,388 | 542,546 | -25,842 | 65,889 | 65,889 | 0 | 65,889 | 86,657 | 43,153 | 12,331 | 18,836 | 6,506 | 661,901 | 691,423 | 29,522 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 2,921 | 820,691 | 820,691 | 0 | | |
| 93200 | Francis Bally Primary School | 541 | 1,599,135 | 1,536,739 | -62,396 | 52,106 | 53,463 | 1,357 | 39,302 | 149,703 | 110,401 | 5,580 | 8,582 | 3,002 | 1,696,123 | 1,748,487 | 52,364 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 33,769 | 1,852,692 | 1,896,002 | 43,310 | | |
| 93400 | Garland Junior School | 217 | 639,065 | 616,400 | -22,665 | 44,775 | 53,449 | 8,674 | 14,323 | 54,760 | 40,437 | 2,415 | 3,728 | 1,313 | 700,578 | 728,347 | 27,769 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 14,440 | 837,818 | 856,534 | 18,716 | | |
| 93500 | Hampstead Noreys Church of England Primary School | 86 | 259,940 | 249,969 | -9,971 | 5,696 | 4,001 | -1,695 | 5,621 | 23,491 | 15,970 | 0 | 0 | 0 | 270,477 | 275,461 | 4,984 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 11,524 | 404,801 | 400,731 | -4,070 | | |
| 93600 | Hemstead Primary School | 193 | 577,220 | 548,227 | -28,993 | 11,019 | 8,632 | -2,386 | 14,685 | 55,284 | 40,599 | 2,013 | 3,059 | 1,046 | 604,936 | 615,202 | 10,265 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 20,387 | 748,123 | 749,335 | 1,212 | | |
| 93700 | Hungerford Primary School | 392 | 1,157,385 | 1,113,497 | -43,888 | 58,024 | 56,499 | -1,525 | 31,176 | 118,885 | 87,709 | 5,616 | 8,647 | 3,031 | 1,252,200 | 1,297,522 | 45,322 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 35,500 | 1,410,500 | 1,446,774 | 36,274 | | |
| 92700 | The Islets Primary School | 97 | 170,810 | 161,911 | -8,899 | 3,030 | 1,900 | -1,130 | 2,300 | 8,640 | 6,340 | 0 | 0 | 0 | 176,139 | 172,452 | -3,687 | 122,800 | 113,747 | -9,053 | 0 | 25,852 | 25,852 | 3,369 | 302,308 | 316,419 | 14,110 | | |
| 93800 | Isington Primary School | 104 | 279,775 | 267,012 | -12,763 | 14,442 | 14,907 | 465 | 7,147 | 27,037 | 19,889 | 1,214 | 1,854 | 640 | 302,578 | 310,810 | 8,232 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 5,079 | 430,457 | 429,635 | -822 | | |
| 93900 | John Rankin Infant & Nursery School | 260 | 765,700 | 738,544 | -27,156 | 17,116 | 18,713 | 1,597 | 23,157 | 88,531 | 65,375 | 14,950 | 23,077 | 8,127 | 820,923 | 868,865 | 47,942 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 15,640 | 959,362 | 998,251 | 38,889 | | |
| 94000 | John Rankin Junior School | 280 | 824,600 | 795,355 | -29,245 | 30,857 | 30,317 | -540 | 23,798 | 90,984 | 67,186 | 3,116 | 4,810 | 1,694 | 882,372 | 921,466 | 39,094 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 19,905 | 1,025,077 | 1,055,117 | 30,041 | | |
| 94100 | Kennel Valley Primary School | 194 | 571,330 | 551,067 | -20,263 | 47,027 | 46,070 | -957 | 18,047 | 68,994 | 50,947 | 5,416 | 8,361 | 2,944 | 642,320 | 674,491 | 32,172 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 14,023 | 779,143 | 802,281 | 23,138 | | |
| 94200 | Kennel Valley Church of England Primary School | 141 | 418,190 | 403,358 | -14,832 | 19,575 | 16,032 | -3,543 | 10,008 | 38,261 | 28,253 | 0 | 0 | 0 | 447,773 | 457,652 | 9,879 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 14,901 | 575,267 | 573,092 | -2,175 | | |
| 94300 | Lambour Church of England Primary School | 196 | 577,220 | 556,748 | -20,472 | 41,001 | 54,390 | 13,389 | 21,400 | 80,683 | 59,579 | 4,620 | 7,131 | 2,511 | 643,945 | 698,953 | 55,008 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 27,206 | 793,951 | 839,905 | 45,954 | | |
| 94400 | Long Lane Primary School | 208 | 612,560 | 590,835 | -21,725 | 15,456 | 14,752 | -704 | 11,123 | 42,625 | 31,402 | 2,899 | 1,867 | 657 | 640,348 | 649,979 | 9,631 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 15,550 | 778,698 | 779,275 | 577 | | |
| 94500 | Mortimer St. Mary's Church of England Infant School | 181 | 535,590 | 507,615 | -27,975 | 69,068 | 67,000 | -2,068 | 67,000 | 27,398 | 20,273 | 4,047 | 6,210 | 2,161 | 605,595 | 650,533 | 44,938 | 122,800 | 113,747 | -9,053 | 0 | 0 | 0 | 9,287 | 684,100 | 697,266 | 13,166 | | |
| 97500 | Mortimer St. Mary's Church of England Junior School | 216 | 636,120 | 613,559 | -22,561 | 25,706 | 23,133 | -2,573 | 13,632 | 52,117 | 38,485 | 1,38 | | | | | | | | | | | | | | | | | |

Funding Factors 2018/19 – Extract from ESFA Operational Guide

| Funding Factor | Description and further information |
|---|---|
| <p>1. Basic entitlement A compulsory factor</p> | <p>This factor assigns funding on the basis of individual pupils, with the number of pupils for each school or academy based on the October pupil census.</p> <ul style="list-style-type: none"> <input type="checkbox"/> funding is allocated according to an age-weighted pupil unit (AWPU) <input type="checkbox"/> there is a single rate for primary age pupils, which must be at least £2,000 <input type="checkbox"/> there can be different rates for KS3 and KS4, with a minimum of £3,000 for each <input type="checkbox"/> local authorities can choose to increase the pupil number count for schools with higher reception pupil numbers in January 2017 than the October 2016 census <input type="checkbox"/> we'll not include reception uplift in the national funding formula; local authorities currently using a reception uplift factor should consider whether to do so in 2018 to 2019 <input type="checkbox"/> schools with reception uplift will not be financially disadvantaged in the national funding formula calculations, as the funding will remain in their baselines |
| <p>2. Deprivation A compulsory factor</p> | <p>Local authorities can use free school meals (FSM), the income deprivation affecting children index (IDACI), or both to calculate the deprivation factor.</p> <p>We measure eligibility for current FSM using the previous October census, and Ever6 FSM (pupils entitled to free meals at any time in the last 6 years) from the previous January census</p> <ul style="list-style-type: none"> <input type="checkbox"/> local authorities using FSM to calculate deprivation can choose to use either current FSM, Ever6 FSM, or both <input type="checkbox"/> the IDACI measure uses 6 bands, and different values can be attached to each band; different unit values can be used for primary and secondary within each band <input type="checkbox"/> we'll automatically set the FSM Ever6 ratio equal to the current FSM ratio for schools where the FSM Ever6 rate is recorded as lower than the current FSM rate |
| <p>3. Prior attainment An optional factor (used by most local authorities)</p> | <p>The prior attainment factor acts as a proxy indicator for low level, high incidence, special educational needs.</p> <ul style="list-style-type: none"> <input type="checkbox"/> we'll confirm a separate weighting for new year 7 pupils later in the year |

| | |
|--|--|
| | We've included more information in the prior attainment section of this guidance |
| 4. Looked-after children (LAC) An optional factor | Local authorities can apply a single unit value for any child who has been looked after for one day or more, as recorded on the LA SSSDA903 return at 31 March 2017. <ul style="list-style-type: none"> <input type="checkbox"/> we map this data to schools using the January school census, to identify the number of LAC in each school or academy <input type="checkbox"/> we've increased the pupil premium plus rates for 2018 to 2019 from £1900 to £2300 <input type="checkbox"/> we've not used a LAC factor in the national funding formula; local authorities currently using this factor should consider whether to do so in 2018 to 2019 |
| 5. English as an additional language (EAL) An optional factor | Pupils identified in the October census with a first language other than English may attract funding for up to three years after they enter the statutory school system. <ul style="list-style-type: none"> <input type="checkbox"/> local authorities can choose to use indicators based on one, two, or three years, and there can be separate unit values for primary and secondary |
| 6. Pupil mobility An optional factor | This measure counts pupils who entered a school during the last three academic years, but did not start in August or September (or January for reception pupils). <ul style="list-style-type: none"> <input type="checkbox"/> there is a 10% threshold, and funding is allocated based on the proportion above the threshold (for example, a school with 12% mobility, will attract pupil mobility funding for 2% of pupils) |
| 7. Sparsity An optional factor | Schools that are eligible for sparsity funding must meet two criteria: <ul style="list-style-type: none"> <input type="checkbox"/> they are located in areas where pupils would have to travel a significant distance to an alternative should the school close <input type="checkbox"/> they are small schools <p>We've included more information in the sparsity section of this guidance.</p> |
| 8. Lump sum An optional factor (used by all local authorities) | Local authorities can set a flat lump sum for all phases, or differentiate the sums for primary and secondary. <ul style="list-style-type: none"> <input type="checkbox"/> local authorities should give middle schools a weighted average, based on the number of year groups in each phase <input type="checkbox"/> the maximum lump sum is £175,000, even for schools that receive London fringe uplift |

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|---|--|
| | <p>We've included more information in the lump sum section of this guidance, including information for amalgamated schools.</p> |
| <p>9. Split sites An optional factor</p> | <p>The purpose of this factor is to support schools that have unavoidable extra costs because the school buildings are on separate sites.</p> <ul style="list-style-type: none"> <input type="checkbox"/> allocations must be based on objective criteria for the definition of a split site, and for how much is paid <p>We've included more information in the split sites section of this guidance</p> |
| <p>10. Rates An optional factor (used by all local authorities)</p> | <p>Local authorities must fund rates at their estimate of the actual cost.</p> <ul style="list-style-type: none"> <input type="checkbox"/> local authorities can make adjustments to rates during the financial year, but this must be done outside of the funding formula <input type="checkbox"/> for example, an additional allocation could be made to a school (funded by balances brought forward) <input type="checkbox"/> this should be reflected in the Section 251 outturn statement, and in each school's accounts <input type="checkbox"/> the effect on the school would be zero, since any rates adjustment will be offset by a change in the cost of the rates |
| <p>11. Private finance initiative (PFI) contracts An optional factor</p> | <p>The purpose of this factor is to support schools that have unavoidable extra premises costs (because they are a PFI school), and to cover situations where the PFI 'affordability gap' is delegated and paid back to the local authority.</p> <p>We've included more information in the PFI section of this guidance.</p> |
| <p>12. London fringe An optional factor, applicable only for five local authorities (Buckinghamshire, Essex, Hertfordshire, Kent, and West Sussex)</p> | <p>The purpose of this factor is to support schools that have to pay higher teacher salaries because they are in the London fringe area, and only part of the local authority is in this area.</p> <ul style="list-style-type: none"> <input type="checkbox"/> This factor is applied as a multiplier of 1.0156 to the 6 pupil-led factors, the lump sum factor, and the sparsity factor <p>We've provided details of these calculations in the technical specification for the schools block dataset.</p> |
| <p>13. Exceptional premises factors An optional factor</p> | <p>Local authorities can apply to ESFA to use exceptional factors relating to school</p> |

| | |
|--|---|
| | <p>premises (for example, for rents, or joint-use sports facilities).</p> <ul style="list-style-type: none"> <input type="checkbox"/> exceptional factors must relate to premises costs <input type="checkbox"/> local authorities should only submit applications where the value of the factor is more than 1% of a school’s budget, and applies to fewer than 5% of the schools in the authority’s area <input type="checkbox"/> local authorities can use exceptional premises factors used in 2017 to 2018 (for pre-existing, and newly-qualifying schools) in 2018 to 2019, if the qualification criteria are still met |
| <p>14. Minimum level of per pupil funding for secondary schools An optional factor</p> | <p>The purpose of this factor is to allow local authorities to provide amounts up to the minimum per pupil funding levels for primary and secondary schools.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The formula will provide local authorities with per-pupil funding of at least £3,500 for primary schools and £4,800 for secondary schools with pupils in years 10 and 11 in 2019 to 2020 <input type="checkbox"/> The formula will provide a transitional minimum amount of per pupil funding of at least £3,300 for primary schools and £4,600 for secondary schools in 2018 to 2019, as a step towards the £3,500 and £4,800 in 2019 to 2020. <input type="checkbox"/> Where local authorities choose to use this factor, any capping and scaling cannot take the school below the minimum value set in the local formula <input type="checkbox"/> Local authorities should calculate the minimum per pupil level on the basis of the school’s total funding. This will be set out in the APT guidance. Local authorities who wish to reflect the NFF calculation by excluding premises factors that have been excluded from the NFF calculation should submit a disapplication request to agree this change. <p>We’ve included more information on the setting a minimum per pupil amount for schools section of this guidance.</p> |
| <p>Required proportion of funding allocated through pupil-led factors Local authorities must allocate at least 80% of the delegated schools block funding through pupil-led factors (the factors in lines 1 to 6 and 14 above, and London fringe uplift, where relevant).</p> | |

Proposed Formula Exemplification 2018/19

At 0% MFG

| Cost Centre | SCHOOL | 2017/18 ACTUAL ALLOCATION (including MFG) | | | | 2018/19 EXEMPLIFICATION (prior to MFG) | | | Change Prior to Transition Adjs | MFG/CAP on GAINS | | | Total Funding 2018/19 | Overall Change | | |
|-------------|---|--|--------------------|-----------------------------|----------------------|---|-----------------------------|----------------------|--|------------------|-----------|---------|-----------------------------|------------------------------------|------|---------------|
| | | Formula Budget | add adjustments | Pupil No's (Oct 2016) | Per Pupil Funding | Formula Budget | Pupil No's (Oct 2016) | Per Pupil Funding | | MFG 0.00% | CAP 3% | TOTAL | | Including Transition Funding | % | Pupil No's |
| | | | | | | | | | | | | | | | | |
| 91000 | Aldermaston Church of England Primary School | 729,665 | 729,665 | 185 | 3,944.14 | 738,294 | 185 | 3,990.78 | 8,629 | 0 | 0 | 0 | 738,294 | 8,629 | 1.2% | 0 |
| 91100 | Basildon Church of England Primary School | 574,121 | 574,121 | 143 | 4,014.83 | 591,095 | 143 | 4,133.53 | 16,974 | 0 | -3,575 | -3,575 | 587,520 | 13,399 | 2.3% | 0 |
| 91300 | Beedon Church of England Controlled Primary School | 283,256 | 283,256 | 46 | 6,157.75 | 270,824 | 46 | 5,887.48 | -12,432 | 12,432 | 0 | 12,432 | 283,256 | 0 | 0.0% | 0 |
| 91400 | Beetham Primary School | 395,997 | 395,997 | 82 | 4,829.23 | 395,037 | 82 | 4,817.53 | -959 | 959 | 0 | 959 | 395,997 | 0 | 0.0% | 0 |
| 91200 | Birch Copse Primary School | 1,449,809 | 1,449,809 | 424 | 3,419.36 | 1,464,757 | 424 | 3,454.62 | 14,948 | 0 | 0 | 0 | 1,464,757 | 14,948 | 1.0% | 0 |
| 91500 | Bradfield Church of England Primary School | 573,436 | 573,436 | 142 | 4,038.28 | 573,092 | 142 | 4,035.86 | -344 | 344 | 0 | 344 | 573,436 | 0 | 0.0% | 0 |
| 91600 | Brightwalton Church of England Aided Primary School | 429,227 | 429,227 | 100 | 4,292.27 | 426,519 | 100 | 4,265.19 | -2,708 | 2,708 | 0 | 2,708 | 429,227 | 0 | 0.0% | 0 |
| 91700 | Brimpton Church of England Primary School | 300,320 | 300,320 | 50 | 6,006.39 | 281,253 | 50 | 5,625.06 | -19,067 | 19,067 | 0 | 19,067 | 300,320 | 0 | 0.0% | 0 |
| 91800 | Bucklebury Church of England Primary School | 530,934 | 530,934 | 129 | 4,115.77 | 539,416 | 129 | 4,181.52 | 8,482 | 0 | 0 | 0 | 539,416 | 8,482 | 1.6% | 0 |
| 91900 | Burghfield St. Mary's Church of England Primary School | 775,875 | 775,875 | 206 | 3,766.38 | 767,337 | 206 | 3,724.94 | -8,538 | 8,538 | 0 | 8,538 | 775,875 | 0 | 0.0% | 0 |
| 92000 | Calcot Infant School & Nursery | 914,479 | 914,479 | 230 | 3,976.00 | 902,502 | 230 | 3,923.92 | -11,977 | 11,977 | 0 | 11,977 | 914,479 | 0 | 0.0% | 0 |
| 92100 | Calcot Junior School | 1,098,192 | 1,098,192 | 279 | 3,936.17 | 1,166,478 | 279 | 4,180.92 | 68,286 | 0 | -39,449 | -39,449 | 1,127,028 | 28,836 | 2.6% | 0 |
| 95600 | Chaddleworth St. Andrew's Church of England Primary School | 227,955 | 227,955 | 29 | 7,860.53 | 222,891 | 29 | 7,685.89 | -5,065 | 5,065 | 0 | 5,065 | 227,955 | 0 | 0.0% | 0 |
| 92400 | Chieveley Primary School | 782,595 | 782,595 | 209 | 3,744.48 | 782,615 | 209 | 3,744.57 | 19 | 0 | 0 | 0 | 782,615 | 19 | 0.0% | 0 |
| 95900 | Cold Ash St. Mark's Church of England Primary School | 732,690 | 732,690 | 197 | 3,719.24 | 728,805 | 197 | 3,699.52 | -3,886 | 3,886 | 0 | 3,886 | 732,690 | 0 | 0.0% | 0 |
| 92200 | Compton Church of England Primary School | 709,864 | 709,864 | 185 | 3,837.10 | 715,144 | 185 | 3,865.64 | 5,279 | 0 | 0 | 0 | 715,144 | 5,279 | 0.7% | 0 |
| 92300 | Cumidge Primary School | 442,540 | 442,540 | 103 | 4,296.51 | 433,598 | 103 | 4,209.69 | -8,943 | 8,943 | 0 | 8,943 | 442,540 | 0 | 0.0% | 0 |
| 92500 | Downway Primary School | 787,208 | 787,208 | 209 | 3,766.54 | 800,120 | 209 | 3,828.33 | 12,912 | 0 | 0 | 0 | 800,120 | 12,912 | 1.6% | 0 |
| 92800 | Enborne Church of England Primary School | 331,691 | 331,691 | 65 | 5,102.94 | 335,864 | 65 | 5,167.13 | 4,172 | 0 | 0 | 0 | 335,864 | 4,172 | 1.3% | 0 |
| 92900 | Englefield Church of England Primary School | 425,512 | 425,512 | 98 | 4,341.96 | 417,157 | 98 | 4,256.71 | -8,354 | 8,354 | 0 | 8,354 | 425,512 | 0 | 0.0% | 0 |
| 93000 | Falkland Primary School | 1,508,264 | 1,508,264 | 450 | 3,351.70 | 1,523,207 | 450 | 3,384.90 | 14,944 | 0 | 0 | 0 | 1,523,207 | 14,944 | 1.0% | 0 |
| 93100 | Fir Tree Primary School & Nursery | 804,033 | 804,033 | 191 | 4,209.60 | 808,091 | 191 | 4,230.84 | 4,057 | 0 | 0 | 0 | 808,091 | 4,057 | 0.5% | 0 |
| 93200 | Francis Baily Primary School | 1,876,252 | 1,876,252 | 541 | 3,468.12 | 1,896,002 | 541 | 3,504.63 | 19,750 | 0 | 0 | 0 | 1,896,002 | 19,750 | 1.1% | 0 |
| 93400 | Garland Junior School | 837,818 | 837,818 | 217 | 3,860.91 | 856,534 | 217 | 3,947.16 | 18,715 | 0 | 0 | 0 | 856,534 | 18,715 | 2.2% | 0 |
| 93500 | Hampstead Noreys Church of England Primary School | 404,801 | 404,801 | 88 | 4,600.01 | 400,731 | 88 | 4,553.77 | -4,069 | 4,069 | 0 | 4,069 | 404,801 | 0 | 0.0% | 0 |
| 93600 | Hermitage Primary School | 748,123 | 748,123 | 193 | 3,876.29 | 749,335 | 193 | 3,882.57 | 1,212 | 0 | 0 | 0 | 749,335 | 1,212 | 0.2% | 0 |
| 93700 | Hungerford Primary School | 1,410,500 | 1,410,500 | 392 | 3,598.22 | 1,446,774 | 392 | 3,690.75 | 36,273 | 0 | 0 | 0 | 1,446,774 | 36,273 | 2.6% | 0 |
| 92700 | The Isleys' Primary School | 302,308 | 302,308 | 57 | 5,303.66 | 315,419 | 57 | 5,533.66 | 13,110 | 0 | -8,330 | -8,330 | 307,089 | 4,780 | 1.6% | 0 |
| 93800 | Inken Primary School | 363,081 | 363,081 | 76 | 4,777.38 | 361,544 | 76 | 4,757.15 | -1,537 | 1,537 | 0 | 1,537 | 363,081 | 0 | 0.0% | 0 |
| 93900 | John Rankin Infant & Nursery School | 959,362 | 959,362 | 260 | 3,689.86 | 998,251 | 260 | 3,839.43 | 38,889 | 0 | -13,989 | -13,989 | 984,262 | 24,899 | 2.6% | 0 |
| 94000 | John Rankin Junior School | 1,025,077 | 1,025,077 | 280 | 3,660.99 | 1,055,117 | 280 | 3,768.28 | 30,041 | 0 | -3,298 | -3,298 | 1,051,820 | 26,743 | 2.6% | 0 |
| 94100 | Kennet Valley Primary School | 779,143 | 779,143 | 194 | 4,016.20 | 802,261 | 194 | 4,135.37 | 23,118 | 0 | -3,577 | -3,577 | 798,684 | 19,541 | 2.5% | 0 |
| 94200 | Kimbury St. Mary's Church of England Primary School | 590,929 | 590,929 | 140 | 4,220.92 | 566,761 | 140 | 4,048.29 | -24,168 | 24,168 | 0 | 24,168 | 590,929 | 0 | 0.0% | 0 |
| 94300 | Lambourne Church of England Primary School | 793,951 | 793,951 | 196 | 4,050.77 | 839,905 | 196 | 4,285.23 | 45,955 | 0 | -26,365 | -26,365 | 813,541 | 19,590 | 2.5% | 0 |
| 94400 | Long Lane Primary School | 778,698 | 778,698 | 208 | 3,743.74 | 779,275 | 208 | 3,746.52 | 577 | 0 | 0 | 0 | 779,275 | 577 | 0.1% | 0 |
| 95800 | Mortimer St. Johns Church of England Infant School | 692,545 | 692,545 | 181 | 3,826.22 | 687,276 | 181 | 3,797.11 | -5,269 | 5,269 | 0 | 5,269 | 692,545 | 0 | 0.0% | 0 |
| 97500 | Mortimer St. Mary's Church of England Junior School | 802,498 | 802,498 | 216 | 3,715.27 | 807,546 | 216 | 3,738.64 | 5,048 | 0 | 0 | 0 | 807,546 | 5,048 | 0.6% | 0 |
| 94500 | Mrs. Bland's Infant & Nursery School | 683,198 | 683,198 | 169 | 4,042.59 | 702,255 | 169 | 4,155.35 | 19,057 | 0 | -2,323 | -2,323 | 699,932 | 16,734 | 2.4% | 0 |
| 94600 | Pangbourne Primary School | 785,442 | 785,442 | 205 | 3,831.43 | 794,773 | 205 | 3,876.94 | 9,331 | 0 | 0 | 0 | 794,773 | 9,331 | 1.2% | 0 |
| 94700 | Parsons Down Infant School | 818,920 | 818,920 | 217 | 3,773.83 | 835,964 | 217 | 3,852.37 | 17,044 | 0 | 0 | 0 | 835,964 | 17,044 | 2.1% | 0 |
| 94800 | Parsons Down Junior School | 1,128,047 | 1,128,047 | 308 | 3,662.49 | 1,158,379 | 308 | 3,760.97 | 30,332 | 0 | -651 | -651 | 1,157,728 | 29,681 | 2.6% | 0 |
| 94900 | Purley Church of England Primary School | 486,276 | 486,276 | 112 | 4,341.75 | 491,599 | 112 | 4,389.28 | 5,324 | 0 | 0 | 0 | 491,599 | 5,324 | 1.1% | 0 |
| 95000 | Robert Sandilands Primary School & Nursery | 957,081 | 957,081 | 246 | 3,890.57 | 982,457 | 246 | 3,993.73 | 25,376 | 0 | -563 | -563 | 981,893 | 24,813 | 2.6% | 0 |
| 95100 | Shaw-cum-Donnington Church of England Primary School | 471,877 | 471,877 | 94 | 5,019.96 | 428,635 | 94 | 4,570.59 | -42,241 | 42,241 | 0 | 42,241 | 471,877 | 0 | 0.0% | 0 |
| 95200 | Shefford Church of England Primary School | 237,283 | 237,283 | 29 | 8,162.16 | 240,564 | 29 | 8,295.31 | 3,281 | 0 | -472 | -472 | 240,092 | 2,809 | 1.2% | 0 |
| 95300 | Spenshamland Primary School | 1,062,242 | 1,095,560 | 291 | 3,764.81 | 1,140,032 | 291 | 3,917.63 | 44,471 | 0 | -15,113 | -15,113 | 1,124,919 | 29,359 | 2.7% | 0 |
| 95400 | Springfield Primary School | 1,079,845 | 1,079,845 | 301 | 3,587.53 | 1,098,842 | 301 | 3,650.64 | 18,997 | 0 | 0 | 0 | 1,098,842 | 18,997 | 1.8% | 0 |
| 95500 | Spurcroft Primary School | 1,556,195 | 1,556,195 | 433 | 3,593.98 | 1,595,824 | 433 | 3,685.51 | 39,628 | 0 | 0 | 0 | 1,595,824 | 39,628 | 2.5% | 0 |
| 95700 | St. Firian's Catholic Primary School | 736,784 | 736,784 | 197 | 3,740.02 | 762,712 | 197 | 3,871.63 | 25,927 | 0 | -7,297 | -7,297 | 755,414 | 18,630 | 2.5% | 0 |
| 97700 | St. John the Evangelist Infant & Nursery School | 684,718 | 684,718 | 180 | 3,803.99 | 694,201 | 180 | 3,856.67 | 9,483 | 0 | 0 | 0 | 694,201 | 9,483 | 1.4% | 0 |
| 97800 | St. Joseph's Catholic Primary School | 804,463 | 804,463 | 210 | 3,830.78 | 846,544 | 210 | 4,031.16 | 42,081 | 0 | -21,456 | -21,456 | 825,089 | 20,626 | 2.6% | 0 |
| 96200 | St. Nicolas Church of England Junior School | 940,120 | 940,120 | 258 | 3,643.88 | 951,106 | 258 | 3,686.46 | 10,985 | 0 | 0 | 0 | 951,106 | 10,985 | 1.2% | 0 |
| 96100 | St. Pauls Catholic Primary School | 1,144,663 | 1,144,663 | 325 | 3,522.04 | 1,192,932 | 325 | 3,670.56 | 48,269 | 0 | -17,445 | -17,445 | 1,175,487 | 30,824 | 2.7% | 0 |
| 96300 | Stockcross Church of England Primary School | 428,993 | 428,993 | 101 | 4,247.46 | 424,220 | 101 | 4,200.20 | -4,774 | 4,774 | 0 | 4,774 | 428,993 | 0 | 0.0% | 0 |
| 96400 | Streatley Church of England Voluntary Controlled Primary School | 436,667 | 436,667 | 98 | 4,455.78 | 431,445 | 98 | 4,402.50 | -5,222 | 5,222 | 0 | 5,222 | 436,667 | 0 | 0.0% | 0 |
| 96500 | Sulhamstead and Upton Nenet Church of England Voluntary Controlled Primary School | 434,635 | 434,635 | 101 | 4,303.32 | 434,835 | 101 | 4,305.30 | 200 | 0 | 0 | 0 | 434,835 | 200 | 0.0% | 0 |
| 99700 | Thatcham Park Church of England Primary School | 1,383,731 | 1,383,731 | 385 | 3,594.11 | 1,429,826 | 385 | 3,713.83 | 46,096 | 0 | -8,446 | -8,446 | 1,421,380 | 37,650 | 2.7% | 0 |
| 96600 | Theale Church of England Primary School | 995,698 | 1,026,915 | 285 | 3,603.21 | 1,025,879 | 285 | 3,599.58 | -1,036 | 1,036 | 0 | 1,036 | 1,026,915 | 0 | 0.0% | 0 |
| 96700 | Welford and Wickham Church of England Primary School | 420,488 | 420,488 | 94 | 4,473.27 | 434,884 | 94 | 4,626.43 | 14,397 | 0 | -5,951 | -5,951 | 428,533 | 8,445 | 2.0% | 0 |
| 96800 | Westwood Farm Infant School | 677,419 | 693,219 | 177 | 3,916.49 | 701,939 | 177 | 3,965.75 | 8,720 | 0 | 0 | 0 | 701,939 | 8,720 | 1.3% | 0 |
| 96900 | Westwood Farm Junior School | 824,671 | 840,372 | 224 | 3,751.66 | 843,177 | 224 | 3,764.18 | 2,805 | 0 | 0 | 0 | 843,177 | 2,805 | 0.3% | 0 |
| 97000 | Whitelands Park Primary School | 1,165,957 | 1,165,957 | 316 | 3,689.74 | 1,189,943 | 316 | 3,765.64 | 23,986 | 0 | 0 | 0 | 1,189,943 | 23,986 | 2.1% | 0 |
| 98700 | The Willows Primary School | 1,353,646 | 1,353,646 | 344 | 3,935.02 | 1,420,385 | 344 | 4,129.03 | 66,739 | 0 | -30,341 | -30,341 | 1,390,044 | 36,398 | 2.7% | 0 |
| 99400 | The Wincombe School | 1,574,421 | 1,629,008 | 405 | 4,022.24 | 1,518,147 | 405 | 3,748.51 | -110,861 | 110,861 | 0 | 110,861 | 1,629,008 | 0 | 0.0% | 0 |
| 97300 | Woolhampton Church of England Primary School | 411,519 | 411,519 | 92 | 4,473.03 | 398,848 | 92 | 4,335.31 | -12,671 | 12,671 | 0 | 12,671 | 411,519 | 0 | 0.0% | 0 |
| 97400 | Yattendon Church of England Primary School | 359,866 | 359,866 | 73 | 4,929.67 | 379,663 | 73 | 5,200.86 | 19,797 | 0 | -13,229 | -13,229 | 366,433 | 6,568 | 1.8% | 0 |
| 98900 | Denefield School | 4,561,016 | 4,561,016 | 919 | 4,963.02 | 4,592,948 | 919 | 4,997.77 | 31,932 | 0 | 0 | 0 | 4,592,948 | 31,932 | 0.7% | 0 |
| 98800 | The Downs School | 4,265,360 | 4,265,360 | 898 | 4,749.8 | | | | | | | | | | | |

Proposed Formula Exemplanation 2018/19

At 0.5% MFG

| Cost Centre | SCHOOL | 2017/18 ACTUAL ALLOCATION (including MFG) | | | | 2018/19 EXEMPLIFICATION (prior to MFG) | | | Change Prior to Transition Adjs | MFG/CAP on GAINS | | | Total Funding 2018/19 | Overall Change | | |
|-------------|---|--|--------------------|-----------------------------|----------------------|---|-----------------------------|----------------------|--|------------------|-----------|---------|-----------------------------|------------------------------------|------|---------------|
| | | Formula | | | | Formula Budget | Pupil No's (Oct 2016) | Per Pupil Funding | | MFG 0.00% | CAP 3% | TOTAL | | Including Transition Funding | % | Pupil No's |
| | | Budget | add adjustments | Pupil No's (Oct 2016) | Per Pupil Funding | | | | | | | | | | | |
| 91000 | Aldermaston Church of England Primary School | 729,665 | 729,665 | 185 | 3,944.14 | 738,294 | 185 | 3,990.78 | 8,629 | 0 | 0 | 0 | 738,294 | 8,629 | 1.2% | 0 |
| 91100 | Basidon Church of England Primary School | 574,121 | 574,121 | 143 | 4,014.83 | 591,095 | 143 | 4,133.53 | 16,974 | 0 | -3,575 | -3,575 | 587,520 | 13,399 | 2.3% | 0 |
| 91300 | Beeton Church of England Controlled Primary School | 283,256 | 283,256 | 46 | 6,157.75 | 270,824 | 46 | 5,887.48 | -12,432 | 13,269 | 0 | 13,269 | 284,093 | 836 | 0.3% | 0 |
| 91400 | Beenhams Primary School | 395,997 | 395,997 | 82 | 4,829.23 | 395,037 | 82 | 4,817.53 | -959 | 2,311 | 0 | 2,311 | 397,348 | 1,352 | 0.3% | 0 |
| 91200 | Birch Copse Primary School | 1,449,809 | 1,449,809 | 424 | 3,419.36 | 1,464,757 | 424 | 3,454.62 | 14,948 | 0 | 0 | 0 | 1,464,757 | 14,948 | 1.0% | 0 |
| 91500 | Bradfield Church of England Primary School | 573,436 | 573,436 | 142 | 4,038.28 | 573,092 | 142 | 4,035.86 | -344 | 2,634 | 0 | 2,634 | 575,726 | 2,290 | 0.4% | 0 |
| 91600 | Brightwalton Church of England Aided Primary School | 429,227 | 429,227 | 100 | 4,292.27 | 426,519 | 100 | 4,265.19 | -2,708 | 4,276 | 0 | 4,276 | 430,795 | 1,568 | 0.4% | 0 |
| 91700 | Brimpton Church of England Primary School | 300,320 | 300,320 | 50 | 6,006.39 | 281,253 | 50 | 5,625.06 | -19,067 | 19,986 | 0 | 19,986 | 301,239 | 919 | 0.3% | 0 |
| 91800 | Bucklebury Church of England Primary School | 530,934 | 530,934 | 129 | 4,115.77 | 539,416 | 129 | 4,181.52 | 8,482 | 0 | 0 | 0 | 539,416 | 8,482 | 1.6% | 0 |
| 91900 | Burghfield St. Mary's Church of England Primary School | 775,875 | 775,875 | 206 | 3,766.38 | 767,337 | 206 | 3,724.94 | -8,538 | 11,776 | 0 | 11,776 | 779,113 | 3,238 | 0.4% | 0 |
| 92000 | Calcot Infant School & Nursery | 914,479 | 914,479 | 230 | 3,976.00 | 902,502 | 230 | 3,923.92 | -11,977 | 15,900 | 0 | 15,900 | 918,402 | 3,923 | 0.4% | 0 |
| 92100 | Calcot Junior School | 1,098,192 | 1,098,192 | 279 | 3,936.17 | 1,166,478 | 279 | 4,180.92 | 68,286 | 0 | -39,449 | -39,449 | 1,127,028 | 28,836 | 2.6% | 0 |
| 95600 | Chaddlesworth St. Andrew's Church of England Primary School | 227,955 | 227,955 | 29 | 7,860.53 | 222,891 | 29 | 7,685.89 | -5,065 | 5,622 | 0 | 5,622 | 228,512 | 557 | 0.2% | 0 |
| 92400 | Chieveley Primary School | 782,595 | 782,595 | 209 | 3,744.48 | 782,615 | 209 | 3,744.57 | 19 | 3,189 | 0 | 3,189 | 785,803 | 3,208 | 0.4% | 0 |
| 95900 | Cold Ash St. Mark's Church of England Primary School | 732,690 | 732,690 | 197 | 3,719.24 | 728,805 | 197 | 3,699.52 | -3,886 | 6,911 | 0 | 6,911 | 735,716 | 3,025 | 0.4% | 0 |
| 92200 | Compton Church of England Primary School | 709,864 | 709,864 | 185 | 3,837.10 | 715,144 | 185 | 3,865.64 | 5,279 | 0 | 0 | 0 | 715,144 | 5,279 | 0.7% | 0 |
| 92300 | Cumridge Primary School | 442,540 | 442,540 | 103 | 4,296.51 | 433,598 | 103 | 4,209.69 | -8,943 | 10,556 | 0 | 10,556 | 444,153 | 1,613 | 0.4% | 0 |
| 92500 | Downway Primary School | 787,208 | 787,208 | 209 | 3,766.54 | 800,120 | 209 | 3,828.33 | 12,912 | 0 | 0 | 0 | 800,120 | 12,912 | 1.6% | 0 |
| 92800 | Enborne Church of England Primary School | 331,691 | 331,691 | 65 | 5,102.94 | 335,864 | 65 | 5,167.13 | 4,172 | 0 | 0 | 0 | 335,864 | 4,172 | 1.3% | 0 |
| 92900 | Englefield Church of England Primary School | 425,512 | 425,512 | 98 | 4,341.96 | 417,157 | 98 | 4,256.71 | -8,354 | 9,905 | 0 | 9,905 | 427,062 | 1,550 | 0.4% | 0 |
| 93000 | Falkland Primary School | 1,508,264 | 1,508,264 | 450 | 3,351.70 | 1,523,207 | 450 | 3,384.90 | 14,944 | 0 | 0 | 0 | 1,523,207 | 14,944 | 1.0% | 0 |
| 93100 | Fir Tree Primary School & Nursery | 804,033 | 804,033 | 191 | 4,209.60 | 808,091 | 191 | 4,230.84 | 4,057 | 0 | 0 | 0 | 808,091 | 4,057 | 0.5% | 0 |
| 93200 | Francis Baily Primary School | 1,876,252 | 1,876,252 | 541 | 3,468.12 | 1,896,002 | 541 | 3,504.63 | 19,750 | 0 | 0 | 0 | 1,896,002 | 19,750 | 1.1% | 0 |
| 93400 | Garland Junior School | 837,818 | 837,818 | 217 | 3,860.91 | 856,534 | 217 | 3,947.16 | 18,715 | 0 | 0 | 0 | 856,534 | 18,715 | 2.2% | 0 |
| 93500 | Hampstead Norreys Church of England Primary School | 404,801 | 404,801 | 88 | 4,600.01 | 400,731 | 88 | 4,553.77 | -4,069 | 5,467 | 0 | 5,467 | 406,198 | 1,398 | 0.3% | 0 |
| 93600 | Hemilage Primary School | 748,123 | 748,123 | 193 | 3,876.29 | 749,335 | 193 | 3,882.57 | 1,212 | 1,858 | 0 | 1,858 | 751,193 | 3,070 | 0.4% | 0 |
| 93700 | Hungerford Primary School | 1,410,500 | 1,410,500 | 392 | 3,598.22 | 1,446,774 | 392 | 3,690.75 | 36,273 | 0 | 0 | 0 | 1,446,774 | 36,273 | 2.6% | 0 |
| 92700 | The Isleys' Primary School | 302,308 | 302,308 | 57 | 5,303.66 | 315,419 | 57 | 5,533.66 | 13,110 | 0 | -8,330 | -8,330 | 307,089 | 4,780 | 1.6% | 0 |
| 93800 | Inkpen Primary School | 363,081 | 363,081 | 76 | 4,777.38 | 361,544 | 76 | 4,757.15 | -1,537 | 2,770 | 0 | 2,770 | 364,314 | 1,233 | 0.3% | 0 |
| 93900 | John Rankin Infant & Nursery School | 959,362 | 959,362 | 260 | 3,689.86 | 998,251 | 260 | 3,839.43 | 38,889 | 0 | -13,989 | -13,989 | 984,262 | 24,899 | 2.6% | 0 |
| 94000 | John Rankin Junior School | 1,025,077 | 1,025,077 | 280 | 3,660.99 | 1,055,117 | 280 | 3,768.28 | 30,041 | 0 | -3,298 | -3,298 | 1,051,820 | 26,743 | 2.6% | 0 |
| 94100 | Kennet Valley Primary School | 779,143 | 779,143 | 194 | 4,016.20 | 802,261 | 194 | 4,135.37 | 23,118 | 0 | -3,577 | -3,577 | 798,684 | 19,541 | 2.5% | 0 |
| 94200 | Kintbury St. Mary's Church of England Primary School | 590,929 | 590,929 | 140 | 4,220.92 | 566,761 | 140 | 4,048.29 | -24,168 | 26,483 | 0 | 26,483 | 593,243 | 2,314 | 0.4% | 0 |
| 94300 | Lambourn Church of England Primary School | 793,951 | 793,951 | 196 | 4,050.77 | 839,905 | 196 | 4,285.23 | 45,955 | 0 | -26,365 | -26,365 | 813,541 | 19,590 | 2.5% | 0 |
| 94400 | Long Lane Primary School | 778,698 | 778,698 | 208 | 3,743.74 | 779,275 | 208 | 3,746.52 | 577 | 2,670 | 0 | 2,670 | 781,945 | 3,247 | 0.4% | 0 |
| 95800 | Mortimer St. Johns Church of England Infant School | 692,545 | 692,545 | 181 | 3,826.22 | 687,276 | 181 | 3,797.11 | -5,269 | 8,113 | 0 | 8,113 | 695,389 | 2,844 | 0.4% | 0 |
| 97500 | Mortimer St. Mary's Church of England Junior School | 802,498 | 802,498 | 216 | 3,715.27 | 807,546 | 216 | 3,738.64 | 5,048 | 0 | 0 | 0 | 807,546 | 5,048 | 0.6% | 0 |
| 94500 | Mrs. Bland's Infant & Nursery School | 683,198 | 683,198 | 169 | 4,042.59 | 702,255 | 169 | 4,155.35 | 19,057 | 0 | -2,323 | -2,323 | 699,932 | 16,734 | 2.4% | 0 |
| 94600 | Pangbourne Primary School | 785,442 | 785,442 | 205 | 3,831.43 | 794,773 | 205 | 3,876.94 | 9,331 | 0 | 0 | 0 | 794,773 | 9,331 | 1.2% | 0 |
| 94700 | Parsons Down Infant School | 818,920 | 818,920 | 217 | 3,773.83 | 835,964 | 217 | 3,852.37 | 17,044 | 0 | 0 | 0 | 835,964 | 17,044 | 2.1% | 0 |
| 94800 | Parsons Down Junior School | 1,128,047 | 1,128,047 | 308 | 3,662.49 | 1,158,379 | 308 | 3,760.97 | 30,332 | 0 | -651 | -651 | 1,157,728 | 29,681 | 2.6% | 0 |
| 94900 | Purley Church of England Primary School | 486,276 | 486,276 | 112 | 4,341.75 | 491,599 | 112 | 4,389.28 | 5,324 | 0 | 0 | 0 | 491,599 | 5,324 | 1.1% | 0 |
| 95000 | Mrs. Sandilands Primary School & Nursery | 957,081 | 957,081 | 246 | 3,890.57 | 982,457 | 246 | 3,993.73 | 25,376 | 0 | -563 | -563 | 981,893 | 24,813 | 2.6% | 0 |
| 95100 | Shaw-cum-Donnington Church of England Primary School | 471,877 | 471,877 | 94 | 5,019.96 | 429,635 | 94 | 4,570.59 | -42,241 | 44,007 | 0 | 44,007 | 473,642 | 1,765 | 0.4% | 0 |
| 95200 | Shefford Church of England Primary School | 237,283 | 237,283 | 29 | 8,182.16 | 240,564 | 29 | 8,295.31 | 3,281 | 0 | -472 | -472 | 240,092 | 2,809 | 1.2% | 0 |
| 95300 | Speenhamland Primary School | 1,062,242 | 1,095,560 | 291 | 3,764.81 | 1,140,032 | 291 | 3,917.63 | 44,471 | 0 | -15,113 | -15,113 | 1,124,919 | 29,559 | 2.7% | 0 |
| 95400 | Springfield Primary School | 1,079,845 | 1,079,845 | 301 | 3,587.53 | 1,098,842 | 301 | 3,657.64 | 18,997 | 0 | 0 | 0 | 1,098,842 | 19,997 | 1.8% | 0 |
| 95500 | Spurcroft Primary School | 1,556,195 | 1,556,195 | 433 | 3,593.98 | 1,595,824 | 433 | 3,685.51 | 39,628 | 0 | 0 | 0 | 1,595,824 | 39,628 | 2.5% | 0 |
| 95700 | St. Finian's Catholic Primary School | 736,784 | 736,784 | 197 | 3,740.02 | 762,712 | 197 | 3,871.63 | 25,927 | 0 | -7,297 | -7,297 | 755,414 | 18,630 | 2.5% | 0 |
| 97700 | St. John the Evangelist Infant & Nursery School | 684,718 | 684,718 | 180 | 3,803.99 | 694,201 | 180 | 3,856.67 | 9,483 | 0 | 0 | 0 | 694,201 | 9,483 | 1.4% | 0 |
| 97800 | St. Joseph's Catholic Primary School | 804,463 | 804,463 | 210 | 3,830.78 | 846,544 | 210 | 4,031.16 | 42,081 | 0 | -21,456 | -21,456 | 825,089 | 20,626 | 2.6% | 0 |
| 96200 | St. Nicolas Church of England Junior School | 940,120 | 940,120 | 258 | 3,643.88 | 951,106 | 258 | 3,686.46 | 10,985 | 0 | 0 | 0 | 951,106 | 10,985 | 1.2% | 0 |
| 96100 | St. Pauls Catholic Primary School | 1,144,663 | 1,144,663 | 325 | 3,522.04 | 1,192,932 | 325 | 3,670.56 | 48,269 | 0 | -17,445 | -17,445 | 1,175,487 | 30,824 | 2.7% | 0 |
| 96300 | Stockcross Church of England Primary School | 428,993 | 428,993 | 101 | 4,247.46 | 424,220 | 101 | 4,200.20 | -4,774 | 6,346 | 0 | 6,346 | 430,566 | 1,572 | 0.4% | 0 |
| 96400 | Streatley Church of England Voluntary Controlled Primary School | 436,667 | 436,667 | 98 | 4,455.78 | 431,445 | 98 | 4,402.50 | -5,222 | 6,802 | 0 | 6,802 | 438,247 | 1,581 | 0.4% | 0 |
| 96500 | Sulhamstead and Upton Navet Church of England Voluntary Controlled Primary School | 434,635 | 434,635 | 101 | 4,303.32 | 434,835 | 101 | 4,305.30 | 200 | 1,398 | 0 | 1,398 | 436,233 | 1,598 | 0.4% | 0 |
| 99700 | Thatcham Park Church of England Primary School | 1,383,731 | 1,383,731 | 385 | 3,594.11 | 1,429,826 | 385 | 3,713.83 | 46,096 | 0 | -8,446 | -8,446 | 1,421,380 | 37,650 | 2.7% | 0 |
| 96600 | Theale Church of England Primary School | 995,698 | 1,026,915 | 285 | 3,603.21 | 1,025,879 | 285 | 3,599.58 | -1,036 | 5,529 | 0 | 5,529 | 1,031,408 | 4,494 | 0.4% | 0 |
| 96700 | Welford and Wickham Church of England Primary School | 420,488 | 420,488 | 94 | 4,473.27 | 434,884 | 94 | 4,626.43 | 14,397 | 0 | -5,951 | -5,951 | 428,933 | 8,445 | 2.0% | 0 |
| 96800 | Westwood Farm Infant School | 677,419 | 693,219 | 177 | 3,916.49 | 701,939 | 177 | 3,965.75 | 8,200 | 0 | 0 | 0 | 701,939 | 8,200 | 1.3% | 0 |
| 96900 | Westwood Farm Junior School | 824,671 | 840,372 | 224 | 3,751.66 | 843,177 | 224 | 3,764.18 | 2,805 | 757 | 0 | 757 | 843,934 | 3,562 | 0.4% | 0 |
| 97000 | Whitelands Park Primary School | 1,165,957 | 1,165,957 | 316 | 3,689.74 | 1,189,943 | 316 | 3,765.64 | 23,986 | 0 | 0 | 0 | 1,189,943 | 23,986 | 2.1% | 0 |
| 98700 | The Willows Primary School | 1,353,646 | 1,353,646 | 344 | 3,935.02 | 1,420,385 | 344 | 4,129.03 | 66,739 | 0 | -30,341 | -30,341 | 1,390,044 | 36,398 | 2.7% | 0 |
| 99400 | The Winchcombe School | 1,574,421 | 1,629,008 | 405 | 4,022.24 | 1,518,147 | 405 | 3,748.51 | -110,861 | 118,275 | 0 | 118,275 | 1,636,423 | 7,415 | 0.5% | 0 |
| 97300 | Woolhampton Church of England Primary School | 411,519 | 411,519 | 92 | 4,473.03 | 398,848 | 92 | 4,335.31 | -12,671 | 14,153 | 0 | 14,153 | 413,001 | 1,482 | 0.4% | 0 |
| 97400 | Yattendon Church of England Primary School | 359,866 | 359,866 | 73 | 4,929.67 | 379,663 | 73 | 5,200.86 | 19,797 | 0 | -13,229 | -13,229 | 366,433 | 6,568 | 1.8% | 0 |
| 98900 | Denefield School | 4,561,016 | 4,561,016 | 919 | 4,963.02 | 4,592,948 | 919 | 4,997.77 | 31,932 | 0 | | | | | | |

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Criteria and Budgets for Additional Funds 2018/19

Report being considered by: Schools Forum
On: 11/12/2017
Report Author: Claire White, Ian Pearson
Item for: Decision **By:** All Forum Members

1. Purpose of the Report

1.1 To set out for approval the proposed criteria and budgets for additional funds for 2018/19.

2. Recommendation(s)

2.1 To agree the following changes (compared to 2017/18):

- Remove the Falling Rolls Fund from 2018/19.
- Widen the criteria for primary schools in financial difficulty to enable schools currently not in deficit to apply for funding towards meeting restructuring costs that are required to avoid a deficit.
- Small amendment to the wording of the growth fund criteria to clarify that funding for an increase to the pupil admission number can only be if this increase is in response to basic need.

2.2 Approve the budgets for these funds as follows:

- Growth Fund: £205,000.
- Schools in Financial Difficulty: £9.64 per pupil (approximately £120,000).
- Schools with Disproportionate Number of High Needs Pupils: £100,000.

| | | |
|---|-------------------------------|---|
| 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"/> |
|---|-------------------------------|---|

3. Introduction/Background

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

- 1) A growth fund for the purpose of supporting growth in pre-16 pupil numbers to meet basic need; to support additional classes needed to meet infant class size regulation; and to meet the costs of new schools.

- 2) A falling rolls fund where a population bulge is expected in the future but where a good and necessary school or academy currently has surplus places and faces an unmanageable funding shortfall in the short term.

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

Funding for both these funds is from the Schools' Block DSG, and is deducted from the funding that is to be allocated out to primary and secondary schools through the funding formula.

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

3.2 In 2017/18 West Berkshire holds funds for each of these four circumstances. These were reviewed at the last meeting of the Schools' Forum and the school funding consultation also invited views from schools regarding the changes proposed and any other comments on the current criteria.

4. Proposals

- 4.1 2017/18 is the fourth year of using such funds, and the criteria have not been amended for the last two years.
- 4.2 No changes are proposed for the Growth Fund criteria, other than a slight amendment to clarify in paragraph 2.4 that to receive funding the increase in the pupil admission number *must be* in response to basic need. It cannot be due to a school's popularity.
- 4.3 It is proposed that the Falling Rolls Fund is removed. Not many other local authorities make use of such a fund and payments are made based on an assumption of future pupil numbers which may or may not materialise. In four years just one school has qualified (a payment of £23k has been made in 2017/18), yet the pupil numbers for this particular school are now no longer forecast to increase.
- 4.4 It is proposed to widen the criteria for primary schools to access the schools in financial difficulty fund. The proposal is for schools not in deficit but required to restructure to avoid going into deficit, to be eligible to apply for reimbursement of the one off redundancy cost. This will still be subject to the same application and scrutiny process. It is felt by Heads that those who forward plan their restructures and avoid going into deficit are then disadvantaged by not being able to access this fund

- 4.5 No changes are proposed to the criteria for schools with a disproportionate number of high needs pupils.
- 4.6 There were only four responses to the consultation with schools, and all agreed with the proposals. One reiterated that schools who managed their finances prudently to avoid a deficit are disadvantaged by not being able to access the primary schools in financial difficulty fund, so should be able to access it for restructuring costs. One suggested that growth funding should be time limited to a maximum of five years as by this time the school should be viable through the usual budget share; this will encourage efficient deployment and allocation of resources as the school grows and will protect the growth fund against long term, non-sustainable commitments where demographic change falls short of expectation.
- 4.7 The budget for each fund also needs to be agreed. Previous year's budgets and actual are shown in Table 1.

| TABLE 1 | Growth Fund | Falling Rolls Fund | Primary Schools in Financial difficulty | Additional High Needs Funding |
|-----------------------------|--------------------|---------------------------|--|--------------------------------------|
| Budget Set 2014/15 | 250,000 | 120,000 | 115,470 | 48,000 |
| <i>Actual Spend 2014/15</i> | <i>148,341</i> | <i>0</i> | <i>112,297</i> | <i>38,576</i> |
| Budget Set 2015/16 | 250,000 | 40,000 | 115,110 | 50,000 |
| <i>Actual Spend 2015/16</i> | <i>158,563</i> | <i>0</i> | <i>18,677</i> | <i>87,966</i> |
| Budget Set 2016/17 | 250,000 | 40,000 | 117,320 | 127,690 |
| <i>Actual Spend 2016/17</i> | <i>100,922</i> | <i>0</i> | <i>137,930</i> | <i>114,033</i> |
| Budget Set 2017/18 | 162,000 | 40,000 | 119,980 | 100,000 |

- 4.8 The Schools Block allocation for 2018/19 includes £202,000 for the growth fund & falling rolls fund. The expected requirement for growth funding in 2018/19 is £205,000 for six bulge classes plus pre-opening costs for the new primary school opening in September 2019. It is proposed that the budget for the growth fund is set as per this estimated requirement. Any unspent allocation from 2017/18 should be carried forward and added to this fund in 2018/19. This is being mindful that additional funding for the new primary school from September 2019 will need to be met from the Schools Block DSG. All unspent growth funding up to the end of 2016/17 was reallocated back to schools in 2017/18. The funding arrangements for the next two years will require the growth fund to be met from the Schools Block DSG and there are no plans yet for the DfE to fund this element on in year requirements – it is currently being allocated based on historical budgets.
- 4.9 The primary schools in financial difficulty fund should continue at the current level, as it is likely more schools will have difficulty in balancing their budgets and will undergo staffing restructures which will qualify for funding.
- 4.10 It is apparent that the number of schools with a disproportionate number of high needs pupils is continuing to grow, and funding needs to be set aside from the high needs block at the current level of spend, in order to fund those schools qualifying.

5. Appendices

Appendix A – Proposed Growth Fund Criteria 2018/19

Appendix B – Proposed Funding for Primary Schools in Financial Difficulty Criteria
2018/19

Appendix C – Proposed Additional High Needs Funding Criteria 2018/19

Growth Fund Criteria 2018/19

1. Background

- 1.1 Under the current School Funding Regulations, local authorities can set up a growth fund from the DSG in advance of allocating school budget shares. The purpose of the growth fund is to support maintained schools and Academies which are required to provide extra places in order to meet basic need within the authority and to meet the cost of new and reorganised schools including pre-opening and diseconomy costs. It can also include funding schools where very limited pupil number growth requires an additional class as required by infant class size regulations. It cannot be used for general growth in pupil numbers at a school due to a school's popularity.
- 1.2 The growth fund is ring-fenced so that it can only be used for the purpose of supporting growth in pre 16 pupil numbers to meet basic need. Any funds remaining at the end of the financial year must be added to the following year's DSG and reallocated to maintained schools and Academies through the local formula.
- 1.3 Local authorities are required to provide on a transparent and consistent basis the criteria on which any growth funding is to be allocated. The criteria should both set out the circumstances and have clear objective trigger points for a school to qualify for payment and provide a clear formula for calculating the sum to be paid.
- 1.4 The Schools' Forum is required to agree the criteria and the total sum to be top sliced from each phase, and will receive reports on the use of the funding.
- 1.5 The criteria and funding for 2018/19 as agreed by the Schools' Forum at its meeting on 11th December 2017 is set out below.

2. Growth Fund Criteria

2.1 New School

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

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

Diseconomies of scale. The total pupil numbers required by the new school to ensure viability will be agreed in advance with the school on an annual basis whilst the school is growing to full capacity and funding paid via the school formula will be based on this number. This will meet any diseconomies of scale and the school will not require additional funding from the growth fund.

2.2 Extending Age Range (including new schools)

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

agreement was missed) or the new pupil numbers are greater than the number agreed with the DfE.

Funding will be total AWPU per additional pupil in the new class (pro rata for the remainder of the financial year).

2.3 Provision of an Extra Class

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

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

2.4 Increase in Pupil Admission Number (PAN)

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

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

2.5 KS1 Classes (infant class size)

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

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

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

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

3. Funding to be Top sliced from DSG

3.1 The sum to be set aside in 2018/19 is as follows:

| Estimated Requirement | Calculation | Total |
|--|--|-----------------|
| New School (pre-opening costs for new primary opening in September 2019) | £100,000 x 3/8 Assumes set up costs commence January 2019 | £30,000 |
| Extending Age Range (none expected) | | £0 |
| Additional Classes x 6 | £50,000 x 6 x 7/12 | £175,000 |
| Increase in PAN (none expected) | | £0 |
| Infant classes (covered above) | | £0 |
| Contingency | | £0 |
| TOTAL DSG REQUIREMENT | | £205,000 |

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

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

Appendix B

Funding for Primary Schools in Financial Difficulty Criteria 2018/19

1. Background

- 1.1 Under School funding reform, from April 2013 local authorities have been required to delegate to all schools the contingency previously held for schools in financial difficulty. Each phase in the maintained sector has the option of de-delegating this funding to continue to have this funding centrally retained.
- 1.2 At the Schools' Forum meeting held on 11th December 2017, the primary school members of the Forum opted to continue to de-delegate this funding in 2018/19 at a rate of £9.64 per pupil. The amount totals **£120,140 [TO BE UPDATED WITH FINAL AMOUNT IN JANUARY]** in 2018/19.
- 1.3 The Schools' Forum is required to set clear criteria for the allocation of this funding. The criteria for 2017/18 was reviewed and agreed by the Schools' Forum at its meeting on 11th December 2017 and is set out below.

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

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

1. The school has sought and followed the advice of the Schools' Accountancy Service **prior** to going into deficit
2. The school has (up to) a five year robust deficit recovery plan in place which has been discussed with and verified by the Schools' Accountancy Service.
3. Additional funding may be payable for one of the following exceptional unforeseen circumstances which has taken the school into deficit:
 - Short term downturn in pupil numbers - to maintain current staffing structure where evidence can be provided that the numbers are likely to recover within a 2 - 3 year period and where downsizing of staff and resultant redundancy costs in order to balance the budget on a short term basis would not be an efficient use of resources.
 - Sudden permanent downturn in pupil numbers in a school causing concern (i.e. Ofsted category of notice to improve or worse) - to maintain current staffing levels on a temporary basis where to reduce the staffing levels immediately in order to balance the budget would be detrimental to the recovery of standards in the short term.
 - Unforeseen sudden permanent downturn in pupil numbers - to cover staffing costs during a short term interim period whilst restructuring takes place and in order where possible to avoid redundancies (such as through natural wastage).
 - Redundancy payments, where the staffing reductions are required in order to balance the budget, but these costs will put the school further into a deficit position and taking the school longer to recover the deficit.

- Any other one off costs incurred on recovery of the deficit, such as specialist consultancy advice/support. (it was agreed by Schools' Forum on 11th July 2016 that where West Berkshire's Accountancy Service are engaged for such support, the cost can be charged direct to this fund without making a separate bid).

Additional Circumstance (from April 2018):

Schools not currently in deficit but required to restructure to avoid going into deficit, may also make a bid for reimbursement towards their one-off redundancy costs.

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.

Appendix C

Additional High Needs Funding Criteria 2018/19

1. Background

- 1.1 Local authorities can provide additional targeted support to individual schools from its high needs block where it would be unreasonable to expect the first £6,000 of support for that schools high needs pupils to be met by them from its (pre 16) formula funding due to an exceptional number of such pupils on its roll.
- 1.2 The guidance from the DfE has stated that the additional funding paid to schools should be formulaic based on the number of high needs pupils in each school. It cannot take into account lower level needs of pupils. The formula or criteria should be as clear and simple as possible, and should be devised so that additional funds are targeted only to a minority of schools which have particular difficulties because of their **disproportionate number** of high needs pupils or their characteristics.
- 1.3 The Schools' Forum agreed the methodology at its meeting on 11th December 2017, and this is set out below.

2. Methodology and Process

- 2.1 There will be an additional payment to schools where the actual number of pre 16 high needs pupils (i.e. pupils in mainstream receiving top ups) is significantly (1%) above the average of all schools in West Berkshire.
- 2.2 Where the actual number of pre 16 high needs pupils per school is 1% above the West Berkshire average (the average is calculated using the number of high needs pupils in January 2018 and shown in the pink column on the attachment), each additional high needs pupil will attract £6,000 in addition to the top up. The number of additional pupils will be calculated on a proportionate basis rather than rounding up or down to whole pupil numbers to avoid a funding cliff-edge.
- 2.3 The funding will be paid pro rata each term based on the actual number of pre 16 pupils receiving top ups at that time for the number of days in that term i.e. calculated and paid in April, October and January.
- 2.4 The attached table **[NOTE THIS TABLE WILL BE UPDATED]** shows for each school how many high needs pupils equals the average + 1% (the pink column) before qualifying for additional funding in 2018/19. Schools will receive £6,000 per 1.0 high needs pupils they have on roll *above this average number*. Note that funding may be a proportion of £6,000 if the calculation is less than 1.0.
- 2.5 The amount of funding to be set aside for this purpose in the high needs budget will be £100,000.

Provisional 2017/18 Additional SEN Funding for Schools with Disproportionate large numbers of High Needs Pupils

| Cost Centre | SCHOOL | Relevant Data | | | Indicative Funding | | |
|-------------|--|---|---|-----------------------------|--------------------------------------|--|---------------------------------|
| | | Total Pre 16 Pupil No.s (Oct 2016 Census excl RU) | Mainstream Pre 16 Pupil No.s Receiving Top Ups January 2017 | Notional SEN Budget 2017/18 | Average No. of Pupils Formula Funded | High Needs Pupils Above Average (un rounded) | Indicative Add'l Funding £6,000 |
| | Primary | | | | 1.99% | 1% above LA avg | |
| | Secondary | | | | 2.46% | 1% above LA avg | |
| 91000 | Aldermaston Church of England Primary School | 185 | 5 | 34,653 | 3.68 | 1.32 | 7,897 |
| 91100 | Basildon Church of England Primary School | 143 | 3 | 24,472 | 2.85 | 0.15 | 915 |
| 91300 | Beeton Church of England Controlled Primary School | 46 | 0 | 11,561 | 0.92 | 0.00 | 0 |
| 91400 | Beenham Primary School | 82 | 0 | 17,191 | 1.63 | 0.00 | 0 |
| 91200 | Birch Copse Primary School | 424 | 3 | 64,270 | 8.44 | 0.00 | 0 |
| 91500 | Bradfield Church of England Primary School | 142 | 2 | 28,477 | 2.83 | 0.00 | 0 |
| 91600 | Brightwalton Church of England Aided Primary School | 100 | 1 | 14,093 | 1.99 | 0.00 | 0 |
| 91700 | Brimpton Church of England Primary School | 50 | 1 | 11,691 | 1.00 | 0.00 | 26 |
| 91800 | Bucklebury Church of England Primary School | 129 | 1 | 22,389 | 2.57 | 0.00 | 0 |
| 91900 | Burghfield St. Mary's Church of England Primary School | 206 | 3 | 29,456 | 4.10 | 0.00 | 0 |
| 92000 | Calcot Infant School & Nursery | 230 | 0 | 45,796 | 4.58 | 0.00 | 0 |
| 92100 | Calcot Junior School | 279 | 3 | 91,677 | 5.56 | 0.00 | 0 |
| 95222 | Chaddleworth St. Andrew's C of E Primary School | 29 | 1 | 11,526 | 0.58 | 0.42 | 2,535 |
| 92400 | Chieveley Primary School | 209 | 2 | 25,742 | 4.16 | 0.00 | 0 |
| 95900 | Cold Ash St. Mark's Church of England Primary School | 197 | 1 | 23,546 | 3.92 | 0.00 | 0 |
| 92200 | Compton Church of England Primary School | 185 | 1 | 34,594 | 3.68 | 0.00 | 0 |
| 92300 | Curridge Primary School | 103 | 0 | 12,328 | 2.05 | 0.00 | 0 |
| 92500 | Downsway Primary School | 209 | 5 | 33,736 | 4.16 | 0.84 | 5,030 |
| 92800 | Enborne Church of England Primary School | 65 | 0 | 16,067 | 1.29 | 0.00 | 0 |
| 92900 | Englefield Church of England Primary School | 98 | 4 | 14,144 | 1.95 | 2.05 | 12,292 |
| 93000 | Falkland Primary School | 450 | 6 | 58,917 | 8.96 | 0.00 | 0 |
| 93100 | Fir Tree Primary School & Nursery | 191 | 3 | 54,462 | 3.80 | 0.00 | 0 |
| 93200 | Francis Baily Primary School | 541 | 5 | 96,470 | 10.77 | 0.00 | 0 |
| 93400 | Garland Junior School | 217 | 1 | 48,824 | 4.32 | 0.00 | 0 |
| 93500 | Hampstead Norreys Church of England Primary School | 88 | 0 | 13,825 | 1.75 | 0.00 | 0 |
| 93600 | Hermitage Primary School | 193 | 2 | 32,084 | 3.84 | 0.00 | 0 |
| 93700 | Hungerford Primary School | 392 | 1 | 84,459 | 7.81 | 0.00 | 0 |
| 92700 | The Ilsleys' Primary School | 57 | 0 | 7,368 | 1.13 | 0.00 | 0 |
| 93800 | Inkpen Primary School | 76 | 1 | 14,433 | 1.51 | 0.00 | 0 |
| 93900 | John Rankin Infant & Nursery School | 260 | 5 | 46,502 | 5.18 | 0.00 | 0 |
| 94000 | John Rankin Junior School | 280 | 5 | 55,496 | 5.58 | 0.00 | 0 |
| 94100 | Kennet Valley Primary School | 194 | 2 | 52,515 | 3.86 | 0.00 | 0 |
| 94200 | Kintbury St. Mary's Church of England Primary School | 140 | 3 | 23,570 | 2.79 | 0.21 | 1,274 |
| 94300 | Lambourn Church of England Primary School | 196 | 1 | 51,893 | 3.90 | 0.00 | 0 |
| 94400 | Long Lane Primary School | 208 | 2 | 31,134 | 4.14 | 0.00 | 0 |
| 95800 | Mortimer St. John's Church of England Infant School | 181 | 0 | 23,458 | 3.60 | 0.00 | 0 |
| 97500 | Mortimer St. Mary's Church of England Junior School | 216 | 5 | 39,652 | 4.30 | 0.70 | 4,194 |
| 94500 | Mrs. Bland's Infant & Nursery School | 169 | 0 | 38,266 | 3.37 | 0.00 | 0 |
| 94600 | Pangbourne Primary School | 205 | 2 | 35,361 | 4.08 | 0.00 | 0 |
| 94700 | Parsons Down Infant School | 217 | 0 | 39,579 | 4.32 | 0.00 | 0 |
| 94800 | Parsons Down Junior School | 308 | 5 | 67,252 | 6.13 | 0.00 | 0 |
| 94900 | Purley Church of England Infants School | 112 | 3 | 21,570 | 2.23 | 0.77 | 4,619 |
| 95000 | Robert Sandilands Primary School & Nursery | 246 | 3 | 56,621 | 4.90 | 0.00 | 0 |
| 95100 | Shaw-cum-Donnington Church of England Primary School | 94 | 2 | 19,788 | 1.87 | 0.13 | 770 |
| 95200 | Sheffield Church of England Primary School | 29 | 0 | 6,933 | 0.58 | 0.00 | 0 |
| 95300 | Speenhamland Primary School | 281 | 3 | 72,017 | 5.60 | 0.00 | 0 |
| 95400 | Springfield Primary School | 301 | 6 | 49,912 | 5.99 | 0.01 | 39 |
| 95500 | Spurcroft Primary School | 433 | 1 | 89,943 | 8.62 | 0.00 | 0 |
| 95700 | St. Finian's Catholic Primary School | 197 | 1 | 35,083 | 3.92 | 0.00 | 0 |
| 97700 | St. John the Evangelist Infant & Nursery School | 180 | 1 | 27,122 | 3.58 | 0.00 | 0 |
| 97800 | St. Joseph's Catholic Primary School | 210 | 2 | 40,579 | 4.18 | 0.00 | 0 |
| 96200 | St. Nicolas Church of England Junior School | 258 | 2 | 46,370 | 5.14 | 0.00 | 0 |
| 96100 | St. Pauls Catholic Primary School | 325 | 0 | 56,432 | 6.47 | 0.00 | 0 |
| 96300 | Stockcross Church of England Primary School | 101 | 1 | 12,089 | 2.01 | 0.00 | 0 |
| 96400 | Streatley Church of England VC Primary School | 98 | 0 | 16,224 | 1.95 | 0.00 | 0 |
| 96500 | Sulhamstead and Ufton Nerve C of E VA Primary School | 101 | 2 | 15,996 | 2.01 | 0.00 | 0 |
| 99700 | Thatcham Park Church of England Primary School | 385 | 3 | 81,860 | 7.67 | 0.00 | 0 |
| 96600 | Theale Church of England Primary School | 275 | 3 | 43,737 | 5.48 | 0.00 | 0 |
| 96700 | Welford and Wickham Church of England Primary School | 94 | 1 | 14,799 | 1.87 | 0.00 | 0 |
| 96800 | Westwood Farm Infant School | 172 | 2 | 29,114 | 3.42 | 0.00 | 0 |
| 96900 | Westwood Farm Junior School | 219 | 2 | 37,267 | 4.36 | 0.00 | 0 |
| 97000 | Whitelands Park Primary School | 316 | 1 | 79,975 | 6.29 | 0.00 | 0 |
| 98700 | The Willows Primary School | 344 | 2 | 103,779 | 6.85 | 0.00 | 0 |
| 99400 | The Winchcombe School | 390 | 5 | 85,869 | 7.77 | 0.00 | 0 |
| 97300 | Woolhampton Church of England Primary School | 92 | 0 | 12,553 | 1.83 | 0.00 | 0 |
| 97400 | Yattendon Church of England Primary School | 73 | 0 | 12,697 | 1.45 | 0.00 | 0 |
| 98900 | Denefield School | 919 | 6 | 231,517 | 22.58 | 0.00 | 0 |
| 98800 | The Downs School | 898 | 12 | 132,595 | 22.06 | 0.00 | 0 |
| 99000 | John O'Gaunt Community Technology College | 336 | 18 | 118,258 | 8.26 | 9.74 | 58,470 |
| 99100 | Kennet School | 1,362 | 15 | 346,200 | 33.46 | 0.00 | 0 |
| 99200 | Little Heath School | 1,281 | 22 | 228,317 | 31.47 | 0.00 | 0 |
| 99300 | Park House School | 793 | 8 | 201,503 | 19.48 | 0.00 | 0 |
| 99800 | St. Bartholomew's School | 1,264 | 8 | 212,021 | 31.05 | 0.00 | 0 |
| 99500 | Theale Green Community School | 537 | 7 | 120,284 | 13.19 | 0.00 | 0 |
| 99900 | Trinity School & Performing Arts College | 740 | 18 | 253,132 | 18.18 | 0.00 | 0 |
| 99600 | The Willink School | 862 | 17 | 130,708 | 21.18 | 0.00 | 0 |
| | PRIMARY TOTAL | 13,216 | 131 | | 263 | 7 | 39,591 |
| | SECONDARY TOTAL | 8,992 | 131 | | 221 | 10 | 58,470 |
| | TOTAL ALL SCHOOLS | 22,208 | 262 | | 484 | 16 | 98,060 |

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De-delegation Proposals 2018/19

Report being considered by: Schools Forum
On: 11/12/2017
Report Author: Gabrielle Esplin, Ian Pearson
Item for: Decision **By:** All Maintained Schools Representatives

1. Purpose of the Report

- 1.1 This report sets out the details, cost, and charges to schools of the services on which maintained school representatives are required to vote (on an annual basis) whether or not they should be de-delegated. It also provides an update on the results of consultation with schools on these arrangements.

2. Recommendation(s)

- 2.1 That representatives of maintained primary schools should agree to de-delegate funds in the 2018/19 financial year for:
- Behaviour Support Services
 - Ethnic Minority Support
 - Trade Union Representation
 - Schools in Financial Difficulty
 - CLEAPSS
 - and Statutory and Regulatory Duties Option 2
- 2.2 That representatives of maintained secondary schools should agree to de-delegate funds in the 2018/19 financial year for:
- Behaviour Support Services
 - Ethnic Minority Support
 - Trade Union Representation
 - CLEAPSS
 - and Statutory and Regulatory Duties Option 2
- 2.3 That representatives of maintained special, nursery schools and PRUs (as a group) should agree to de-delegate funds in the 2018/19 financial year for Statutory and Regulatory Duties Option 2.

| | | |
|---|-------------------------------|---|
| 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"/> |
|---|-------------------------------|---|

3. Background

- 3.1 The Schools' Forum in December 2016 and January 2017 agreed for the following services to be centrally provided to primary and secondary maintained schools in the 2017/18 financial year through the pooling of funding:
- Behaviour Support Services

- Ethnic Minority Support
- Trade Union Representation
- Schools in Financial Difficulty (primary only)
- CLEAPSS
- Statutory and Regulatory Duties comprising:
 - Statutory accounting functions in respect of schools
 - Internal Audit of schools
 - Administration of pensions for school staff
 - Health and Safety (level 1 support)

3.2 The schools funding regulations for 2018/19 have now been published and these confirm that similar arrangements will apply for dedelegation of the cost of these services will apply for the financial years 2018/19 and 2019/20. Funding arrangements are expected to change in 2020/21, but details of the changes have not yet been announced.

3.3 Representatives of Primary and Secondary schools are required to make a recommendation to Schools Forum whether or not funds should be de-delegated in the financial year 2018/19 for:

- Behaviour Support Services
- Ethnic Minority Support
- Trade Union Representation
- Schools in Financial Difficulty (primary only)
- CLEAPSS

Funds cannot be de-delegated from Special and Nursery Schools and PRUs for these services, but those schools will have the option to buy back these services at a cost based on the same amount per pupil as for primary and secondary schools.

3.4 In the case of the services which make up Statutory and Regulatory Duties, representatives of all maintained schools (including Special and Nursery Schools and PRUs) are required to recommend to Schools Forum whether or not funds should be de-delegated.

3.5 For 2018/19 Schools are also being offered the option to pool funds for the provision of level 2 Health and Safety support, as part of the Statutory and Regulatory Duties block (option 1).

3.6 The Schools' Forum also agreed for 2018/19 to pool funds for the provision of the statutory element of the School Improvement Service, which was previously funded from the Education Services Grant. However a new School Improvement Grant has now been made available to the Local Authority to provide this service, so it is no longer necessary to propose the pooling of schools' funds for School Improvement.

3.7 Academies and other non maintained schools also may be able to choose to buy into any of the above services subject to service provider agreement.

3.8 Appendix A sets out the total cost of each service and an initial estimate of the amount to be de-delegated from each school. This estimate is based on the October 2016 census. However the final amounts will be based on the October 2017 census when that data becomes available.

4. Consultation with Schools On De-delegation Proposals

- 4.1 Following discussions on these arrangements with Heads Funding Group in October and Schools Forum in November, all schools were consulted on the proposals for de-delegation of services set out in sections 5-10 and appendices B-G of this report, as part of the consultation on schools funding arrangements for 2018/19. No further comments on these proposals were received from schools through the consultation process.

5. Behaviour Intervention Service

- 5.1 The Behaviour Intervention Service proposal for 2018/19 is set out in Appendix B.
- 5.2 Table 1 shows the budget and unit charge for 2018/19 compared to 2017/18. The total cost will be divided by the total numbers of pupils in the October 2017 census to determine a unit charge per pupil on which the de-delegated amount per school will be based. 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 2016 census this is estimated to be £14.05 per pupil but the final rate will be determined according to the October 2017 census.

| TABLE 1 | 2017/18 | | 2018/19 | |
|------------------------------|-----------------------|-----------------|---------------------------------|-----------------|
| | Unit Charge per pupil | Budget | Estimated Unit Charge per pupil | Budget |
| Maintained Primary Schools | £13.77 | £171,470 | £14.05 | £174,897 |
| Maintained Secondary Schools | £13.77 | £41,900 | £14.05 | £42,733 |
| Total | | £213,370 | | £217,630 |

6. Ethnic Minority and Traveller Achievement Service

- 6.1 The detail of the Ethnic Minority and Traveller Achievement Service (EMTAS) is set out in Appendix C.
- 6.2 Table 2 shows the budget and the estimated unit charge for the service for 2018/19 compared to 2017/18. The total cost in respect of Primary and Secondary schools will be divided by the total number of pupils recorded as having English as an additional language (EAL) in the October 2017 census to determine a unit charge per EAL pupil on which the de-delegated amount per school will be based. As all schools will have access to all aspects of the service, the same unit charge will apply to both primary and secondary schools. The estimated unit charge of £274.17 per pupil is lower than the rate for 2017/18 because the service spent £38,300 less than the amount which was agreed to be de-delegated in 2016/17 and this amount can be used to help meet the cost of delivering the service in 2018/19. The estimated unit charge is based on the October 2016 census, but the final rate will be determined according to the number of EAL pupils in the October 2017 census.

| TABLE 2 | 2017/18 | | 2018/19 | |
|------------------------------|--------------------------------|-----------------|--|----------------|
| | Unit Charge per pupil with EAL | Budget | Estimated Unit Charge per pupil with EAL | Budget |
| Maintained Primary Schools | £349.43 | £226,052 | £274.17 | 169,085 |
| Maintained Secondary Schools | £349.43 | £5,248 | £274.17 | 4,392 |
| | | £231,300 | | 173,477 |

7. Trade Union Representation

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

Table 3 shows the budget and unit charge for the service for 2018/19 compared to 2017/18. The proposal for 2018/19 is the same as 2017/18 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 in respect of Primary and Secondary schools will be divided by the total number of pupils in the October 2017 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 (regardless of which school they are based in), the same unit charge will apply to both primary and secondary schools. Based on the October 2016 census this currently estimated to be £3.01 per pupil but the final rate will be determined according to the October 2017 census.

| TABLE 3 | 2017/18 | | 2018/19 | |
|------------------------------|-----------------------|----------------|---------------------------------|------------------|
| | Unit Charge per pupil | Budget | Estimated Unit Charge per pupil | Estimated Budget |
| Maintained Primary Schools | £3.16 | £39,297 | £3.13 | 38,930 |
| Maintained Secondary Schools | £3.16 | £9,603 | £3.13 | 9,512 |
| | | £48,900 | | 48,442 |

8. Schools in Financial Difficulty

- 8.1 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.
- 8.2 The proposal shown in Table 4 assumes continuing with an annual fund of £120,000, which would equate to £9.64 per pupil based on the October 2016 census but the final rate will be determined according to the October 2017 census.

| TABLE 4 | 2017/18 | | 2018/19 | |
|------------------------------|-----------------------|-----------------|---------------------------------|------------------|
| | Unit Charge per pupil | Budget | Estimated Unit Charge per pupil | Estimated Budget |
| Maintained Primary Schools | £9.64 | £120,000 | £9.64 | £120,000 |
| Maintained Secondary Schools | | | | |
| | | £120,000 | | £120,000 |

- 8.3 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.

9. Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)

9.1 The detail of the service provided by this subscription is set out in Appendix E.

9.2 As the actual pricing from CLEAPSS will not be available until after the schools budget has been set, an assumption has been made on the 2018/19 fee. Any over or under spend will be recovered the following year, as in all de-delegated services. Table 5 shows the budget and unit charge for the service for 2018/19 compared to 2017/18. The unit charge includes the administration fee. Note that secondary schools will need to pay the fee relating to sixth form pupils separately as de-delegation is based on pre 16 pupils only.

| TABLE 5 | 2017/18 | | | 2018/19 | | |
|------------------------------|-----------------------|-------------------|---------------|---------------------------------|-----------------------------|------------------|
| | Unit Charge per pupil | Charge per school | Budget | Estimated Unit Charge per pupil | Estimated Charge per school | Estimated Budget |
| Maintained Primary Schools | £0.15 | | £1,870 | £0.16 | | 1,991 |
| Maintained Secondary Schools | £0.15 | £220 | £1,120 | £0.16 | £225 | 1,162 |
| | | | £2,990 | | | 3,153 |

10. Statutory and Regulatory Duties

10.1 The statutory regulatory duties consist of the statutory functions in respect of schools of Accountancy, Internal Audit, Pension scheme administration and Health and Safety. The Accountancy, audit and pension administration services are described in appendix F.

10.2 In 2017/18 funds to provide level 1 Health and Safety support were de-delegated but individual schools were given the choice whether or not to buy back level 2 support. The Health and Safety service is proposing two alternative options for de-delegation, as set out in appendix G. Option 1 is to de-delegate funds to provide level 1 and 2 support for all maintained primary and secondary schools. Option 2 is the same arrangement as for 2017/18.

10.3 Table 6 shows the budget and estimated unit charges for these services 2018/19 compared to 2017/18. The total cost will be divided by the total numbers of pupils in the October 2017 census to determine a unit charge per pupil on which the de-delegated amount per school will be based. The same unit charges will apply to both primary and secondary schools. The estimated unit charges shown are based on the October 2016 census but the final rates will be determined according to the October 2017 census.

| TABLE 6 | 2017/18 | | 2018/19 | | | | |
|-------------------------------|------------------|-----------------|---------------------------------|------------------------|--------------------------|----------------------------|--|
| | Charge per Pupil | Budget | Estimated Unit Charge per pupil | Estimated Total Budget | Estimated Primary Budget | Estimated Secondary Budget | Estimated budget for Nursery, Special Schools and PRUs |
| Accountancy | £2.00 | £30,953 | £2.09 | £33,793 | £25,977 | £6,347 | £1,469 |
| Audit | £2.70 | £41,883 | £2.29 | £45,173 | £34,724 | £8,484 | £1,964 |
| Pension Scheme Administration | £1.96 | £30,404 | £2.09 | £33,759 | £25,950 | £6,341 | £1,468 |
| Health and Safety Option 1 | £10.06 | £155,764 | £10.34 | £167,446 | £128,716 | £31,450 | £7,281 |
| Health and Safety Option 2 | £3.66 | £56,642 | £3.52 | £56,962 | £43,787 | £10,699 | £2,477 |
| Total Option 1 | £16.62 | £259,007 | £17.30 | £280,171 | £215,367 | £52,622 | £12,182 |
| Total Option 2 | £10.32 | £159,882 | £10.48 | £169,687 | £130,438 | £31,871 | £7,378 |

11. Summary of Proposals

11.1 Table 7 summarises the services and budgets which are proposed to be de-delegated in 2018/19:

| TABLE 7 | 2018/19 Primary Budget £ | Agreed by HFG | 2018/19 Secondary Budget £ | Agreed by HFG | 2018/19 Early Years & High Needs Budgets £ | Agreed by HFG |
|--|--------------------------|---------------|----------------------------|---------------|--|---------------|
| Behaviour Integration | 174,897 | Yes | 42,733 | Yes | n/a | n/a |
| Ethnic Minority Support | 169,085 | Yes | 4,392 | Yes | n/a | n/a |
| Trade Union Representation | 38,930 | Yes | 9,512 | Yes | n/a | n/a |
| Schools in Financial Difficulty | 120,000 | Yes | n/a | n/a | n/a | n/a |
| CLEAPSS | 1,991 | Yes | 1,162 | Yes | n/a | n/a |
| Statutory and Regulatory Duties Option 1 | 215,367 | No | 52,622 | No | 12,192 | No |
| Statutory and Regulatory Duties Option 2 | 130,438 | Yes | 31,871 | Yes | 7,378 | Yes |

12. Appendices

Appendix A – Indicative De-delegations per school for 2018/19

Appendix B – Behaviour Support Service

Appendix C – Ethnic Minority & Traveller Achievement Service

Appendix D – Trade Union Representation Service

Appendix E – CLEAPSS Service

Appendix F – Accountancy, Audit and Pension Administration

Appendix G- Health and Safety

De-delegation Proposals 2018/19

Appendix A

| Indicative De-Delegations for 2018/19 - Based on October 2016 Census Data | | | | | | | | | | | | Total Statutory and Regulatory Duties Option 1 | Total Statutory and Regulatory Duties Option 2 | |
|---|---------------|-----------------------|--|----------------------------|---------------------------------|----------------|--------------------------------|---------------------------|-------------------------------|--|--|--|--|-------|
| | | Behaviour Integration | Ethnic Minority Support | Trade Union Representation | Schools in Financial Difficulty | CLEAPSS | Statutory Accounting Functions | Internal Audit of Schools | Pension Scheme Administration | Health and Safety Support Levels 1 & 2 | Health and Safety Support Level 1 only | | | |
| Proposed Primary Delegation | | £174,897 | £169,085 | £38,930 | £120,000 | £1,991 | £25,977 | £34,724 | £25,950 | £128,716 | £43,787 | £215,367 | £130,438 | |
| Proposed Secondary Delegation | | £42,733 | £4,392 | £9,512 | £0 | £1,162 | £6,347 | £8,484 | £6,341 | £31,450 | £10,699 | £52,622 | £31,871 | |
| Total Proposed Delegation | | £217,630 | £173,477 | £48,442 | £120,000 | £3,153 | £32,324 | £43,209 | £32,291 | £160,166 | £54,486 | £267,989 | £162,309 | |
| Estimated income from other maintained schools | | £0 | £27,143 | £2,202 | £0 | £76 | £1,469 | £1,964 | £1,468 | £7,281 | £2,477 | £12,182 | £7,378 | |
| Total Cost of Service | | £217,630 | £200,620 | £50,644 | £120,000 | £3,229 | £33,793 | £45,173 | £33,759 | £167,446 | £56,962 | £280,171 | £169,687 | |
| Indicative cost per primary pupil | | £14.05 | £274.17 | £3.13 | £9.64 | £0.16 | £2.09 | £2.79 | £2.09 | £10.34 | £3.52 | £17.30 | £10.48 | |
| Indicative cost per secondary pupil | | £14.05 | £274.17 | £3.13 | n/a | £0.16 | £2.09 | £2.79 | £2.09 | £10.34 | £3.52 | £17.30 | £10.48 | |
| Indicative cost per other maintained school pupil | | n/a | £274.17 | £3.13 | n/a | £0.16 | £2.09 | £2.79 | £2.09 | £10.34 | £3.52 | £17.30 | £10.48 | |
| Fixed cost per secondary school | | n/a | n/a | n/a | n/a | £225.00 | n/a | n/a | n/a | n/a | n/a | n/a | n/a | |
| School | Pupil No's | EAL No's | Indicative Delegation for each Service by School | | | | | | | | | | | |
| Aldermaston Church of England Primary School | 185 | 7.3 | 2,600 | 1,989 | 579 | 1,784 | 30 | 386 | 516 | 386 | 1,913 | 651 | 3,201 | 1,939 |
| Basildon Church of England Primary School | 143 | 0.0 | 2,009 | 0 | 447 | 1,379 | 23 | 298 | 399 | 298 | 1,479 | 503 | 2,474 | 1,499 |
| Beedon Church of England Controlled Primary School | 46 | 3.5 | 646 | 946 | 144 | 444 | 7 | 96 | 128 | 96 | 476 | 162 | 796 | 482 |
| Beenham Primary School | 82 | 3.3 | 1,152 | 911 | 256 | 791 | 13 | 171 | 229 | 171 | 848 | 288 | 1,419 | 859 |
| Birch Copse Primary School | 424 | 7.0 | 5,958 | 1,921 | 1,326 | 4,088 | 68 | 885 | 1,183 | 884 | 4,385 | 1,492 | 7,337 | 4,444 |
| Bradfield Church of England Primary School | 142 | 0.0 | 1,995 | 0 | 444 | 1,369 | 23 | 296 | 396 | 296 | 1,469 | 500 | 2,457 | 1,488 |
| Brightwalton Church of England Aided Primary School | 100 | 0.0 | 1,405 | 0 | 313 | 964 | 16 | 209 | 279 | 209 | 1,034 | 352 | 1,730 | 1,048 |
| Brimpton Church of England Primary School | 50 | 0.0 | 703 | 0 | 156 | 482 | 8 | 104 | 140 | 104 | 517 | 176 | 865 | 524 |
| Bucklebury Church of England Primary School | 129 | 0.0 | 1,813 | 0 | 404 | 1,244 | 21 | 269 | 360 | 269 | 1,334 | 454 | 2,232 | 1,352 |
| Burghfield St. Mary's Church of England Primary School | 208 | 4.7 | 2,923 | 1,296 | 651 | 2,005 | 33 | 434 | 590 | 434 | 2,151 | 732 | 3,599 | 2,180 |
| Calcot Infant School & Nursery | 230 | 20.2 | 3,232 | 7,184 | 719 | 2,218 | 37 | 480 | 642 | 480 | 2,379 | 809 | 3,980 | 2,410 |
| Calcot Junior School | 279 | 16.0 | 3,921 | 4,387 | 873 | 2,690 | 45 | 582 | 778 | 582 | 2,885 | 982 | 4,828 | 2,924 |
| Chaddlesworth St. Andrew's Church of England Primary School | 29 | 0.0 | 408 | 0 | 91 | 280 | 5 | 61 | 81 | 60 | 300 | 102 | 502 | 304 |
| Chieveley Primary School | 209 | 4.7 | 2,937 | 1,280 | 654 | 2,015 | 33 | 436 | 583 | 436 | 2,161 | 735 | 3,617 | 2,190 |
| Cold Ash St. Mark's Church of England Primary School | 197 | 1.2 | 2,768 | 322 | 616 | 1,899 | 32 | 411 | 550 | 411 | 2,037 | 693 | 3,409 | 2,065 |
| Compton Church of England Primary School | 185 | 0.0 | 2,600 | 0 | 579 | 1,784 | 30 | 386 | 516 | 386 | 1,913 | 651 | 3,201 | 1,939 |
| Curridge Primary School | 103 | 4.7 | 1,447 | 1,284 | 322 | 993 | 16 | 215 | 287 | 215 | 1,065 | 362 | 1,782 | 1,079 |
| Downsway Primary School | 209 | 4.7 | 2,937 | 1,280 | 654 | 2,015 | 33 | 436 | 583 | 436 | 2,161 | 735 | 3,617 | 2,190 |
| Enborne Church of England Primary School | 65 | 0.0 | 913 | 0 | 203 | 627 | 10 | 136 | 181 | 136 | 672 | 229 | 1,125 | 681 |
| Englefield Church of England Primary School | 98 | 0.0 | 1,377 | 0 | 307 | 945 | 16 | 205 | 273 | 204 | 1,014 | 345 | 1,696 | 1,027 |
| Falkland Primary School | 450 | 9.2 | 6,324 | 2,524 | 1,408 | 4,338 | 72 | 939 | 1,256 | 938 | 4,654 | 1,583 | 7,787 | 4,716 |
| Francis Baily Primary School | 543 | 16.2 | 7,630 | 4,435 | 1,698 | 5,235 | 87 | 1,133 | 1,515 | 1,132 | 5,616 | 1,910 | 9,396 | 5,691 |
| Garland Junior School | 217 | 7.0 | 3,049 | 1,919 | 679 | 2,092 | 35 | 453 | 605 | 452 | 2,244 | 763 | 3,755 | 2,274 |
| Hampstead Norreys Church of England Primary School | 88 | 0.0 | 1,237 | 0 | 275 | 848 | 14 | 184 | 246 | 183 | 910 | 310 | 1,523 | 922 |
| Hermitage Primary School | 196 | 5.8 | 2,754 | 1,599 | 613 | 1,890 | 31 | 409 | 547 | 409 | 2,027 | 690 | 3,392 | 2,054 |
| Hungerford Primary School | 383 | 16.3 | 5,523 | 4,463 | 1,229 | 3,789 | 63 | 820 | 1,096 | 819 | 4,064 | 1,383 | 6,801 | 4,119 |
| The Isleys' Primary School | 58 | 0.0 | 815 | 0 | 181 | 559 | 9 | 121 | 162 | 121 | 600 | 204 | 1,004 | 608 |
| Inkpen Primary School | 76 | 1.0 | 1,068 | 285 | 238 | 733 | 12 | 159 | 212 | 158 | 786 | 267 | 1,315 | 797 |
| John Rankin Infant & Nursery School | 260 | 43.3 | 3,654 | 11,881 | 813 | 2,507 | 42 | 543 | 725 | 542 | 2,689 | 915 | 4,499 | 2,725 |
| John Rankin Junior School | 280 | 9.0 | 3,935 | 2,476 | 876 | 2,700 | 45 | 584 | 781 | 584 | 2,896 | 985 | 4,845 | 2,934 |
| Kennel Valley Primary School | 194 | 15.7 | 2,726 | 4,304 | 607 | 1,870 | 31 | 405 | 541 | 404 | 2,006 | 683 | 3,357 | 2,033 |
| Kintbury St. Mary's Church of England Primary School | 140 | 1.3 | 1,967 | 352 | 438 | 1,350 | 22 | 292 | 391 | 292 | 1,448 | 493 | 2,423 | 1,467 |
| Lambourn Church of England Primary School | 196 | 13.4 | 2,754 | 3,672 | 613 | 1,890 | 31 | 409 | 547 | 409 | 2,027 | 690 | 3,392 | 2,054 |
| Long Lane Primary School | 208 | 3.5 | 2,923 | 961 | 651 | 2,005 | 33 | 434 | 590 | 434 | 2,151 | 732 | 3,599 | 2,180 |
| Mortimer St. Johns Church of England Infant School | 182 | 3.0 | 2,558 | 832 | 569 | 1,755 | 29 | 380 | 508 | 379 | 1,882 | 640 | 3,149 | 1,907 |
| Mortimer St. Mary's Church of England Junior School | 216 | 4.0 | 3,035 | 1,097 | 676 | 2,083 | 35 | 451 | 603 | 450 | 2,234 | 760 | 3,738 | 2,264 |
| Mrs. Bland's Infant & Nursery School | 170 | 10.6 | 2,389 | 2,913 | 532 | 1,639 | 27 | 355 | 474 | 354 | 1,758 | 598 | 2,942 | 1,782 |
| Pangbourne Primary School | 205 | 9.4 | 2,881 | 2,569 | 641 | 1,977 | 33 | 428 | 572 | 427 | 2,120 | 721 | 3,547 | 2,148 |
| Parsons Down Infant School | 217 | 13.0 | 3,049 | 3,570 | 679 | 2,092 | 35 | 453 | 605 | 452 | 2,244 | 763 | 3,755 | 2,274 |
| Parsons Down Junior School | 308 | 2.0 | 4,328 | 548 | 963 | 2,970 | 49 | 643 | 859 | 642 | 3,185 | 1,084 | 5,300 | 3,228 |
| Purley Church of England Infants School | 112 | 5.8 | 1,574 | 1,583 | 350 | 1,080 | 18 | 234 | 312 | 234 | 1,158 | 394 | 1,938 | 1,174 |
| Robert Sandilands Primary School & Nursery | 250 | 24.3 | 3,513 | 6,664 | 782 | 2,410 | 40 | 522 | 698 | 521 | 2,585 | 880 | 4,326 | 2,620 |
| Shaw-cum-Donnington Church of England Primary School | 95 | 3.5 | 1,335 | 965 | 297 | 916 | 15 | 198 | 265 | 198 | 982 | 334 | 1,644 | 996 |
| Sheffield Church of England Primary School | 29 | 0.0 | 408 | 0 | 91 | 280 | 5 | 61 | 81 | 60 | 300 | 102 | 502 | 304 |
| Springfield Primary School | 301 | 17.5 | 4,230 | 4,798 | 942 | 2,902 | 48 | 628 | 840 | 628 | 3,113 | 1,059 | 5,209 | 3,155 |
| Spurcroft Primary School | 433 | 15.6 | 6,085 | 4,287 | 1,354 | 4,175 | 69 | 904 | 1,208 | 903 | 4,478 | 1,523 | 7,493 | 4,538 |
| St. Finian's Catholic Primary School | 197 | 7.1 | 2,768 | 1,941 | 616 | 1,899 | 32 | 411 | 550 | 411 | 2,037 | 693 | 3,409 | 2,065 |
| St. John the Evangelist Infant & Nursery School | 180 | 22.5 | 2,529 | 6,169 | 563 | 1,735 | 29 | 376 | 502 | 375 | 1,882 | 633 | 3,115 | 1,886 |
| St. Joseph's Catholic Primary School | 210 | 54.8 | 2,951 | 15,034 | 657 | 2,025 | 34 | 438 | 586 | 438 | 2,172 | 739 | 3,634 | 2,201 |
| St. Nicolas Church of England Junior School | 258 | 15.0 | 3,626 | 4,113 | 807 | 2,488 | 41 | 538 | 720 | 538 | 2,668 | 908 | 4,464 | 2,704 |
| St. Pauls Catholic Primary School | 325 | 18.5 | 4,567 | 5,074 | 1,017 | 3,134 | 52 | 678 | 907 | 678 | 3,361 | 1,143 | 5,624 | 3,406 |
| Stockcross Church of England Primary School | 101 | 2.4 | 1,419 | 652 | 316 | 974 | 16 | 211 | 282 | 211 | 1,045 | 355 | 1,748 | 1,059 |
| Streathley Church of England Voluntary Controlled Primary School | 99 | 3.5 | 1,391 | 969 | 310 | 955 | 16 | 207 | 276 | 206 | 1,024 | 348 | 1,713 | 1,038 |
| Sulhamstead and Upton Nerve Church of England Voluntary | 101 | 0.0 | 1,419 | 0 | 316 | 974 | 16 | 211 | 282 | 211 | 1,045 | 355 | 1,748 | 1,059 |
| Thatcham Park Church of England Primary School | 385 | 18.6 | 5,410 | 5,087 | 1,204 | 3,712 | 62 | 804 | 1,074 | 803 | 3,982 | 1,354 | 6,662 | 4,035 |
| Theale Church of England Primary School | 275 | 18.3 | 3,864 | 5,027 | 860 | 2,651 | 44 | 574 | 767 | 573 | 2,844 | 967 | 4,759 | 2,882 |
| Welford and Wickham Church of England Primary School | 94 | 0.0 | 1,321 | 0 | 294 | 906 | 15 | 196 | 262 | 196 | 972 | 331 | 1,627 | 985 |
| Westwood Farm Infant School | 172 | 8.9 | 2,417 | 2,439 | 538 | 1,658 | 28 | 359 | 490 | 359 | 1,779 | 605 | 2,976 | 1,803 |
| Westwood Farm Junior School | 219 | 7.8 | 3,077 | 2,144 | 685 | 2,112 | 35 | 457 | 611 | 457 | 2,265 | 770 | 3,790 | 2,295 |
| The Willow's Primary School | 344 | 48.5 | 4,834 | 13,284 | 1,076 | 3,317 | 55 | 718 | 960 | 717 | 3,558 | 1,210 | 5,953 | 3,605 |
| The Winchcombe School | 391 | 57.1 | 5,495 | 15,655 | 1,223 | 3,770 | 63 | 816 | 1,091 | 815 | 4,044 | 1,376 | 6,766 | 4,098 |
| Woolhampton Church of England Primary School | 92 | 0.0 | 1,293 | 0 | 288 | 887 | 15 | 192 | 257 | 192 | 951 | 324 | 1,592 | 964 |
| Yattendon Church of England Primary School | 73 | 0.0 | 1,026 | 0 | 228 | 704 | 12 | 152 | 204 | 152 | 755 | 257 | 1,263 | 765 |
| The Downs School | 898 | 3.0 | 12,619 | 823 | 2,809 | 369 | 1,874 | 2,505 | 1,872 | 9,287 | 3,159 | 15,539 | 9,411 | |
| Little Heath School | 1,281 | 8.0 | 18,001 | 2,197 | 4,007 | 430 | 2,674 | 3,574 | 2,671 | 13,248 | 4,507 | 22,167 | 13,425 | |
| The Willink School | 862 | 5.0 | 12,113 | 1,372 | 2,696 | 363 | 1,799 | 2,405 | 1,797 | 8,915 | 3,033 | 14,916 | 9,034 | |
| PRIMARY TOTAL | 12,446 | 617 | 174,897 | 169,085 | 38,930 | 120,000 | 1,991 | 25,977 | 34,724 | 25,950 | 128,716 | | | |

West Berkshire Council Maintained Schools

Proposal to De-Delegate Formula Funding 2018-19

Behaviour Intervention Service

Outline of Proposed Service 2018/19

The Behaviour Intervention Team (BIT) offers evidence-based advice and support to schools. The type of involvement includes whole school support, staff training, staff support, class or year group support as well as individual support. This tiered service represents an enhanced offer from previous years.

Key Features Requested by Primary Heads

These themes stem from the behaviour review and will be addressed by BIT in 2018/19:

1. Provide a quick and flexible response to challenging cases in schools.
2. Provide different levels of response within the team.
3. Design and deliver a training package to skill up staff within schools
4. Set up support network for school staff.
5. Work with partners to ensure appropriate parent training is available.
6. Provide practice guidelines/ graduated response criteria.

A New look Team

1. The Team –
 - Beth Cartwright (BIT Manager & Acting Senior EP)
 - Kate Pike (BIT EP)
 - Gerry Heaton (Primary BIT Advisor)
 - Vacant (Secondary BIT Advisor –to be appointed)
 - Nicky Edwards (BIT Worker)
 - 2 Vacant BIT Worker posts (in the process of being recruited this month)
 - Andy Cordell (Exclusions Officer)
 - Piyush Bharania (Admin Assistant)

In addition to the above, schools will have access to a team of educational psychologists and graphic facilitators who will run circle of adult meetings to support schools with pupils at risk of exclusion. A Circle of Adults meeting is led by 2 trained workers and involves key staff and professionals from the school. It lasts 90 minutes and provides a structured approach to problem-solving and identifying agreed strategies.

This represents an increased offer with a range of professionals and expertise in the team. This will be delivered without a significant increase in the cost of the

service. This is due to a team restructure and a more efficient deployment of resources.

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. For those needing some quick advice, signposting, or consultation with a BIT Educational Psychologist, Kate or Beth will be available for a telephone consultation on Wednesday afternoons from 1230 - 1630.
4. BIT referrals will be triaged weekly and the most appropriate level of support offered within 5 days.
5. The team will be informed by evidence based practice which will result in clear suggestions of what needs to happen to move the situation forward.
6. Partners and working relationships: In partnership with other agencies Beth will look to develop a clear referral pathway for social emotional and mental health issues. This will include consideration of EHA, iCollege, EPS, EWS, and ASD support teachers.
7. All of the above should be able to link and sit neatly with Local Authority social and emotional mental Health and well-being agenda and restorative themes.
8. Research indicates that a number of children and young people presenting with challenging behaviour have unidentified mental health problems. New request for involvement forms have been created along with screening tools to identify any mental health problems. This will enable these needs to be addressed by BIT team members or for referrals to be made to appropriate services.

What would schools get?

1. Screening and signposting for identified mental health difficulties.
2. Immediate write up and actions as well as agreed review of cases where appropriate.
3. Links with other support services and help in securing necessary actions
4. More direct support with very complex cases involving a wide range of services.
5. Access to support for challenging whole school situations through advisors with senior level management experience and experienced educational psychologists.
6. Direct links into PAR (Pupils at Risk of exclusion mtg), PPP (Pupil Placement Panel & Fair Access process), VCF (Vulnerable Children's Fund) and other relevant systems/services
7. Support from workers where appropriate to help implement/model strategies in school.

8. Clear information of key personnel and agencies within West Berkshire –regularly updated.
9. Suggestions and links regarding potential training needs
10. Access to circle of adults meetings facilitated by an educational psychologist and another skilled worker for pupils at risk of permanent exclusion.

Proposed Cost of Delivery in 2018/19

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

| | 2017/18 £ | 2018/19 Proposed £ | % Increase |
|----------------------------------|----------------|--------------------------|---------------|
| Staffing Costs | 198,460 | 203,230 | |
| Other Costs | 6,150 | 6,150 | |
| Support Service Recharges | 19,400 | 20,940 | |
| Total Cost | 224,010 | 230,320 | 2.8% |
| Less Surplus Brought Forward | - 10,640 | - 12,690 | |
| Amount to be De-Delegated | 213,370 | 217,630 | 2.0% |

The overall cost of delivering the service has increased by 2.8% which takes into account the proposed changes to the staffing structure of the team outlined above together with the expected April 2018 pay award and salary increments due to existing staff. However, as the service spent £12,690 below the amount agreed to be de-delegated in 2016/17, this amount can be used to help meet the cost of delivering the service in 2018/19. As the underspend in 2016/17 was slightly higher than in 2015/18, the amount proposed to be de-delegated in 2018/19 is therefore 2% higher than in 2017/18.

This does not take into account income which will be earned from any Academies which choose to buy back this service. Any additional income received from this source will reduce the net cost and the charge to maintained schools.

Method of charging in 2018/19

The total net cost of the service will be divided by the total number of pupils recorded in the October 2017 census to arrive at a per pupil amount for charging purposes. Using October 2016 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.

West Berkshire Council Maintained Schools

Proposal to De-Delegate Formula Funding 2018-19

Ethnic Minority & Traveller Achievement Service (EMTAS)

Outline of Proposed Service 2018/19

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

The current service is led by a Team Manager (0.8FTE), 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.

- 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, for staff
- Arranging support for first language GCSE/AS/A2 papers; SATs maths translation.
- Arranging in- house school INSET focusing on EAL teaching and learning.
- 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 pupil and those from Gypsy, Roma, Traveller families.
- Joint working with other agencies to support schools with ethnic minority pupils.
- Provision of language assessments and support of unaccompanied asylum seeking children (UASC) in schools.
- Advice and guidance documents and resources 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 100 - 120 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 Great 121 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 (PSO) all work in schools supporting individual and small groups of pupils.

De-delegation Proposals 2018/19

- Bilingual support is provided for Polish, German, Portuguese, Bengali, Hindi.
- 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.
- Unaccompanied Asylum Seeking children and young people receive weekly support in class from EMTAS
- PSOs support schools with parent meetings/ FSM letters/interpreting for parents at SEND reviews.
- 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. GRT families are supported with attendance, admissions, transition, access to extra-curricular activities and engagement with learning.

Benefits of Service

Number of EAL assessments completed in the last three years

In 2015/16 117 assessments were carried out in 43 primary schools and 4 secondary schools. In 2016/17 the current number of assessments is 85 in 31 primaries and 4 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.

EAL assessments, including guidance and reports, have been completed in the following schools in 2016/17:

| | |
|--------------------------------|----------------------------|
| Birch Copse | Beedon |
| Calcot Infant | Calcot Junior |
| Compton | Downsway |
| Falkland | Garland |
| Francis Baily | Hungerford |
| Long Lane | Kennet Valley |
| Mortimer St. John's Infant | Lambourn |
| Parsons Down Infant | Mortimer St. Mary's Junior |
| St. Finians | Mrs Bland's Infant |
| St. John the Evangelist Infant | Purley |
| St. Joseph's | Robert Sandilands |
| Sulhamstead and Ufton Nervet | Speenhamland |
| Thatcham Park | St. Nicolas |
| Westwood Farm Infant | Stockcross |
| The Willows | The Winchcombe |
| Westwood Farm Junior | Little Heath |
| John O'Gaunt (Academy) | Theale Green (Academy) |
| Park House (Academy) | |

PSO (Bengali/Hindi)

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

| | |
|-----------------------|--------------------|
| Calcot Infant | St. Nicolas Junior |
| Victoria Park Nursery | Calcot Nursery |
| Westwood Farm | |

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

PSO (Polish)

| | |
|------------------------|-------------------|
| Theale Green (Academy) | Francis Baily |
| Thatcham Park | Calcot Junior |
| Little Heath | Robert Sandilands |
| Trinity (Academy) | Inkpen |
| St John the Evangelist | The Willows |
| St. Joseph's | Park House |
| Birch Copse | Brookfields |

The Polish PSO has carried out the oral component of GCSE Polish and relevant tuition. Also AS level Polish and 'A' level Polish.

The Polish PSO has translated the mathematics papers of the KS2 SATs for individual eligible pupils.

Schools have also received assistance with Polish first language assessments, setting up EAL coffee mornings, SEND, joint working with 'Cognition and Learning' and 'Speech and Language' and parental meetings in other settings.

PSO (UASC)

Four secondary aged unaccompanied asylum seeking children from Iraq, Eritrea and Syria have been supported this year. EMTAS provides academic, exam 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 the LACES team. Support has been provided at the following schools this year:

| | |
|--------------------------|-------------------------|
| Trinity School (Academy) | Kennet School (Academy) |
| St. Joseph's | |

This PSO has also provided regular in-class support for three primary aged children who arrived with their family as part of the Syrian resettlement.

PSO (Portuguese)

Portuguese and Brazilian pupils in the following schools have received Polish PSO support in this academic year.

| | |
|--------------------|----------------------|
| John Rankin Infant | Little Heath |
| Kennet Valley | Park House (Academy) |
| Francis Baily | St. Nicolas |
| St. Paul's | Robert Sandilands |
| Speenhamland | John Rankin Junior |

Schools have also received assistance with Portuguese first language assessments, joint working with Education Psychology, Speech and Language, EAL coffee mornings, SEND issues, FSM and interpretation for parents in other settings.

EMTAS has carried out the oral component of GCSE Portuguese and preparation tuition. The Portuguese PSO has translated the mathematics papers of the KS2 SATs for individual eligible pupils.

Number of TA funded hours given to schools

De-delegation Proposals 2018/19

| 2015/16 | 2016/17 |
|-------------------|-----------------|
| 1,100 hours (EAL) | 955 hours (EAL) |
| 60 hours (GRT) | 90 hours (GRT) |
| Total £9,291.60 | Total £12,015 |

Schools in receipt of GReaT 1 to 1 project funding during 2016/17 to provide targeted intervention for Gypsy, Roma and Traveller pupils. (hours included in the figures above):

| | |
|----------------|-----------|
| Aldermaston | Beenham |
| Garland Junior | Hermitage |
| Basildon | |

Number of training sessions (both general and school specific)

| 2015/16 | 2016/17 |
|--|--|
| New Arrivals with EAL | New Arrivals with EAL |
| SCITT | SCITT |
| NQT | EAL Co-ordinator's Network meeting |
| Social Work Academy | TA EAL training Hermitage School |
| EAL Co-ordinator's Network meeting | EAL training for teachers and TAs Thatcham Park School |
| LSCB GRT training | |
| The Winchcombe School – EAL all teachers | |
| Garland School Gypsy Roma & Traveller | |
| Mrs Bland's School Gypsy Roma & Traveller | |
| John Rankin Jnr and Infants: TAs Supporting EAL pupils | |

Number of families supported by PSO (GRT)

West Berkshire has 102 children who are ascribed as Gypsy, Roma or Traveller. This number has increased from 2014/15 when it was 88. 34 West Berkshire schools have Gypsy, Roma and Traveller pupils on roll. This has increased from 24 in 2015/16 as ascription is increasing.

Approximately 55 GRT families have been supported by the PSO GRT and work continues 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 schools supported with GRT pupils

The following schools have received support from EMTAS for Gypsy, Roma and Traveller pupils.

| | |
|--------------------|-----------------------------|
| Aldermaston | Sulhamstead and Ufton Nerve |
| Basildon | Theale Green (Academy) |
| Garland Junior | Thatcham Park |
| Hermitage | Alternative Curriculum |
| Fir Tree (Academy) | Mrs Bland's Infants |
| Kennet Valley | The Willink |
| John Rankin Infant | Yattendon |
| Beenham | |

EMTAS organised a day of off-site activities for GRT children in the August holiday. This included children from both Traveller sites in West Berkshire and some housed Travellers. They took part in canoeing at Adventure Dolphin and a family picnic.

Number of sessions run by the Learning Bus

7 sessions have been delivered from September 2016 to July 2017 on the 'Bus of Hope'. These have taken place monthly at Paices Hill Traveller site and have provided Parent and Toddler activities for families. These sessions have enabled Family Hubs staff, the Fire and Rescue Service, EWOs, Health Visitors, schools and other agencies to make contact with 'hard to reach' families through working alongside EMTAS.

Proposed Cost of Delivery in 2018/19

The following table summarises the proposed cost of the service for 2018/19 in comparison with 2017/18.

| | 2017/18 £ | 2018/19 Proposed £ | % Increase |
|---|----------------|--------------------------|---------------|
| Staffing Costs | 182,010 | 185,480 | |
| Other Costs | 31,530 | 31,720 | |
| Support Service Recharges | 21,000 | 21,720 | |
| Total Cost | 234,540 | 238,920 | 1.9% |
| Less Surplus Brought Forward | - 3,150 | - 38,300 | |
| | 231,390 | 200,620 | |
| Less income from Special and Nursery Schools and PRUs | | - 27,143 | |
| Amount to be De-Delegated | 231,390 | 173,477 | -25.0% |

The overall cost of delivering the service has increased by 1.9% which is in line with the estimated increase in staffing costs due to the expected April 2018 pay award and increments expected to be paid to existing staff. However, as the service spent £38,300 less than the amount which was agreed to be de-delegated in 2016/17, this amount can be used to help meet the cost of delivering the service in 2018/19. The amount proposed to be de-delegated in 2018/19 is therefore lower than in 2017/18.

Method of charging in 2018/19

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 2017 census to arrive at a per pupil amount for charging purposes. Using October 2016 census data to provide an indicative amount, this would equate to £317.07 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 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; EAL 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

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Trade Union Representation Service

Outline of Proposed Service 2018/19

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 2018/19

The following table summarises the proposed cost of the service for 2018/19, compared to 2017/18. It is based on engaging a representative from each of the unions:

| Union | 2017/18 | Proposed 2018/19 |
|---|----------------|------------------|
| NASUWT | | £14,745 |
| NUT | | £14,698 |
| ATL | | £12,634 |
| NAHT | | £3,264 |
| ASCL | | £2,244 |
| Total Direct Costs | | £47,580 |
| Support Service Recharges | | 4,760 |
| Total Cost | | £52,340 |
| Income from Academies | | £1,696 |
| Cost to Maintained Schools | | £50,644 |
| Less income from Nursery and Special Schools and PRUs | | £2,202 |
| Cost to Primary and Secondary Schools | £48,900 | £48,442 |

The proposed budget for 2018/19 is based on:

- Reimbursement to schools providing release time for teacher trade union activities is dependent on agreement by Schools Forum in respect of maintained primary and secondary schools and from other schools which elect to buy in the facilities time - approximately equivalent to 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 2018/19

The total cost of the service will be divided by the total number of pupils recorded in the October 2017 census to arrive at a per pupil amount for charging purposes. Using October 2017 census data to provide an indicative amount, this would equate to £3.15 per primary and secondary pupil. Appendix A of the main report shows the indicative total amount per school. Academies 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.

West Berkshire Council Maintained Schools

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CLEAPSS Service

Outline of Proposed Service 2018/19

West Berkshire Council has an agreement with CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) which includes the provision of support and advice to teachers, technicians, head teachers and governors/trustees on how best to use high quality practical work to support pupils learning in science, design & technology and, most recently, art & design.

All but two of the 182 authorities, with the duty to provide education, in England, Wales and Northern Ireland and the various islands, are members of CLEAPSS.

The Local Authority can offer schools and academies the opportunity to purchase an annual CLEAPSS subscription at a heavily discounted price from that which schools would pay independent of West Berkshire Council.

The CLEAPSS subscription includes Radiation Protection Officer (RPO) (including site visit/assessment) and the Radiation Protection Adviser Service (RPA) for secondary schools and academies.

Benefits of Service

CLEAPSS covers:

- Health & safety including model risk assessments
- Chemicals, living organisms, equipment
- Sources of resources
- Laboratory design, facilities and fittings
- Technicians and their jobs
- D&T facilities and fittings

CLEAPSS provides:

- Termly newsletters for primary and secondary schools
- A wide range of free publications
- Model risk assessments
- Special risk assessments
- Low-cost training courses for technicians, teachers and local authority officers
- A telephone helpline
- A monitoring service, e.g. for mercury spills
- Evaluations of equipment
- Advice on repairs
- A H&S / Review of service publishers, exam boards and other organizations producing teaching resources

The local authority will have met the conditions of membership if all community schools subscribe.

Costs and Method of charging for 2018/19

CLEAPSS set the pricing each year in January/February for the financial year April to March ahead. In 2017/18 the charge to schools was 15 pence per pupil including administration costs plus £220 per secondary school for the RPA and RPO services.

The proposal for 2018/19 is to set a rate per pupil of 16 pence per pupil which is expected to cover any increase in the CLEAPSS fee and the cost of administration. As the de-delegation covers pre 16 pupils only, maintained secondary schools will need to pay the 6th form element of the fee as a separate sum. Any shortfall or surplus will be carried forward to the following year.

Other Options which may be considered

Independent, Academies, Foundation and VA schools may purchase the CLEAPSS subscription directly through CLEAPSS at an increased price.

The proposed cost per pupil/school is shown in the table below in comparison with the cost of buying this service directly from CLEAPSS

| School | Cost through local authority per pupil | Cost directly per pupil (min 200 pupils/ 350 secondary) | Radiation Protection Advisor | Radiation Protection Officer |
|-----------|--|---|------------------------------|------------------------------|
| Primary | 16p | 21p | N/A | N/A |
| Secondary | 16p | 27p | £40 | £185 |
| Special | 16p | 21p | N/A | N/A |
| PRU | 16p | 21p | N/A | N/A |

West Berkshire Council Maintained Schools

Proposal to De-Delegate Formula Funding 2018-19

Statutory and Regulatory Duties - Accountancy, Audit and Pension Scheme Administration

| Accountancy (Statutory Functions) |
|---|
| <p>Description of Duties: Consolidation of school accounts into Council's year end statement of accounts.</p> <p>Overview of school budget submissions & budget monitoring reports.</p> <p>Monitoring of schools in deficit.</p> <p>Monitoring adherence to Scheme for Financing Schools.</p> <p>Returns to Central Government – CFR, CFO grants return.</p> <p>Administration of grants & other funding to maintained schools eg. PPG, budget allocations & adjustments.</p> |
| <p>Cost: £33,793</p> |
| <p>0.35 FTE Accountant 0.10 FTE Senior Accountant 0.15 FTE Finance Manager</p> |
| Pension Scheme Administration |
| <p>Description of Duties: Administration of Teachers and Local Government pension schemes in relation to staff working in maintained schools: Amending and updating employee records in relation to pensions Responding to queries from employees in relation to pensions Completion of statutory monthly returns to Teachers Pensions and Local Government pension scheme, including service and pay calculations.</p> |
| <p>Cost: £33,759</p> |
| <p>1.0 FTE Pensions Assistant</p> |

| Internal Audit of Schools – Statutory Requirements |
|--|
| <p>Description of Duties: Annual internal audit of maintained schools according to level of risk - circa 10 schools are audited per year. Each audit takes on average 7 days. The audit covers Governance; financial planning and management; financial policy, processes and records; benchmarking and value for money; school fund, SFVS.</p> <p>We also carry out Follow-up reviews for those schools that have a weak or very weak audit report opinion.</p> <p>There is provision for adhoc advice to schools/issuing the Anti Fraud Advisory Bulletins and the investigation of any financial irregularities. We also monitor compliance with submitting the SFVS returns.</p> <p>We have also included an element of time for the planning and monitoring of the school visit programme, and liaising with Accountancy /governor support etc on queries when they arise.</p> |
| <p>Cost: £45,173</p> |
| <p>0.3FTE Senior Auditor 0.5 FTE Auditor 0.07 FTE Audit Manager 0.03 FTE Chief Internal Auditor</p> |

West Berkshire Council Maintained Schools

Proposal to De-Delegate Formula Funding 2018-19

Statutory and Regulatory Duties – Health and Safety

1. Summary of Options

Option 1

- 1.1 Combine the costs of the provision of the schools health and safety service currently split and funded from de-delegated funds and through buy back income, thus removing the differing levels of service and maintain current staff levels.
- 1.2 All schools will equally and equitably share the costs of the provision of the schools health and safety service. The three posts will provide an equivalent of the Level Two service to all maintained schools, although some site visits will be more evenly distributed so the fire, asbestos, legionella, play equipment review visits would move to 'at least every 2 years or more frequently as required'. This accommodates the extra 25 schools that would qualify for them as all schools would be paying but spreads the workload over 2 years with 3.2 FTE posts.

Option 2

- 1.3 Maintain the current choice based service options with all schools equally and equitably share the costs of the provision of the Level One schools health and safety service. Those schools that decide to purchase the Level Two schools health and safety service will then be provided the comprehensive health and safety support service equivalent of the Level Two service.

2. Legislative Context

- 2.1 The principal legislation in the United Kingdom for health and safety is the Health and Safety at Work Etc Act 1974. There is also a considerable amount of health and safety legislation under the Health and Safety at Work Etc Act 1974 including the Management of Health and Safety at Work Regulations.
- 2.2 The Management of Health and Safety at Work Regulations set out that every employer shall appoint one or more competent persons to assist him in undertaking the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997.
- 2.3 The regulations also state that the employer shall ensure that the number of competent persons appointed, the time available for them to fulfil their functions and the means at their disposal are adequate having regard to the size of his undertaking, the risks to which the employers employees are exposed and the distribution of those risks throughout the undertaking. It should be noted that the regulations do not suggest any limit or scope to the competent advice or how it should be delivered practically.

- 2.4 The regulations also state that where there is a competent person in the employer's employment, that person shall be appointed in preference to a competent person not in his employment.
- 2.5 The duties imposed by the health and safety at work Act 1974 and associated regulations apply to the Council as the employer in the majority of the Council's schools.
- 2.6 In the case of Foundation and Voluntary Aided schools the Governors are the employer. The Council also has the general "duty to educate", even where the Governors are the employer.

3. Health & Safety Support Service

- 3.1 The Council has an established, professional and well regarded Health and Safety Team that already supports West Berkshire schools, currently through two service options, Level One and Level Two.
- 3.2 The Level One service suggests compliance with the Management of Health and Safety at Work Regulations in terms of access to competent advice for health and safety. The Level One service includes for a health and safety needs assessment of schools on a three year basis but all other services are remote and delivered by email and/or telephone contact. All other services set out in Level Two are not included or would require payment.
- 3.3 Schools health and safety needs assessments are completed less frequently for Level One schools and there is no additional support to improve on the areas identified in the needs assessment report. The schools are expected to make the improvements themselves without further access to competent advice and support. The issues discussed at 3.2 and 3.3 are not necessarily compatible with 2.3 above.
- 3.4 The Level Two service is a comprehensive health and safety support service and covers all aspects of health and safety management and support including necessary health and safety training.
- 3.5 Two members of the health and safety team provide the Level Two service to the 50 schools that opt to take the service. It could also be argued that there is a potential conflict in performing a compliance / enforcement role with their customers.
- 3.6 The Health and Safety Team provide a compliance, advice and training role for schools. However, the work of the team relies on the buy-back which thus far has been reasonably stable but only just covers the costs of the posts.
- 3.7 This brings with it difficulty in future planning and the risk that if there was even a relatively small drop off in buy-back that one of the posts would be vulnerable. This in turn would make the service unviable as it would not be possible to maintain the Level Two service with one post/person.

4. Update on position since last year

- 4.1 An options paper setting out a number of alternative ways that the schools health and safety service could be funded into the future was taken to the Schools Funding Forum in January.

- 4.2 There were options to move to a uniform service level delivered to all schools and funded by all schools paying an equal share based on pupil numbers and one option to remain with the part funded and part buy-back service as we are. Head Teachers voted to remain as we are with a Level 1 core service (funded by all schools) and the Level 2 buy-back support service.
- 4.3 Head Teachers accepted that if the Level 2 buy-back drops off then this would jeopardise the future provision of the service and requested that a further report be brought for their consideration if that was to happen.
- 4.4 As was somewhat expected at this time last year the overall buy-back of the service by schools did reduce slightly with around five schools dropping out due to budget constraints.
- 4.5 Buy back for the year 2017/8 was £93,280 with staffing costs around £110,666 including overheads, leaving a shortfall of around £17,386.
- 4.6 Funding for the Level 1 post, which was held vacant, offset this in the short term but we need to establish the structure and funding for the Schools H&S Team going forward.
- 4.7 We have recently been successful in a tender process for health and safety support service to the Excalibur Academies Trust for approximately £13,000 per annum. However, the volume of work means that we need to fill the vacant post to maintain service standards to all schools, thus adding to the financial pressure notwithstanding the additional income.
- 4.8 We were also successful in gaining work and income from Park House Academy and Dingley's Promise Nursery's.

5. Proposals

Option 1

- 5.1 To combine the costs of the provision of the schools health and safety service as shown in the table below and remove the differing levels of service.

Table 1

| | |
|---|--------------|
| Staffing Structure Required to deliver Option1: 0.2 FTE Health & Safety Manager 1.0 FTE Health & Safety Officer 2.0 FTE Senior Health & Safety Officers | |
| Total Cost of Service to Maintained Schools | £167k |
| Less: Charge to maintained nursery, special, and PRU schools | -£7k |
| Total Cost of Service Proposed to be met by Maintained Primary and Secondary Schools | £160k |
| Estimated Rate per Pupil | £10.34 |

- 5.2 This staffing structure will provide a comprehensive health and safety support service equivalent of the Level Two service to all schools but we would need to smooth the workload over more time, so the fire, asbestos, legionella, play equipment review visits would move to 'at least every 2 years or more frequently as required'. This accommodates the extra 25 schools that would qualify for them as all schools would be paying but spreads the workload over 2 years with 3.2 FTE posts.
- 5.3 All schools will equally and equitably share the costs of the provision of the schools health and safety service.

Option 2

- 5.4 Maintain the current choice based service options with all schools equally and equitably share the costs of the provision of the Level One schools health and safety service.
- 5.5 Those schools that decide to purchase the Level Two schools health and safety service will then be provided the comprehensive health and safety support service equivalent of the Level Two service to all schools at additional cost. Additional costs for the Level Two service will be charged similar to existing.

Table 2

| | |
|--|---------------|
| Staffing Structure Required to deliver Option1: 0.2 FTE Health & Safety Manager 1.0 FTE Health & Safety Officer | |
| Total Cost of Service to Maintained Schools | £57k |
| Less: Charge to maintained nursery, special, and PRU schools | -£2.5k |
| Total Cost of Service Proposed to be met by Maintained Primary and Secondary Schools | £54.5k |
| Estimated Rate per Pupil | £3.52 |

This is not a preferred option for the arguments set out above in 2.2, 2.3 and 2.4 in that it may not comply the spirit of the legislation. The work of the remainder of the team will rely on the buy-back which, in the recent few years has only just covered the costs of two posts. This brings difficulty in future planning and the risk that if there was even a relatively small drop off in buy-back that one of the posts would be vulnerable. This in turn could make the Level Two service unviable as it would not be possible to maintain the Level Two service with one post/person.

6. Conclusion

- 6.1 The Council recognises that safety is important but needs to be approached creatively and should not be seen as simply another legal burden or bureaucratic chore. A planned approach to managing risk should be seen as an enabler, not just to prevent accidents and work related health problems to both staff and pupils but to build a culture of sensible risk management, linked to a curriculum where teaching young people can develop their capability to assess and manage risk.

- 6.2 Risk is part of life but accidents do not need to be, so while schools need to make sure staff, pupils and visitors are safe, they also need to make sure that pupils are helped to become risk aware without becoming unnecessarily risk averse.
- 6.3 The Council will continue to support sensible and pro-active health and safety management in schools by providing a supportive infrastructure and service to schools.

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High Needs Block Budget 2018/19

Report being considered by: Heads Funding Group
On: 28/11/2017
Report Author: Ian Pearson, Michelle Sancho, Jane Seymour
Item for: Decision **By:** All Forum Members

1. Purpose of the Report

- 1.1 This report sets out the current financial position of the high needs budget for 2017/18 and the position known so far for 2018/19. Options in order to make savings and balance the budget in 2018/19 are explored.

2. Recommendation(s)

- 2.1 To determine which options should be explored more fully to meet the shortfall in HNB funding for 2018-19.

| | | |
|---|-------------------------------|---|
| 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"/> |
|---|-------------------------------|---|

3. Introduction

- 3.1 Setting a balanced budget for the High Needs Block continues to be a challenge; funding received for this block has only seen minimal increases for several years, yet the demand in terms of numbers of high needs pupils and unit costs of provision has continued to rise. Place funding has remained static in spite of increasing numbers, and in 2015/16 local authorities took on responsibility for students up to the age of 25 with SEND in FE colleges without the appropriate funding to cover the actual cost.
- 3.2 Since implementation of SEND reform under the Children and Families Act 2014, there has been a 14% increase in the total number of children in West Berkshire with a Statement or EHC Plan, mainly as a result of the eligible age range extending to 25. This level of increase compares favourably with the national picture which shows an increase of 30% in Statements / EHC Plans. West Berkshire has therefore been more successful in containing statement “inflation”, but nevertheless a 14% increase has a significant impact on the budget which has remained static.
- 3.3 Up until 2016/17, West Berkshire was setting a balanced high needs budget which included a significant contingency built in. 2015/16 was the first year that the budget overspent, with the contingency all used up. A decision was made to set a deficit budget for the first time in 2016/17, firstly because the Government was consulting on reforms to high needs funding, and secondly to allow the work being carried out on driving costs down to take effect.
- 3.4 In 2017/18 several savings were made in the high needs budget, and a deficit of £584k was set. The deficit was planned to reduce to £76k in 2018/19 and to be

repaid in full within two years, provided costs did not continue to increase significantly.

- 3.5 The pressure on the high needs budget is a national issue, and many local authorities have significant over spends and have also set deficit budgets, some with no firm plans to recover the deficit.
- 3.6 Tables 2, 3, 4 and 5 in Appendix A show where the predicted 2018-19 costs exceed 2017-18 budgets.
- 3.7 The net shortfall in the 2018-19 HNB budget, as estimated at this stage, is **£670,980**. This includes a carried forward overspend of £500,750 in the current financial year.
- 3.8 The budgets within the 2018-19 HNB which are predicted to exceed 2017-18 budgets are
- Independent and non maintained special schools
 - Resourced units in maintained schools and academies
 - Non West Berkshire resourced units
 - Non West Berkshire special schools
 - West Berkshire maintained special schools
 - Non West Berkshire mainstream schools
- 3.9 Details of the services paid for from the high needs budget and the corresponding budget information are set out in Appendix A, together with an explanation of the reasons for budget increases.
- 3.10 £70,000 was awarded in 2017-18 for the purposes of conducting a review of High Needs Block expenditure and provision. Most of this funding will be used to fund a full time SEND Strategy Officer who has recently been recruited on a fixed term 12 month contract. The remainder will be used to support the review in other ways which are necessary, such as specific pieces of targeted work requiring additional capacity or specific expertise.
- 3.11 £500,000 has been allocated over a three year period to support SEND capital projects. This funding may be used to create additional capacity in PRUs for children who have Education, Health and Care Plans and have a primary need of Social, Emotional and Mental Health difficulties (SEMH). This will help to reduce pressure for places in independent and non-maintained SEMH school.

4. Summary Financial Position

- 4.1 The latest estimate of expenditure in the High Needs Block budget for both 2017/18 and 2018/19 is set out in Table 1. This is first draft stage, and will be refined over the next few months, particularly in relation to the largest variable element, which is top up funding. The figures are based on all services continuing at current staffing levels and contract costs, with no change in the funding rates for top ups and the current/known number and funding level of pupils.

- 4.1 Most of the DSG allocation for the high needs block is now confirmed. Part of it is estimated and will be based on the actual number of pupils in special schools in the October 2017 census, and import/export adjustments based on the January 2018 census and February 2018 ILR. A funding increase of 0.5% on baseline is expected in 2019/20.

| TABLE 1 | 2017/18 Budget £ | 2017/18 Forecast £ | 2018/19 Estimate £ | 2019/20 Estimate £ |
|--------------------------------|-----------------------------|-------------------------------|-------------------------------|-------------------------------|
| Place Funding | 6,339,660 | 6,339,660 | 5,772,500 | 5,772,500 |
| Top Up Funding | 10,456,350 | 10,455,630 | 10,995,550 | 10,995,550 |
| PRU Funding (top ups only) | 875,870 | 875,870 | 623,950 | 623,950 |
| Other Statutory Services | 1,441,990 | 1,452,820 | 1,428,080 | 1,428,080 |
| Non Statutory Services | 798,580 | 798,580 | 839,820 | 839,820 |
| Support Service Recharges | 145,640 | 145,640 | 145,640 | 145,640 |
| Total Expenditure | 20,058,090 | 20,068,200 | 19,805,540 | 19,805,540 |
| HNB DSG Allocation – confirmed | 20,056,230 | 20,056,230 | 17,004,140 | 17,088,740 |
| HNB DSG Allocation - estimated | | | 2,631,170 | 2,631,170 |
| HNB DSG C/F | -488,780 | -488,780 | -500,750 | -670,980 |
| Total DSG Funding | 19,567,450 | 19,567,450 | 19,134,560 | 19,048,930 |
| Shortfall | -490,640 | -500,750 | -670,980 | -756,610 |

- 4.2 Expenditure for 2017/18 is currently forecast to be approximately £10k in excess of the revised budget of -£491k and currently stands at -£500,750. Any overspend at year end will need to be met from the 2018/19 grant.
- 4.3 Taking this into account, there is a shortfall of **£670,980** in the 2018/19 HNB. This figure may change. The position will be clearer at the time of the next report to the Heads Funding Group / Schools Forum, both in terms of the 2017-18 out turn (and therefore the sum to be carried forward) and also the 2018-19 budget requirements. However, there is likely to be a significant shortfall in the budget which will need to be addressed.
- 4.4 Appendix A sets out the detail of the budgets included within the High Needs Block, and the reasons for the pressure on the 2018-19 HNB budget.
- 4.5 Options available in order to make savings will be considered in more detail at the next meeting of the Heads Funding Group / Schools Forum. However, the Forum is asked to take a view at this stage on the options which it would like to be explored in more detail. Options are set out in Appendix B.

5. Conclusion and Recommendations

- 5.1 The Heads' Funding Group concluded that it was not realistic or desirable to attempt to save the full shortfall in 2018-19, and that to do so may be making unnecessarily severe cuts given that a large proportion of the shortfall is made up of a carried forward overspend.
- 5.2 It was recommended that savings of £220,000 should be identified, which represents the portion of the shortfall which relates to ongoing costs plus 10% of the remainder.

- 5.3 There were no specific preferences at this stage with regard to which areas should be considered for savings. Officers were asked to bring a range of options to the next meeting.

6. Appendices

Appendix A - High Needs Budget Detail

Appendix B – Saving Options

High Needs Budget Detail

1. PLACE FUNDING – STATUTORY

- 1.1 Place funding is agreed by the Education and Skills Funding Agency (ESFA) and has to be passed on to the institution, forming their base budget. Academy and post 16 places are included in the initial HNB allocation but the agreed place numbers are then deducted and paid to the institution direct (DSG top slice). From 2018/19 pre 16 resource unit place funding is reduced from £10,000 to £6,000 per place, and each pupil within the unit is included in the main school formula funding allocation. As a result of these changes there will be a reduction to the funding received in 2018/19. However, the school will need to receive the full £10k funding for any unfilled places, so this does not necessarily have a neutral impact.
- 1.2 The ESFA is not funding any overall increases to places, although in West Berkshire the actual number of places occupied is greater than the number funded and there continues to be an increase in demand for places in special schools. **Table 1** currently shows no increase to special school planned places, as there is no additional planned place funding to allocate unless there is surplus planned place funding in other institutions which can be reallocated. If no place funding can be released from other institutions, and if it is decided that additional planned places should be funded at the special schools, this is a pressure on the High Needs Block.

| TABLE 1 – Place Funding Budgets | 2017/18 Budget | | | 2018/19 Estimate | | |
|---|-----------------------------|------------------|-----------------------|------------------------------------|------------------|---|
| | No. of Places Funded by EFA | £ | Current No. of Pupils | No. of Places Funded (from 1/9/17) | £ | Proposed No. of Places funded for 18/19 |
| Special Schools – pre 16 (90540) | 286 | 2,860,000 | 311 | 286 | 2,860,000 | 286 |
| Special Schools – post 16 (DSG top slice) | 79 | 790,000 | 85 | 79 | 790,000 | 79 |
| Resource Units Maintained – pre 16 (90584) | 35 | 350,000 | 30 | 35 | 210,000 | 35 |
| Resource Units Academies – pre 16 (DSG top slice) | 84/92 | 886,660 | 79 | 92 | 562,500 | 95 |
| | | | | | | |
| Mainstream Maintained – post 16 (DSG top slice) | 8 | 48,000 | 9 | 8 | 40,000 | 6 |
| Mainstream Academies – post 16 (DSG top slice) | 22/14 | 100,000 | 11 | 14 | 80,000 | 13 |
| Further Education | 95 | 570,000 | 142 | 95 | 570,000 | 95 |
| PRU Place Funding (90320) | 84/66 | 735,000 | 69 | 66 | 660,000 | 66 |
| TOTAL | 675 | 6,339,660 | 736 | 675 | 5,772,500 | 675 |

- 1.3 Work is currently underway to determine, as far as possible, the likely numbers in special schools, resourced schools and mainstream sixth forms in September 2018.

These figures can never be totally accurate as assumptions have to be made about which pupils will leave and which will join.

- 1.4 When the September 2018 position is clearer, it may be necessary to consider whether planned places at any of the resourced units should be reduced, if numbers have been consistently below planned places.
- 1.5 The ESFA requires a return from the Local Authority in November each year of any planned places changes at academies and post 16 providers. No additional places are given as a result of this exercise, so if an increase in planned places is needed at one establishment it has to be offset by a reduction elsewhere.
- 1.6 Additional places will be required at Fir Tree ASD resource which opened in September 2017 and also at the Trinity ASD Resource which is growing in size.

2. TOP UP FUNDING – STATUTORY

- 2.1 Top up funding is paid to the institutions where we are placing pupils who live in West Berkshire (we do not pay our institutions top up funding for pupils who live outside West Berkshire). **Table 2** shows the budget and forecast for 2017/18 and the estimate for 2018/19.

| TABLE 2 Top Up Budgets | 2016/17 Budget | | 2017/18 Budget | | | 2018/19 | Difference 17/18 budget & 18/19 prediction |
|--|----------------|-----------|----------------|-----------------------|-----------------|------------|--|
| | Budget £ | Outturn £ | Budget £ | Forecast £ (Month 07) | Over/ (under) £ | Estimate £ | |
| Special Schools Maintained (90539) | 3,142,550 | 3,108,617 | 3,237,280 | 3,237,280 | 0 | 3,289,720 | 52,440 |
| Non WBC special schools (90548) | 1,068,100 | 904,043 | 1,086,890 | 1,050,990 | -35,900 | 1,155,385 | 68,495 |
| Resource Units Maintained (90617) | 367,910 | 306,091 | 202,620 | 202,620 | 0 | 229,570 | 26,950 |
| Resource Units Academies (90026) | 546,760 | 483,102 | 768,370 | 768,370 | 0 | 853,440 | 85,070 |
| Resource Units Non WBC (90618) | 50,000 | 34,037 | 55,000 | 100,440 | 45,440 | 100,000 | 45,000 |
| Mainstream Maintained (90621) | 480,420 | 526,027 | 534,010 | 534,010 | 0 | 531,560 | -2450 |
| Mainstream Academies (90622) | 184,790 | 184,101 | 191,410 | 191,410 | 0 | 188,640 | -2770 |
| Mainstream Non WBC (90624) | 66,220 | 61,217 | 66,960 | 91,540 | 24,580 | 91,540 | 24,580 |
| Non Maintained Special Schools (90575) | 750,950 | 790,410 | 891,130 | 845,500 | -45,630 | 915,100 | 23,970 |
| Independent Special Schools (place & top up) (90579) | 1,683,500 | 1,588,161 | 2,012,700 | 2,023,490 | 10,790 | 2,202,120 | 189,420 |
| Further Education (90580) | 832,650 | 753,033 | 1,309,980 | 1,309,980 | 0 | 1,338,480 | 28,500 |

| | | | | | | | |
|---------------------------------------|------------------|------------------|-------------------|-------------------|-------------|-------------------|----------------|
| Disproportionate HN Pupils (90627) | 127,690 | 114,033 | 100,000 | 100,000 | 0 | 100,000 | 0 |
| TOTAL | 9,301,540 | 8,852,862 | 10,456,350 | 10,455,630 | -720 | 10,995,555 | 539,205 |

2.2 Most top up budgets are under pressure, with the type of placement creating pressure shown below in order of cost.

- Independent and non maintained special schools
- Resourced units in maintained schools, academies and non West Berkshire resourced units
- Non West Berkshire special schools
- West Berkshire maintained special schools
- FE placements
- Non West Berkshire mainstream schools

2.3 The predictions of cost for 2018-19 take in to account known pupils whose needs can no longer be met in local schools, together with some cases which are due to go to the SEND Tribunal. It is not possible to predict all pupils who may need placements in 2018/19. The figures assume a middle ground between the best case scenario and the worst case scenario (financially) in terms of Tribunal outcomes.

2.4 Independent and non maintained special schools

The number of out of area placements for children with SEMH (Social Emotional and Mental Health difficulties) is increasing, in part due to two maintained SEMH schools in other Local Authorities having gone in to special measures. Where pupils had to be removed from these schools, every effort was made to accommodate them locally, for example at Engaging Potential or PRUs, but some had to be placed in independent or non maintained special schools. Inability to use these schools has also impacted on new placements which have had to be made. There is also increasing pressure for primary SEMH placements.

There is less pressure for external ASD placements now that the Trinity and Fir Tree ASD resources are available, although there continue to be some very challenging pupils who require more specialist provision.

Hearing impairment is another pressure area as several families move in to West Berkshire each year whose children have Mary Hare School named in their Statement or EHC Plan.

The number of cases which go to the SEND Tribunal is increasing, and we are seeing Tribunals becoming increasingly sympathetic to the “waking day curriculum” argument in favour of residential special schools for children with ASD.

2.5 Resourced units in maintained schools and academies

Top up costs for children in resourced units in both maintained schools and academies in West Berkshire have risen, partly due to the expansion of ASD resourced provision and also due to some very high need pupils being placed in our resourced schools this year. However, in both cases this is seen as a positive as the additional pupils in resourced schools and the very high needs pupils placed this year

would all have been otherwise placed in more expensive independent special school placements.

2.6 Non West Berkshire resourced units

Top up costs have increased for non West Berkshire resourced units as we have been able to access a new provision in Bracknell called The Rise at Garth Hill School for children with ASD who cannot manage much integration with mainstream peers / classes and are therefore unsuitable for our own resourced provision. This is a very cost effective option for these pupils who would otherwise have been placed in non maintained or independent specialist provision.

2.7 Non West Berkshire special schools

This increase reflects the ongoing need for placements in specialist Free Schools for children with ASD, such as Forest Bridge School and Thames Valley Free School. Whilst expansion of our own ASD resources and access to The Rise in Bracknell have reduced our need for specialist ASD placements, there continues to be a need for these placements for children with the most challenging behaviours. Special free schools are usually more cost effective than independent and non maintained special schools.

2.8 West Berkshire maintained special schools

West Berkshire maintained special schools continue to be under pressure, with more children in the moderate learning difficulties range moving out of mainstream. The special schools do not receive funding for all of their planned places, due to inadequate planned places being allocated by the ESFA. Where pupils are placed over and above the planned place number, some planned place funding is allocated but is taken from the special school top up budget, which is another reason for the pressure.

2.9 FE Placements

The main reason for the pressure in 2018-19 is two very costly specialist FE College placements which the Council was ordered to make by the SEND Tribunal.

2.10 Non West Berkshire mainstream schools

This increase in cost relates to pupils with EHC Plans who have moved over the West Berkshire border from neighbouring Local Authorities but have opted to remain at their original school. This budget pays for a relatively small number of pupils so can be subject to significant fluctuations.

3. PUPIL REFERRAL UNITS (PRU) – STATUTORY

3.1 **Table 3** shows the budgets for PRU top ups. The decision by Schools’ Forum for 2017/18 was to continue with the 2016/17 top up rate and not introduce increased charges for schools. The 2018/19 estimate assumes that schools will be responsible for the full payment of places they commission.

| TABLE 3 | 2016/17 Budget | | 2017/18 Budget | | | 2018/19 | Difference 17/18 budget & 18/19 |
|--------------------|-----------------------|----------------------|-----------------------|--------------------------------------|----------------------------|-----------------------|--|
| PRU Budgets | Budget £ | Outturn £ | Budget £ | Forecast £ (Month 07) | Over/ (under) £ | Estimate £ | |
| | | | | | | | |

| | | | | | | | prediction |
|------------------------------------|------------------|------------------|----------------|----------------|----------|----------------|-------------------|
| PRU Top Up Funding (90625) | 1,033,340 | 1,292,642 | 875,870 | 875,870 | 0 | 623,950 | -251,920 |
| Non WBC PRU Top Up Funding (90626) | 0 | 0 | 0 | 0 | 0 | | |
| TOTAL | 1,033,340 | 1,292,642 | 875,870 | 875,870 | 0 | 623,950 | -251,920 |

3.2 It is likely the 2017/18 budget is going to overspend due to the number and length of placements. The proposal for schools to pay for their places in full from 2018/19 is being challenged. A separate report setting out revised proposals for 2018/19 is being considered.

4. OTHER STATUTORY SERVICES

4.1 **Table 4** details the budgets for other statutory services. There is a net reduction in cost across these services due to savings made in the Sensory Consortium Service.

| TABLE 4 Other Statutory Services | 2016/17 Budget | | 2017/18 Budget | | | 2018/19 | Difference 17/18 budget & 18/19 prediction |
|---|-----------------------|------------------|-----------------------|------------------------------|------------------------|-------------------|---|
| | Budget £ | Outturn £ | Budget £ | Forecast £ (Month 07) | Over/ (under) £ | Estimate £ | |
| Applied Behaviour Analysis (90240) | 76,130 | 77,947 | 76,000 | 76,000 | 0 | 75,000 | -1,000 |
| Sensory Impairment (90290) | 238,800 | 198,866 | 215,710 | 226,540 | 10,830 | 199,750 | -15,960 |
| Engaging Potential (90577) | 540,260 | 476,407 | 455,160 | 455,160 | 0 | 456,000 | 840 |
| Equipment for SEN Pupils (90565) | 20,000 | 18,660 | 10,000 | 10,000 | 0 | 12,000 | 2,000 |
| Therapy Services (90295) | 324,430 | 293,320 | 267,460 | 267,460 | 0 | 267,460 | 0 |
| Elective home Education Monitoring (90288) | 27,840 | 22,751 | 27,660 | 27,660 | 0 | 27,870 | 210 |
| Home Tuition Service (90315) | 300,000 | 358,551 | 345,000 | 345,000 | 0 | 345,000 | 0 |
| Hospital Tuition (90610) | 20,000 | 43,107 | 45,000 | 45,000 | 0 | 45,000 | 0 |
| TOTAL | 1,547,460 | 1,489,609 | 1,441,990 | 1,452,820 | 10,830 | 1,428,080 | -13,910 |

4.2 Applied Behaviour Analysis (ABA)

4.2.1 This budget supports a small number of children with Statements / EHC Plans for whom the Authority has agreed an ABA programme as part of their statement. ABA is an intensive intervention programme for children with autism which aims to modify behaviours which are typical of ASD in order to allow children to function more successfully in school and in society.

4.2.2 This budget also covers the cost of children with Statements / EHC Plans accessing other bespoke educational packages where this is the most appropriate and cost effective way of meeting their needs.

4.3 **Sensory Impairment**

4.3.1 Support for children with hearing, visual and multi sensory impairments is purchased from the Berkshire Sensory Consortium Service. This includes support from qualified teachers of HI and VI, audiology and mobility support. The service supports children with and without Statements / EHC Plans.

4.3.2 It has been possible to reduce the cost of this service by almost £16,000 per annum by reducing the frequency of visits to children with moderate hearing impairment.

4.4 **Engaging Potential**

4.4.1 Engaging Potential is an independent special school commissioned to provide alternative educational packages for 14 young people in Key Stage 4. Students placed at Engaging Potential are those who have Statements or EHC Plans for social, emotional and mental health difficulties and whose needs cannot be met in any other provision. This can include young people who have been excluded from specialist SEMH schools. Two places are currently sold to other Local Authorities. (The budget required for the service takes this income in to account). The unit cost of a place at just under £38K represents good value for money compared to other independent schools for SEMH which typically start at around £70K per annum. The small increase in cost for 2018-19 relates to premises costs.

4.5 **Equipment for SEN Pupils**

4.5.1 This budget funds large items of equipment such as specialist chairs and communication aids for pupils with Statements / EHC Plans.

4.5.2 The budget has been reduced twice in previous HNB savings programmes and now stands at £10,000. Equipment is now only purchased for children attending mainstream and resourced schools; special schools are expected to fund these large items of equipment from their own budgets. Since the beginning of this financial year, mainstream schools have been charged a 50% contribution to equipment, as agreed by the Schools Forum. In spite of these measures, the budget is likely to overspend in 2017-18 so it is recommended that a small increase of £2,000 be allowed in the 2018-19 budget.

4.6 **Therapy Services (Contract with Berkshire Healthcare Foundation Trust)**

4.6.1 The therapy services budget covers the costs for children with SEN who have speech and language therapy or occupational therapy in their Statements or EHC Plans. This budget moved to the HNB in 2015/16.

4.6.2 Therapy services are provided by the Authority solely to children who have the need for a service stipulated and quantified in their Statement or EHC Plan. It is a statutory duty for the Local Authority to provide these therapies in these circumstances.

4.7 **Elective Home Education Monitoring**

4.7.1 The elective home education monitoring service consists of one part time teacher who monitors children who are electively home educated. There is a statutory duty to monitor arrangements for EHE made by parents.

4.8 Home Tuition

4.8.1 The Home Tuition Service is a statutory service providing home tuition to children with medical conditions and illness that prevent them accessing full-time school. It is currently commissioned by WBC from the iCollege which provides all management.

4.9 Hospital Tuition

4.9.1 Hospital tuition is a recent addition to HNB funding. WBC is now obliged to pay the educational element of specialist hospital placements, usually for severe mental health issues. These placements are decided by NHS colleagues and we have little influence over the placement or duration of stay. We are negotiating with the settings to ensure we are only charged for the education a young person actually receives and would benefit from.

5. NON STATUTORY Services

5.1 **Table 5** details the non statutory service budgets for 2016/17, 2017/18 and estimates for 2018/19. The latest forecast is that in the majority of cases these budgets should be on-line. These services are non statutory so there is more potential scope to make savings, although a reduction in any of these budgets is likely to increase pressure on statutory budgets.

5.2 The table shows the budget for these services in 2018/19 assuming that the services continue and there are no changes to staffing levels.

5.3 In addition there is a proposal that a grant of £40,000 is considered as a new call on the High Needs Block. Further details are given in paragraph 5.12 below.

| TABLE 5 Non Statutory Services | 2016/17 Budget | | 2017/18 Budget | | | 2018/19 | Difference 17/18 budget & 18/19 prediction |
|--|----------------|-----------|----------------------|----------------------|-----------------|------------|--|
| | Budget £ | Outturn £ | Budget £ | Forecast £ (Month 7) | Over/ (under) £ | Estimate £ | |
| Language and Literacy Centres LALs (90555) | 116,200 | 116,200 | 116,200 | 116,200 | 0 | 116,200 | 0 |
| Specialist Inclusion Support Service (90585) | 70,000 | 70,000 | 50,000 | 50,000 | 0 | 50,000 | 0 |
| PRU Outreach Service (90582) | 117,000 | 117,000 | 77,000 | 77,000 | 0 | 77,000 | 0 |
| SEN Pre School Children (90238) | 50,210 | 41,880 | In Early Years Block | 0 | 0 | 0 | 0 |
| Cognition & Learning Team (90280) | 272,440 | 271,247 | 311,840 | 311,840 | 0 | 315,370 | 3,530 |
| ASD Advisory Service (90830) | 139,720 | 137,806 | 139,560 | 139,560 | 0 | 141,250 | 1690 |
| Vulnerable Children | 60,000 | 36,021 | 63,980 | 63,980 | 0 | 60,000 | |

| | | | | | | | |
|--|-----------------|----------------|----------------|----------------|----------|----------------|---------------|
| (90961) | | | | | | | -3980 |
| Early Development and Inclusion Team (90287) | Met by EY block | 0 | 40,000 | 40,000 | 0 | 40,000 | 0 |
| Dingley's Promise (New pressure) | | 0 | | 0 | 0 | 40,000 | 40,000 |
| TOTAL | 865,570 | 806,824 | 798,580 | 798,580 | 0 | 839,820 | 41,240 |

5.4 Language and Literacy Centres (LALs)

5.4.1 This budget funds the primary LALs at Theale and Winchcombe schools. The LALs provide intensive literacy support for primary children with severe specific literacy difficulties. 48 places per year are available across the two LALs.

5.4.2 Referrals for LAL places usually exceed places available by approximately 24 per year.

5.5 Specialist Inclusion Support Service

5.5.1 This service provides outreach support from West Berkshire's special schools to mainstream schools to support the inclusion of children with learning and complex needs in their local mainstream schools.

5.5.2 This budget has been subject to reductions in the previous two financial years with the special schools providing the service absorbing the cost.

5.6 PRU Outreach

5.6.1 The PRU Outreach Service offers consultancy / outreach support mainly to students who have been attending the iCollege and are starting to attend a mainstream school. Schools may request Outreach for any pupil causing concern but it is dependent on capacity.

5.7 SEN Pre School Children

5.7.1 This budget provides one to one support to enable children with SEN to access non maintained and voluntary pre- school settings.

5.8 Cognition and Learning Team

5.8.1 The Cognition and Learning Team (CALT) provides advice, support and training to mainstream schools to help them to meet the needs of children with SEN.

5.8.2 Many primary schools are reliant on this service to supplement their own SEN provision and expertise, especially schools where the Head has to act as SENCO or where there is an inexperienced SENCO.

5.8.3 This is a partially traded service. All schools receive a small amount of free core service, but the majority of support now has to be purchased by schools.

5.9 ASD Advisory Service

5.9.1 The ASD Advisory Service provides advice, support and training for mainstream schools on meeting the needs of children with Autistic Spectrum Disorder. The purpose of the service is to enable children with ASD to be successfully included in mainstream schools wherever possible.

5.9.2 The context for this service is vastly increasing numbers of children with ASD diagnoses and mainstream schools having more and more difficulty meeting the needs of these children. The majority of our placements in non West Berkshire special schools, independent special schools and non maintained special schools are for children with ASD.

5.10 **Vulnerable Children**

5.10.1 The Vulnerable Children Fund is a small budget used to help schools support their most vulnerable pupils on an emergency, unpredicted or short term basis.

5.10.2 The budget has gradually been reduced from £120K over the past few years. The criteria have strengthened, with funding allocated for shorter periods and fewer extensions. However this is a well used resource that helps schools support vulnerable pupils with complex needs.

5.11 **Early Development and Inclusion Team**

5.11.1 The service comprises of 1.7 teachers who are specialists in early years and SEND. Children under 5 who are identified by Health professionals as having significant SEND are referred to this service. Staff initially visit children in their homes (if they are not yet in an early years setting) in order to promote their educational development and model strategies and resources for parents to use to support their child's progress.

5.11.2 EDIT teachers also assist with the transition to early years settings and schools, providing support and training for staff to help them to meet the child's needs, and continuing to visit for a period of time to provide ongoing support and advice. They also help to coordinate support which the family is receiving from other professionals.

5.11.3 The service is currently supporting approximately 100 children. It has been reduced in size in recent years from 3.4 to 1.7 staff.

5.12 **Dingley's Promise**

5.12.1 Dingley's Promise is a charitable organisation which provides pre school provision for children under 5 with SEND in West Berkshire, Reading and Wokingham. It is the only specialist early years SEND setting in the private, voluntary and independent early years sector in West Berkshire. It provides an alternative to mainstream early years settings, where experience and expertise in SEND can vary greatly. Parents are able to take up their early years entitlement at Dingley's Promise, rather than at a mainstream early years setting, if they wish. However, Dingley's Promise are only able to claim the standard hourly rate for providing the early years entitlement as mainstream settings, in spite of offering specialist provision, higher ratios and more one to one support.

5.12.2 In Reading and Wokingham the Local Authority gives a grant to Dingley's Promise from the HNB to top up the hourly rate, in recognition of their specialist offer. This has not historically happened in West Berkshire and the service is consequently running at a loss and may cease to be viable in this area without some Council funding. Dingley's Promise as an organisation is active in funding raising and seeking grants but these sources of funding are unreliable.

5.12.3 An option would be to place these children at our maintained special schools as an alternative to supporting Dingley's Promise, but this would have the following disadvantages:

- We would still need to provide planned place and top up funding to the special school for these children
- This would increase numbers in our special schools both in the short term and the longer term, at a time when there is already significant pressure for places
- Parents may not yet be ready to consider special school for their child

5.12.4 If Dingley's Promise closes, children may be admitted to mainstream early years settings which may struggle to meet their needs. Alternatively, parents may choose to keep them at home until they reach statutory school age, which could result in primary schools receiving children with SEND who are ill prepared for the transition to school. Parents may also seek EHC Plans earlier than they might otherwise have done, with associated costs to the HNB budget.

5.12.5 It is acknowledged that the HNB budgets are under pressure for 2018-19, but it is recommended that the allocation of grant to Dingley's Promise is considered to avoid the loss of this resource and potential increased spend in other areas of the HNB.

Savings Options

Option 1 – Set a deficit budget in 2018/19

The savings plan for 2017/18 assumed there would still be a deficit in 2018/19, to be repaid by 2019/20. This strategy could be maintained.

Option 2 – Transfer costs to other funding blocks in the Dedicated Schools Grant.

This is always a theoretical possibility, although other funding blocks in the DSG are also under pressure.

Option 3 – Reduce number of places eligible for place funding

If the number of pupils on roll at resourced units is consistently below the number of places being funded, there is the option to reduce the number of places being funded and to transfer this place funding to special schools/units that are consistently above their place numbers e.g. the special schools. This would then reduce the additional top up payments that are made for additional places and included in the budget figures. Most resourced units are operating at or close to capacity, but there could be some limited scope to reduce places.

Implications / Risks:

- (1) Redundancy costs would be incurred.
- (2) The number of pupils needing a placement may go back up and experienced staff will have been lost. Possible placements for September 2018 will need to be considered very carefully before any decisions are made.

Option 4 – Reduce top up funding

Although possible, any reduction in top up funding would be subject to minimum funding guarantee. It should also be noted that top up funding was reduced last year as part of the 2017-18 HNB savings programme.

Implications / Risks:

- (3) Impact on school budgets as provision set out in Statements/EHC Plans would still have to be made.
- (4) Possible difficulty in placing high needs pupils.
- (5) Significant risk of legal challenge/judicial review if schools reduced provision for pupils with Statements / EHC Plans as a result of reduced top up funding.

Option 5 – Sensory Impairment

A saving has been made in 2017-18 as a result of reducing the number of annual visits for children with moderate hearing impairment.

It is not possible to make further reductions without compromising the needs of children with sensory impairment. Visits for pupils who do not have a Statement or EHC Plan have already been reduced to a minimum level which is acceptable. Visits for children who have Statements or EHC Plans have been set at a level which is deemed necessary to give them access to the curriculum.

The only potential option for savings would appear to be charging schools for the SCS service which is provided for children who do not have a Statement or EHC Plan.

Implications / Risks:

- (1) This could create a perverse incentive for schools and parents to seek EHC assessments / plans for children who have a sensory impairment, with associated costs.
- (2) Additional pressure on schools budgets.

Option 6 – Equipment

The budget for equipment in schools for children with SEND is currently £10K and will be exceeded in the current financial year even though schools are now paying 50% of the cost of equipment.

The budget could be reduced further if schools funded 100% of the cost of equipment for pupils with Statements / EHC plans.

Implications / Risks:

- (1) Increased funding pressures on schools
- (1) Risk of budget overspend e.g. if a small school genuinely can't fund an expensive item and there is a statutory duty to provide it

Option 7 – Therapy Services

The service includes speech and language therapy and occupational therapy for children with Statements / EHC Plans. There is a statutory duty to provide these services to children who have a need for speech and language therapy or occupational therapy written in to their Statement or Education, Health and Care Plan as an educational need.

A saving was made on this budget in 2016-17 by reducing speech and language therapy to two resourced units which are under numbers currently, and reducing speech and language therapy to the special schools by half a day of therapy each, which the special schools are now funding from their own budgets.

The service is being retendered for 2018-19 and the contract is being offered at 5% less than the current contract cost.

Option 8 – Home Tuition Service

Home Tuition on medical grounds is a statutory requirement, currently commissioned by WBC from the iCollege which manages the service. This was part of the PRU consultation and a subsequent decision has been made to retain the link with the iCollege in 2017/18, whilst consideration is given to its longer term future and delivery model.

Currently the Home Education budget is showing online but awaiting the latest update from the iCollege. The iCollege are looking at options appraisals for savings. One possible strategy is to charge schools for any pupils using the service who are no longer there on statutory grounds.

Implications/Risks:

The service is a statutory requirement and therefore cannot be removed entirely.

If the budget is reduced for 2018/2019:

- (1) Pupils may not receive their statutory entitlement to 'as close to full-time' as they can manage
- (2) Individual tuition would need to be accessed on-line. This could have an impact on KS4 results.
- (3) Young people will receive less input from trained adults.
- (4) Young people would have less access to trained adults that would aim to reintegrate them into their mainstream schools and develop their social and emotional skills.

The Home Education review is the subject of another report.

Option 9 - Language and Literacy Units (LALs)

LALs offer specialist part time provision for primary pupils with significant specific literacy difficulties.

It would be possible to close both LALs or close one LAL or retain both LALs but operate them on a part time (50%) basis. Another option would be to retain the LALs but make them self funding with places purchased by schools, but this would create another funding pressure on schools.

Implications / Risks:

- (1) LAL places would be lost altogether or reduced by 50%. There is a risk of increased EHC requests from parents and schools for children who are unable to access a LAL place. This is considered to be a high risk and would impact directly on the Mainstream School Top Up budget.
- (2) Risk of appeals to the SEND Tribunal for specialist school placements, with associated costs.

- (3) Risk of increased cost to schools in making specialist provision for children who would have attended LAL.
- (4) Risk that children will not have their needs met if schools are not able to replicate the quality and intensity of provision with LALs offer.
- (5) Redundancy costs would be incurred.
- (6) Feedback suggests that LALs are highly regarded by parents and schools. Their closure would create significant negative publicity.

Option 10 – Specialist Inclusion Support Service

This service supports children with learning difficulties and associated needs in mainstream schools. The budget for this service was reduced from £70,000 to £50,000 in 2017-18. Consideration could be given to removing or reducing this service further.

Implications / Risks:

- (1) Possibility of schools / parents seeking more special school placements, with associated costs.
- (2) Children / staff in mainstream schools unable to access suitable support.
- (3) Additional pressure on other SEN services such as CALT and the ASD Service.

Option 11 – PRU outreach

From Sept 2017 an outreach facility is part of the iCollege.

A cut of £80k was made to this separate budget in 2015/16, with a further cut of £40,000 in 2017/18. As this is not statutory it could be cut entirely. However this is not advisable due to the implications outlined below.

Implications/Risks

- (1) Increase in the number of permanent exclusions
- (2) Less support to schools in reintegrating young people who have been permanently excluded from another school
- (3) Greater demand for iCollege places

Option 12 – CALT Team

The CALT Team has been working to an income target since April 2015 which has achieved a saving in the HNB. Evaluations of the service are consistently very positive, but some schools report they cannot afford to buy the service or to buy as much support as they would like.

Staffing has been reduced in 2016-17 in order to bring the expenditure in the trading budget in line with the likely income to be generated by the team.

It is likely to be realistic that an increased income target could be met. Savings could only be made by reducing the size of the service.

Implications / Risks:

- (1) The core service provided free to all schools who do not buy in would be reduced or removed
- (2) Reduced support for children and impact on levels of SEN expertise and training of staff in schools.
- (3) Possible increase in EHC requests, with associated costs.

Option 13 – ASD Teachers

The ASD Advisory Service provides advice, support and training for mainstream schools on meeting the needs of children with Autistic Spectrum Disorder. The purpose of the service is to enable children with ASD to be successfully included in mainstream schools wherever possible.

Given that the greatest pressure on the HNB is children moving from mainstream to specialist ASD schools, it is strongly recommended that this service is not reduced.

Implications / Risks if the service were to be reduced:

- (1) No or reduced support for schools in meeting the needs of children with ASD. Evidence suggests that children with ASD present the greatest challenge to mainstream schools compared to children with other types of SEND.
- (2) Pressure for EHC Assessments and Plans for children with ASD who are not currently statemented, with associated costs
- (3) Increase in demand for placements in specialist ASD schools, with associated costs. This is considered to be a very high risk.

Option 14 – Vulnerable Children

The Vulnerable Children's Fund of £60k pa is a highly appreciated, relatively small fund, especially for small schools who have unexpected additional financial pressures due to in-year admissions of children with challenging behaviour. It is specifically devised to promote social inclusion, reduce exclusions and take the pressure off SEN budgets by providing temporary funding.

It is possible to remove completely or reduce the fund i.e. only being available for primary schools and / or funding given for shorter periods, or no funding extensions. The criteria have been strengthened, with funding allocated for shorter periods and fewer extensions.

Previously, Heads Funding Group has indicated its reluctance to further reductions of this fund.

Implications/ Risks:

If schools, particularly smaller primary schools, cannot access this support in the future it could lead to:

- (1) Increased movement between schools, with schools being asked to admit more pupils with behaviour difficulties
- (2) Higher exclusion figures
- (3) Pressure on the iCollege as more schools ask for primary placements at Inspiration
- (4) Greater pressure on the costs associated with EHC plans and expensive statutory provision
- (5) Increased pressure on the capacity of specialist support services

'iCollege' – Review of Places and Accommodation

Report being considered by: Heads Funding Group
On: 28/11/2017
Report Author: Jacquie Davies and Caroline Simmonds
Item for: Recommend **By:** All Members

1. Purpose of the Report

- 1.1 To update members of the group on the establishment of the iCollege and the current situation and proposals for the future.

2. Recommendation(s)

- 2.1 Heads' Funding Group approve the proposed expansion of places and accommodation to accommodate six additional EHC places.

| | | |
|---|-------------------------------|---|
| 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"/> |
|---|-------------------------------|---|

3. Introduction/Background

- 3.1 The new structure of the service has been in place since 1st September 2017 and is still bedding in. 'iCollege' consists of 4 sites, offers 66places
- 3.2 Schools Forum on the 19/06/2017 asked that 'the structure and cost of the new service be reviewed in 2017/18. That a working group of Headteachers be set up by the Headteacher of 'iCollege' and the work undertaken would be completed by 1st September 2018.
- 3.3 As requested the Headteacher set up a working group to review the structure of the new service. The group consisted of Jacquie Davies, Lucy Hillyard, Chris Davies, Paul Dick, Chris Prosser and Antony Gallagher. They met under the banner of the Schools Forum and the first meeting was held on the 26/09/2017.

4. Supporting Information

- 4.1 **The review group:** The brief for the review was: 'The structure and cost of the new service would be reviewed in 2017/18. A working group of Headteachers would be set up by the Headteacher of 'iCollege' and the work undertaken should be completed by 1st September 2018'

The first meeting was held on 26.09.17 the agenda was designed to cover:

- The staff structure
- The cost of the service and

- The delivery and curriculum offer

At the meeting the Heads discussed:

- The huge changes that had taken place in amalgamating the services.
- The developing offer that the Headteacher / service hopes to be able to provide in the future. And
- The current costs and the proposed costs from April 2018 and the implications this would have on school budgets. This was also seen as a perverse incentive.

As a result the minutes of that meeting recorded:

- We strongly recommend to colleague heads and to the Forum that the review is delayed until early 2018, so that the new service can be reviewed while in operation. And
- We recommend freezing the charges for schools as they are today and extend those to 31st August 2018 (as currently proposed). This will give time for the service to bed in and for Heads and the Local Authority to lay out properly the options going forward.

The Headteacher of 'iCollege' and the Local Authority are therefore seeking guidance from the Forum on how they want this review to proceed.

4.2 **The current provision:** The authority believes the service that has been designed and developed is the right size for the number of pupils requiring support. However, currently a number of the places within the senior units are taken up with pupils who have an ECHP and at primary with pupils who are being assessed for or awaiting an ECHP. As a result places have become blocked and there is a problem with the through flow of pupils. The authority is looking to rectify the problem at the senior end and the BIT team is reviewing the situation for the primary years. This does mean that there is currently pressure on places.

4.3 **SEN pupils:** There have been a significant number of referrals from the SEN&D service to iCollege. This is because a number of specialist provisions have closed down or failed Ofsted inspections. As a result, the SEN&D team have been referring students to the iCollege. PRU provision for these pupils is seen by the authority as being both cost effective and appropriate. However, this means that the places within the service have been filled very quickly.

To remediate this, the LA is planning to extend the provision at one of the existing PRU sites to provide additional places for pupils with an EHCP. These pupils will be funded through their EHC plan and will then not count against the planned roll of the service. The LA has received money from Central Government for SEN capital funding and this will be used to build a new facility.

Once the resource has been built the capacity of the service will be 66 pupils with an additional 6 places for pupils with SEN.

4.4 **Replacement of the property in Calcot:** The base at Calcot 'Integration' (x Badgers Hill) is in temporary buildings which are old and no longer fit for purpose

and therefore has to be removed and rebuilt. An options appraisal has been conducted and the conclusion is that the provision should be rebuilt on the existing site. The funding for this is already in the capital budget. At this stage the time scale for the rebuild has not been set.

4.5 Inspection: PRUs are inspected under the same regime as other schools and therefore has to ensure that it meets the same standards in all areas. Due to the changes to the service the Governors sought for any inspection to be deferred. An inspection is likely to take place in the 19/20 academic year. Both the old services were rated as good and it is therefore the aim to retain or improve this standard. To this end the Heads Funding Group need to be mindful of the impact on this developing service of any decisions they make.

5. Options for Consideration

5.1 **Premises:** Short / medium term plans for premises are as outlined above. However in the longer term it may be more financially beneficial if the spread of sites could be reduced further. This could reduce staffing, transport and running costs.

5.2 **Review of the service:** The situation regarding the review needs to be clarified as it is unsettling for both the Headteacher and the service to be unsure of the future and what changes might be required to the service. The Forum need to consider if:

- The review could restart with the original brief.
- If a new brief should be developed for the review.
- The review should be cancelled and the current structure and funding for the service remain as they are.

5.3 **Funding:** The review group proposed that the agreement in relation to funding should be delay and that charges should not be made to schools as originally agreed. This is the subject of a separate report.

6. Proposals

6.1 Accommodation is expanded to allow for six new EHC places to be added to the planned roll of iCollege

7. Conclusion

7.1 The provision of additional EHC places will free up places for non EHC mainstream transfers

8. Consultation and Engagement

8.1 The Heads' Funding Group / Schools Forum will need to take a view about any further review work.

9. Appendices

9.1 None

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i College Charging Options for Schools 18/19

| | | | |
|------------------------------------|-----------------|------------|-------------------|
| Report being considered by: | Schools Forum | | |
| On: | 11/12/2017 | | |
| Report Author: | Michelle Sancho | | |
| Item for: | Decision | By: | All forum members |

1. Purpose of the Report

1.1 This report sets out iCollege charging options for 2018/19.

2. Recommendation(s)

2.1 To determine which option should be implemented from April 2018.

| | | |
|---|-------------------------------|---|
| 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"/> |
|---|-------------------------------|---|

3. Introduction/Background

3.1 One of the purposes of the PRU Strategic Review was to secure savings in the High Needs Block. By reducing the number of places from 84 to 66, there are savings simply from a reduced number of places needing to be funded. Place funding alone has reduced the budget requirement by £180,000.

3.2 Although the total cost of the service has gone down due to its reduction in size, the unit cost per place has remained much the same, as would be expected for a similar quality of service. Thus, the top up rates charged to the High Needs Block and schools have not significantly changed.

3.3 The current position is that the High Needs Block heavily subsidises the top up payable for placements made by schools. A further element of the High Needs Block savings strategy was that schools would become responsible for the full cost of the places they commission. The High Needs Block would therefore pay just for permanent exclusions and sixth form places. The original plan was that this would be implemented from September 2017, but when the High Needs Budget for 2017/18 was set, this was put back until April 2018.

3.4 Headteacher representatives have met with iCollege to consider the cost of the service and the increased charges for schools. The proposal for 2018/19 is being challenged with a suggestion that schools continue with the 2017/18 top up rate.

3.5 An alternative proposal is for a new charging mechanism to be put in place from April 2018 for the full financial year.

4. Agreement at Heads Funding Group

4.1 The Heads Funding Group propose that the following options are considered:

- 1) Continue with the current method, whereby schools pay a fixed sum for each placement up to a maximum ceiling.
- 2) Continue with the original proposal, whereby schools pay in full for their placements.
- 3) The High Needs Block subsidises school places by an agreed percentage (25% or 50%).

4.2 These are outlined in Appendix A, and illustrated using a draft estimate of iCollege expenditure for 2018/19. The number of each type of placement is based on the current average. Each option illustrates what the cost implication would be for the High Needs Block and schools.

4.3 The Local Authority favoured option is option 3, as this incentivises schools to keep the costs and length of placement as low as possible. Using the example of 50% and based on current budget and numbers of placement, this would cost the High Needs Block £820,000. This is £56k lower than the current year budget, £473k lower than 2016/17 actual expenditure, but £196k greater than the budget originally planned for 2018/19. The impact on schools is that the charge would more or less double. The original proposal would have seen longer placements quadrupling.

5. Appendices

5.1 Appendix A - iCollege Alternative Education- Charging Options

| iCollege Alternative Education - Charging Options | | | | | | |
|---|-----------------------------------|-------------------------|-----------------------------|---------------------------------|-----------------------------------|-------------------------------|
| High Needs Top Up Budget Set Each Year | | (actual) | | | | |
| 2016/17 | £1,033,340 | £1,292,640 | | | | |
| 2017/18 | £875,870 | | | | | |
| 2018/19 | £623,950 | | | | | |
| | Total iCollege Expenditure | Number of Places | Total Cost per place | Less Place Funding | Days in academic year | Daily Charge per place |
| 2018/19 | £1,986,000 | 66 | £30,090.91 | £20,090.91 | 190 | £106 |
| | Met by LA High Needs Block | Met by Schools | | | | i-College Income |
| | No. of Places | Charge | No. of Places | Charge | | |
| 1. Current Method | | | | | | |
| Primary (school £47 up to 18 weeks) | 12 | £187,511 | 12 | £53,580 | (assume 50% up to 18 wks) | |
| Secondary (school £85 up to 12 weeks) | 12 | £144,191 | 12 | £96,900 | (assume 50% up to 12 wks) | |
| KS4 (school £1,750 per term) | 22 | £326,500 | 22 | £115,500 | | |
| Permanent Exclusions & 6th Form | 20 | £401,818 | | | | |
| less estimated AWPU for perms | 10 | -£43,720 | | | | |
| | | £1,016,300 | | £265,980 | | £1,326,000 |
| | Primary Integration | Secondary Integration | KS4 (annual) | Perm Exclusion Primary (annual) | Perm Exclusion Secondary (annual) | |
| EXAMPLE | | | | | | |
| Current maximum charge to school | £4,230 | £5,100 | £5,250 | £5,384 | £6,534 | |
| 2. Original Proposal for 2018/19 | | | | | | |
| Commissioner meets 100% of Charge | | | | | | |
| Schools | | | 46 | £924,182 | | |
| Permanent Exclusions & 6th Form | 20 | £401,818 | | | (note that no. of perms reduced) | |
| less estimated AWPU for perms | 10 | -£43,720 | | | | |
| | | £358,098 | | £924,182 | | £1,326,000 |
| EXAMPLE | 10 | 60 | 120 | 190 | | |
| Charge to schools for no. of days | £1,057 | £6,344 | £12,689 | £20,091 | | |
| 3. HN block subsidises Schools by set % | | | | | | |
| | 50% | | 50% | | | |
| Schools | 46 | £462,091 | 46 | £462,091 | | |
| Permanent Exclusions & 6th Form | 20 | £401,818 | | | | |
| less estimated AWPU for perms | 10 | -£43,720 | | | | |
| | | £820,189 | | £462,091 | | £1,326,000 |
| EXAMPLE | 10 | 60 | 120 | 190 | | |
| Charge to schools for no. of days | £529 | £3,172 | £6,344 | £10,045 | | |

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Update on Schools in Financial Difficulty 2017/18

Report being considered by: Schools Forum

On: 11/12/2017

Report Author: Claire White

Item for: Information **By:** All Maintained Schools Representatives

1. Purpose of the Report

1.1 This report provides an update from the schools that have set a deficit budget in 2017/18.

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"/> |
|---|-------------------------------|---|

3. Introduction and Summary

3.1 Schools' Forum received a report on 17 July 2017 on school budgets, which included listing the eleven schools that had set a deficit budget in 2017/18. The purpose of this report is to provide an update from each school on their plans to recover their deficit and report on any changes to their original plan.

3.2 The report in July also set out West Berkshire's strategy for supporting the growing number of schools setting a deficit, and schools at risk of going into deficit. This strategy is set out in Appendix A. To date, the following has been carried out:

1. The deficit recovery plans have been reviewed by WBC finance staff – basically a sense check and checked for arithmetical accuracy; this is not an assessment of whether the plan itself is feasible or robust.
2. WBC finance staff are reviewing each school's monthly budget monitoring; a thorough review is carried out with feedback provided to the school at least every other month.
3. All schools have received a support meeting which took place between September and early November. From the school side, as well as the head teacher and school business manager, the Chair of Governors and/or Chair of Finance were also present. From the West Berkshire side, the School Finance Manager, the senior or school accountant, and peer head teacher attended all meetings, and in some cases a manager from HR. As well as reviewing what the school was doing to recover the deficit and discussing

the practicalities and progress of this, the group also explored other options and considered the longer term sustainability of the plan.

4. Meetings are being set up for a further review with each of the deficit schools in February/March 2018 – this will include a detailed review of the 2018/19 budget plan.
5. All schools received an email on 31st October recommending that they carry out a self-check of their financial position for next year (if not already done so) and offering a support meeting (aimed at those currently not in deficit). The self-check questions were as follows:
 - a. In your current year budget, is your expenditure **greater** than your income (i.e. you are using carry forward reserves to balance your budget)? (This is the situation for **75%** of our schools).
 - b. When you set your three year budget last April, did this show you going into **deficit** next year? (**61%** of our schools were in this position).
 - c. Have your staffing costs since setting the budget **increased**? e.g. as a result of new appointments or this could include the impact of the 2% pay award or PRP.
 - d. Are your October 2017 pupil numbers **lower** than the numbers used in the 2018/19 forecast set last April?
 - e. Have you had any **unexpected** significant expenditure in the current year not in your budget which cannot be offset by savings elsewhere in the budget?

Ten schools so far have requested a meeting and these are currently being arranged.

- 3.3 Table 1 summarises the five year position for each school in deficit. Note that the balances are the position of the main school budget only – all other funds are in balance. The green boxes indicate the year the school plans to recover the deficit, red minus figure is a deficit balance, black figure is a surplus balance.

| TABLE 1 | 2016/17 Closing Balance £'000 | 2017/18 Closing Balance £'000 | 2018/19 Closing Balance £'000 | 2019/20 Closing Balance £'000 | 2020/21 Closing Balance £'000 | 2021/22 Closing Balance £'000 |
|------------------------|--|--|--|--|--|--|
| Beenham | -37 | -65 | -22 | 10 | 3 | -24 |
| Hampstead Norreys | 2 | -2 | 10 | 10 | 2 | 0 |
| The Ilsleys | -2 | -10 | -13 | -11 | -5 | 6 |
| John Rankin Schools | -109 | -88 | -73 | -13 | 32 | 40 |
| Kintbury | 25 | -22 | -6 | 4 | 23 | 43 |
| Long Lane | -0 | -56 | -29 | -3 | 16 | 25 |
| Parsons Down | 16 | -47 | -159 | -79 | 15 | 26 |

| | | | | | | |
|--------------------------------|-----|------|------|------|-----|----|
| Partnership | | | | | | |
| Spurcroft | -8 | -28 | 6 | 27 | 55 | 71 |
| St John the Evangelist Infants | -23 | -50 | -39 | -1 | 18 | 42 |
| Westwood Farm Schools | -67 | -99 | -41 | 1 | 17 | 6 |
| The Willink | 14 | -147 | -254 | -146 | -15 | 49 |

3.4 The following paragraphs contain the reports provided by each school. The RAG rating at the start of each report has been determined by the West Berkshire team in its assessment on how likely the school is to recover the deficit as per the school's plan set at the beginning of this financial year, and how financially secure the school is likely to be moving forward.

4. Beenham – 2017/18 deficit £65k

4.1 *West Berkshire has RAG rated Beenham AMBER – further work is required to ensure there is a clear plan which ensures the school is financially secure moving forward.*

4.2 Our revised end of year position for 2017/2018 is currently a deficit of £59,840. Whilst there have been some additional unplanned, in year costs to the school budget, we have reduced the headship post from full time to 0.6 commencing in January 2018. When the current Head leaves the school, then the governors will consider federation. These changes have delivered a decrease in the planned deficit at the end of the financial year of £2040. We are still on track to repay the deficit by 2019/20.

4.3 Measures taken in this academic year to reduce the deficit are as follows:

- There was a re-structure of the Teaching Assistant Workforce (167 hours reduced to 83.75 hours) in September 2017.
- The PPA teacher resigned and was not replaced. PPA cover is now mostly provided by the Headteacher.
- A re-structure of 4 to 3 classes at the outset of 2017/2018
- The headteacher post will become 0.6 from January 2017 with the Assistant Head covering the school leadership for 2 days a week in her absence.

4.4 The school has now received a GOOD OFSTED and there is a renewed marketing campaign of the school. Once we have our September 2018 intake numbers in January 2018, we will be able to predict more accurately the impact of the reduction of the headship post to 0.6 and the speed of the recovery moving forward.

One of the costs that the school has had to bear is the redundancy costs of an after school club that was set up under an old historic Berkshire County Council model. This meant that the staff were paid through the school budget. Therefore the school had to bear the full redundancy costs. This is an extenuating circumstance so the school will be applying for Schools in Financial Difficulty funding once final figures

are known. If this application is successful then the deficit may be further reduced by approximately £11,500.

5. Hampstead Norreys – 2017/18 deficit £2k

- 5.1 *West Berkshire has RAG rated Hampstead Noreys GREEN – the school should come out of deficit this year or next, and as the financial management is strong they should be able to continually monitor their position and stay out of deficit.*
- 5.2 The revised year end forecast, as at the end of period 7, is a deficit of £1,926 (original budget submission was a deficit of £1,622). The school still expects to have repaid the deficit and have a balanced budget by the end of Year 2 (2018/19).
- 5.3 Plans to recover the deficit are in progress. The school continues to closely monitor costs and, where possible, renegotiate contracts to make further cost savings. The school now operates a 3 class structure (reduction from 4 classes took place in September 2017). Total expenditure for 2017/18 is forecast to be £444k (2016/17 £461k).
- 5.4 The school will receive approximately £11k less funding for 2018/19 due to lower numbers on roll at the time of the October 2017 census (actual numbers at the time of census were 85; pupil numbers in the 5 year forecast were expected to be 89). The school have two new admissions confirmed for January 2018.
- 5.5 Federation with The Ilsleys will commence in January 2018 and every potential opportunity for cost savings will be investigated.

6. The Ilsleys – 2017/18 deficit £10k

- 6.1 *West Berkshire has RAG rated The Ilsleys AMBER - the current structure is not financially secure moving forward with the latest pupil numbers and the plan needs to be revised.*
- 6.2 The current year end forecast is adverse to budget. The school is a very small school in a rural location, over two miles to the nearest other school. A low Reception intake in 2016 has resulted in lower funding. We have applied for falling rolls funding previously and so are unable to apply again. We have been addressing the situation by setting a very lean budget to try and recover the deficit as quickly as is possible whilst still maintaining teaching standards.
- 6.3 We have reviewed all areas of the budget very closely, changing suppliers, reducing West Berks buybacks to the smallest packages available and putting in place initiatives to increase fundraising for the school. Despite this we have had some areas where costs have been higher than expected in the original FY17/18 budget. The school building is old and maintenance and repairs costs have been higher than anticipated, keeping a basic IT solution running in two old buildings has also contributed to the current forecast being adverse to budget.
- 6.4 The Governing Boards are exploring deficit recovery options that may be achieved by the Federation of the two schools, seeking efficiencies through joint purchasing and other cost sharing. The Governing Board of the Ilsleys welcomes the recent conversation with the Local Authority which confirmed a more pragmatic approach to admission numbers, which will allow the school to admit additional children to offset the impact of the exceptionally small cohort admitted in 2016. However,

working closely with local pre-schools, we are not anticipating a large cohort in 2018 and this presents a known risk; the impact of which is challenging to mitigate.

- 6.5 Having recently received the new funding formula information early indications show this could have a positive impact on coming into balance by year five. Work on next year's budget is currently in progress.

7. John Rankin Schools – 2017/18 deficit £88k

- 7.1 *West Berkshire has RAG rated John Rankin AMBER – some uncertainty on whether changes will take place when planned making it financially secure moving forward.*

- 7.2 At the end of period 6 we had spent less than 50% of our budget but our current end of year forecast is a deficit of £157,965. This is larger than planned when the budget was set and is due to two main areas. Less income than expected in specific areas of the school and, although teaching assistant full time equivalent has reduced over time, there has been a need to employ extra staff to support specific children. We plan to recover the deficit, as originally planned, by the end of the financial year 2020/21.

- 7.3 Our plans for this year are currently on track but, due to the changing forecast for March 2018, further adjustments will be made; to develop curriculum and class structure changes, review after-school provision and to ensure increased pupil numbers/reduce staffing costs in the nursery. Due to the new funding formula we will also have a slightly improved base budget from April 2018.

- 7.4 Our continuing plans for deficit reduction include a range of challenging initiatives; to implement leadership changes, enable teaching assistants to provide further cover and for the governors and senior staff to monitor the budget, and the management of risks, with continued rigour and to develop further a culture of strict financial control.

8. Kintbury – 2017/18 deficit £22k

- 8.1 *West Berkshire has RAG rated Kintbury GREEN – the financial management is strong, the school has some contingency plans, and should be able to stay out of deficit moving forward.*

- 8.2 Original Year End Budget Deficit 2017/18 - £22,241; Budget planning predicted that this deficit would be repaid at end of 2018/19 financial year. Revised Year End Forecast 2017/18 (based on P5) - £18,846. Budget planning predicts that this deficit will be repaid at end of 2018/19. Kintbury School will return to surplus in three years, as per the licensed deficit agreement.

- 8.3 Current changes made to recover the deficit include:

- The merging of three separate chronological year groups into two classes of mixed age group pupils. It is expected that this will continue for the academic years 2018/19 and 2019/20.
- Recruitment of teachers who occupy lower points on the salary scale. This will remain, where possible, a longer term consideration for the foreseeable future
- Office admin staff who left through natural wastage have not been replaced
- Recruitment of Interim Head Teacher working 0.8fte

- Consideration of use of capital funding where there is a significant health and safety issue.

8.4 Risks to continued recovery include:

- Assumptions have been made that 27 pupils will be admitted into the Reception Class in each of the following two academic years. This is 3 pupils lower than the PAN of 30 and is a nominal figure. Local intelligence informs us that our admission number for 2018/19 will be 'in the twenties'.
- Need to increase 1:1 cover for pupils with significant SEND may impact negatively in the short term on the predicted amount for support staff salaries; however, some of this impact will be absorbed by additional funding for these pupils. All contracts have been made on a fixed-term basis to allow for reassessment of TA support in the new academic year.
- Amount of high need pupils has demanded qualified SENCo support (0.1fte on a fixed-term contract until end of 2017/18 academic year) and additional 'buy-in' to the support of the Educational Psychology Service which was not included in the original budget planner.
- The Interim HT teaches half-day for PPA cover, whereas a full-day's teaching for the HT was included in the original budget plan.
- The amount allocated to supply may not be sufficient in the face of sustained staff illness or participation in LA School Improvement programmes.
- Assuming that the intake in the Reception Year remains at a number close to the PAN for the next 3 years, it is likely that the school will need to revert to 7 classes in 2020/21. An alternative option in this academic year, is to have two classes of approximately 36 pupils in each class but this is likely to have a detrimental impact on the quality of teaching and learning in these age groups. This does not take into account any significant pupil transition during this time.
- In order to attract a substantive Head Teacher, the Governors have agreed to increase the salary range to previous levels.

8.5 Further planned changes going forward include:

- The Governing Board have made the decision to consult stakeholders regarding school closure on Friday afternoons in line with other local schools. It is estimated that the financial saving for implementing this change to the school day will be in the region of £12K/year.

9. Long Lane – 2017/18 deficit £56k

9.1 *West Berkshire has RAG rated Long Lane GREEN – the school is on track to recover the deficit based on its current plan.*

9.2 Our revised year-end forecast for 2017/2018 is a deficit of £28,805. Early indications, using the budget planner and the 2018-2019 Exemplification Formula, show that we expect to be able to submit a balanced budget for 2018/2019.

9.3 Reductions in staffing were achieved through redundancy and natural wastage. In total the school reduced the number of Teaching Assistant hours by 115 hours per week. The non-class based deputy head teacher's position, as they were promoted to another local school, was not replaced and instead two team leaders appointed to lead the Infants and Juniors. We use HLTAs to cover PPA time and also short term teacher absences. We only use supply teachers if we are covered by our insurance. We have increased our income by letting a classroom space to a local pre-school. We reduced further as many non-essential expenditure lines as we could - this has included taking in-house our grounds maintenance; coming out of the LA catering service; reducing our training budget and curriculum lines.

- 9.4 Further changes needed in the future: Costs associated with the before and after school clubs to be charged to that cost centre instead of main budget.

10. Parsons Down Partnership – 2017/18 deficit £47k

- 10.1 *West Berkshire has RAG rated Parsons Down Partnership AMBER – work is still ongoing on a plan which will make the school financially secure moving forward.*
- 10.2 Forecast for year end 2017 -2018 is now £74,645. This is a difference of £27,195 from the original budget plan. The original budget plan shows recovery in 2020/2021. However, it is now difficult to say what financial year we expect to have repaid the deficit budget as our current plans to recover the deficit budget have stalled. This is due to an area review regarding pupil numbers that must take place before we can secure the strategy we will use to have a balanced budget. While we are uncertain which year a balanced budget will be achieved, we can be certain that it will not be before 2022. We have been advised that due to the local issues with school capacity in Thatcham we will be granted a reasonable extension in order to balance the budget.
- 10.3 Our deficit budget recovery plan relies on the school having control of pupil numbers. Without this certainty we will continue to have a structure that includes deficit year groups. Our current three form entry structure has been disrupted by a low intake (48) in EYFS 2017-2018 and only 60 pupils in year 3. In addition to this we have a large group in year 6 (76 pupils) which means that although we cannot have 3 classes we made a decision in October to support teaching and learning by employing 2.5 teachers. This is necessary to ensure good standards at the end of key stage 2.

The greatest risk to plans is the certainty of pupil numbers. We are waiting for the outcomes of the area review, beginning 28.11.2017, to make final decisions about whether we will be a 2 form or 3 form entry school in the future. However, we know that we will need several secure years of either 60 or 90 pupils, dependent on whether we are 2 or 3 form entry and a structure review to secure a balanced budget.

We have already looked at our staffing structure and in April 2017 reduced learning support hours by removing variable contracted hours from all staff. We have not replaced a member of administration staff who left in summer 2016. We have plans to see how we can reduce costs for planning, preparation and assessment time for teachers. These will begin in September 2018.

The budget does not provide enough contingency for any long term sickness this financial year. We are about to enter terms 3 and 4 where it is commonly known that most sickness for teachers occur. Therefore costs for cover teachers may increase. This is a risk to the yearend forecast.

- 10.4 In October 2017 we reviewed our year 6 strategy and it was clear that we need to increase teaching staff by 0.5 to ensure outcomes are good in July 2018. This was not accounted for in the original budget. In summer 2017 we had a member of staff on long term sick. The budget for supply did not cover this and already this budget line is already overspent by £13,395.

11. Spurcroft – 2017/18 deficit £28k

- 11.1 *West Berkshire has RAG rated Spurcroft GREEN – the school should come out of deficit this year or next, and as the financial management is strong they should be able to continually monitor its position and stay out of deficit.*
- 11.2 The revised year-end forecast for 2017/18 is £25,011 deficit against a planned deficit of £27,710. It has been confirmed that we can apply for Growth Funding which will allow us to return to surplus at the end of this year 2017/18. We will have returned to surplus within two years against a recovery budget plan of three years.
- 11.3 Covering supply in house as much as possible, changes in staffing has enabled us to restructure, delaying the recruitment of certain staff, monitoring overtime and monitoring and changing the timetable when necessary have had a positive impact on the deficit. Constant monitoring and ensuring best value on procurement and charging for nursery places where available have had a positive impact on the deficit.
- 11.4 Our plans for the current year are on track. The risks to remain in surplus are concerns regarding pupil numbers as a whole in the Thatcham area over the next few years and the impact that the 30 hours funding for nursery children has had on the numbers applying for nursery places.

12. St John the Evangelist Infants – 2017/18 deficit £50k

- 12.1 *West Berkshire has RAG rated St John the Evangelist RED – the school is unlikely to recover the deficit without making significant changes to the current plan.*
- 12.2 We are currently showing a £3k overspend, which is predominantly due to the following increases in staffing costs:
- 1) Teacher at TMS6 budgeted at TMS3 (part time).
 - 2) Teacher in nursery to cover the extra 15 hours for nursery budgeted at lower rate.
- These were partly offset by a TMS2 teacher replacing TMS6 (full time). Some savings in supply teacher costs have also been identified to help cover this.
- 12.3 At this stage it is anticipated that the repayment years will be as previously reported. The school is currently looking at the following to recover the deficit:
- The costs of the nursery beyond next September.
 - A working party has been formed regarding the review of an Executive Head for when the current head leaves.
 - The school will apply for "Primary Schools in Financial Difficulty" funding.

13. Westwood Farm Schools – 2017/18 deficit £99k

- 13.1 *West Berkshire has RAG rated Westwood Farm AMBER – further work is required around plans to make the school financially secure moving forward.*
- 13.2 Current Period 7 Budget Monitoring forecasts outturn of £97.8k. This is £1.5k under deficit budget of £99.3k. Deficit is planned to be repaid by 2020/21.

- 13.3 A number of fixed term contracts were terminated at the end of 2016/7 academic year. PPA teachers have left or gone back into class to fill vacancies with a less costly PPA plan for this academic year. One Head of School not replaced when left in May (although an increase in AHT by 1 FTE in Sept 2017). A review and restructure of support and administrative staff is close to completion with implementation planned from January 2018. Use of HLTA and SLT to cover any absence resulting in zero extra costs for supply cover.

Rationalisation of service contracts ongoing - initial negotiations have resulted in changes to curriculum ICT provision, water hygiene and fire alarm/emergency lighting contracts with plans set to yield savings over the next two years. Current plans in place to review Nursery provision in order to cut current losses. Increased use of Executive HT and some members of SLT to work with other schools to increase income and/or reduce SLT.

The risk has always been that the pupil numbers do not increase sufficiently and this continues to be a risk as some year groups are not full. We have lost a few children through house moves and have some on waiting lists for some year groups. We are still having a few mid-year intakes.

- 13.4 Work is currently in-hand to re-forecast the 5 year budget plan. Risks identified in the current plan are nursery numbers remaining low and pupil numbers in KS2 are below the original forecast. A project is in hand to review nursery arrangements. The full impact of the completed support staff review will be realised for January 2018 and again 18 months later when the protected salary period for some staff is lifted.

14. The Willink – 2017/18 deficit £147k

- 14.1 *West Berkshire has RAG rated The Willink RED – work had not yet commenced on the planned changes to recover the deficit.*

- 14.2 The Month 7 year end forecast shows a deficit of £118,000. This includes the performance pay award for teachers agreed recently by Governors. It also includes a generous estimate for winter utilities and departmental expenses.

This end-year forecast is significantly better than the budget deficit of £147,110. The financial assumptions we have made (e.g. pupil numbers, income per pupil, staffing costs), have been checked by West Berkshire's financial team and confirmed by Governors. Although our original budget indicated a return to surplus in Year 5, our current financial planning aims to place the school back in surplus in the fourth year of our plan which is 2020/21.

- 14.3 The savings are mainly in teaching staff costs achieved through the voluntary redundancy/early retirement and non-replacement of a member of the senior leadership group and the replacement of a number of teaching staff leavers on the upper pay scale with staff in the early stage of their teaching career.

The main risk associated with the non-replacement of a member of the leadership group is the additional responsibilities and pressure put on the rest of the team. To address this concern a middle leader has joined the senior team at no additional cost. Some responsibilities previously held by the leadership group have been delegated to other teaching and non-teaching staff.

We have three Heads of Department on the upper pay range either on or about to go on maternity leave: we have used this as an opportunity to give HoD experience to other members of the departmental team while employing teachers at a lower cost to cover their teaching commitment. This equates to a saving of approximately £15K. This saving is for academic year 2017/18 so affects the current financial year and part of the next. The school development plan and professional development plan has been constructed to ensure teachers taking on new leadership roles are being supported and trained to ensure our high standards and outcomes are maintained.

In September 2017 we were designated a Teaching School. As the staff employed are mostly existing Willink staff, this results in saving in staff costs from the main school budget of approx. £20,000 for F/Y 2017-18.

Since September 2017 we have reduced PPA time to the statutory minimum of 10% so that teaching staff are now at 97% capacity. West Berkshire have corroborated our data. We have employed an additional cover supervisor to reduce reliance on Agency Supply. Agency Supply has reduced from £31.3k to month 6 in 2016/17 to £11.7k to month 6 2017/18. The cost (including on-costs) for an additional cover supervisor for F/Y 2017/18 is approximately £9K (7 months).

Beyond F/Y 2017/18 we have built in assumptions to our plan that we shall secure a full allocation of pupils in year 7 in the years ahead; that present levels of retention from Key Stage 3 to 4 and into our Sixth Form remain the same. The risks aligned to these assumptions are mitigated through regular review of information when available and is reflected in decision making on curriculum provision and accurate forecasting of teaching numbers required. To ensure we have flexibility in staffing we make use of fixed term contracts, flexible working patterns and employing teachers with the ability to cover more than one subject.

We have also assumed a pay increase for all staff of 1% without additional funding from government. Based on information provided by WB finance we are currently modelling different scenarios to understand how we mitigate the risk of further unfunded increases.

- 14.4 All the measures explained above have allowed us to forecast for a better than budget situation at the end of the current financial year.

We have already saved £7.5K from support staff; this being achieved through reduction of hours. We are also in the process of making two posts redundant by March 2018 saving a further £32K for future years. As part of our plan we continue to look for opportunities to reduce costs in the support staff structure, including not replacing staff when they leave and reviewing job descriptions.

- 14.5 We continue to work closely with West Berks HR and Schools Accountancy teams. The School Business Manager and a Governor attended the recent redundancy workshop. The SBM has been working closely with WBCs Senior Accountant, regarding presentation of the budget and accompanying analysis.

We continue to take every opportunity to make savings and are currently seeking help from the LA with re-negotiating our costs of the leisure centre.

To ensure our plans are robust and achievable, we have arranged to meet in November with an external consultant who has widespread experience of working with secondary schools in deficit.

15. Appendices

Appendix A – West Berkshire Policy on Supporting Schools in Financial Difficulty

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West Berkshire Council Schools Policy on Supporting Schools in Financial Difficulty 2017/18

1. Introduction/Background

1.1 In 2016/17 there were seven schools with a deficit budget. In 2017/18 this had increased to 11, but with a further nineteen schools with little or no contingency in their 2017/18 budget and with a deficit predicted for 2018/19.

1.2 The increase is due to one or more of the following reasons:

- The per pupil funding rate received through the Dedicated Schools Grant (DSG) has not increased for several years, so schools have not had an increase to their funding rates. If pupil numbers have remained much the same, then their funding has not gone up for several years.
- Costs have risen each year, particularly employee costs in relation to pay awards, performance pay/increments, pension rates, and national insurance rates. Typically, staffing costs amount to 80% of a schools budget. In 2017/18 there will be additional payments schools need to make including paying for statutory services formerly met by the Education Services Grant, and the apprenticeship levy.
- Schools have been using up balances to plug their funding shortfalls, which has a limited time frame.
- School funding is largely based on number of pupils. If a school has a reduction in its number of pupils, their funding goes down. Small reductions in pupil numbers cannot always be offset by a similar reduction in expenditure if the same numbers of classes need to be operated.
- Many schools have already cut back all they can on non staffing costs. Schools have limited options available to them for increasing income.
- Schools are reluctant to make cuts which they perceive will have an impact on educational standards until they are absolutely forced to (when they are actually in deficit).
- There may be exceptional instances of poor financial management and unwillingness to change, ignoring advice from the Council's finance service.

- 1.3 Schools are permitted to set a deficit budget if they meet certain conditions. This is termed a licensed deficit, they are not loaned the money. The conditions of a licensed deficit are set out in the Scheme for Financing Schools (the legal contract the Council has with schools). The funding to cover school deficits is backed by all other schools' surplus balances.
- 1.4 The conditions of a licensed deficit include a requirement to have a robust plan to repay it within five years. A detailed planner is provided to the school which must be completed in full. This will be closely monitored and reviewed by the Council during the period of the deficit.
- 1.5 If the conditions are not met by the school, the Council has the power to issue a Notice of Concern, which ultimately could mean removal of a school's delegation.
- 1.6 On 6th July 2017, the Council's Operations Board approved the strategy for schools in financial difficulty, which is set out in the following paragraphs.

2. Strategy to Support Schools in Reducing/Eliminating or Avoiding a Deficit

- 2.1 Support/requirements for schools setting a deficit budget:
 - 2.1.1 All schools setting a deficit must also submit their five year detailed planner, fully completed, by 1st May. These are reviewed in detail by their accountant and discussed with the senior accountant and the Finance Manager.
 - 2.1.2 Each school receives a letter from the Head of Education and Head of Finance by the end of the summer term agreeing their licensed deficit, setting out the conditions to adhere to whilst in deficit, and highlighting any concerns or further work required.
 - 2.1.3 Senior finance staff and an education advisor meet with the school to review, challenge and advise on their deficit recovery plan (usually before end of October). This may also include a representative from HR. This is to ensure that plans are realistic and to explore if more can be done to reduce the deficit and/or clear it sooner.
 - 2.1.4 Finance staff review monthly monitoring reports (from month 4 to month 11) and the school receives detailed feedback at least every other month.
 - 2.1.5 Schools submit a progress report for the Schools' Forum. This is received by Schools' Forum at the December meeting
 - 2.1.6 Senior finance staff and an education advisor meet again with each school for in year review and look forward (prior to setting the following year's budget, usually before end of March). This may also include a representative from HR.
 - 2.1.7 Schools qualifying for additional funding from the Primary Schools in Financial Difficulty fund can submit a bid at any time throughout the year. This fund is paid into each year by all primary schools and is to cover one off exceptional costs such as for restructuring should the exit costs increase a schools deficit or take a school into deficit

- 2.2 Support for schools at high risk of going into deficit:
 - 2.2.1 Senior finance and an education advisor meet with school's requesting such support. These meetings take place from November to the end of January. HR staff may also be required to attend such meetings to advise on staffing restructures.
- 2.3 Support for all schools:
 - 2.3.1 Regular communication about school funding and school budgets is provided to school leaders via email and School Leadership Forum and Admin briefings.
 - 2.3.2 Regular separate finance training courses for Governors, head teachers, and school finance staff are run through the year.
 - 2.3.3 All schools buying the accountancy service are provided with budget planning and monitoring tools. These are currently spreadsheet based but hoping to introduce cloud based software by 2018. Available to purchase for schools not buying back.
 - 2.3.4 Additional support for schools on their budget planning/deficit recovery is available on a pay as go basis (subject to staff availability). Primary schools can have the cost of this (or any external support they purchase) reimbursed from the Primary Schools in Financial Difficulty fund.
 - 2.3.5 Facilitate workshops for groups of schools on specific savings strategies, such as for alternative staffing structures.
 - 2.3.6 Support the reorganising of small and/or unviable schools. For example, help set up Multi Academy Trusts, suggest/assist with school mergers, review admission numbers in schools within same geographical area to ensure make financial sense.

3. **Intervention for schools not meeting their deficit recovery plan**

- 3.1 The trigger points for intervention are as follows:
 - 3.1.1 A school's deficit has grown (either by the end of the financial year or the following year's budget).
 - 3.1.2 The deficit repayment period increases.
 - 3.1.3 The monitoring meetings identify an unrealistic or high risk deficit recovery plan without any contingency plans.
 - 3.1.4 The monitoring process identifies that the school is not adhering to its recovery plan and the deficit will potentially grow.
- 3.2 A "task force" will review the school's budget and staffing structure and determine options to repay the deficit, and make recommendations. The task force will consist of senior finance, education and HR staff in addition to an existing/recently retired

head teacher either from within the local authority or neighbouring local authority, and/or bought in professional expertise.

- 3.3 If a school does not follow the recommendations made by the task force (or determine their own realistic alternative), the “notice of concern” route will be followed. More details on the process of intervention are in Appendix A.

4. Management of the Strategy

- 4.1 The Corporate Director (Communities) and Head of Finance to hold once a term finance review meeting to specifically focus on schools in deficit and implementation of the strategy.

- 4.2 School budgets will form part of the quarterly financial reporting to Executive.

5. Appendices

- 5.1 Appendix A – Process for Intervention

Process for Intervention

1. Background

- 1.1 The aim of the strategy to support schools in financial difficulty is to reduce the number of schools in or at risk of being in deficit, and the cost of this activity should reduce in future years, as and when schools become more adept at identifying and making savings for themselves.
- 1.2 In the event that a school does not put in place and implement a robust deficit recovery plan or take on recommendations made in the support meetings, the strategy sets out trigger points for intervention and what this intervention will consist of – namely a task force to work on the school’s deficit recovery. As this would be in addition to the previous support meetings, this cost should not be borne by the local authority but by the respective school.
- 1.3 This note sets out the legal position, and sets out in more detail the process for this element of the strategy.

2. Delegation and Charging Schools

- 2.1 Part 2 of the School Standards and Framework Act 1998 requires local authorities to provide maintained schools with a delegated budget share, and gives the governing body of each school delegated responsibility in managing their school’s budget share.
- 2.2 The Act requires local authorities to produce a Scheme for Financing Schools which deals with all matters connected to financial delegation, and which complies with current school finance regulations.
- 2.3 The Council has no authority to remove funding from a school’s budget, other than for purposes as set out in the Scheme for Financing Schools. This will include delegations agreed by Schools’ Forum, and salaries/redundancy payments at actual cost. Schools therefore need to agree to any charges for most other costs incurred by the local authority on behalf of the school.
- 2.4 The strategy for schools in deficit identifies trigger points for intervention. This would require a task force to work with the school on their deficit recovery plan.
- 2.5 The cost of this should be charged to the school, given that it is the school’s lack of engagement and action that has put the school further into deficit, but the school would need to agree to the charge and for the work to take place, whilst they still have delegated responsibility for their budget.

3. The Route to Removing Delegation

- 3.1 A Local Authority may issue a warning notice to Governors if there is a breakdown in the way a maintained school is managed or governed and is likely to adversely

affect standards of pupils' performance. This includes a failure to oversee the financial performance of the school and make sure money is well spent – one of the core strategic roles of a Governing Body. The notice must set out:

- 1) The matters on which the concerns are based
- 2) The action which the Governing Body is required to take in order to address the concerns raised.
- 3) The period within which the Governing Body must comply or secure compliance with that action.
- 4) The action which the LA is minded to take under one or more of Sections 63 to 69 of the Education and Inspection Act 2006 or otherwise if the Governing Body does not take the required action.

A copy of the warning notice is to be sent to the head teacher and if applicable the diocese or foundation, and a copy to the relevant RSC and to Ofsted. The local authority is expected to work with their RSC to discuss where they judge that a warning notice is necessary.

3.2 The powers of intervention if the school does not comply with the warning notice are set out in Sections 63 to 66 of the 2006 Act as follows:

- 1) Section 63 – requires the Governing Body to enter into a particular arrangement. e.g. to enter into a contract for specified services of an advisory nature with a specified person.
- 2) Section 64 – power to appoint additional Governors
- 3) Section 65 – power to appoint Interim Executive Board
- 4) Section 66 – enables a local authority to suspend the governing body's right to a delegated budget

3.3 Schedule 15 to the SSFA provides another route for removal of financial delegation.

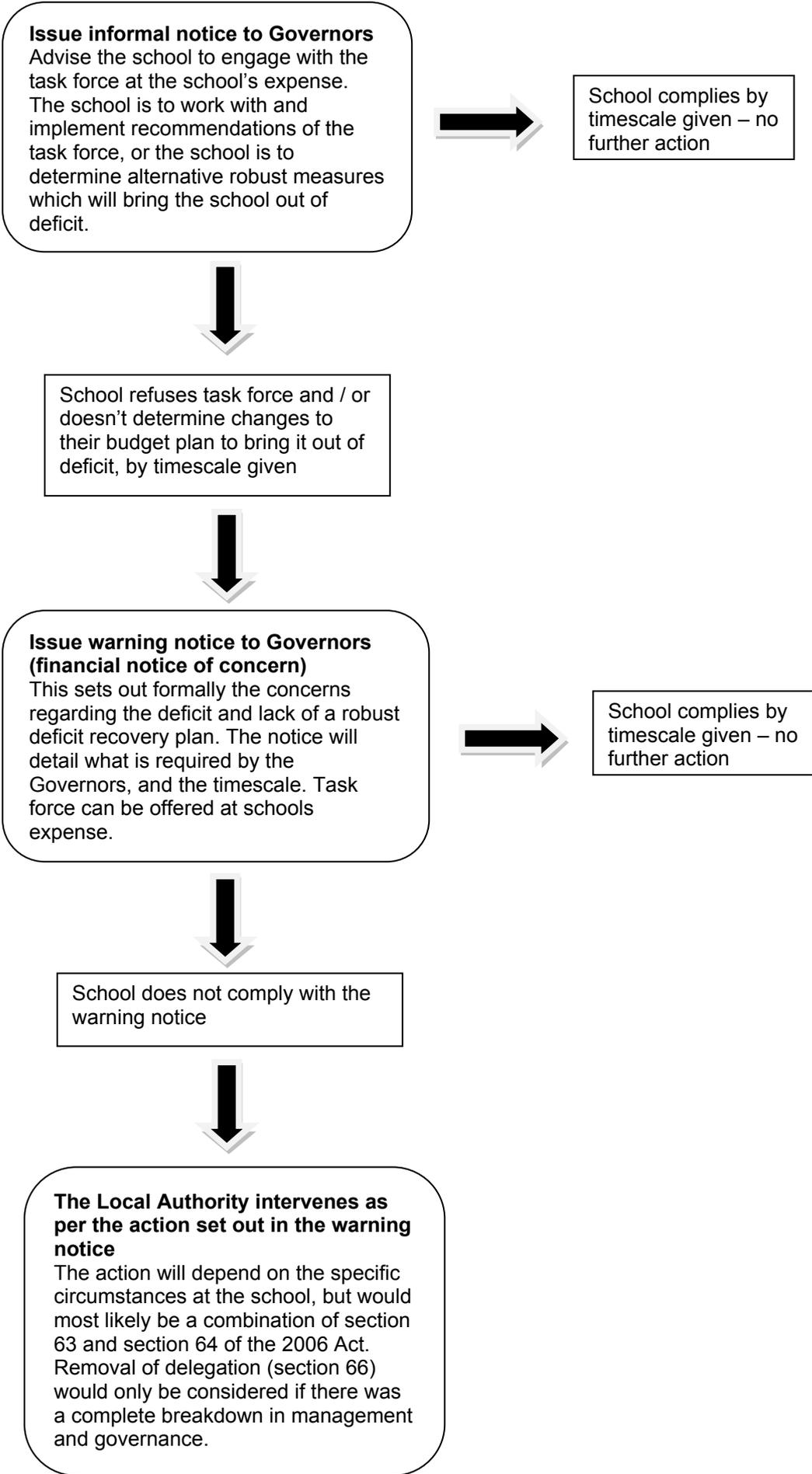
The LA may suspend a school's right to a delegated budget where a school's governing body has persistently or substantially breached a requirement or restriction relating to its delegated budget, has not managed its budget share satisfactorily or has not managed satisfactorily its expenditure or sums received in the exercise of its power to provide community facilities and services under section 27 of the Education Act 2002. The notice must specify the grounds for the suspension and the LA must give the notice to the governing body and give the head teacher a copy of the notice at the same time. The LA is required to review the suspension within a certain period (or may do so earlier if it wishes).

4. Strategy for Schools in Deficit - Intervention Process

4.1 In the (hopefully) unlikely event that a school does not engage with recovery of their deficit (following the initial review and support meeting), and meets one of the trigger points set out in the strategy, the process set out in the flow chart below is to be followed, which complies with the latest regulations.

4.2 The timescale given at each stage will need to be carefully considered in each case, to ensure the school has reasonable time to put in place the actions, but that no time is lost in being able to recover the deficit before it spirals out of control. It is suggested that this should be no more than two months.

4.3 The power(s) used if the final stage is reached will be determined with respect to the particular circumstances at the school, and after discussing with the RSC – which may include removal of delegation.



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School Funding Benchmarking Tables 2017/18

Report being considered by: Schools Forum
On: 11/12/2017
Report Author: Claire White
Item for: Information **By:** All Forum Members

1. Purpose of the Report

1.1 This report sets out key school funding benchmarking information for 2017/18 in a chart/graph format, highlighting any significant points to note regarding West Berkshire's position compared to statistical neighbour authorities and all other unitary authorities.

2. Recommendation(s)

2.1 To note the report.

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3. Key Points to Note from the Charts

- 3.1 The Department for Education has recently published benchmarking information on school funding, based on the local authority 2017/18 Section 251 budget submissions.
- 3.2 The Appendices to this report provide the key funding data for West Berkshire Council compared to our statistical neighbours and to all other unitary authorities.
- 3.3 The charts show a very similar position to last year. It will be interesting to see what difference the introduction of the National Funding Formula will make.
- 3.4 Compared to our statistical neighbours, West Berkshire is still funding schools above the median and is the third highest (Appendix B), and this is also reflected in the unit of funding received – being the second highest (Appendix A).
- 3.5 Our schools block unit of funding received (£4,348) is below average compared to unitary authorities (Appendix E), and individual school budgets (ISB) are also below the average at £4,219 (Appendix F). The national average unit of funding has decreased slightly to £4,619 (due to the rebasing of DSG allocations), with the highest funded authority still being Tower Hamlets at £6,965 per pupil, and the lowest still being Wokingham at £4,152 per pupil. The highest ISB is £6,793, which is Tower Hamlets. The lowest is £3,832 at Bournemouth; this excludes Wokingham and Medway whose extremely low figures suggest there is an error in their data.
- 3.6 There are wide variations in spending on high needs budgets per pupil, even when comparing our statistical neighbours (Appendix C). Our high needs budget is still higher than the average for unitary authorities (Appendix G) with spending of £352

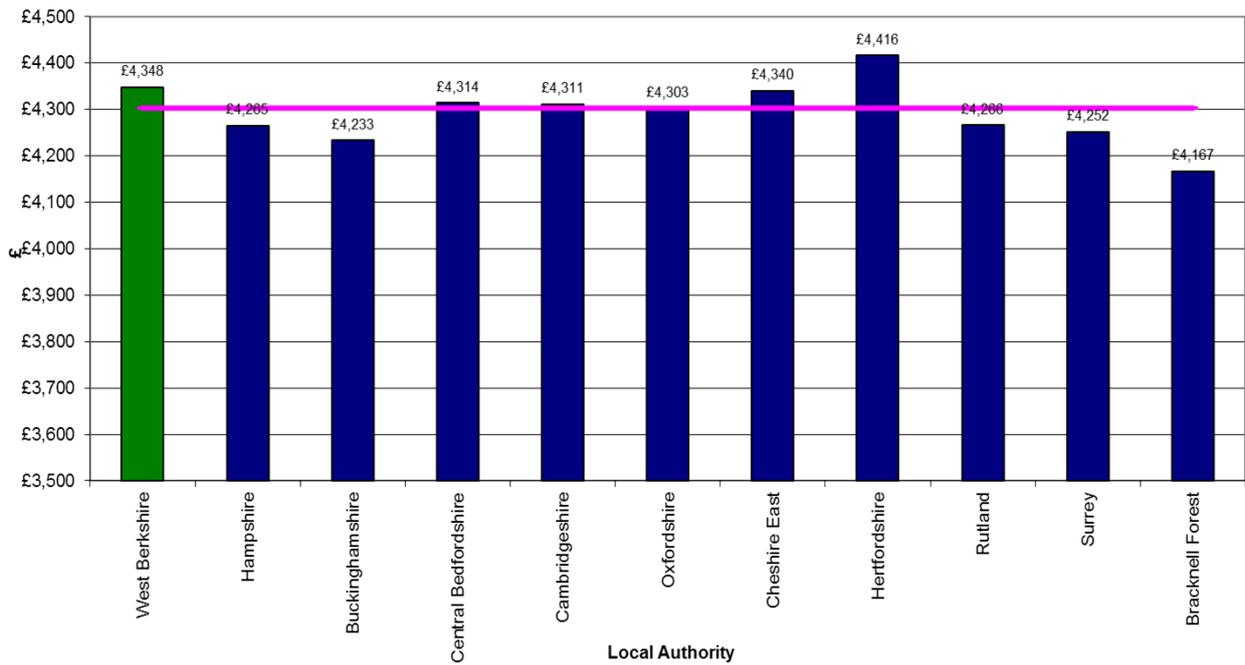
per pupil, compared to local authorities such as Portsmouth at £233 and Hampshire at £220 (gone up from £188).

- 3.7 Our total schools budget at £4,837 per pupil is just over average when compared to our statistical neighbours (Appendix D), but below average when compared to unitary authorities (Appendix H). The national average is £5,222 and the highest is £7,902 at Tower Hamlets.
- 3.8 When comparing individual school budgets with Progress 8 (Appendix I) and Attainment 8 (Appendix J), West Berkshire still falls in the top quartile (below average cost, above average results) in both measures compared to the average for all unitary authorities. Although Tower Hamlet's ISB is 65% more than for West Berkshire schools, their average Attainment 8 is a score of 47.0 compared to West Berkshire's 47.4.

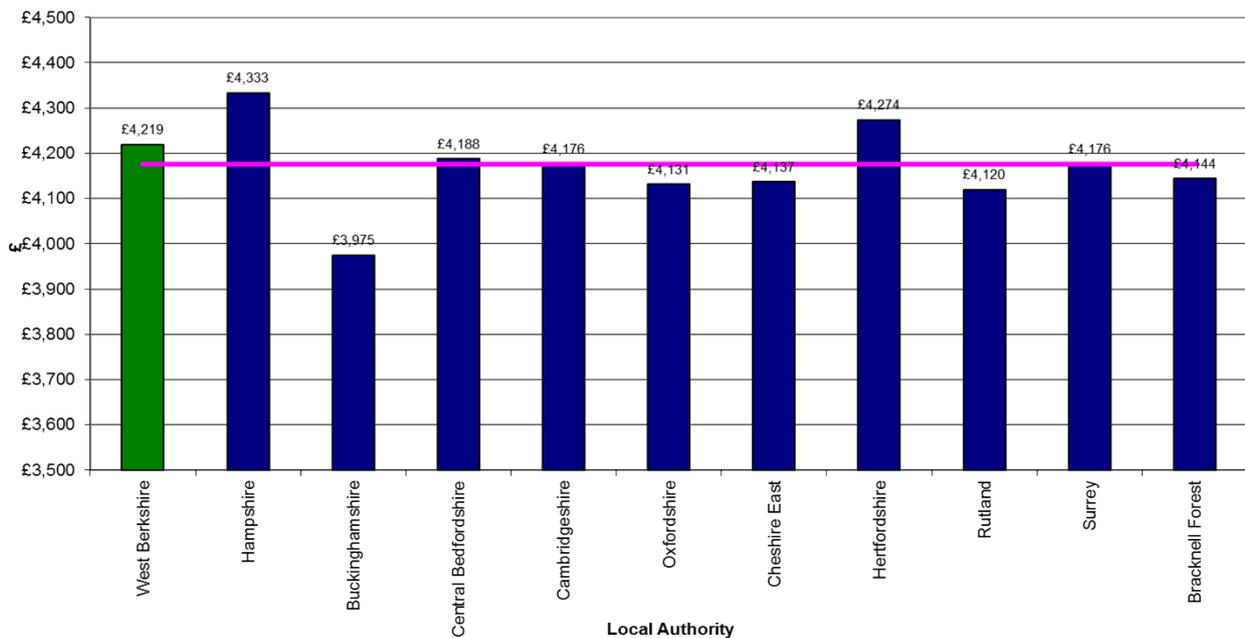
4. Appendices

- Appendix A – DSG Schools Block Unit of Funding per Pupil (statistical neighbours)
- Appendix B – Individual School Budget per Pupil (statistical neighbours)
- Appendix C – High Needs Budget (statistical neighbours)
- Appendix D – Total School Budget per Pupil (statistical neighbours)
- Appendix E – DSG Schools Block Unit of Funding per Pupil (unitary authorities)
- Appendix F – Individual School Budgets per Pupil (unitary authorities)
- Appendix G – High Needs Budget (unitary authorities)
- Appendix H – Total School Budgets per Pupil (unitary authorities)
- Appendix I – Individual Schools Budget vs Progress 8 Results (unitary authorities)
- Appendix J – Individual School Budget vs Attainment 8 Results (unitary authorities)

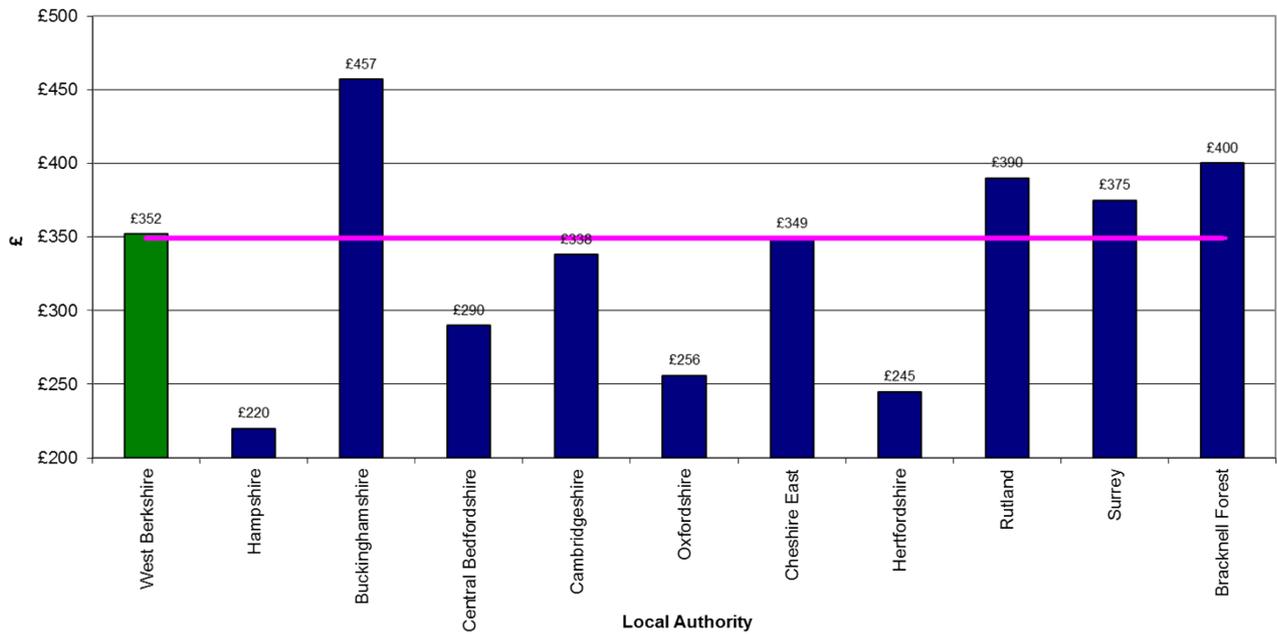
Appendix A
Local Authority Statistical Neighbours
2017-18 DSG Schools Block Unit of Funding
£ per Pupil



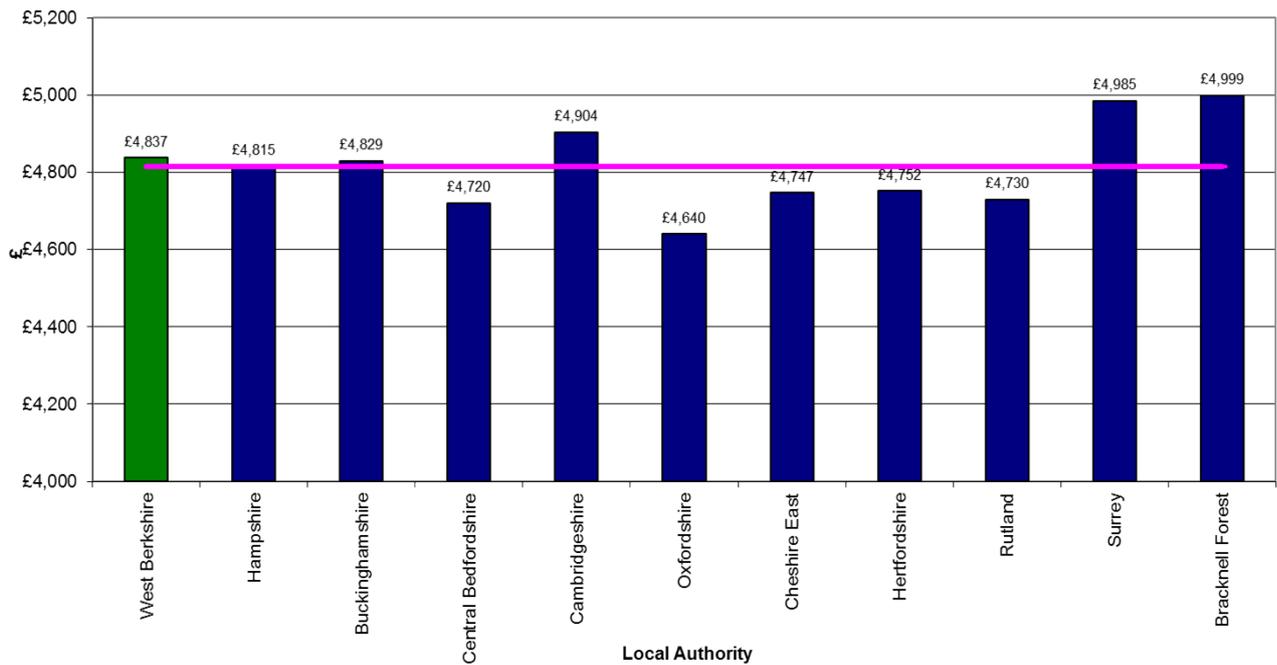
Appendix B
Local Authority Statistical Neighbours
2017-18 Individual School Budgets (before academy recoupment)
£ per Pupil



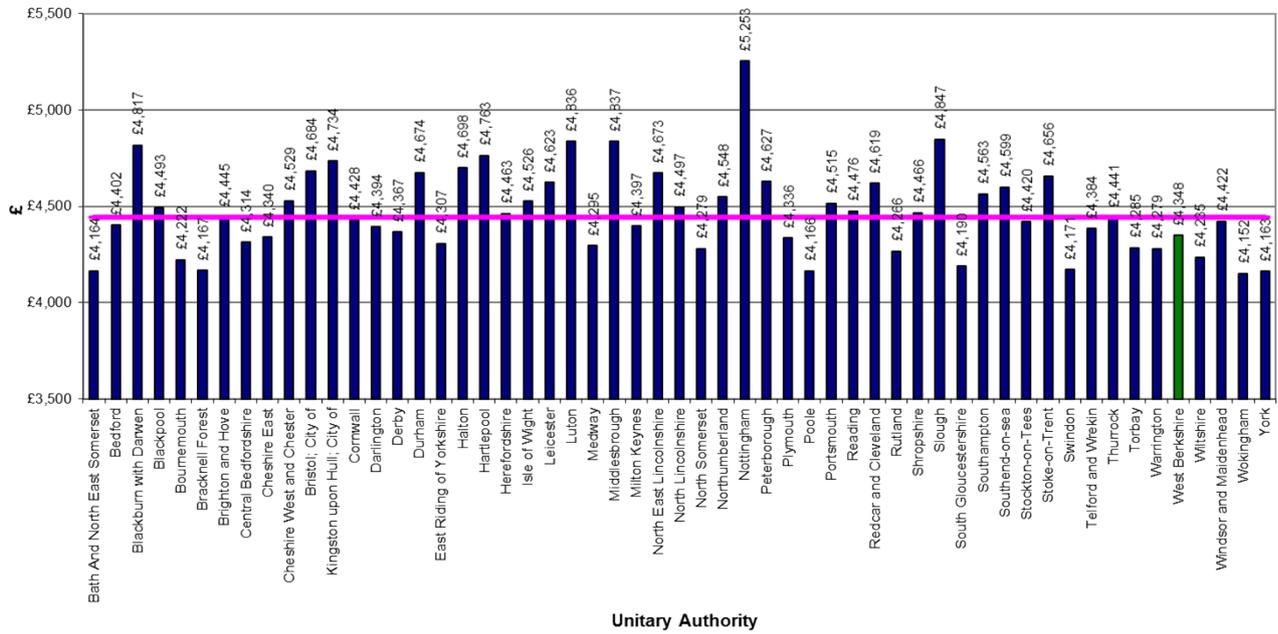
Appendix C
Local Authority Statistical Neighbours
2017-18 High Needs Budget
£ per Pupil



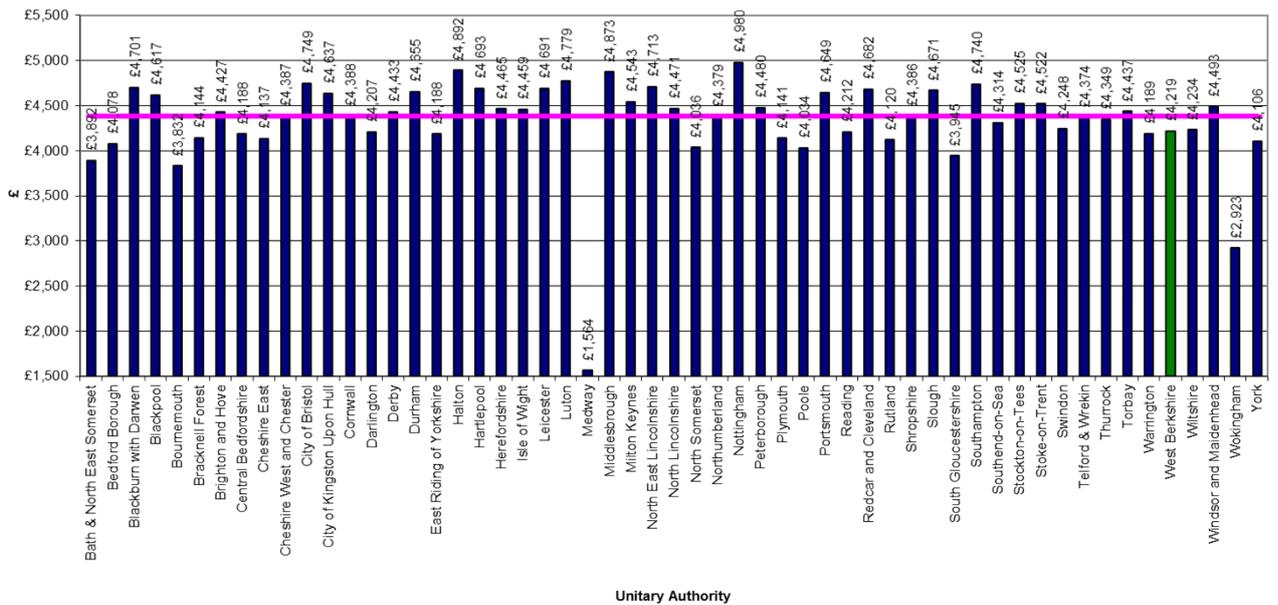
Appendix D
Local Authority Statistical Neighbours
2017-18 Total School Budgets (before academy recoupment)
£ per Pupil



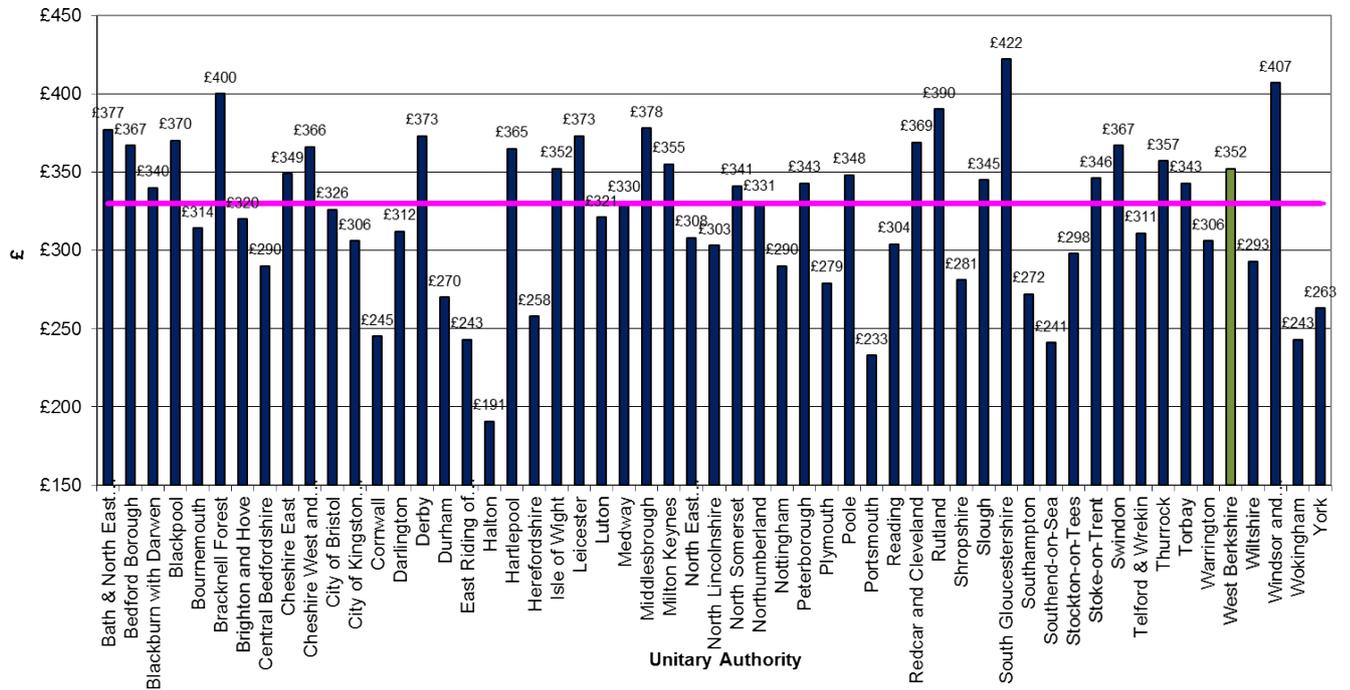
Appendix E
Unitary Authorities
2017-18 DSG Schools Block Unit of Funding
£ per Pupil



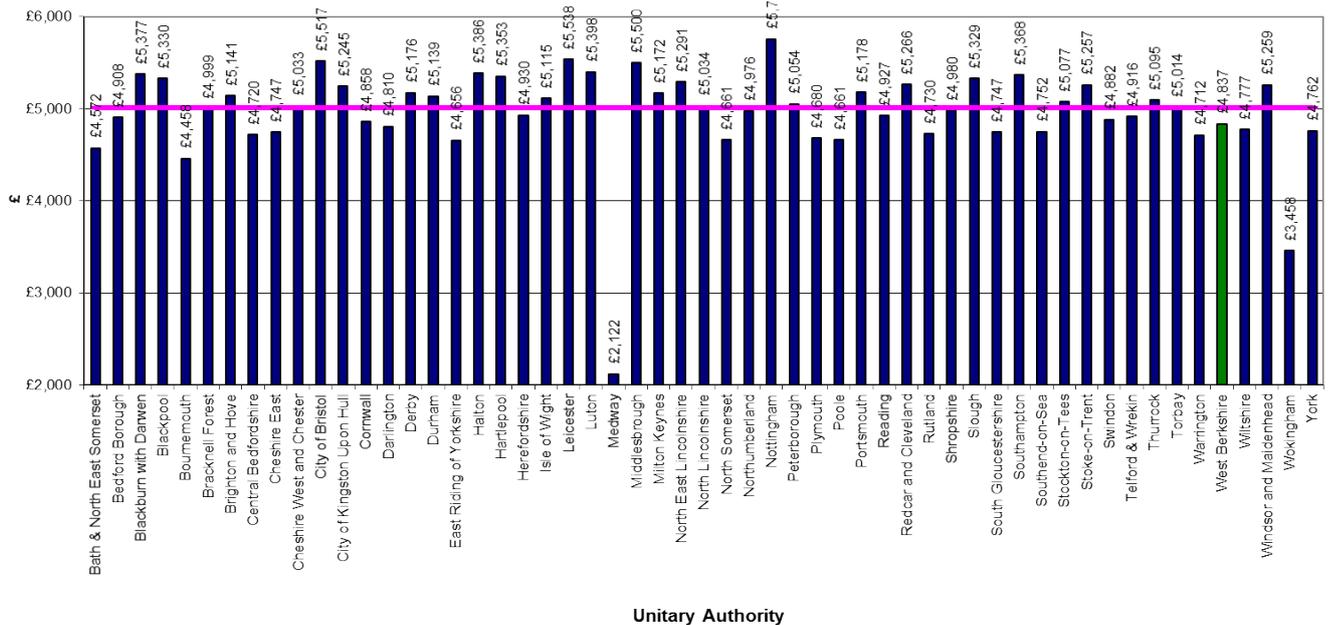
Appendix F
Unitary Authorities
2017-18 Individual School Budgets (before academy recoupment)
£ per Pupil

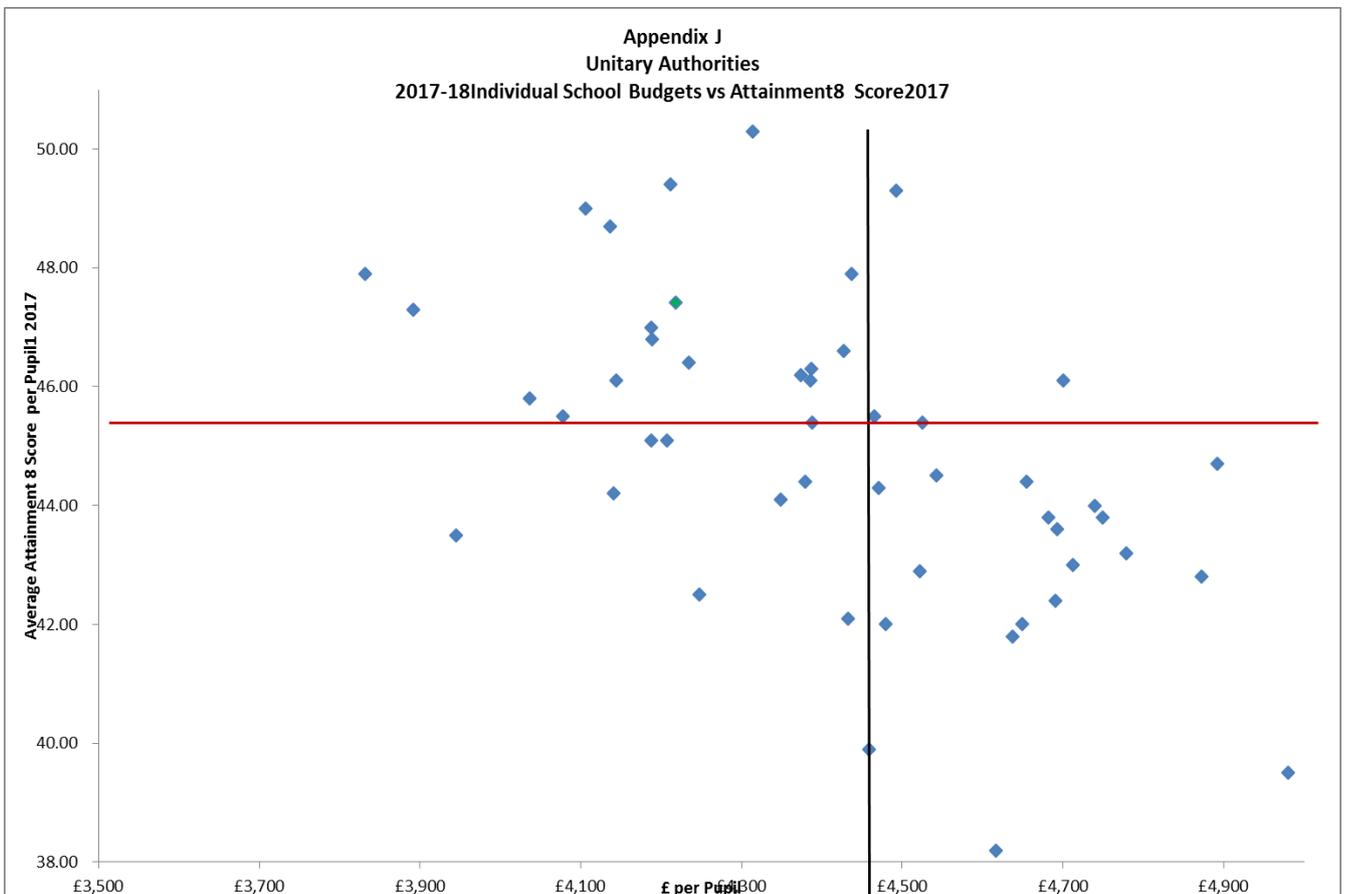
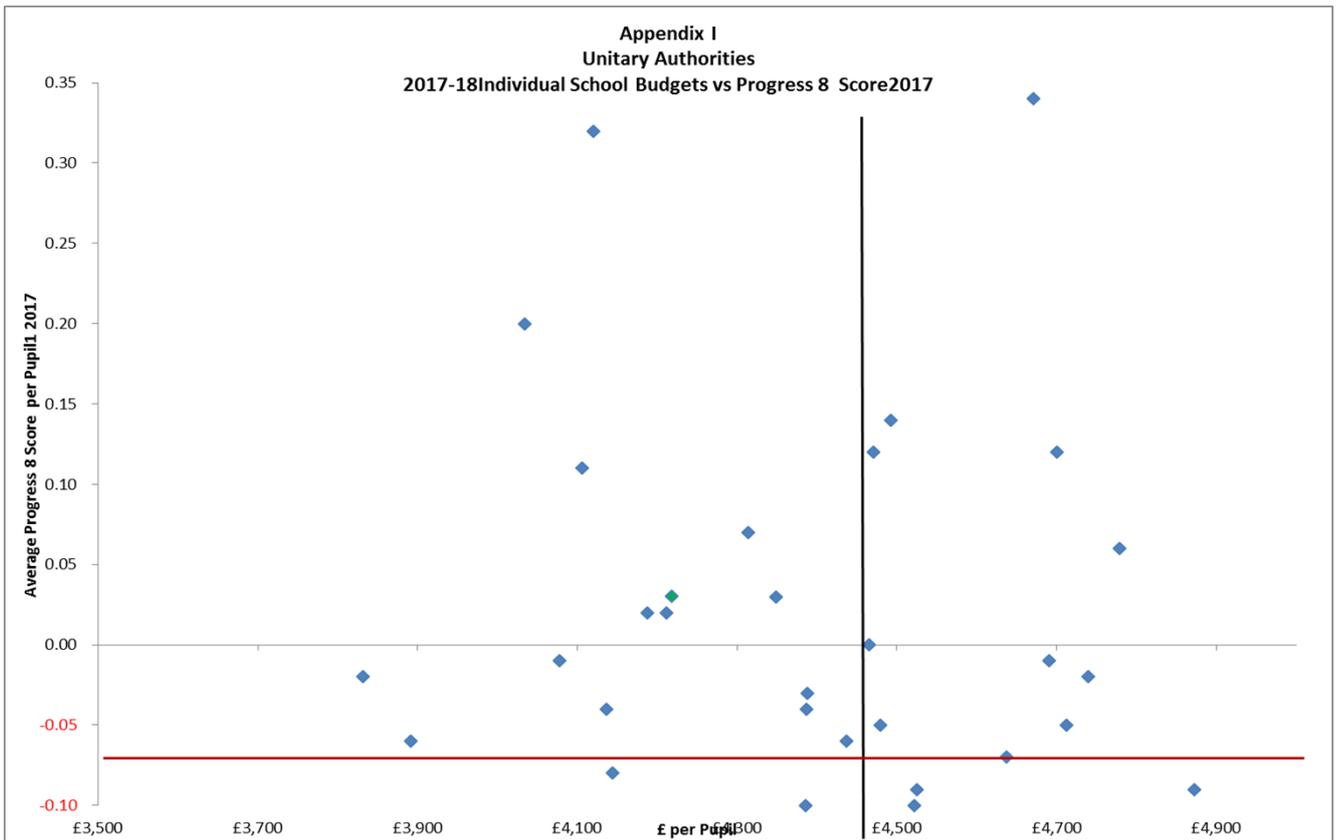


Appendix G
Unitary Authorities
2017-18 High Needs Budget
£ per Pupil



Appendix H
Unitary Authorities
2017-18 Total School Budgets (before academy recoupment)
£ per Pupil





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Dedicated Schools Grant Monitoring Report 2017/18 – Month 7

Report being considered by: Schools Forum
On: 11/12/2017
Report Author: Ian Pearson
Item for: Discussion **By:** All Forum Members

1. Purpose of the Report

1.1 This report sets out the current financial position of the services funded by the Dedicated Schools Grant (DSG), highlighting any under or over spends.

2. Recommendation(s)

2.1 That the report be noted.

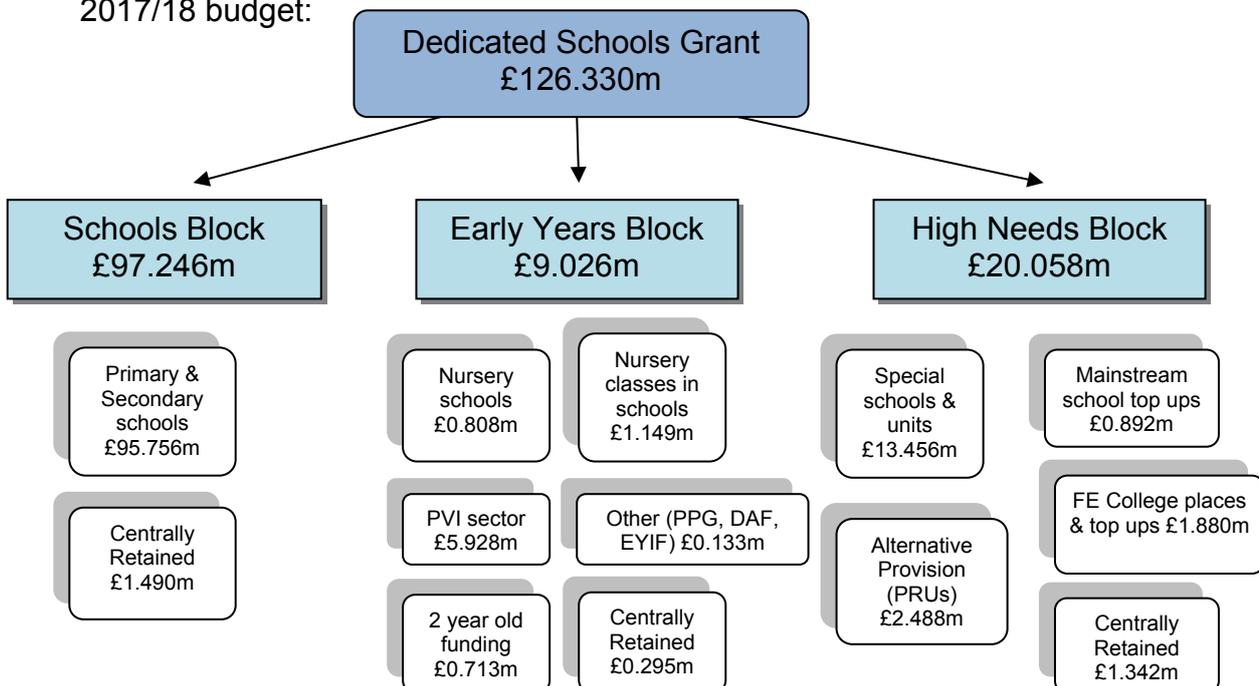
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3. Background

3.1 The Dedicated Schools Grant (DSG) is a ring fenced specific grant which can only be spent on school/pupil activity as set out in The School and Early Years Finance (England) Regulations 2017.

3.2 The grant is split into three funding blocks. Although separate allocations are received for each, the blocks themselves are not ring fenced.

3.3 The following diagram shows what is funded out of each of the three blocks in the 2017/18 budget:



Notes:

1. The figures above include expected net overspend of grant totalling £0.426m. The actual in-year grant allocation is £125.904m
 2. The main centrally retained services are:
 Schools Block – licences for all schools, growth fund for schools, school admissions service
 Early Years Block – quality monitoring & compliance, eligibility checking, sufficiency & sustainability planning
 High Needs Block – ASD advisory support, Home Tuition, Engaging Potential, therapy services, sensory impairment support, inclusion support, applied behaviour support, vulnerable children support, early intervention
 3. The figures include funding to Academies and post 16 high needs place funding which form part of our allocation but not our budget as they are paid direct by the EFA – this totals £35,020k.
- 3.4 Overspends, unless funded from outside the DSG, are carried forward and top sliced from the following year’s DSG allocation. Under spends must be carried forward to support the school’s budget in future years.
- 3.5 The Authority and Schools’ Forum are responsible for ensuring that the DSG is deployed correctly according to the Regulations, and monitoring of spend against the grant needs to take place regularly to enable decision making on overspends/underspends and to inform future year budget requirements.

4. Monitoring Position as at Month 6 (30 September 2017)

4.1 The forecast under or over spend position at the end of September is shown in Table 1 below. A more detailed position per cost centre is shown in Appendix A.

Table 1

| DSG Block | Total Net Budget | Forecast (under) / over spend | | | | | Change from last report |
|------------------------------|------------------|-------------------------------|-----------|-------------|------------|-----------|-------------------------|
| | | Month Three | Month Six | Month Seven | Month Nine | Month Ten | |
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| Schools Block (inc ISB) | 64,286 | 0 | 0 | 0 | | | 0 |
| Early Years Block | 8,983 | 0 | 0 | 0 | | | 0 |
| High Needs Block | 17,518 | 0 | 11 | 10 | | | -1 |
| Total Net Expenditure | 90,787 | 0 | 11 | 10 | | | -1 |
| Support Service Recharges | 523 | 0 | 0 | 0 | | | 0 |
| Total Expenditure | 91,310 | | 0 | 0 | | | 0 |
| DSG Grant Expected | -90,506 | 0 | 0 | 0 | | | 0 |
| Net Position | 804 | 0 | 11 | 10 | | | -1 |

- 4.2 The budgeted over spend of £844k on DSG in 2017/18 was approved by the Schools' Forum in March 2017, after consideration of the three year position, as it was forecast that the over spend could be paid back over two years (assuming costs overall do not significantly increase and our DSG allocation remains at a similar level). The budgeted overspend in 2017/18 has now been reduced by £40k to £804k, because the final amount of grant brought forward from 2016/17 was £80k higher than expected, but this was offset by the claw back of 2016/17 early years funding and other minor adjustments made by the DfE in July 2017.
- 4.3 Explanations for variances per funding block are summarised in the following paragraphs.

5. Schools Block

Table 2 sets out the current position of the Schools Block. The main risk of over spend in this block is in relation to business rates (as schools are funded according to their actual rates bill) and there is a small budgeted overspend due to the 2016/17 carry forward of over spend arising from rating revaluations during the year. There is no change from the forecast outturn reported at month 6, with no variance forecast.

Table 2 – Schools Block

| | Current Budget £ | Current Forecast £ | Variance £ |
|---------------------|-----------------------------|-------------------------------|-----------------------|
| Expenditure | 64,286,490 | 64,286,490 | 0 |
| Support services | 333,800 | 333,800 | 0 |
| Schools Block DSG | -64,593,080 | -64,593,080 | 0 |
| Net Position | 27,210 | 27,210 | 0 |

6. Early Years Block

- 6.1 Table 3 sets out the current position of the early years block. The early years block is difficult to predict due to the volatile nature of both early years block funding (the final grant allocation will be determined by the January 2018 census), and payments to providers (payments are made according to actual number of hours of provision each term). The budgeted overspend is due to last year's grant not meeting the payments made to providers, and is planned to be repaid over a three year period.

Table 3 – Early Years Block

| | Current Budget £ | Current Forecast £ | Variance £ |
|---------------------|-----------------------------|-------------------------------|-----------------------|
| Expenditure | 8,982,690 | 8,982,690 | 0 |
| Support services | 43,690 | 43,690 | 0 |
| EY Block DSG | -8,739,610 | -8,739,610 | 0 |
| Net Position | 286,770 | 286,770 | 0 |

6.2 Summer term and initial autumn term payments have been made to providers and these are in line with the budget set. As at month 6, therefore, no variance is currently forecast. We will report at month 9 whether any variance is indicated following payment adjustments to be made in the second half of the autumn term. Further variances may also arise after that, as a result of spring term payments and the January 2018 census.

7. High Needs Block

7.1 Table 4 sets out the current position of the High Needs Block.

Table 4 – High Needs Block

| | Current Budget £ | Current Forecast £ | Variance £ |
|------------------|-----------------------------|-------------------------------|-----------------------|
| Expenditure | 17,517,790 | 17,528,620 | 10,110 |
| Support services | 145,640 | 145,640 | 0 |
| HN Block DSG | -17,172,790 | -17,172,790 | 0 |
| Net Position | 490,640 | 501,470 | 10,110 |

7.2 As at month 6, a variance of 11k is still forecast in respect of the Sensory Consortium. These additional costs relate to pupils with HI or VI who have either moved in to the area or who have moved from specialist to mainstream provision and whose needs for teacher of the deaf or teacher of the visually impaired support cannot be met from the Sensory Consortium core service. It is therefore necessary to purchase additional sessions to top up the core service

7.3 There has also been some movement of pupils with SEND between settings. This has resulted in a forecast net saving of around £720 in high needs top up payments as at the end of month 7. However, there is a strong possibility that forecast expenditure may change in the second half of the autumn term, or in the spring term, due to funding following the pupil.

8. Conclusion

8.1 As at the end of month 7 there is a small overspend of £10k forecast in the High Needs Block, a very small reduction from the overspend forecast at month 6. However there is a strong possibility that further variances may arise by the spring term on the budgets for high needs top ups, early years payments and early years funding.

9. Appendices

Appendix A – DSG 2017-18 Budget Monitoring Report Month 7

| Dedicated School's Grant (DSG) 2017-18 Budget Monitoring Month 7 | | | | | | | | |
|--|-------------|--|-------------------------|-----------------------|------------------------|-------------------|---------------|-----------------------------|
| Budget manager | Cost Centre | Description | Original Budget 2017-18 | Net Virements in year | Amended Budget 2017-18 | Forecast | Variance | Comments |
| Ian Pearson | 90020 | Primary Schools (excluding nursery funding) | 47,293,060 | | 47,293,060 | 47,293,060 | 0 | |
| Ian Pearson | DSG top | Academy Schools Primary | 0 | | 0 | 0 | 0 | |
| Ian Pearson | 90025 | Secondary Schools (excluding 6th form) | 14,544,690 | | 14,544,690 | 14,544,690 | 0 | |
| Maxine Slade | DSG top | Academy Schools Secondary | 0 | | 0 | 0 | 0 | |
| Ian Pearson | 90230 | DD - Schools in Financial Difficulty (primary schools) | 119,980 | 194,670 | 314,650 | 314,650 | 0 | |
| Rob O'Reilly | 90113 | DD - Trade Union Costs | 44,040 | | 44,040 | 44,040 | 0 | |
| Hazel Davies | 90255 | DD - Support to Ethnic minority & bilingual | 210,580 | 41,450 | 252,030 | 252,030 | 0 | |
| Michelle Sancho | 90349 | DD - Behaviour Support Services | 193,860 | 23,330 | 217,190 | 217,190 | 0 | |
| Ian Pearson | 90424 | DD - CLEAPSS | 2,980 | | 2,980 | 2,980 | 0 | |
| Elaine Ricks- | 90470 | DD - School Improvement | 223,240 | | 223,240 | 223,240 | 0 | |
| Ian Pearson | 90423 | DD - Statutory & Regulatory Duties | 144,200 | | 144,200 | 144,200 | 0 | |
| Ian Pearson | 90235 | School Contingency - Growth Fund/Falling Rolls Fund | 202,000 | | 202,000 | 202,000 | 0 | |
| Ian Pearson | 90583 | National Copyright Licences | 128,940 | | 128,940 | 128,940 | 0 | |
| Ian Pearson | 90019 | Servicing of Schools Forum | 42,240 | | 42,240 | 42,240 | 0 | |
| Ian Pearson | 90743 | School Admissions | 236,460 | | 236,460 | 236,460 | 0 | |
| Karen Pottinger | 90354 | ESG - Education Welfare | 224,810 | | 224,810 | 224,810 | 0 | |
| Ian Pearson | 90422 | ESG - Asset Management | 54,030 | | 54,030 | 54,030 | 0 | |
| Ian Pearson | 90460 | ESG - Statutory & Regulatory Duties | 361,930 | | 361,930 | 361,930 | 0 | |
| | | Schools Block Total | 64,027,040 | 259,450 | 64,286,490 | 64,286,490 | 0 | |
| Ian Pearson | 90010 | Early Years Funding - Nursery Schools | 807,540 | | 807,540 | 807,540 | 0 | |
| Avril Allenby | 90037 | Early Years Funding - Maintained Schools | 1,148,970 | | 1,148,970 | 1,148,970 | 0 | |
| Avril Allenby | 90036 | Early Years Funding - PVI Sector | 5,928,090 | | 5,928,090 | 5,928,090 | 0 | |
| Ian Pearson | 90052 | Early Years PPG & Deprivation Funding | 39,900 | | 39,900 | 39,900 | 0 | |
| Avril Allenby | 90051 | Disability Access Fund | 18,450 | | 18,450 | 18,450 | 0 | |
| Avril Allenby | 90018 | 2 year old funding | 713,430 | | 713,430 | 713,430 | 0 | |
| Avril Allenby | 90017 | Central Expenditure on Children under 5 | 206,310 | | 206,310 | 206,310 | 0 | |
| Rhian Ireland | 90287 | Pre School Teacher Counselling | 45,000 | | 45,000 | 45,000 | 0 | |
| Rhian Ireland | 90238 | Early Years Inclusion Fund | 75,000 | | 75,000 | 75,000 | 0 | |
| | | Early Years Block Total | 8,982,690 | 0 | 8,982,690 | 8,982,690 | 0 | |
| Nicola Ponton | 90026 | Academy Schools RU Top Ups | 768,370 | | 768,370 | 768,370 | 0 | |
| Nicola Ponton | 90539 | Special Schools - Top Up Funding | 3,237,280 | | 3,237,280 | 3,237,280 | 0 | |
| Nicola Ponton | 90548 | Non WBC Special Schools - Top Up | 1,086,890 | | 1,086,890 | 1,050,990 | -35,900 | Two Pupils changed setting |
| Nicola Ponton | 90575 | Non LEA Special School (OofA) | 891,130 | | 891,130 | 845,500 | -45,630 | Based on current demand |
| Nicola Ponton | 90579 | Independent Special School Place & Top Up | 2,012,700 | | 2,012,700 | 2,023,490 | 10,790 | Based on current demand |
| Nicola Ponton | 90580 | Further Education Colleges Top Up | 1,309,980 | | 1,309,980 | 1,309,980 | 0 | |
| Nicola Ponton | 90617 | Resourced Units top up Funding maintained | 202,620 | | 202,620 | 202,620 | 0 | |
| Nicola Ponton | 90618 | Non WBC Resourced Units - Top Up | 55,000 | | 55,000 | 100,440 | 45,440 | Two Pupils changed setting |
| Nicola Ponton | 90621 | Mainstream - Top Up Funding maintained | 534,010 | | 534,010 | 534,010 | 0 | |
| Nicola Ponton | 90622 | Mainstream - Top Up Funding Academies | 191,410 | | 191,410 | 191,410 | 0 | |
| Nicola Ponton | 90624 | Non WBC Mainstream - Top Up Funding | 66,960 | | 66,960 | 91,540 | 24,580 | Additional Pupils |
| Cathy Burnham | 90625 | Pupil Referral Units - Top Up Funding | 875,870 | | 875,870 | 875,870 | 0 | |
| Nicola Ponton | 90627 | Disproportionate No: of HN Pupils NEW | 100,000 | | 100,000 | 100,000 | 0 | |
| | | High Needs Block: Top Up Funding Total | 11,332,220 | 0 | 11,332,220 | 11,331,500 | -720 | |
| Michelle Sancho | 90320 | Pupil Referral Units | 735,000 | | 735,000 | 735,000 | 0 | |
| Ian Pearson | 90540 | Special Schools | 2,860,000 | | 2,860,000 | 2,860,000 | 0 | |
| Nicola Ponton | 90584 | Resourced Units - Place Funding (70) | 350,000 | | 350,000 | 350,000 | 0 | |
| | | High Needs Block: Place Funding Total | 3,945,000 | 0 | 3,945,000 | 3,945,000 | 0 | |
| Nicola Ponton | 90240 | Applied Behaviour Analysis | 76,000 | | 76,000 | 76,000 | 0 | |
| Rhian Ireland | 90280 | Spec Needs Spprt Team | 311,840 | | 311,840 | 311,840 | 0 | |
| Rhian Ireland | 90287 | Pre School Teacher Counselling | 40,000 | | 40,000 | 40,000 | 0 | |
| Rhian Ireland | 90288 | Elective Home Education Monitoring | 27,660 | | 27,660 | 27,660 | 0 | |
| Jane Seymour | 90290 | Sensory Impairment | 215,710 | | 215,710 | 226,540 | 10,830 | Need for additional visits. |
| Jane Seymour | 90295 | Therapy Services | 267,460 | | 267,460 | 267,460 | 0 | |
| Michelle Sancho | 90315 | Home Tuition | 345,000 | | 345,000 | 345,000 | 0 | |
| Rhian Ireland | 90555 | LAL Funding | 116,200 | | 116,200 | 116,200 | 0 | |
| Nicola Ponton | 90565 | Equipment For SEN Pupils | 10,000 | | 10,000 | 10,000 | 0 | |
| Jane Seymour | 90577 | SEN Commissioned Provision | 455,160 | | 455,160 | 455,160 | 0 | |
| Michelle Sancho | 90582 | PRU Outreach | 77,000 | | 77,000 | 77,000 | 0 | |
| Jane Seymour | 90585 | HN Outreach Special Schools | 50,000 | | 50,000 | 50,000 | 0 | |
| Nicola Ponton | 90610 | Hospital Tuition | 45,000 | | 45,000 | 45,000 | 0 | |
| Rhian Ireland | 90830 | ASD Teachers | 139,560 | | 139,560 | 139,560 | 0 | |
| Michelle Sancho | 90961 | Vulnerable Children | 40,000 | 23,980 | 63,980 | 63,980 | 0 | |
| | | High Needs Block: Non Top Up or Place Funding | 2,216,590 | 23,980 | 2,240,570 | 2,251,400 | 10,830 | |
| | | High Needs Block Total | 17,493,810 | 23,980 | 17,517,790 | 17,527,900 | 10,110 | |
| | | Total Expenditure across funding blocks | 90,503,540 | 283,430 | 90,786,970 | 90,797,080 | 10,110 | |
| | | SUPPORT SERVICE RECHARGES | 523,130 | | 523,130 | 523,130 | 0 | |
| | | TOTAL DSG EXPENDITURE | 91,026,670 | 283,430 | 91,310,100 | 91,320,210 | 10,110 | |

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Schools Forum Work Programme 2017/18

| | Item | HFG Deadline | Heads Funding Group | SF Deadline | Schools Forum | Action required | Author |
|---------------|--|--------------|---------------------|-------------|---------------|-----------------|--------------------------------|
| Term 3 | Dedicated Schools Grant (DSG) Funding Settlement and Budget Overview 2018/19 | 03/01/18 | 10/01/18 | 15/01/18 | 22/01/18 | Discussion | Claire White |
| | Final Schools Block Budget 2018/19 | 03/01/18 | 10/01/18 | 15/01/18 | 22/01/18 | Decision | Claire White |
| | High Needs Block Budget Proposals 2018/19 | 03/01/18 | 10/01/18 | 15/01/18 | 22/01/18 | Decision | Jane Seymour & Michelle Sancho |
| | Early Years Block Budget Proposals 2018/19 | 03/01/18 | 10/01/18 | 15/01/18 | 22/01/18 | Decision | Avril Allenby |
| | Growth Fund and Falling Rolls Fund 2017/18 | | | 15/01/18 | 22/01/18 | Information | Claire White |
| | DSG Monitoring 2017/18 Month 9 | | | 15/01/18 | 22/01/18 | Information | Ian Pearson |
| Term 4 | Work Programme 2018/19 | 20/02/18 | 27/02/18 | 05/03/18 | 12/03/18 | Decision | Jessica Bailiss |
| | Final DSG Budget 2018/19 | 20/02/18 | 27/02/18 | 05/03/18 | 12/03/18 | Decision | Claire White |
| | Final High Needs Block Budget 2018/19 | 20/02/18 | 27/02/18 | 05/03/18 | 12/03/18 | Decision | Jane Seymour & Michelle Sancho |
| | Final Early Years Block Budget 2018/19 | 20/02/18 | 27/02/18 | 05/03/18 | 12/03/18 | Decision | Avril Allenby |
| | DSG Monitoring 2017/18 Month 10 | | | 05/03/18 | 12/03/18 | Information | Ian Pearson |

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