
Central Schools' Services Block Budget 2019/20

Report being considered by: Schools' Forum
On: 21st January 2019
Report Author: Amin Hussain/Melanie Ellis/Ian Pearson
Item for: Decision **By:** All Forum Members

1. Purpose of the Report

- 1.1 To set out the budget proposal for services funded from the Central Schools' Services (CSSB) block of the DSG and to propose measures to enable the budget for this block to be balanced.

2. Recommendations

- 2.1 To balance the CSSB by:
- i. Using 2018/19 underspends totalling £68,155;
 - ii. Releasing £63,649 of unutilised Education Support Grant from Council reserves.

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

- 3.1 The Schools Funding Regulations for 2018/19 introduced a new Central Schools' Services Block within the Dedicated Schools Grant (DSG). This block consists of centrally retained services:
- (1) Admissions, licences and servicing of Schools' Forum, which were previously funded from the Schools Block, and
 - (2) Education welfare, asset management, and statutory & regulatory duties, which were previously funded from the Education Services grant which was withdrawn in 2017/18.
- 3.2 The CSSB covers funding allocated to Local Authorities (LAs) to carry out central functions on behalf of pupils in state-funded maintained schools and academies in England. All the services funded by this block are statutory and have to be carried out.
- 3.3 The CSSB National Funding Formula (NFF) allocates funding to LAs for ongoing functions using a pupil-led formula. The formula uses two factors, a basic per-pupil factor, through which LAs receive the majority of funding, and a deprivation factor. The pupil counts used to calculate CSSB allocations are LAs' 2019/20 DSG schools block pupil counts.

- 3.4 Total budget for CSSB in 2019/20 is based upon the 2018/19 DSG allocations. 90% of this is through the basic per-pupil factor, the remaining 10% is through the deprivation factor.
- 3.5 The CSSB NFF funding rate for the basic per-pupil factor is the national rate multiplied by their Area Cost Adjustment (ACA), and their resulting allocation for the basic per-pupil factor is then calculated as:
- WBC's funding rate for the basic per-pupil factor, £43.11
multiplied by
 - the WBC's schools block pupil count as given by the 2019/20 DSG allocations, 22,645.
- 3.6 The final allocation of funding for the Central Schools Services Block is £976,226.

4. Budget Requirement and Funding for the Central Schools Services Block

- 4.1 The following table shows the budget requirement for the services that fall within the Central Schools Services Block for 2019/20 compared to 2018/19.

	Central Schools Services Block (CSSB)	2018/19 Budget	2019/20 Budget Requirement	Increase/Decrease	Change
		£	£	£	%
	Budget Requirement:				
1	School Admissions	316,190	243,601	- 72,589	-23%
2	National Copyright Licences	159,610	136,330	- 23,280	-15%
3	Servicing of Schools Forum	70,330	48,729	- 21,601	-31%
4	Education Welfare	273,230	235,981	- 37,249	-14%
5	Statutory & Regulatory Duties:				
a	Provision of Education Data	170,090	210,724	40,634	24%
b	Finance Support for the Education Service	142,883	118,291	- 24,592	-17%
c	Strategic Planning of the Education Service	111,130	114,374	3,244	3%
	Total Budget Requirement	1,243,463	1,108,030	- 135,433	-11%

- 4.2 Overall, costs have been reduced by 11% or £135k. Capita One costs have been reallocated on a revised basis, which accounts for the increase in 5a) Provision of Education Data, which is offset by decreases in line 1 Admissions, and line 4, Education Welfare. There have been staff reductions in Admissions, Servicing of the Schools' Forum and in Finance support.
- 4.3 The grant funding for the CSSB is £976k, leaving a shortfall of £132k. Proposals to balance the block are shown in the table below, with a comparison to 2018/19:

Central Schools Services Block (CSSB)	2018/19 Budget	2019/20 Budget Requirement
	£	£
Total Budget Requirement	1,243,463	1,108,030
Funding:		
Central Schools Services Block DSG	- 992,560	- 976,226
Early Years Block transfer	- 27,053	
High Needs Block transfer	- 32,850	
One off Council funding	- 191,000	-
Copyright underspend 18/19 & 17/18 cf		- 53,155
Capita 1 underspend 18/19		- 15,000
Release of ESG unutilised grant		- 63,649
Total Funding	- 1,243,463	- 1,108,030

- 4.4 In 2018/19, the block shortfall was £251k and was balanced by transfers from Early Years and High Needs blocks and one off Council funding.
- 4.5 For 2019/20, costs have been brought down by £135k mostly by staffing reductions, however the grant has reduced by £16k. This leaves a funding shortfall of £132k, and it is proposed to balance this by using underspends from 2018/19 and releasing unutilised ESG funding from Council reserves.
- 4.6 For 2020/21, it is anticipated that costs will need to reduce further to bring the block into balance.
- 4.7 The cost of copyright license for schools is determined by the relevant national agencies. Details of all the other services included in the Central Schools Services Block (including a breakdown of costs) is given in appendix A.

5. Conclusion

- 5.1 The proposals in Section Two should be discussed and a decision made whether to recommend the proposals to Schools Forum on 21 January 2019.

6. Appendices

- 6.1 Appendix A - Details and Costs of the Central Schools' Services

Details and Costs of Central Schools' Services

	Number of Posts	% Charged to CSSB	2019/20 £
School Admissions			
Description of Statutory Duties covered			
Administration of admissions process for maintained schools and academies			
Staffing Structure			
Service Manager	1.00	5%	
Admissions and Transport Manager	1.00	95%	
Admissions Officers	2.50	95%	
Education Place Planning Team Leader	1.00	10%	
Breakdown of Costs			
Staff salary costs			159,460
Employee Expenses			18,700
Supplies and Services			7,990
Capita One recharge			23,879
Support Service Recharges			33,572
TOTAL ELIGIBLE EXPENDITURE FOR ADMISSIONS			243,601

	Number of Posts	% Charged to CSSB	2019/20 £
Servicing the Schools Forum			
Description of Statutory Duties covered			
Setting agendas, minute taking, co-ordination and distribution of papers for Schools Forum and its sub groups			
Staffing Structure			
Head of Education	1.00	10.00%	
Schools Finance Team	3.36	5% to 10%	
Schools Forum Clerk			
Breakdown of Costs			
Staff salary costs			41,090
Room hire, consumables and members expenses			1,260
Support Service Recharges			6,379
TOTAL ELIGIBLE EXPENDITURE FOR SERVICING THE SCHOOLS FORUM			48,729

	Number of Posts	% Charged to CSSB	2019/20 £
Education Welfare			
<u>Description of Statutory Duties covered</u>			
Tracking of children who can be legally removed from the school roll.			
Monitoring of elective home education.			
Issuing and monitoring of child work permits and performance licences.			
Attendance at core group meetings for specific pupils			
Advice on keeping registers			
Progress cases to court where appropriate. Maintain up to date knowledge of legal processes and			
<u>Staffing Structure</u>			
Principal Education Welfare Officer	1.00	90%	
Senior Education Welfare Officer	0.40	90%	
Education Welfare Officers	4.30	35%	
Assistant Education Welfare Officer	1.00	100%	
Administrative Assistant	0.40	100%	
<u>Breakdown of Costs</u>			
Staff salary costs			172,532
Employee expenses/car allowances			16,220
Other non staffing costs			4,420
Income from fines			-9,770
Capita One Recharges			10,613
Support Service Recharges			41,966
TOTAL ELIGIBLE EXPENDITURE FOR EDUCATION WELFARE			235,981

	Number of Posts	% Charged to CSSB	2019/20 £
Provision of Education Data			
<u>Description of Statutory Duties covered</u>			
Statutory returns to DfE			
Data analysis and reporting e.g. Exam results, performance			
School census administration and reports			
<u>Staffing Structure</u>			
Staffing	2.00	100%	
<u>Breakdown of Costs</u>			
Staff salary costs			88,820
Capita One recharge			105,118
Support Service Recharges			16,786
TOTAL ELIGIBLE EXPENDITURE FOR PROVISION OF EDUCATION DATA			210,724

	Number of Posts	% Charged to CSSB	2019/20 £
Finance Support for the Education Service			
<u>Description of Statutory Duties covered</u>			
DSG services budget preparation, monitoring, and year end			
Education services budget preparation, monitoring, and year end			
School funding formula and early years funding formula			
Administration of funding allocations to all schools for early years and high needs			
Statutory returns e.g. APT, S251, CFO deployment of DSG			
<u>Staffing Structure</u>			
DSG Accountant	0.65	65%	
Education Finance Manager	1.00	35%	
Senior Accountant - Education	0.76	90%	
Accountant - Education	0.50	100%	
<u>Breakdown of Costs</u>			
Staff salary costs			88,915
Support Service Recharges			29,376
TOTAL ELIGIBLE EXPENDITURE FOR FINANCE SUPPORT			118,291

Strategic Planning of the Education Service			
<u>Description of Statutory Duties covered</u>			
Strategic planning and management of the Education service as a whole			
<u>Staffing Structure</u>			
Head of Education	1.00	80%	
Other staffing			
<u>Breakdown of Costs</u>			
Staff salary costs			103,320
Other staff costs			3,500
Support Service Recharges			7,554
TOTAL ELIGIBLE EXPENDITURE FOR PLANNING OF EDUCATION SERVICE			114,374