
Central Schools' Services Block Budget 2020/21

Report being considered by: Schools Forum
On: 9th December 2019
Report Author: Melanie Ellis/Ian Pearson
Item for: Discussion **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 Central Schools Services Block by transferring funds from other blocks or by reducing costs.

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management, and statutory & regulatory duties, which were previously funded from the Education Services grant which was withdrawn in 2017/18.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 final allocation of funding for the Central Schools Services Block for 2020/21 is £951,820.

4. Budget Requirement 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 2020/21 compared to 2019/20.

Central Schools Services Block (CSSB)		2019/20 Budget	2020/21 Budget Requirement	Increase/ Decrease	Change
		£	£	£	%
Budget Requirement:					
1	School Admissions	243,601	249,066	5,465	2%
2	National Copyright Licences	136,330	140,191	3,861	3%
3	Servicing of Schools Forum	48,729	51,290	2,561	5%
4	Education Welfare	235,981	236,132	151	0%
5	Statutory & Regulatory Duties:				
a	Provision of Education Data	210,724	207,510	- 3,214	-2%
b	Finance Support for the Education Service	118,291	84,061	- 34,230	-29%
c	Strategic Planning of the Education Service	114,374	108,513	- 5,861	-5%
Total Budget Requirement		1,108,030	1,076,763	- 31,267	-3%

4.2 For 2020/21, costs have been reduced by 3% or £31k. There have been staff reductions in Finance support and Support Service Recharges have been reallocated accordingly.

4.3 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. Funding

5.1 There has been a funding shortfall on the block since it was established.

- (1) In 2018/19, the shortfall was £251k and was balanced by transfers from Early Years and High Needs blocks and one off Council funding.
- (2) For 2019/20, costs were brought down by £135k, mainly from staffing reductions, and the block was balanced using under spends and some remaining ESG funding.
- (3) The 2020/21 grant funding for the CSSB has reduced by £24k to £952k, leaving a shortfall of £125k. A review of supplies and services budgets identified £9k unutilised budget within the Education Welfare and Admissions. This still leaves a shortfall of £115,943 to be found.

5.2 The table below shows how the block has been balanced in previous years.

Central Schools' Services Block Budget 2020/21

Central Schools Services Block (CSSB)	2018/19 Budget	2019/20 Budget	2020/21 Budget Requirement	Increase/ Decrease from 19/20	Change
	£	£	£	£	%
Total Budget Requirement	1,243,463	1,108,030	1,076,763	- 31,267	-3%
Funding:					
Central Schools Services Block DSG	- 992,560	-976,226	-951,820	- 24,406	-3%
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			
Supplies and services reductions to Education Welfare and Admissions			-9,000		
Total Funding	-1,243,463	-1,108,030	-960,820		
Balance	0	0	115,943		

6. Proposals for discussion

- 6.1 Areas for discussion include transfer of funding from one of the other blocks as was done in 2018/19, or any further cost reductions.

7. Appendix A

Details and Costs of Central Schools' Services

	Number of Posts	% Charged to CSSB	2020/21 £
School Admissions			
<u>Description of Statutory Duties covered</u>			
Administration of admissions process for maintained schools and academies			
<u>Staffing Structure</u>			
Service Manager	1.00	10%	
Admissions and Transport Manager	1.00	95%	
Admissions Officers	2.50	95%	
<u>Breakdown of Costs</u>			
Staff salary costs			162,700
Employee Expenses			18,700
Supplies and Services			8,850
Capita One recharge			22,065
Support Service Recharges			36,751
TOTAL ELIGIBLE EXPENDITURE FOR ADMISSIONS			249,066

	Number of Posts	% Charged to CSSB	2020/21 £
Servicing the Schools Forum			
<u>Description of Statutory Duties covered</u>			
Setting agendas, minute taking, co-ordination and distribution of papers for Schools Forum and its sub groups			
<u>Staffing Structure</u>			
Head of Education	1.00	10.00%	
Schools Finance Team	2.46	5% to 10%	
Schools Forum Clerk			
<u>Breakdown of Costs</u>			
Staff salary costs			42,330
Room hire, consumables and members expenses			1,610
Support Service Recharges			7,350
TOTAL ELIGIBLE EXPENDITURE FOR SERVICING THE SCHOOLS FORUM			51,290

Central Schools' Services Block Budget 2020/21

	Number of Posts	% Charged to CSSB	2020/21 £
Education Welfare			
Description of Statutory Duties covered			
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			
Staffing Structure			
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%	
Breakdown of Costs			
Staff salary costs			177,282
Employee expenses/car allowances			10,290
Other non staffing costs			4,420
Income from fines			-9,770
Capita One Recharges			9,808
Support Service Recharges			44,101
TOTAL ELIGIBLE EXPENDITURE FOR EDUCATION WELFARE			236,132

	Number of Posts	% Charged to CSSB	2020/21 £
Provision of Education Data			
Description of Statutory Duties covered			
Statutory returns to DfE			
Data analysis and reporting e.g. Exam results, performance			
School census administration and reports			
Staffing Structure			
Staffing	2.00	100%	
Breakdown of Costs			
Staff salary costs			92,400
Capita One recharge			100,410
Support Service Recharges			14,700
TOTAL ELIGIBLE EXPENDITURE FOR PROVISION OF EDUCATION DATA			207,510

	Number of Posts	% Charged to CSSB	2020/21 £
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	5%	
Accountant - Education	0.50	95%	
Senior Accountant - Education	1.00	50%	
Education Finance Manager	0.81	25%	
Chief Accountant	1.00	5%	
<u>Breakdown of Costs</u>			
Staff salary costs			62,010
Support Service Recharges			22,051
TOTAL ELIGIBLE EXPENDITURE FOR FINANCE SUPPORT			84,061

	Number of Posts	% Charged to CSSB	2020/21 £
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	1.00	42%	
<u>Breakdown of Costs</u>			
Staff salary costs			105,710
Other staff costs			2,800
Support Service Recharges			0
TOTAL ELIGIBLE EXPENDITURE FOR PLANNING OF EDUCATION SERVICE			108,510