
Central Schools' Services Block Budget 2021/22

Report being considered by: Schools' Forum on 25th January 2021

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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. Recommendation

- 2.1 To agree to the 2021/22 budget for the Central Schools Services Block.

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management, and statutory & regulatory duties, which were previously funded from the Education Services grant which was withdrawn in 2017/18.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 2021/22 is £1,009,288 which is an increase of 5% on the previous year.

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 2021/22 compared to 2020/21.

Central Schools Services Block (CSSB)		2020/21 Budget	2021/22 Budget Requirement	Increase/Decrease	Change
		£	£	£	%
	Budget Requirement:				
1	School Admissions	213,020	216,663	3,643	2%
2	National Copyright Licences	140,190	150,494	10,304	7%
3	Servicing of Schools Forum	51,290	52,640	1,350	3%
4	Education Welfare	214,890	203,900	-10,990	-5%
5	Statutory & Regulatory Duties:				
a	Provision of Education Data	207,510	213,089	5,579	3%
b	Finance Support for the Education Service	84,060	81,071	-2,989	-4%
c	Strategic Planning of the Education Service	96,770	99,900	3,130	3%
	Total Budget Requirement	1,007,730	1,017,756	10,026	1%

4.2 For 2021/22, costs have increased overall by 1% or £10k. There have been staff reductions in Finance support and the Education Welfare Service. The 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 reduced by £24k to £952k. This was balanced following a review of all the budgets and removing £9k of services budgets as well as re-coding staff time. There was an underspend from 2019/20 of £54k which will be used to off-set the in year budget shortfall of £49k.
- (4) For 2021/22, the final grant allocation is £50,562 higher than 2020/21, which is a 5% increase.

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

Central Schools' Services Block Budget 2021/22

Central Schools Services Block (CSSB)	2019/20 Budget	2020/21 Budget	2021/22 Budget Requirement	Increase/ Decrease from 20/21	Change
	£	£	£	£	%
Total Budget Requirement	1,108,030	1,007,729	1,017,756	10,026	1%
Funding:					
Central Schools Services Block DSG	-976,226	-958,730	-1,009,288	50,558	5%
Underspends from CSSB 20/21			-8,468		
Copyright underspend 18/19 & 17/18 cf	-53,155				
Capita 1 underspend 18/19	-15,000				
Release of ESG unutilised grant	-63,649	-49,000			
Total Funding	-1,108,030	-1,007,730	-1,017,756		
Balance	0	0	0		

Appendix A

Details and Costs of Central Schools' Services

	Number of Posts	% Charged to CSSB	2021/22 £
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	5%	
Admissions and Transport Manager	1.00	80%	
Admissions Officers	2.50	80%	
<u>Breakdown of Costs</u>			
Staff salary costs			137,670
Employee Expenses			18,700
Supplies and Services			1,320
Capita One recharge			22,221
Support Service Recharges			36,751
TOTAL ELIGIBLE EXPENDITURE FOR ADMISSIONS			216,663
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			43,680
Room hire, consumables and members expenses			1,610
Support Service Recharges			7,350
TOTAL ELIGIBLE EXPENDITURE FOR SERVICING THE SCHOOLS FORUM			52,640

	Number of Posts	% Charged to CSSB	2021/22 £
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 and Safeguarding Officer	1.00	40%	
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			151,743
Employee expenses/car allowances			6,150
Other non staffing costs			3,380
Income from fines			-11,350
Capita One Recharges			9,877
Support Service Recharges			44,101
TOTAL ELIGIBLE EXPENDITURE FOR EDUCATION WELFARE			203,901
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			96,950
Capita One recharge			101,438
Support Service Recharges			14,700
TOTAL ELIGIBLE EXPENDITURE FOR PROVISION OF EDUCATION DATA			213,089

	Number of Posts	% Charged to CSSB	2021/22 £
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>			
Chief Mgt Accountant	1.00	5%	
Education Finance Manager	0.81	15%	
Education Senior Accountant	0.61	50%	
Education Accountant	0.50	75%	
Accountant	1.00	50%	
<u>Breakdown of Costs</u>			
Staff salary costs			59,020
Support Service Recharges			22,051
TOTAL ELIGIBLE EXPENDITURE FOR FINANCE SUPPORT			81,071
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			97,100
Other staff costs			2,800
Support Service Recharges			0
TOTAL ELIGIBLE EXPENDITURE FOR PLANNING OF EDUCATION SERVICE			99,900