

Notice of Meeting

Schools Forum

Monday 17th July 2017 at 5.00pm

**At Shaw House Church Road Newbury
RG14 2DR**

Date of despatch of Agenda: Tuesday, 11 July 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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WestBerkshire
C O U N C I L

Agenda - Schools Forum to be held on Monday, 17 July 2017 (continued)

Forum Members: Reverend Mark Bennet, Ben Broyd, Anthony Chadley, Jonathon Chishick, Catie Colston, Jacquie Davies, Chris Davis, Lucy Dawe, Paul Dick, Lynne Doherty, Antony Gallagher, Keith Harvey, Reverend Mary Harwood, Angela Hay, Jon Hewitt, Peter Hudson, Brian Jenkins, Mollie Lock, Sheilagh Peacock, 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, 19 JUNE 2017

Present: Reverend Mark Bennet, Ben Broyd, Jonathon Chishick, Catie Colston, Chris Davis, Lucy Dawe, Paul Dick, Antony Gallagher, Angela Hay, Brian Jenkins, Mollie Lock, Sheilagh Peacock, David Ramsden, Graham Spellman (Vice-Chairman), Bruce Steiner (Chairman), Suzanne Taylor and Keith Watts

Also Present: Ian Pearson (Head of Education Service), Claire White (Finance Manager (Schools)), Annette Yellen (Accountant for Schools Funding and the DSG), Jessica Bailiss (Policy Officer (Executive Support)) and Ann Kells (Schools Accountant)

Apologies for inability to attend the meeting: Councillor Anthony Chadley, Jacquie Davies, Councillor Lynne Doherty, Keith Harvey, Reverend Mary Harwood, Jon Hewitt, Peter Hudson, Chris Prosser and Charlotte Wilson

PART I

1 Election of Chairman and Vice-Chairman

Ian Pearson in the Chair

Ian Pearson opened the meeting and welcomed Lucy Dawe to the School's Forum, who had replaced Derek Peale as Academy School representative.

The Forum then moved on to nominate and vote on the positions of Chairman and Vice-Chairman for the coming year.

RESOLVED that Bruce Steiner would continue as Chairman of the Schools' Forum for the 2017/18 financial year.

Bruce Steiner in the Chair

RESOLVED that Graham Spellman would continue as Vice-Chairman of the Schools' Forum for the 2017/18 financial year.

2 Minutes of previous meeting dated 6th March 2017

The Minutes of the meeting held on the 6th March 2017 were approved as a true record and correct record and signed by the Chairman.

3 Actions arising from previous meetings

Members of the Schools' Forum noted that two of the actions were completed and one was ongoing.

4 Declarations of Interest

There were no declarations of interest received.

5 Membership

RESOLVED that Lucy Dawe had joined the Schools' Forum. There were no further changes to note regarding the Membership.

6 School Funding Arrangements for 2018/19 (DfE consultation) (Claire White)

(David Ramsden joined the meeting at 5.10pm)

Claire White gave a verbal update to the Schools' Forum and reported that in light of the recent general election there was nothing yet to update regarding school funding arrangements. It was anticipated that plans for the national school funding formula might be delayed for another year however, nothing had been confirmed.

The next Schools' Forum meeting would take place in July and Claire White was doubtful that there would be an update in time for this meeting. If there were any changes announced, information would be brought to the Forum for discussion.

7 PRU Strategic Review - Update (Caroline Simmonds)

Ian Pearson stated that he would present the report, which sought to update the Schools' Forum on the progress towards the development of a single Alternative Education Provision.

Recommendations that had been drawn up as a result of the Joint Strategic Review were in the process of being implemented. This work was being led by the Headteacher for the provision Jackie Davies.

The report gave clarity regarding redundancy costs. It was anticipated that the under spend incurred by the PRUs for the current year should cover the pending redundancies.

The new service, which would be called the 'icollege' alternative curriculum, would be implemented from the 1st September 2017.

The initial proposal was for Home Education to be separated from the service however after consultation it was agreed that it should remain within the service but its structure and location be reviewed. This review would start in September 2017 and would be completed by 31st March 2018.

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 would be completed by 1st September 2018.

Paul Dick raised concern that home schooling would be a problem moving forward. It had been highlighted at a recent Pupil Placement Panel meeting that the costs for this service could be astronomical and if this was the case the service would not be utilised. Paul Dick volunteered to be on the Working Group.

The Chairman asked how the working group would be set up and Ian Pearson confirmed that the Headteacher for the area would set the group up. It was likely that volunteers would be sought from the Heads Funding Group and Schools' Forum.

RESOLVED that the Schools' Forum noted the report.

8 School Balances 2016/17 (Claire White)

Claire White introduced the report to the Schools' Forum, which set out for information purposes the year end balances for all maintained schools, highlighting those schools with a deficit or significant surplus.

Claire White drew attention to Table 1 on page 16 of the agenda, which summarised the overall closing balances (all funds) of West Berkshire Maintained schools compared to the previous year. A more detailed breakdown of this information was contained in Appendix A.

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Claire White reported that school revenue balances had continued to decrease over the last year by £1.2m (23%). The greatest reductions were in primary schools. The overall level of balances continued to remain high in special schools and pupil referral units (PRUs).

Claire White moved on to highlight figures on Table 2 of the report, which gave a breakdown of the 2016/17 year end balances by type of fund.

Table 3 showed the financial position of schools opening and/or closing the year in deficit or who had set a deficit budget for the year but closed with a surplus. The table highlighted those schools with a planned deficit for the year and all of them apart from Beenham had been able to reduce their deficit, and two schools had ended the year with a surplus. Claire White commented that this showed how hard schools had worked to manage their budgets to try and reduce the deficit as soon as possible.

In total 15 schools had closed the year with a deficit and there had been a huge increase in unplanned deficit. It was disappointing that the number of schools closing the year with a deficit had increased from five at the end of 2015/16, and from seven actually setting a deficit budget for 2016/17.

Many of the schools with an unplanned deficit had set a budget with little contingency. Claire White suggested that there needed to be more in year scrutiny on schools in this position. All schools with a deficit had been asked to produce an explanation setting out how this had happened and the detail of this was included under Appendix B.

Claire White stated that a number of schools had shown a significant swing in their forecast for January 2017 to what they had actually closed the year with in March 2017. This brought the quality of forecasting being conducted into question. In response to strengthening quality of budget forecasting in schools, the local authority would be offering a new software package as part of the accountancy buy back service, which would be rolled out to schools from the autumn term.

Reverend Mark Bennett queried if any exploration had taken place into why forecasted figures in January were so different to end of year figures and Claire White confirmed that it had not.

Paul Dick stressed that the authority did not seem to be taking enough action. Many schools worked extremely hard to stay within budget however others were not. The local authority needed to be harder on schools with growing deficits and if no improvement was made then financial delegation should be removed. Paul Dick felt that it was unfair on other children in the district if these schools were not held to account. Claire White agreed with Paul Dick's comments. She stated that schools who had set a deficit had been worked with to help reduce this. The local authority was currently setting up additional corporate processes to agree a strategy to support those schools 'at risk' to help prevent them going into deficit. Further information on this area would be brought to the next meeting of the Schools' Forum in July.

Catie Colston expressed that she was not surprised that more schools were in deficit at the end of the year. There was very little that small schools in particular could do to reduce their deficits. Most schools had sound finance systems in place however there was a limit to what could be done besides combining or shutting schools. Claire White stated that this would be touched on at the next Schools' Forum meeting including options for smaller schools that were experiencing difficulty.

David Ramsden queried if financial support to schools classed as 'at risk' was being monitored. He was concerned about schools that were repeatedly 'at risk' and continuously provided with financial support. Paul Dick stated that there were many grant and subsidies available to schools and they needed to either be supported to consider such options themselves, or it should be done for them.

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Ian Pearson stated that much would be out of the local authority's hands once the national formula came into play. They needed to take a longer term view and identify schools that needed support sooner rather than later.

David Ramsden referred to schools with surpluses and queried how they had managed to avoid using them. Claire White stated that she was also surprised that the schools in question had not had to use all of their surplus funds. David Ramsden believed that the number of schools with a surplus had risen since the claw back scheme had been put in place however, Claire White confirmed that this was not the case and the number of schools had actually decreased.

Reverend Mark Bennett referred to the case of the Willows, where it was said there had been miscommunication regarding an extra class. Schools could face problems due to wilful ignorance however, if they were placed in difficulty then a lesson needed to be learnt from this. Ian Pearson stated that a conversation had taken place with a number of schools regarding taking on extra classes. To make this viable 20 to 30 pupils would be required. At the Willows the Headteacher had taken a view on staffing for the forthcoming year with an extra class in mind however, when the number of pupils was confirmed, not enough had chosen the Willows to warrant an extra class.

Ian Pearson stated that this situation had occurred for a number of reasons including parental choice about where to send their children to school and this had meant the situation had not worked out as it had been anticipated. Some schools had attempted to resolve their staffing problems by moving the member of staff to a school that was struggling with numbers.

Reverend Mark Bennett queried how the local authority was working with schools who had catered for bulge years including secondary schools that would feel the stain later on. Ian Pearson stated that there had not been an issue with bulge years at secondary school level. The popularity of particular schools was a very influential factor in such matters.

Reverend Mark Bennett felt that with school funding facing increased pressure moving forward, care needed to be taken in how these issues were handled. Ian Pearson agreed however, stated that there were a range of other factors involved besides local authority involvement.

Graham Spellman referred to the new software that would be rolled out to schools to support them with their finances and asked if there was any evidence to suggest that schools were cutting corners. He further questioned if schools were equipped to take on the new software. Claire White stated that every school in West Berkshire had adequate finance staff who were able to take on the new software.

David Ramsden stated that the new software would not fix the problems faced by schools. Claire White stated that staff using the new software would have to apply their intelligence however, it would help them to factor in all purchasing and staffing commitments. There were a lot of draw-backs to the spreadsheets that schools were currently using as they were complex and cumbersome, whereas the new software package was much easier to use.

Keith Watts noted that the problems faced by Westwood Farm School could not have been planned for. Claire White stated that this was why there was a Schools' in Financial Difficulty Fund.

RESOLVED that the Schools' Forum noted the report.

9 DSG Outturn 2016/17 (Ian Pearson and Claire White)

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Claire White introduced the report which set out the actual deployment of the Dedicated School Grant (DSG) in 2016/17 and explained the main variances. The report also proposed the amounts to be carried forward to 2017/18.

Claire White highlighted that Members would need to approve the overall carry forward and the utilisation of the unspent DSG funding being carried forward from 2016/17 to 2017/18, as set out in section eight of the report.

Claire White drew attention to Table 1 on page 32 of the report, which summarised the overall year end position for each DSG block and also compared to the month 10 forecast, which was used when setting the budget for 2017/18. The planned overspend had been £1,001m however, had actually only amounted to £345k so was £656k better than anticipated and £362k less of an overspend than the month 10 forecast.

Table 2 showed the impact upon each block. Positively the High Needs Block was £306k better off than anticipated.

Schools Block

Table 3 detailed a breakdown of the variances in the schools block. During 2016/17, only two schools received funding from the Primary Schools in Financial difficulty de-delegated fund. The Schools Forum had a decision to make regarding the unspent funds:

- 1) It could be added to the 2017/18 budget (bids from schools would be required), or:
- 2) It could be held in the current years budget (as per all other de-delegated services) and used to reduce the cost of that de-delegated service to schools in the following year.

John Chishick queried how many primary schools would be in deficit entering 2017/18 and it was confirmed that there would be 11. More information regarding the total deficit would be brought to the Schools' Forum meeting in July.

Keith Watts noted that many schools were undergoing re-structuring and might require the extra funds. John Chishick felt that it was now sensible to have a budget that was over funded. Ian Pearson added that decisions to allocate the fund had been taken by Head Teachers at Schools' Forum meetings.

Paul Dick was of the opinion that it was best to leave the decision making regarding the funding for as long as possible.

Claire White confirmed that other de-delegated services included, behaviour support and English as an additional language. Costs to schools for these services could be reduced by leaving the money where it was. Under regulations the local authority could not hand the money back to schools.

Claire White referred to paragraph 5.5 of the report which stated that when setting the 2017/18 budget it was assumed there would be an under-spend of £300k on the growth/falling rolls fund, and this was allocated out to schools in the 2017/18 formula. Although this budget had under spent by an additional £33k, the other budgets accumulated to a net over spend of £60k. It was therefore proposed that the net deficit of £27k on the schools block should be carried forward.

David Ramsden felt that the Forum should hold back on making any decisions at the present time.

Early Years Block

Claire White reported that due to uncertainty in the area, the funding for Early Years was demand led, with providers claiming funding for actual hours of provision (up to 15 hours per child) at the hourly rate that had been set for the year.

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Funding through the DSG was based on the January census count for 2016 and 2017. Both expenditure and funding were therefore difficult to predict due to variability.

The actual numbers of hours of provision for 2, 3 and 4 year olds was greater than the budget, but it would not be matched by an increase in DSG funding, hence the £389k overspend, which was £182k greater than the forecast overspend.

Claire White reported that the increased net overspend of £182k was mainly due to the fact that funding was based on the January census. This had not represented the actual 'average' count for the year, where summer numbers were significantly higher than the January average. This could also be due to higher hours of provision at the higher funding rate rather than the average (budgeted) funding rate. The £207k budgeted shortfall in DSG grant was due to the claw back of 2015/16 funding.

Suzanne Taylor felt that the impact of the 30 hour provision was extremely concerning. Claire White confirmed that this would be dependent on the January 2018 census.

John Chishick asked if the increase in summer numbers was a national dilemma and Claire White confirmed that it was because children were eligible for the funding from the term after their third birthday. From September the numbers gradually increase peaking in the summer term. .

Brian Jenkins stated that the variation across the block was huge and the Chairman expressed his concern for the area.

High Needs Block

Table 5 summarised the outturn of the high needs block, listing separately both high cost and demand led/unpredictable services.

The original budget set an overspend of £795k. At month 10 a net overspend of £610k was forecast and it was assumed that this figure would need to be met from the 2017/18 high needs block grant. The actual was £489k, which was £121k lower.

Top up funding had under-spent by £240k however, this was counteracted by the PRU spend.

Ian Pearson stated that the Schools' Forum had given a great deal of attention to the High Needs Block in 2016/17 as it was aware it would be in a difficult position. A range of issues were happening in PRUs that had caused added cost to the area, including a number of pupils staying on longer (when schools would cease to contribute to the costs); there had been a higher than expected number of post 16 students and a number of students had required additional funding to be applied to them.

Reverend Mark Bennett was concerned that cut backs to the area would compromise the quality of support to students with high needs. Ian Pearson reassured members of the Schools' Forum that both services in the area had been rated as 'Good' by Ofsted and both actively worked to reduce the number of NEET. Jacquie Davies was committed to providing a good level of provision for students and to ensuring they achieved good outcomes.

John Chishick noted that top up funding for PRUs was over budget whereas top up funding for schools was under budget and queried if PRUs were holding onto funding. Ian Pearson confirmed that there was no such relationship between the two areas.

Keith Watts asked why there was a significant under-spend for Vulnerable Children Funding (VCF). Ian Pearson confirmed that a report on the VCF, which would elaborate on the under-spend would be brought to the next meeting of the Schools' Forum in July. Claire White added that one reason for the under-spend was because the amount of funding available to spend in 2016/17 increased to £98k due to carry forward from 2015/16 of £38k in exclusion savings. It had been agreed that this money should be

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added to the VCF. Due to this it was being requested that the underspend on the VCF be carried forward.

Claire White reported that section 8 of the report detailed a summary of carry forward proposals. Table 6 detailed the 2017/18 budget virements to reflect the net change in DSG resources to be carried forward to 2017/18. For the three blocks this resulted in an overall budgeted overspend of £764k reduced from £844k, split as follows:

- Schools Block - £25,910
- Early Years Block - £251,270
- High Needs Block - £486, 870

Due to overestimating by £363k the overspend to be carried forward, the effect on the DSG budget if the proposals were agreed would be an increase of £283k in various service budgets. There would be an overall reduction of £80k in the budgeted overspend of grant at the end of 2017/18.

Claire White stated that the Schools' Forum needed to agree the overall carry forward amount. John Chishick expressed his confusion because many schools were experiencing financial difficulty at that point in time. Clare White highlighted details on the Primary Schools in Financial Difficulty budget on page 26 of the report, which amounted to a total of £314k. Claire White stressed that regulations did not allow the money to be handed back to schools in the current financial year.

Graham Spellman proposed that the service specific carry forwards be agreed and that the remaining £80k be carried forward to offset the 2017/18 overspend and this was seconded by Chris Davis.

RESOLVED that the overall carry forward amount from 2016/17 to 2017/18 be utilised as set out in the report.

10 Trade Union Facilities Time - Annual Report for 2016/17 (Keith Watts)

Keith Watts introduced the report to Members of the Schools' Forum regarding 'Facilities Time' and asked if there were any questions.

David Ramsden was concerned that some schools were not paying into the facilities service and therefore were being subsidised by those who were paying for the service. Keith Watts confirmed that this was not the case. There was a case worker for academies and academies were only entered outside of working hours. It was always stressed to academies that they should be buying into the service. Keith Watts was aware of the issue raised and confirmed that minimal support was provided to academies.

Lucy Dawe reported that a contract for 'facilities time' had been brought to her attention however, she did not have historical details on the contract for Denefield School and therefore needed further information. In house colleagues had also been unable to help with her queries. Keith Watts confirmed that he would contact Lucy Dawe outside of the meeting to discuss the contract further.

Graham Spellman asked Keith Watts if there had been an increase in demand for the service. Keith Watts confirmed that demand had largely increased due to three factors: redundancy processes; increases in case work for mental health/capacity and also support to Headteacher members who were being challenged over responsibilities between Headteachers and Governing bodies. This was often destabilising for the whole school. Keith Watts confirmed that they were working hard to have more robust systems in place.

RESOLVED that the Schools' Forum noted the report.

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11 Forward Plan

The Chairman asked all to note that a meeting of the School's Forum would take place on 30th October 2017 and that there would no longer be a meeting on the 23rd October 2017.

12 Any Other Business

There was no other business raised.

13 Date of the next meeting

The next meeting would take place on Monday 17th July 2017, 5pm at Shaw House.

(The meeting commenced at 5.00 pm and closed at 6.15 pm)

CHAIRMAN

Date of Signature

Agenda Item 3

Ref No.	Date of meeting(s) raised	Item	Action	Responsible Officer	Comment / Update
Jan17-Ac2	19th June 2017 6th March 2017 23rd Jan 2017 5th Dec 2016 10th Oct 2016	Membership	Chris Prosser and David Ramsden would inform their respective Governing Bodies of the Secondary Governor vacancy on the Schools Forum.	Chris Prosser and David Ramsden	Ongoing - David Ramsden and Chris Prosser to continue to raise awareness with colleagues of the Secondary Governor vacancy on the Schools Forum.

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Schools' Forum Membership and Constitution from September 2017

Report being considered by: Schools Forum
On: 17 July 2017
Report Author: Jessica Bailiss
Item for: Decision **By:** All Forum Members

1. Purpose of the Report

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

2. Recommendation

- 2.1 To approve the membership and Constitution of the Schools Forum from September 2017.

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

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

TABLE 1	Pupil Numbers (Jan 16 census)		Pupil Numbers (Jan 17 census)	
	Number	%	Number	%
Primary Schools	*(64) 13,096	52%	(63) 12, 930	52%
Secondary Schools	(4) 4,240	17%	(3) 3,861	15%
Academy Schools	(8) 7,757	31%	(10) 8,308	33%
TOTAL	25, 093	100%	25, 099	100%

(*The number of schools in each sector is shown in brackets)

3.4 Data shows that overall the percentage of pupils in each sector has remained broadly the same. There has been a small increase in the number of academy schools and this is reflected in the distribution of pupils.

3.5 The current membership of the Schools' Forum is organised as follows:

TABLE 3					
School Members	Heads	Governors	Other	Total	
	Number	Number	Number	Number	%
Primary	4	3	1	8	50%
Secondary	2	1	0	3	19%
Academies	3	2	0	5	31%
	9	6	1	16	100%
Other School Members					
Nursery Schools	1			1	
Special Schools	1			1	
PRUs	1			1	
Non School Members					
RC Diocese			1	1	
C of E Diocese			1	1	
Early Years PVI			1	1	
Trade Union			1	1	
Non School Post 16			1	1	
TOTAL MEMBERSHIP	12	6	6	24	
Proportion of School Members (minimum must be 66.7%)				79.17%	

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

3.7 It is not proposed to make any changes to the structure of the membership.

4. Membership – end of term

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

4.2 The following Forum members will be coming to the end of their terms in 2017:

- Graham Spellman – July 2017 (confirmed: will continue for a further term)
- Sheilagh Peacock – July 2017 (confirmed: will not continue past July 2017)
- Chris Prosser – October 2017

5. Constitution

5.1 Forum members are invited to suggest any changes which they deem necessary or desirable.

6. Proposals

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

7. Conclusion

7.1 The Schools Forum is invited to approve the membership and the Constitution for the Schools Forum from September 2017.

8. Consultation and Engagement

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

9. Appendices

9.1 Appendix A: Membership of the Schools Forum as at July 2017

9.2 Appendix B: Constitution of the Schools Forum

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West Berkshire Council Schools' Forum

Membership as of July 2017

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

APPENDIX A

School Members:				E-Mail Address	Start	End	Duration
<u>Nursery Schools</u>	Suzanne Taylor	Headteacher	Hungerford Nursery School	headteacher@hungerfordnursery.w-berks.sch.uk	Apr-17	Apr-20	3 years
<u>Primary Schools</u>	Jonathan Chishick	Governor	Englefield C of E Primary	conyers.green@btinternet.com	Oct-16	Oct-19	3 years
	Anthony Gallagher	Headteacher	Burghfield Primary School	headteacher@burghfield.w-berks.sch.uk	Jan-16	Jan-19	3 years
	Angela Hay	Headteacher	The Winchcombe School	headteacher@winchcombe.w-berks.sch.uk	Dec-15	Dec-18	3 years
	Keith Harvey	Headteacher	St Nicholas' School	headteacher@stnics.w-berks.sch.uk	Jan-16	Jan-19	3 years
	Chris Davis	Headteacher	Francis Baily Primary School	cdavis4@fb.w-berks.sch.uk	Feb-16	Feb-19	3 years
	Sheilagh Peacock	School Business Manager	The Winchcombe School	finance@winchcombe.w-berks.sch.uk	Jul-14	Jul-17	3 years
	Catie Colston	Governor	St Nicholas' School	colstons@tiscali.co.uk	Apr-16	Mar-19	3 years
	Peter Hudon	Governor	Mortimer St Johns School	phudson@msj.w-berks.sch.uk	Apr-16	Mar-19	3 years
<u>Secondary Schools</u>	Chris Prosser	Headteacher	The Downs School	head@thedownsschool.org	Oct-14	Oct-17	3 years
	David Ramsden	Headteacher	Little Heath School	dramsdn@littleheath.org.uk	Sep-16	Sep-19	3 years
	<i>Vacancy</i>	<i>Governor</i>			<i>Oct-16</i>	<i>Oct-19</i>	<i>3 years</i>
<u>Special Schools</u>	Jon Hewitt	Headteacher	The Castle School	headteacher@castle.w-berks.sch.uk	Sep-16	Sep-19	3 years
<u>Pupil Referral Units</u>	Jacque Davies	Headteacher	The Reintegration Service	jdavies@altcurriculum.com	Oct-15	Oct-18	3 years
<u>Academies</u>	Reverend Mark Bennet	Governor	Kennet School	markbennet@btinternet.com	Feb-15	Feb-18	3 years
	Paul Dick	Headteacher	Kennet School	headteacher@kennetschool.co.uk	Oct-15	Oct-18	3 years
	Lucy Dawe	Headteacher	Denefield School	dwe@denefield.org.uk	Mar-17	Mar-20	3 years
	Bruce Steiner	Governor	St Bartholomews School	brucesteiner50@hotmail.com	Jul-15	Jul-18	3 years
	Charlotte Wilson	Headteacher	Trinity School	headteacher@trinity.newburyacademytrust.org	Oct-15	Oct-18	3 years
Non School Members:							
Non School Post 16 Providers	Ben Broyd	Learner Services Manager	Newbury College	b-broyd@newbury-college.ac.uk	Feb-16	Feb-19	3 years
Early Years PVI Providers	Brian Jenkins	Proprietor	Jubilee Day Nursery	brian.jenkins@btconnect.com	Sep-16	Sep-19	3 years
Church of England Diocese	Reverend Mary Harwood		Diocese of Oxford	maryharwood695@btinternet.com	Oct-15	Oct-18	3 years
Roman Catholic Diocese	Graham Spellman		Diocese of Portsmouth	graham@easytax.net	Jul-17	Jul-20	3 years
Trade Union	Keith Watts		NUT	secretary@west-berkshire.nut.org.uk	Aug-16	Aug-19	3 years
Other Attendees:							
Executive Members:							
	Lynne Doherty	Portfolio Holder for Children and Young People		lynne.doherty@westberks.gov.uk			
	Mollie Lock	Shadow Portfolio Holder for Education, Children's Services, Adult Social Care, Health & Wellbeing		mollie.lock@westberks.gov.uk			
	Anthony Chadley	Portfolio Holder for Finance and Transformation		anthony.chadley@westbers.gov.uk			
LA Officers:							
	Ian Pearson	Head of Education Service		ian.pearson@westberks.gov.uk			
	Claire White	Schools' Finance Manager		claire.white@westberks.gov.uk			
Clerk:							
	Jessica Bailiss	Policy Officer		jessica.bailiss@westberks.gov.uk			

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CONSTITUTION OF THE WEST BERKSHIRE SCHOOLS' FORUM

Background

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

This document is divided into 3 sections:

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

A. TERMS OF REFERENCE OF THE FORUM

Status of the Forum

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

Annual Consultation on School Funding

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

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

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

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

Annual Decisions on School Funding

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

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

B. MEMBERSHIP OF THE FORUM

Composition

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

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

School Members

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

a) Primary Headteachers or their Representative

8 representatives from primary schools of which at least 4 must be Headteachers.

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

Election of Schools Members

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

Academy representatives shall be elected by the Academies proprietors.

Governors shall be elected by the Governors Forum.

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

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

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

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

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

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

Non-School Members

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

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

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

Substitute Members

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

and/or

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

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

Participation of Observers

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

- The Education Funding Agency (EFA)

Council Officers and Elected Members

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

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

Terms of Office

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

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

C. OPERATING CONVENTIONS OF THE WEST BERKSHIRE SCHOOLS FORUM**Ordinary Meetings**

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

Administration of Meetings

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

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

The Chair and Vice Chair

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

Quorum

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

Voting

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

Sub-Committees and Working Groups

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

Declaration of Interest

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

Where it is clear that a decision in which a member has an interest is likely to arise at a particular meeting, the meeting concerned may invite a substitute member (with no interest to declare) in accordance with the constitution to attend the meeting in their place.

Elected members are subject to the governance of the Council's Code of Conduct.

Status of Reports

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

Expenses

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

Interpretation of the Constitution

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

Amendment of the Constitution

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

Publicity relating to the Schools Forum

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

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

Primary Schools in Financial Difficulty – Bid for Funding 2017/18

Report being considered by: Schools Forum
On: 17/07/2017
Report Author: Claire White, Ian Pearson
Item for: Decision **By:** All Primary Maintained Schools Representatives

1. Purpose of the Report

- 1.1 To summarise a bid that has been received from a school in deficit to access funding from the schools in financial difficulty de-delegated fund.

2. Recommendation(s)

- 2.1 Heads Funding Group recommends approval of the bid (subject to verification of the robustness of the deficit recovery plan), with payment being the actual redundancy costs incurred up to a maximum of £28,000.

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"/>
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3. Introduction

- 3.1 Since April 2013, local authorities have been required to delegate to all schools the contingency previously held for schools in financial difficulty. Each phase in the maintained sector then has the option to de-delegate and pool this funding, with allocations made to schools that need it. This decision is made on an annual basis.
- 3.2 Primary schools have opted to continue to de-delegate this funding in 2017/18.
- 3.3 The budget for 2017/18 is £314,650, which includes the carry forward of the unspent budget from 2016/17 of £194,670. No payments have so far been made in the current financial year.
- 3.4 The criteria agreed by the Schools' Forum for allocating this funding to schools is as follows:

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

- 1. The school has sought and followed the advice of the Schools' Accountancy Service **prior** to going into deficit*
- 2. The school has (up to) a five year robust deficit recovery plan in place which has been discussed with and verified by the Schools' Accountancy Service.*

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

In order to access this funding, a school will need to complete and submit an application to the WBC Schools' Finance Manager who will arrange a panel (usually the next Heads Funding Group) to assess the application. The school will be invited to present their case in person to the panel and answer questions. The panel will also be provided with benchmarking information produced by Schools' Accountancy (which will be shared with the school prior to the meeting). The panel will recommend the amount and duration of the financial support to Schools' Forum for approval or not.

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

4. Bid from Long Lane Primary School

- 4.1 Long Lane Primary School has submitted a bid for £28,000 (out of a total deficit of £55,740) which is to cover one-off redundancy payments.
- 4.2 The school has been managing an annual reduction in pupil numbers over the last four years, mainly due to neighbouring Purley Infants becoming a primary school and hence experiencing a half form reduction in numbers at KS2. The main reason for the current deficit is that the reductions in pupil numbers were under estimated within the school's longer term planning. Pupil numbers have gradually reduced from 270 and have now settled around 208.
- 4.3 To reflect the lower than predicted pupil numbers (and increased costs being experienced by all schools), the school is both restructuring leadership and reducing teaching assistant hours, but this in turn is incurring redundancy costs for four (experienced and high cost) teaching assistants, resulting in a higher deficit to be paid back.

- 4.4 The deficit recovery plan has not yet been reviewed in detail by WBC finance and cannot yet be verified as being robust, though the bid does meet the criterion (3d) set by the Schools' Forum.
- 4.5 Benchmarking tables for 2015/16 outturn show that although costs per pupil are average compared to schools in the South East of a similar size, the average cost of a teacher is much higher and the pupil to teacher ratio higher – issues that are being addressed by the school where it is within their control.
- 4.6 The school has previously been in deficit (2007 to 2009). A deficit budget was set in 2015/16 but this was cleared within the year through staffing reductions. The school has not, in the last five years, received additional funding for schools in financial difficulty and met all redundancy costs incurred previously.
- 4.7 The Head Teacher and School Business Manager attended Heads Funding Group on 5th July 2017 to present their bid and answer searching questions from the Group. The Group were satisfied that the school had managed its budget as best it could in the circumstances of a falling roll which was beyond its control, whilst at the same time maintaining standards. The Group were unanimous that the bid be approved.

5. Recommendation and Conclusion

- 5.1 It is recommended that the bid be approved for the actual cost of the four redundancies (as and when they occur) up to the total of the £28,000 requested. This will need to be subject to verification of the robustness of the school's deficit recovery plan by the local authority (expected by the end of July).
- 5.2 Approval of the bid will not clear the school's deficit, and they will still be required to implement the saving within their deficit recovery plan. Receipt of the funding will clear the deficit a year earlier and therefore put the school in a stronger financial position moving forward.
- 5.3 Approval of the bid will leave £286,650 in the fund; it is likely there will be other bids received during the year.

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Resource Units – Additional Funding for Exceptional Circumstances

Report being considered by: Schools Forum
On: 17/07/2017
Report Author: Claire White, Ian Pearson
Item for: Decision **By:** All Forum Members

1. Purpose of the Report

- 1.1 To set out a proposal to provide additional funding for resource units who need to stagger the entry for new pupils due to start at the unit at the same time.

2. Recommendation(s)

- 2.1 Heads Funding Group recommends approval of the proposal set out in paragraph 5 of this report.

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 and Background

- 3.1 West Berkshire currently has nine resource units sited at primary or secondary schools (a tenth unit is due to open in September 2017). Each provides specialist support and in West Berkshire there are units for physically disabled, speech and language difficulties, autistic spectrum disorder (ASD), hearing impaired, and specific literacy difficulties.
- 3.2 Each unit receives funding of £10,000 for the number of places it supports. This is instead of formula funding received in the main school budget (the number of places funded is deducted from the pupil numbers used in calculating the main school formula). Sixth form places are funded at £6,000 in addition to the sixth form funding.
- 3.3 In most units the place funding does not cover the costs, so in addition top up funding is paid for each pupil in the unit. This funding “follows the pupil” and is paid by the local authority where the pupil lives. In West Berkshire there are three top up funding bands specific to each unit. These were originally calculated in 2013 when the current high needs funding system was introduced. The funding rates were based on staffing ratios for the number of pupils in the unit, and at the relevant salary costs at that time, plus an allowance for non staffing costs.
- 3.4 The place funding and top up rates have not increased for inflation since they were originally introduced, and in 2017/18 they were reduced by 0.5% as part of the high needs block savings requirement. Schools have therefore needed to operate the units more efficiently, and ensure they are not subsidised by the main school budget.

4. Exceptional Circumstances

- 4.1 Although place funding is fixed for the year, top up funding can vary if there is movement of pupils. Generally, the number of pupils will stay much the same for the year, and as and when pupils leave, their places are refilled as soon as possible. Schools can therefore plan their unit budgets and staffing structures around the number of places and expected pupil numbers.
- 4.2 An exceptional circumstance to this has arisen at Theale Primary ASD Unit. The unit is for ten places, nine of which are filled, and three pupils are currently in year six and due to leave at the end of the summer term. Due to the complexity of their needs, it is not possible to admit three new pupils into the unit at once, and each new pupil will need to be integrated at different times. The annual top up funding at the unit ranges from £13,037 for level 1 to £19,603 for level 3, so by not replacing all three pupils at the same time this has an impact on the unit's funding (approximately £10k shortfall). Based on the staggered transition to the unit of new pupils, the unit is currently forecasting a deficit for 2017/18 as it is not possible to temporarily reduce all staffing costs (TA hours have been reduced). Having to pay back this deficit may disadvantage pupils in the unit.

5. Proposal

- 5.1 It is proposed that if any unit meets specific criteria for this exceptional circumstance that additional funding will be payable, as set out in the paragraphs below.
- 5.2 Criteria to be met:
- If two or more places become vacant at the same time (probable for year 6 and year 11 leavers)
 - and
 - There are pupils available to fill the places
 - and
 - Due to the significant specific needs of these pupils it is not possible for them to start at the unit at the same time
- 5.3 Additional funding will be calculated at the relevant top up rate from the date the pupil(s) would have commenced in the unit to the date they actually start.
- 5.4 The Head of Education is to verify that the criteria have been met and approve the funding from the High Needs top up budget.

6. Conclusion

- 6.1 The resource units provide necessary and good value high needs provision for West Berkshire pupils, reducing the necessity to place pupils in more expensive out of county provision.
- 6.2 In order to ensure that funding is fair and the school is not disadvantaged by an exceptional circumstance beyond their control, additional funding as proposed will ensure that other pupils in the unit are not disadvantaged in any way.

School Budgets 2017/18 and Schools in Financial Difficulty

Report being considered by: Schools Forum

On: 17/07/2017

Report Author: Claire White

Item for: Discussion By: All Maintained Schools Representatives

1. Purpose of the Report

- 1.1 All (but one) maintained schools have now submitted their three year budgets. This report sets out the overall position, highlights some key observations, and details the strategy that the Council intend to follow for schools in financial difficulty.

2. Recommendation(s)

- 2.1 That the report be noted.

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

- 3.1 Appendix A shows the budgets submitted by maintained schools for 2017/18 plus their two year strategic forecast, alongside their closing balance budget and actual for 2016/17 and the 2017/18 forecast submitted a year ago. The first set of figures combine together all the revenue accounts, so include the main school budget, resource unit, pupil premium and sports premium. The three year forecasts are for main school budget only.
- 3.2 The overall position of the 72 maintained schools (67 budgets submitted as 5 sets of federated schools now operate with one single budget for 2 schools) is shown in Table 1.

TABLE 1	2017/18 number	2016/17 number	2015/16 number	2014/15 number
Surplus budget	48 (72%)	48 (70%)	54 (73%)	56 (76%)
Balanced budget (contingency nil or less than £2k)	8 (12%)	13 (19%)	16 (22%)	15 (20%)
Deficit budget	11 (16%)	8 (11%)	4 (5%)	3 (4%)
TOTAL	67	69	74	74

- 3.3 Although the number of schools setting a surplus budget has stayed much the same, there has been a shift from the number of schools with little or no contingency to those setting a deficit budget. There is a worrying trend that the number of schools in deficit is continuing to increase.
- 3.4 Table 2 shows the overall balances compared to the original budget/forecast:

TABLE 2	2016/17 Budget Balance £'000	2016/17 Actual Balance £'000	2017/18 Forecast (last year) £'000	2017/18 Actual Budget £'000
Nursery	1	108	-86	31
Primary	558	1,525	-734	460
Secondary	237	555	-308	45
Special	243	585	-37	55
Pupil Referral Units	186	469	-320	141
TOTAL	1,225	3,242	-1,485	732

- 3.5 In 2016/17 the actual net balances were over £2m higher than the original budget. The budgets set for 2017/18 are forecasting a net surplus of £732k which is £2.2m higher than the forecast set a year ago. These swings are no different to previous years and It is evident from these figures that many schools will generally set a “worst case scenario” budget, but will manage spending decisions carefully during the year with sight of the longer term position.

4. Deficit Budgets

- 4.1 The deficits for 2017/18 total £610k. The schools setting a deficit budget in 2017/18 are shown in Table 3. Note that the balances in this table are the main school budget only and *exclude* pupil premium grant, resource units, and sports grant.

TABLE 3	2017/18 Opening Balance £	2017/18 Forecast Closing Deficit Balance £	2017/18 Balance Forecast Last Year £
Beenham	-34,360	-61,870	-7,690
Hampstead Norreys	2,270	-1,622	-31,493
The Ilsleys	-1,700	-10,018	-27,930
John Rankin Schools (federation)	-109,190	-88,450	-152,400
Kintbury	24,960	-22,240	-46,500
Long Lane	1,920	-51,198	1,960
Parsons Down Schools (federation)	16,150	Not yet submitted	-207,830
Spurcroft	-7,850	-27,710	-35,130
St John the Evangelist	-22,730	-50,110	5,180
Westwood Farm Schools (federation)	-67,110	-99,426	-125,370

The Willink	13,790	-147,088	-124,010
TOTAL		-609,842	

- 4.2 There are eleven schools with a deficit budget for 2017/18 compared to seven last year (two of the seven schools setting a deficit in 2016/17 have a balanced budget for 2017/18). The five schools continuing in deficit are shaded in the above table. All except Beenham have improved on their forecast position.
- 4.3 The WBC schools finance team are currently reviewing the deficit recovery plans for each school. A report on each will be brought back to Schools' Forum later in the year.

5. Year Two and Three Forecasts

- 5.1 The overall position on the year two and three forecasts for the main school budget are shown in Table 4

TABLE 4	2018/19 Forecast £'000	2019/20 Forecast £'000
Nursery	-11	-81
Primary	-746	-1,757
Secondary	-863	-1,966
Special	-794	-1,910
Pupil Referral Units	New unit, budget not yet available	
TOTAL	-2,414	-5,714

- 5.2 If schools take no action, a significant overall net deficit balance would occur. 24 schools have forecast a year 2 (2018/19) deficit of greater than £25k, compared to 26 schools in 2016/17 and 20 schools in 2015/16. Unless in a deficit position and the school has been required to produce a detailed deficit recovery plan, for many schools years two and three are usually the position if nothing changes – i.e. pupil numbers are static so funding remains the same, staffing numbers and grades remain the same, yet costs (inflation and pay rises) go up. As has been evident from Table 2, this position is unlikely to materialise, as most schools will do what it takes to balance their budget, with some taking difficult decisions regarding changes to the way they operate. However, the year 2 deficit figure is nearly £1m greater than the same figure last year.
- 5.3 During the autumn term once staffing structure and salaries are settled for the academic year and pupil numbers are known, schools will re-evaluate the position, and if still showing a deficit for year two, should start looking at savings options. Many of the schools that have closed the 2016/17 financial year with an unplanned deficit and have gone into deficit in 2017/18 are those that have left it too late to take action, particularly if the deficit is large and the only option is to restructure.
- 5.4 Schools that are showing an increase in their balance rather than going into deficit, are generally those where pupil numbers (hence funding) are rising greater than costs.
- 5.5 In their forward planning, schools will have assumed that funding rates per pupil will remain the same; however the proposed new national funding formula will change

the likely funding each school receives. As soon as the new rates are known, schools will need to reassess their position. A further risk is if pay awards are greater than the budgeted 1%.

6. West Berkshire Strategy for Schools in Financial Difficulty

- 6.1 The Council is considering adopting a strategy aimed to minimise the number and size of deficits. It is in two parts – first, to be proactive in helping schools to reduce their deficits or prevent going into deficit by providing a supportive role; and second, the intervention required when a school is not reducing or eliminating its deficit.

Proposed strategy to reduce the number and size of deficits

- 6.2 Schools currently in deficit – required for 11 schools in 2017/18:
- (1) Senior finance and education staff are to meet with the school to review, challenge and advise on their deficit recovery plan. 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) Finance staff review monthly monitoring reports (from month 4 to month 11).
 - (3) Senior finance and education staff to meet with each school for in year review and look forward (prior to setting 2018/19 budget).
- 6.3 Schools at high risk of going into deficit – required for 19 schools:
- (1) Senior finance and education staff are to meet with the school in the Autumn term to review their position. HR staff may also be required to attend such meetings to advise on staffing restructures.
- 6.4 All schools:
- (1) Facilitate workshops for groups of schools on specific savings strategies, such as for alternative staffing structures.
 - (2) 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.

Proposed intervention for schools not meeting their deficit recovery plan

- 6.5 The trigger points for intervention are as follows:
- (1) A school's deficit has grown compared to the approved budget (either by the end of the financial year or the following year's budget)
 - (2) The deficit repayment period increases.
 - (3) The monitoring meetings identify an unrealistic or high risk deficit recovery plan without any contingency plans.

- (4) The monitoring process identifies that the school is not adhering to its recovery plan and the deficit will potentially grow.

6.6 The schools that require intervention immediately:

Beenham – deficit has increased

- 6.7 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. The possibility of charging the cost of this back to the school will need to be explored.
- 6.8 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, with the final stage being removing the Governing Body and replacing with an Interim Executive Board.
- 6.9 Once the strategy is adopted by the Council, the Scheme for Financing Schools will need to be updated and approved by the Schools’ Forum.

7. Conclusion

- 7.1 Many schools in West Berkshire have successfully managed to balance and control their budgets, and have taken action to reduce costs, for which they must be commended. Most of the schools in deficit have managed to reduce or repay their deficit in less time than originally planned. However, it is evident that some schools don’t take the necessary actions to avoid going into deficit, and it is these schools that need to be identified and targeted for additional support.
- 7.2 The proposed strategy will hopefully prevent many more schools going into deficit in the future, and ensure that those schools currently in deficit have robust plans to repay the deficit as soon as possible.
- 7.3 It remains to be seen how the national funding formula will impact on future school budgets in West Berkshire,

8. Appendices

Appendix A – Maintained School 3 Year Budgets 2017/18

1	3	4	5	6	8	9	10
West Berkshire Maintained Schools	Revenue Budget Balances				Main School 3 Year Budgets		
	Budget Balance 2016/17	Actual Balance 2016/17	Last Year Forecast 2017/18	Actual Budget 2017/18	2017/18	2018/19	2019/20
NURSERY SCHOOLS							
Hungerford Nursery School Centre for Children and Families	0	43,185	1,332	15,300	15,300	14,270	1,010
Victoria Park Nursery School	1,390	64,894	-87,335	15,520	15,110	-25,700	-81,512
TOTAL NURSERY SCHOOLS	1,390	108,079	-86,003	30,820	30,410	-11,430	-80,502
PRIMARY SCHOOLS							
Aldermaston Church of England Primary School	3,340	24,952	-28,321	10,300	7,460	-12,830	-44,440
Basildon Church of England Primary School	4,540	13,202	16,477	19,362	5,802	5,830	7,707
Beeton Church of England (Controlled) Primary School	6,480	17,380	-28,353	21,016	19,446	-12,992	-62,173
Beenham Primary School	-5,713	-34,347	-5,441	-57,260	-61,870	-18,809	13,033
Birch Copse Primary School	480	881	5,110	155	155	-32,575	-63,706
Bradfield Church of England Primary School	4,365	2,719	-45,430	3,666	1,712	21,045	36,864
Brightwalton Church of England Aided Primary School	9,310	23,858	2,803	7,012	6,312	-23,700	-64,623
Brimpton Church of England Primary School	4,130	7,190	13,200	2,540	960	8,600	6,570
Bucklebury Church of England Primary School	110	14,560	-7,190	13,140	13,140	-9,980	-40,100
Burghfield St Mary's Church of England Primary School	4,950	6,641	7,660	8,760	8,040	6,220	-18,390
Calcot Schools Federation	126,340	137,397	17,400	52,903	47,603	-115,005	-34,406
Chieveley Primary School	0	33,859	6,070	22,920	16,370	2,153	-40,467
Cold Ash St Mark's Church of England Primary School	77,350	114,161	92,280	65,200	59,990	48,032	8,363
Compton Church of England Primary School	42,328	48,011	74,509	24,822	24,822	19,432	33,584
Curridge Primary School	6,850	17,908	3,412	10,090	10,090	-15,640	-41,935
Downsway Primary School	35,440	47,398	7,900	0	0	-59,340	-167,920
Enborne Church of England Primary School	4,826	10,336	6,089	4,920	450	5,700	23,675
Englefield Church of England Primary School	19,170	46,392	-23,974	13,403	11,893	-21,952	-66,692
Falkland Primary School	50,520	157,706	-101,450	59,570	52,470	-115,710	-32,730
Francis Baily Primary School	23,002	54,110	-120,491	27,705	27,705	-10,812	-119,040
Garland Junior School	126,185	118,816	86,755	71,420	59,440	-44,720	24,980
Hampstead Norreys Church of England Primary School	-1,235	24,586	-18,233	16,008	-1,622	9,908	10,348
Hermitage Primary School	11,410	48,122	2,532	11,620	8,710	-12,617	-55,537
Hungerford Primary School	12,120	43,985	2,980	7,470	6,800	-5,190	1,680
The Isles' Primary School	5,670	-1,975	-27,926	-10,018	-10,018	-12,598	-10,863
Inkpen Primary School	12,900	19,689	-12,180	7,200	5,590	-20,853	-54,223
John Rankin Schools Federation	-182,298	-104,085	-152,399	-88,450	-88,450	-73,490	-12,560
Kennerley Valley Primary School	2,020	48,873	-29,550	12,580	9,910	-47,150	-132,940
Kintbury St Mary's Church of England Primary School	17,730	31,814	-46,940	-15,510	-22,240	-6,346	4,300
Lambourn Church of England Primary School	25,450	-24,915	-39,893	13,200	8,880	37,717	17,276
Long Lane Primary School	22,030	6,464	18,560	-46,058	-51,198	-26,090	810
Mortimer St John's Church of England School	0	5,125	-30,940	0	0	-28,361	-78,801
Mortimer St Mary's C of E Junior School	25,610	50,002	1,910	26,090	25,750	-280	-42,690
Mrs Bland's Infant School	1,120	6,152	-35,046	230	230	-27,250	-91,880
Pangbourne Primary School	7,150	7,352	11,240	11,690	9,470	6,640	-9,460
Parsons Down Schools Federation	9,060	65,292	-203,363		waiting for submission - will be a deficit		
Purley Church of England Infant School	-8,520	51,302	16,600	40,810	20,570	15,530	2,250
Robert Sandilands Primary School and Nursery	8,680	31,526	8,862	34,390	31,370	-11,989	-71,841
Shaw - cum - Donnington Church of England Primary School	20,670	31,678	18,420	24,000	23,770	20,150	15,920
Chaddleshorth Shefford Federation C of E Primary School	11,365	33,542	26,095	39,992	34,662	18,352	2,718
Springfield Primary School	38,340	35,572	-1,510	45,481	41,608	67,893	86,853
Spurcroft Primary School	-79,970	-4,551	-34,830	-26,160	-27,710	6,350	27,300
St Finian's Catholic Primary School	250	-7,449	-42,895	0	0	-42,637	-107,878
St John the Evangelist C of E Infant and Nursery School	8,810	-22,318	5,180	-50,110	-50,110	-39,060	-660
St Joseph's Catholic Primary School	12,900	54,785	-44,870	8,990	8,990	-31,970	-95,050
St Nicolas Church of England Junior School	4,546	11,716	17,945	14,297	14,297	2,754	-25,346
St Paul's Catholic Primary School	43,940	50,175	31,920	16,139	6,859	-43,326	-120,726
Stockcross Church of England School	4,962	-5,490	2,518	6,200	5,860	4,170	-4,594
Streatham Church of England Voluntary Controlled School	35,610	84,779	23,789	55,054	54,728	47,647	19,737
Sulhamstead and Upton Nervet C of E VA Primary School	-10,190	-3,141	5,190	1,670	240	7,290	21,110
Thatcham Park Church of England Primary School	0	63,657	-40,881	0	0	-134,466	-327,136
Theale Church of England Primary School	0	1,383	-42,305	-18,670	0	-25,500	-43,940
Welford and Wickham Church of England Primary School	2,496	-11,134	4,639	1,183	1,063	12,284	13,641
Westwood Farm Schools Federation	-65,170	-50,426	-94,150	-99,426	-99,426	-40,571	598
The Willow's Primary School	1,430	-8,308	-6,920	5,947	1,227	23,707	54,500
The Winchcombe School	8,605	63,494	1,678	12,920	7,480	-13,484	-80,391
Woolhampton Church of England Primary School	6,620	28,080	0	12,289	4,619	-6,206	-30,448
Yattendon Church of England Primary School	380	6,355	-8,720	7,550	7,050	-260	2,430
TOTAL PRIMARY SCHOOLS	558,494	1,524,839	-734,478	460,242	300,949	-746,355	-1,757,339
SECONDARY SCHOOLS							
The Downs School	231,884	353,723	105,202	166,540	166,540	-184,198	-680,572
Little Heath School	120	187,470	-232,882	25,750	25,750	-424,736	-1,140,171
The Willink School	4,670	13,513	-180,090	-147,088	-147,088	-253,592	-145,621
TOTAL SECONDARY SCHOOLS	236,674	554,706	-307,770	45,202	45,202	-862,526	-1,966,364
SPECIAL SCHOOLS							
Brookfields Special School	38,160	256,707	6,670	2,540	2,540	-340,030	-846,900
The Castle School	204,790	327,978	-43,509	52,180	18,430	-453,430	-1,063,370
TOTAL SPECIAL SCHOOLS	242,950	584,685	-36,839	54,720	20,970	-793,460	-1,910,270
PUPIL REFERRAL UNITS							
Alternative Curriculum	168,000	393,311	-167,358	106,066	106,066	n/a merging from 1/9/17	
Reintegration Service	17,850	76,097	-152,770	34,750	34,750	n/a merging from 1/9/17	
TOTAL PRUs	185,850	469,408	-320,128	140,816	140,816	0	0
TOTAL FOR ALL SCHOOLS	1,225,358	3,241,717	-1,485,218	731,800	538,347	-2,413,771	-5,714,475
Schools with Deficit Revenue Balance							
schools closing in deficit last year, or contingency of less than £5k and a deficit for 18/19							
deficit of more than £50k in 18/19							

Dedicated Schools Grant Monitoring Report 2017/18 – Month 3

Report being considered by: Schools Forum
On: 17/07/2017
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.

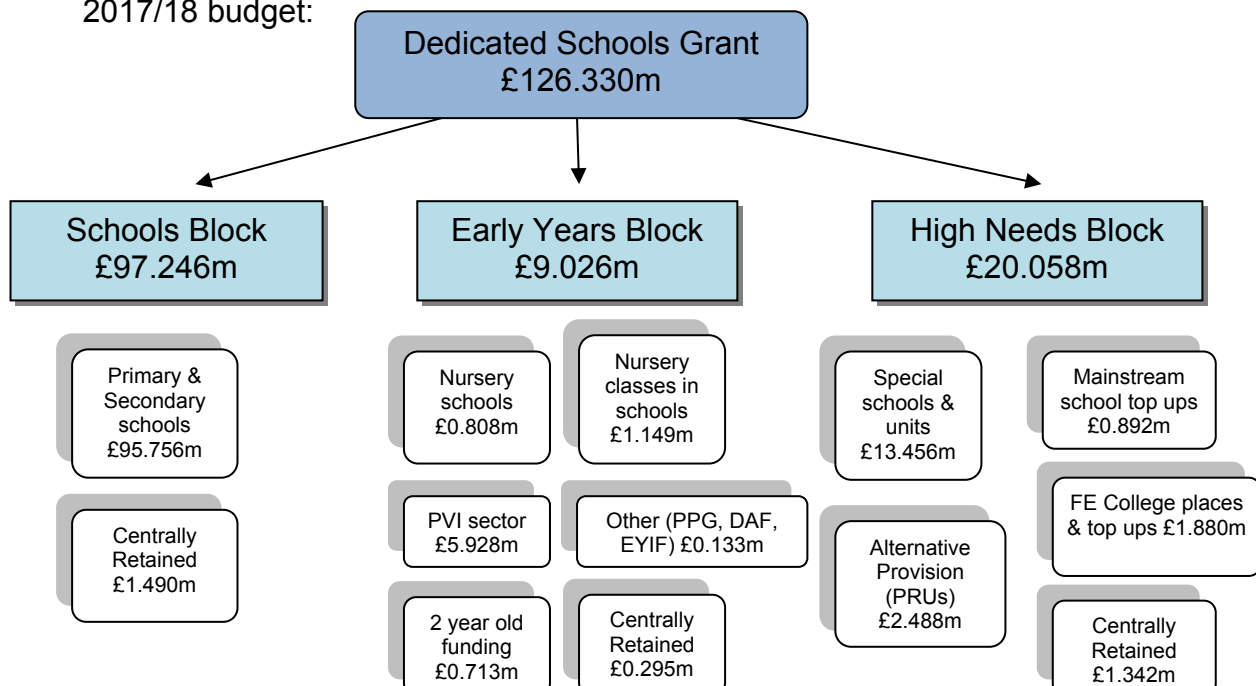
Will the recommendation require the matter to be referred to the Council or the Executive for final determination?

Yes: ☐

No: ☒

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 £0.350m. The actual in-year grant allocation is £125.980m
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 £35,021k.

- 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 3 (30 June 2017)

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

Table 1

	Total Net Budget	Forecast (under) / over spend					Change from last report
		Month Three	Month Five	Month Seven	Month Nine	Month Ten	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
DSG Block							
Schools Block (inc ISB)	64,286	0					
Early Years Block	8,983	0					
High Needs Block	17,518	0					
Total Net Expenditure	90,787	0					
Support Service Recharges	523	0					
Total Expenditure	91,310						
DSG Grant Expected	-90,546	0					
Net Position	764	0					

- 4.2 The budgeted over spend on DSG is as per the decision made by the Schools' Forum when the budget was set in March 2017, now adjusted by £80k for the better than expected carry forward of grant from 2016/17. This decision was taken after

consideration of the three year position whereby it was forecast that the overspend can be paid back over two years assuming costs overall do not significantly increase and our DSG allocation remains at a similar level.

- 4.3 Explanations for variances per funding block are summarised in the following paragraphs.

5. Schools Block

- 5.1 Table 2 sets out the current position of the Schools Block. At this stage in the year, no variance is forecast. 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). There is a small budgeted overspend due to the 2016/17 carry forward of deficit arising from rating revaluations during the year.

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	-8,775,110	-8,775,110	0
Net Position	251,270	251,270	0

- 6.2 Summer term payments to providers have been made and are on line with the budget set, so no variance is forecast at this point in time. The final grant for 2016/17 has still not been notified, and a small claw back of £20k to £30k is expected.

7. High Needs Block

- 7.1 Table 4 sets out the current position of the High Needs Block, which is currently showing no variance.

Table 4 – High Needs Block

	Current Budget £	Current Forecast £	Variance £
Expenditure	17,517,790	17,517,790	0
Support services	145,640	145,640	0
HN Block DSG	-17,176,560	-17,176,560	0
Net Position	486,870	486,870	0

- 7.2 Top up budgets are the high risk budgets in this block due to funding following the pupil. These budgets were set according to the number of placements in the Spring term, and have not changed significantly in the Summer term, as would be expected.

8. Conclusion

- 8.1 There are currently no significant variances, though it is not usually until the Autumn term when changes to high risk budgets such as high needs top ups and early years payments become apparent.

9. Appendices

Appendix A – DSG 2017-18 Budget Monitoring Report Month 3

APPENDIX A

Dedicated School's Grant (DSG) 2017-18 Budget Monitoring Month 3								
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 slice	Academy Schools Primary	0		0	0	0	
Ian Pearson	90025	Secondary Schools (excluding 6th form funding)	14,544,690		14,544,690	14,544,690	0	
Maxine Slade	DSG top slice	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 Learners	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-Neal	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 FPG & 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 Funding	1,086,890		1,086,890	1,086,890	0	
Nicola Ponton	90575	Non LEA Special School (OofA)	891,130		891,130	891,130	0	
Nicola Ponton	90579	Independent Special School Place & Top Up	2,012,700		2,012,700	2,012,700	0	
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 Funding	55,000		55,000	55,000	0	
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	66,960	0	
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	11,332,220	0	
Cathy Burnham	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	215,710	0	
Jane Seymour	90295	Therapy Services	267,460		267,460	267,460	0	
Cathy Burnham	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	
Cathy Burnham	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	
Cathy Burnham	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	2,240,570	0	
High Needs Block Total			17,493,810	23,980	17,517,790	17,517,790	0	
Total Expenditure across funding blocks			90,503,540	283,430	90,786,970	90,786,970	0	
SUPPORT SERVICE RECHARGES			523,130		523,130	523,130	0	
TOTAL DSG EXPENDITURE			91,026,670	283,430	91,310,100	91,310,100	0	

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Vulnerable Children's Fund – Annual Report for 2016-17

Report being considered by:	Schools Forum		
On:	17/07/17		
Report Author:	Michelle Sancho		
Item for:	Information	By:	All Forum Members

1. Purpose of the Report

- 1.1 Review of Vulnerable Children's Fund 2016/17

2. Introduction/Background

- 2.1 The Vulnerable Children's Fund (VCF) is a highly appreciated, relatively small fund, 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 reduce the pressure on SEN budgets by providing temporary funding.

3. Supporting Information

- 3.1 Budget

The original VCF budget for 2016-17 was £60,000. An additional £40,000 was added to this from the 2015/16 carry forward under spend in the Permanent Exclusions cost centre, as agreed at Schools Forum on 6th June 2016.

- 3.2 Allocation of Fund

The table overleaf shows an overview of the allocation of funding over the past 3 years. The number of requests for the Vulnerable Children's Grant (VCG) has reduced from 102 in 2014/15 to 67 in 2016/17. However the overall spend in these two years were similar, indicating that the allocation of funding per request was higher in 2016/17.

The number of requests refused has remained the same over the past 3 years with 4 requests refused each year.

Primary schools accessed the majority of the fund (94%) in 2016/17. 53 primary aged pupils and 2 secondary aged pupils were supported. 21% of requests were extended beyond their initial term in 2016/17. In keeping with previous years the majority of the schools used their VCG to fund additional teaching assistant support.

Table 1 - Allocation of VCF 2014-2017

	2014/15	2015/16	2016/17
Requests Agreed	102 (including repeats)	82	67
Requests Refused	4 because they had SEN statements 6 deferred until after April due to lack of funds	4 (2 x SEN/health needs, 1 early years, 1 LAC)	4 (2 EHCs and 2 repeats)
Schools Accessing Fund	41	46	31
Primary	36 (88%)	41(89%)	29 (94%)
Secondary	5 (12%)	4 (9%)	2 (6%)
PRUs	0	1 (2%)	0
Students Supported	66	69	53
Primary	54 £68,017	57 £53,487	51 £69,980
Secondary	8 £9,100	10 £6,327	2 £5,300
PRUs	0	2	0
Requests Extended Beyond Initial Term	17 (17% of total)	8 (10% of total)	14 (21% of total)
Type of Support:			
Additional TA	95%	90%	79%
External Package	3%	5%	5%
Holiday Support	1%	5%	0
Medical Support	1%	0	16%
Total spend	£77,117	£59,811	£75,280

3.3 Feedback

Feedback was sought from schools using a brief online survey. Schools were asked how the grant was used, whether any exclusions had taken place and whether the pupil in receipt of the grant had made progress. The survey had 13 respondents. 9 of the 13 respondents stated that no exclusions had taken place for the pupils in receipt of the grant. Only one commented that the pupil who had received the grant had not made progress. All other respondents reported that the grant had supported the young person to make progress. Case studies were also sought from a sample of schools.

4. Conclusion

- 4.1 The VCG aims to be fair, equitable and simple to request. Feedback from schools indicates that it is valued and has significant impact. If schools, particularly smaller primary schools, cannot access this support in the future it could lead to increased movement between schools, higher exclusion figures and increased pressure on the capacity of specialist support services.

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Agenda Item 13

	Item	HFG Deadline	Heads Funding Group	SF Deadline	Schools Forum	Action required	Author
Term 1	Schools Funding Formula 2018/19	04/10/17	11/10/17	16/10/17	30/10/17	Decision	Claire White
	Additional Funding Criteria 2018/19	04/10/17	11/10/17	16/10/17	30/10/17	Decision	Claire White
	De-delegations 2018/19	04/10/17	11/10/17	16/10/17	30/10/17	Decision	Claire White
	Scheme for Financing Schools 2017/18	04/10/17	11/10/17	16/10/17	30/10/17	Decision	Claire White
	High Needs Places and Arrangements 2018/19	04/10/17	11/10/17	16/10/17	30/10/17	Discussion	Jane Seymour
	De-delegations and Buy Back arrangements for 2018/19	04/10/17	11/10/17	16/10/17	30/10/17	Decision	Ian Pearson
	DSG Monitoring 2017/18 Month 5			16/10/17	30/10/17	Information	Ian Pearson
Term 2	Draft DSG Funding & Budget 2018/19	21/11/17	28/11/17	04/12/17	11/12/17	Discussion	Claire White
	Final School Formula Proposal 2018/19	21/11/17	28/11/17	04/12/17	11/12/17	Decision	Claire White
	Draft High Needs Budget 2018/19	21/11/17	28/11/17		11/12/17	Discussion	Jane Seymour & Michelle Sancho
	Draft Early Years Budget 2018/19	21/11/17	28/11/17	04/12/17	11/12/17	Discussion	Avril Allenby
	Update on Schools in Financial Difficulty	21/11/17	28/11/17	04/12/17	11/12/17	Information	Claire White
	Schools Funding Benchmarking Information	21/11/17	28/11/17	04/12/17	11/12/17	Information	Claire White
	DSG Monitoring 2017/18 Month 7			04/12/17	11/12/17	Information	Ian Pearson
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
	Work Programme 2018/19	20/02/18	27/02/18	05/03/18	12/03/18	Decision	Jessica Bailiss
Term 4	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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