

Notice of Meeting

Schools Forum

Monday 15th June 2020 at 5.00pm

This meeting will be held in a virtual format in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings) (England and Wales) Regulations 2020 (“the Regulations”)

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Date of despatch of Agenda: Tuesday, 9 June 2020

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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Further information and Minutes are also available on the Council’s website at www.westberks.gov.uk



Agenda - Schools Forum to be held on Monday, 15 June 2020 (continued)

Forum Members: Reverend Mark Bennet (Church of England Diocese), Councillor Dominic Boeck (Executive Portfolio: Children, Young People and Education), Jonathan Chishick (Maintained Primary School Governor), Catie Colston (Maintained Primary School Governor), Jacquie Davies (Pupil Referral Unit Headteacher), Antony Gallagher (Maintained Primary School Headteacher), Keith Harvey (Maintained Primary School Headteacher), Jon Hewitt (Maintained Special School Headteacher), Brian Jenkins (Early Years Private, Voluntary and Independent Provider Representative), Sheila Loy (Academy School Governor), Councillor Ross Mackinnon (Executive Portfolio Holder: Finance and Economic Development), Maria Morgan (Nursery School Headteacher) Julia Mortimore (Academy Headteacher), Ian Nichol, (Maintained Primary School Governor), Janet Patterson (Maintained Primary School Headteacher), Derek Peaple (Academy Headteacher), Chris Prosser (Maintained Secondary School Headteacher), David Ramsden (Maintained Secondary School Headteacher), Graham Spellman (Roman Catholic Diocese), Jayne Steele (Non School Post 16 Provider), Bruce Steiner (Academy School Governor) Gary Upton (Schools' Trade Union) and Charlotte Wilson (Academy Headteacher)

Agenda

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| 14 | Exclusion of the Press and Public RECOMMENDATION: That members of the press and public be excluded from the meeting during consideration of the following items as it is likely that there would be disclosure of exempt information of the description contained in the paragraphs of Schedule 12A of the Local Government Act 1972 specified in brackets in the heading of each item. Rule 8.10.4 of the Constitution refers. | |

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Sarah Clarke
Service Director Strategy & Governance

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, 9 MARCH 2020

Present: Reverend Mark Bennet (Church of England Diocese), Councillor Dominic Boeck (Executive Portfolio: Children, Education and Young People), Jonathon Chishick (Maintained Primary School Governor), Jacquie Davies (Pupil Referral Unit Headteacher), Antony Gallagher (Maintained Primary School Headteacher), Keith Harvey (Maintained Primary School Headteacher), Jon Hewitt (Maintained Special School Headteacher), Brian Jenkins (Early Years Private, Voluntary and Independent Provider Representative), Sheila Loy (Academy School Governor), Councillor Ross Mackinnon (Executive Portfolio Holder: Finance), Ian Nichol (Maintained Primary School Governor), Janet Patterson (Maintained Primary School Headteacher), Chris Prosser (Maintained Secondary School Headteacher), Graham Spellman (Roman Catholic Diocese), Jayne Steele (Non School Post 16 Provider), Bruce Steiner (Academy School Governor) and Suzanne Taylor (Maintained Nursery School Headteacher)

Also Present: Avril Allenby (Early Years Service Manager), Melanie Ellis (Chief Accountant), Ian Pearson (Head of Education Service), Jessica Bailiss (Policy Officer (Executive Support)) and Michelle Sancho (Principal EP & Service Manager)

Apologies for inability to attend the meeting: Catie Colston (Maintained Primary School Governor), Julia Mortimore (Academy Headteacher), Derek Peale (Academy Headteacher), David Ramsden (Maintained Secondary School Headteacher), Gary Upton (Schools' Trade Union) and Charlotte Wilson (Academy Headteacher), Jane Seymour (Service Manager SEND)

PART I

77 Minutes of previous meeting date 20th January 2020

The minutes of the meeting held on 20th January 2020 were approved as a true and correct record and signed by the Chairman.

78 Actions arising from previous meetings

The Chairman drew the Schools' Forum's attention to the actions for the last meeting on 20th January 2020. All actions were completed or were in hand.

79 Declarations of Interest

Reverend Mark Bennet declared an interest in Agenda Item 11, by virtue of the fact that he was a director at Kennet Academy Trust.

80 Membership

Jessica Bailiss drew attention to the report (Agenda Item 5), which sought to inform the Schools' Forum of any changes to the membership.

Section three of the report included detail on a discrepancy between the Schools' Forum's Constitution and the Schools' Forum Regulations 2012 regarding Elected Members of the Local Authority. The Constitution had now been updated accordingly and going forward only the Executive Member for Children, Education and Young People and the Executive Member for Finance would be permitted to speak at meetings of the Forum.

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Jessica Bailiss referred to section four of the report and stated that any members of the Forum that were approaching the end of their Term of Office had been contacted and consultation was taking place accordingly.

There were still three vacancies on the Forum including a maintained primary school business manager; a maintained secondary school governor and an academy headteacher position. The necessary action was being taken to try and fill the positions.

Councillor Dominic Boeck queried if the Chairman was permitted to invite other persons (outside of those permitted under the Schools' Forums' Regulations 2012) to speak at meetings of the Forum. The Chairman stated that he thought that this was unlikely however this point would be checked within the Schools Forum Regulations 2012. (*Post minute comment : The Schools' Forum Regulations 2012 state clearly who can speak at meetings of the Forum and does not make any provision for persons outside of this list to speak*).

RESOLVED that the Schools' Forum noted the report.

81 **Work Programme 2020/21 (Jessica Bailiss)**

Jessica Bailiss introduced the report (Agenda Item 6), that sought approval of the work programme for 2020/21. Jessica Bailiss reported that the work programme largely followed the same pattern as in previous years and was subject to change throughout the year.

Keith Harvey proposed that the Schools' Forum approve the work programme for 2020/21 and this was seconded by Jon Hewitt. At the vote the motion was carried.

RESOLVED that the Schools' Forum approved the work programme for 2020/21.

82 **High Needs Block Budget 2020/21 (Jane Seymour)**

Ian Pearson introduced the report, which set out the current financial position of the High Needs Block (HNB) budget for 2019/20 and the position known so far for 2020/21, including the likely shortfall. It also set out the invest to save proposals, which were agreed by the Schools' Forum on 20th January 2020.

Savings of £219k had been implemented in 2017/18 and a further £306k in 2018/19. However, despite these savings a budget was set in 2018/19, which included a planned overspend of £703k. The budget set for 2019/20 included a planned overspend of £1.6m.

Ian Pearson drew attention to section 3.7 of the report, which provided a more comprehensive picture of the shortfall. The net shortfall in the 2020/21 HNB budget was £3,539,176 and this included the predicted 2019/20 overspend of £2,174,560.

Appendix A to the report on page 22, provided further detail on the budget and reasons for the pressure on the 2020/21 HNB budget. There was also detail regarding the invest to save options, which could be funded through the 0.25% transfer of funding from the Schools' Block to the HNB.

Page 25 of the report provided details of the pressures being faced by the HNB including increasing pupil numbers at special schools and increases in the number of Education Health and Care Plans (EHCPs). The cost of a single EHCP had risen along with the number of EHCPs overall. The number of EHCPs had risen to 1026 as highlighted under section 2.6 of the report.

There were predicted underspends within further education (section 2.11) and independent special schools (2.12) and this would help in efforts to offset the overspend.

Ian Pearson explained that a report was due to come to the next meeting of the Forum, which would review how iCollege was funded.

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Table four on page 28 of the report detailed budgets for other statutory services. Page 30 detailed non statutory services, which played a huge part in preventative work across the area of high needs.

Section six of the report included detail on the invest to save proposals, which had been discussed at the last meeting of the Forum in January 2020 including the potential impact they could have. Evaluation and impact data for teams operating within the area of high needs was included on page 37 of the report. Agreement of the HNB budget was being sought so that work could commence.

Reverend Mark Bennet noted the £3.6m deficit and queried how this deficit was being funded. Melanie Ellis confirmed that the money came from the Council's general funds however, there was not indefinite capacity for this to continue. Ian Pearson added that the DfE made it clear that Local Authorities were not liable for the deficit and that this sat with the DSG. Reverend Mark Bennet asked if any interest was being charged on the funding being loaned from the Local Authority for the deficit and Melanie Ellis confirmed that no interest was being charged at the current time. Guidance was due out on this point in the near future so Melanie Ellis would review the guidance and report back to a future Forum meeting.

Jonathon Chishick referred to Table 1 under Appendix A and raised a query regarding the number of planned places at Special Schools - Pre 16 and Special Schools - post 16, which were 286 and 79 respectively however, the current number of pupils was 405. Ian Pearson stated that the figures of 79 and 286 was the number of places with funding attached. Any remaining places had to be funded by the HNB.

Jonathon Chishick noted that the post 16 special school budget had increased by 50% however, the number of places had remained the same. Ian Pearson explained that although the number of funded planned places would remain the same the pupil numbers would change. Post 16 settings could be expensive, particularly if they were independent settings. When comparing year on year figures it was important to note that although the same age group was being referred to, it was likely that it would be a different group of students, who would require funding differently.

The Chairman invited Members to consider whether the HNB deficit budget for 2020/21 should be agreed as set out in section 2.1 of the report. Jon Hewitt proposed that the Schools' Forum agreed the deficit budget for 2020/21 and this was seconded by Sheila Loy. At the vote the motion was carried.

RESOLVED that:

- The Schools' Forum agreed the HNB deficit budget for 2020/21 and noted the predicted shortfall.
- Melanie Ellis would review guidance regarding the charging of interest and report back to a future Forum meeting.

83 Early Years Block Budget 2020/21 (Avril Allenby)

Avril Allenby introduced the report that set out the proposal for the Early Years Budget (EYB), which was based upon the recommendations of the Early Years Funding Group.

Avril Allenby stated that the EYB was particularly difficult to predict. She reported that there was a moveable set of criteria against a number of changing factors including increased funding for vulnerable two years olds; greater take up of the Pupil Premium Grant and increased take up by parents of free hours, including the increased entitlement to 30 hours.

There was a Quality Supplement for settings with the highest qualified staff and over half of the free hours being claimed were within these settings. The report was requesting

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more time for the Early Years Funding Group to meet and build a budget that was fit for purpose.

Ian Pearson explained that the Early Years Funding Group met on a regular basis and would be focused on balancing the budget for 2020/21 and producing a plan to recover the deficit. Avril Allenby stressed that it was important to set the rates for providers, as an in-year change to rates would be extremely challenging.

Keith Harvey understood that the Schools' Forum needed to agree the budget at the current meeting and then a recovery plan for the deficit would be bought at a later stage. Ian Pearson confirmed that this was correct.

Suzanne Taylor commented that the EYB was an extremely changing budget. All providers were likely to face cuts to their budgets and this could have a huge impact. There was no way to predict how many children would be joining early year's settings on a termly basis or how many parents would choose to take up the 30 free hours. It had been expected that the EYB would end 2018/19 in credit however, due to fluctuations a deficit had occurred.

Brian Jenkins commented that changes made by Central Government made budgeting even more difficult through allocations being based on 5/12 one year and then 7/12 the next. Also with the increase from 15 to 30 free hours it was impossible to predict accurately what the take up would be. More accurate information would not be received until May 2020, making budgeting an impossible task.

Ian Pearson reported that agreement of the proposed budget would be on the basis that the budget would be balanced for 2021/22 and a deliverable recovery plan would be put in place. Brian Jenkins stated that any recovery plan would need to span over a couple of years to make it viable.

The Chairman invited the Forum to vote on the recommendation under section 2.1 of the report. Brian Jenkins proposed that the Schools' Forum agreed the 2020/21 budget as detailed in Table Two of the report on page 56. This was seconded by Suzanne Taylor. At the vote the motion was carried.

RESOLVED that:

- The Schools Forum agreed the EYB for 2020/21.
- A deliverable deficit recovery plan to be formed by the Early Years Funding Group and reported on to the Schools' Forum in June 2020.

84 A long term view of the HNB Budget and impact of the SEN Strategy (Jane Seymour)

Ian Pearson introduced the report, which had been written by Jane Seymour and Michelle Sancho, and aimed to provide an indication of the saving opportunities arising from the Special Educational Needs and Disability (SEND) Strategy 2018-23 and in particular the Invest to Save projects recently agreed by the Schools' Forum. It was an initial report and a more detailed report would be brought back to the round of meetings in June 2020.

Ian Pearson explained that the report gave some background information on the SEND Strategy, which aimed to help reduce costs to the High Needs Block (HNB).

The proposed invest to save proposals were detailed from page 61 of the report and tied in with the Objectives included within the SEND Strategy.

Objective 1 aimed to develop capacity within mainstream schools to meet the needs of children with SEND. This included the implementation of the Therapeutic Thinking

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approach and increasing the Vulnerable Children's Grant. The ways the increased grant money would be used was detailed under section 4.8 of the report.

Ian Pearson continued by explaining that the report looked at each of the five Objectives within the SEND Strategy in detail and areas where potential savings could be made.

Ian Nichol queried if there were metrics attached to each of the objectives within the SEND Strategy to show how it was being measured. Michelle Sancho reported that there were action plans in place which included timescales and deliverables for each objective. These plans had been developed with partner organisations and were currently out for consultation. Michelle Sancho highlighted that there were outcome based targets included within the report.

Ian Nichol felt that targets needed to be set so that progress could be successfully monitored. It was important to be able to ensure corrective action could be taken if required. Ian Pearson reported that the information would be brought back to the Schools' Forum on a regular basis so that progress could be monitored. The main aim of the SEND plan initially, had been to improve provision for high needs rather than deliver huge savings.

Reverend Mark Bennet referred to the deficit recovery plan that would likely be required by the Department for Education (DfE). Ian Pearson reported that it was likely that a three year plan would be requested using a proforma. The plan would need to address the deficit across the whole of the Dedicated School Grant (DSG). Whatever approach was decided regarding a deficit recovery plan, it would need to be agreed by the Schools' Forum.

Reverend Mark Bennet queried what information would be taken to the next Heads Funding Group. Ian Pearson explained that a degree of detail had been provided at the current round of meetings and this would be fleshed out for the next set of meetings in June 2020. The deficit recovery plan, discussed earlier in the meeting, would need to be submitted to the DfE by the end of June and therefore this would also need to be given consideration at the next round of meetings.

Keith Harvey stated that the Forum had just agreed a deficit budget for the High Needs Block however, queried if this deficit could end up being less than expected. Ian Pearson stated that this could depend on how schools responded to the additional support being provided to schools and what special in house provision could be created in the short term. The number of Education, Health and Care Plans (EHCPs) would also be a key factor.

Chris Prosser raised a query regarding the proposed Therapeutic Thinking Officer. Michelle Sancho reported that if schools had not yet engaged in Therapeutic Thinking then the role of the designated Officers would be to visit individual schools and provide support with the aim of increasing engagement. So far more primary schools had engaged than secondary schools, so it was possible that something more bespoke was required for secondary schools.

RESOLVED that:

- The Schools' Forum noted the report.
- A report on a deficit recovering plan for the DSG would be brought to the next meeting of the Schools' Forum on 15th June 2020.

85 Dedicated Schools Grant (DSG) Budget 20/21 Overview (Melanie Ellis)

Melanie Ellis introduced the report (Agenda Item 10) that set out the overall amount of the Dedicated Schools Grant (DSG) and the funding settlement for 2020/21.

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The report set out the total allocations for 2020/21. The budgets for all four blocks including schools, high needs, central schools services and early years had now been agreed for 2020/21.

Melanie Ellis referred to section 9.1 of the report, which detailed that the Department for Education (DfE) would require a report from any local authority that had a cumulative DSG deficit of more than one percent at the end of the financial year (31st March 2020). It was highly likely that West Berkshire would exceed this threshold due to the current forecast overspend on the High Needs Block.

It was noted that there was an error in section 8.2 of the report, which should read as follows: The 2020/21 allocation for West Berkshire has been announced as £21.404m and the 0.25% schools block transfer would increase this to £21.667m.

RESOLVED that the Schools' Forum noted the report.

86 Growth Fund 20912/20 Payments (Melanie Ellis)

(Reverend Mark Bennet declared an interest in Agenda Item 11, by virtue of the fact that he was a director at Kennett Academy Trust.)

Melanie Ellis introduced the item, which aimed to inform the Schools' Forum of payments made to schools from the Growth Fund in 2019/20.

Only one school had applied for growth funding, which was the Kennet School Academies Trust. The Trust had met the Growth Fund criteria and the relevant payment had been approved by the Head of Education for £50k.

Melanie Ellis reported that the current balance of the Growth Fund (after the payment to Kennet) was £133k. Any unspent balance would be carried forward and added to next year's Growth Fund, to ensure there was enough funding for the new primary school, Highwood Copse, which was planned to open in September 2020.

RESOLVED that the Schools' Forum noted the report.

87 Schools: Deficit Recovery (Melanie Ellis)

Melanie Ellis introduced the report (Agenda Item 13) which provided details on schools in deficit.

Four schools had submitted a West Berkshire Council Deficit Budget License Application for 2019/20. All four had licensed deficits in the financial year 2018/19.

All four schools had submitted their Period Nine Budget Monitoring and Forecast report, which had been reviewed by the Schools' Accountancy Team and feedback had been provided. Three of the schools were in a better financial position and one in a worse position than budgeted.

Melanie Ellis moved onto section four, which detailed schools ending 2018/19 with an unlicensed deficit. Both of the schools in question were forecasting not to be in deficit by the end of 2019/20.

Graham Spellman commented that given the difficulties schools were facing it was a remarkable achievement that only two schools had ended 2018/19 with an unlicensed deficit.

RESOLVED that the Schools' Forum noted the report.

88 DSG Monitoring 2019/20 Month 10 (Ian Pearson)

Ian Pearson drew attention to the report (Agenda Item 13), which set out the financial position of the services funded by the Dedicated Schools Grant (DSG), highlighting any under or over spends.

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Ian Pearson explained that the funding blocks had already been discussed in great detail however, this report showed the accumulative position of each block within the current year.

Ian Pearson added a caveat with regards to section 11.2 of the report, which could be misleading. The £7m provided by the Government for high needs for 2020/21 was helpful however, was not enough to resolve the problems being faced. There was uncertainty as to whether this extra funding was one off funding or if further additional funding would be provided going forward.

RESOLVED that the Schools' Forum noted the report.

89 Date of the next meeting

Monday 15th June 2020, 5pm at Shaw House.

90 Exclusion of the Press and Public

RESOLVED that members of the press and public be excluded from the meeting for the under-mentioned item of business on the grounds that it involves the likely disclosure of exempt information as contained in Paragraphs 3, 5 and 6 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the [Local Government \(Access to Information\)\(Variation\) Order 2006](#). [Rule 8.10.4 of the Constitution also refers.](#)

91 Pat II - Update on the Schools' Catering and Cleaning contracts (Robert Bradfield)

(Paragraph 5 – information relating to legal privilege)

(Paragraph 6 – information – information relating to proposed action to be taken by the Local Authority)

The Schools Forum considered an exempt report (Agenda Item 16) which aimed to update the Schools' Forum on progress made with school meal arrangements and outline the procurement approach taken/requested. The report confirmed the corporate position of West Berkshire Council around funding and also summarised the schools' cleaning procurement arrangements.

RESOLVED that the Schools' Forum noted the report.

92 Pat II - Update on the SEN Engaging Potential Contract (Jane Seymour)

(Paragraph 3 – information relating to financial/business affairs of a particular person)

The Schools Forum considered an exempt report (Agenda Item 17) which aimed to consult the Schools' Forum on the tender process that had been undertaken and the decision of the Council's Executive on 13th February 2020 to award the contract to Engaging Potential.

RESOLVED that the Schools' Forum noted the report.

(The meeting commenced at 5.00 pm and closed at 6.00 pm)

CHAIRMAN

Date of Signature

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Agenda Item 4

Actions from previous meeting

| Ref No. | Date of meeting(s) raised | Item | Action | Responsible Officer | Comment / Update |
|-----------|---------------------------|---|---|-----------------------------|---|
| Mar20-Ac1 | 9th March 2020 | High Needs Block Budget 2020/21 | Melanie Ellis would review guidance regarding the charging of interest and report back to a future Forum meeting. | Melanie Ellis | Melanie Ellis to provide an update on this at Schools' Forum in June 2020. |
| Mar20-Ac2 | 9th March 2020 | Early Years Funding Block Budget 2020/21 | A deliverable deficit recovery plan to be formed by the Early Years Funding Group and reported on to the Schools' Forum in June 2020. | Avrill Allenby | An update will be provided at the meeting on 15th June 2020. |
| Mar20-Ac3 | 9th March 2020 | A long term view of the HNB Budget and impact of the SEN Strategy | A report on a deficit recovering plan for the DSG would be brought to the next meeting of the Schools' Forum on 15 th June 2020. | Ian Pearson / Melanie Ellis | There is new guidance expected on this from the DfE. Details on the recovery plan for West Berkshire will be provided in due course once this guidance has been received. |

Ongoing Actions

| Ref No. | Date of meeting(s) raised | Item | Action | Responsible Officer | Comment / Update |
|-----------|---------------------------|------------|---|---------------------|--|
| Jan19-Ac1 | Ongoing | Membership | An election be conducted for the position of Secondary Governor Representative on the Schools' Forum. | Jessica Bailiss | An election took place in May 2020 however, there were no nominations. Another election will be run later in the year. |

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2019/20 Dedicated Schools Grant: Year End Outturn Report

Report being considered by: Schools Forum on 15th June 2020

Report Author: Melanie Ellis

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

1. Purpose of the Report

- 1.1 To report on the outturn of the services funded by the Dedicated Schools Grant (DSG), highlighting any under or over spends, and to highlight the cumulative deficit at 31 March 2020.

2. Recommendation

- 2.1 That the report be noted.

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

3. 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 2018. There are four DSG funding blocks: Schools, High Needs, Early Years and Central Schools Services.
- 3.2 The Local Authority and Schools' Forum are responsible for ensuring that the DSG is deployed correctly according to the Regulations. Monitoring of spend against the grant needs to take place regularly to enable decision making on deficits and surpluses and to inform future year budget requirements.
- 3.3 Deficits, unless funded from outside the DSG, should be recovered by top slicing the following year's DSG allocation. Surpluses must be used to support DSG budgets in future years.

4. Year End Outturn

| DSG Summary Outturn | Amended Budget 2019/20 | Quarter 4 Outturn | Deficit/ (surplus) |
|---|------------------------|-------------------|--------------------|
| | £'000 | £'000 | £'000 |
| Funds available | (92,786) | (92,575) | 211 |
| Total expenditure incl SSR | 94,249 | 94,594 | 344 |
| Deficit recovery target | (1,865) | (556) | 1,309 |
| Net in year (surplus)/deficit | (402) | 1,463 | 1,864 |
| Deficit / (surplus) balance in reserves | 100 | (302) | (302) |
| Cumulative (surplus)/deficit | (302) | 1,161 | 1,562 |

4.1 The 2019/20 DSG expenditure budget was set £1.86m higher than available funding, and this was treated as a deficit recovery target against the High Needs and Early Years blocks. The deficit recovery targets had £1.3m remaining at year end. Overall DSG funding received was £211k less than budgeted, and budgeted expenditure was overspent by £344k. This resulted in a total in year deficit of £1.86m, but with balances already held in reserves, the cumulative deficit position is £1.56m. This will be top-sliced against the relevant DSG blocks in the 2020/21 budget.

4.2 The year end position by block is shown in the chart below:

| DSG Block outturn | Original Budget 2019/20 | Budget Changes | Amended Budget 2019/20 | Quarter 1 Forecast | Quarter 2 Forecast | Quarter 3 Forecast | Quarter 4 Outturn | Deficit/ (surplus) |
|---|-------------------------|----------------|------------------------|--------------------|--------------------|--------------------|-------------------|--------------------|
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| Expenditure: | | | | | | | | |
| Schools Block (inc ISB) | 64,794 | (1,565) | 63,229 | 64,794 | 64,794 | 63,630 | 63,241 | 12 |
| Early Years Block | 9,812 | 0 | 9,812 | 9,812 | 9,812 | 9,956 | 10,198 | 386 |
| Central School Services Block | 972 | 0 | 972 | 972 | 972 | 967 | 918 | (54) |
| High Needs Block | 19,793 | 0 | 19,793 | 19,793 | 19,416 | 19,927 | 19,793 | 0 |
| Total Block Expenditure | 95,370 | (1,565) | 93,805 | 95,370 | 94,993 | 94,480 | 94,150 | 344 |
| Early Years Block Deficit Recovery Target | (215) | 0 | (215) | 0 | 0 | 0 | (215) | (0) |
| High Needs Block Deficit Recovery Target | (1,650) | 0 | (1,650) | 0 | 0 | 0 | (341) | 1,309 |
| Total Deficit Recovery Target | (1,865) | 0 | (1,865) | 0 | 0 | 0 | (556) | 1,309 |
| Support Service Recharges | 444 | 0 | 444 | 444 | 444 | 444 | 444 | 0 |
| Total Expenditure | 93,949 | (1,565) | 92,385 | 95,814 | 95,437 | 94,924 | 94,038 | 1,653 |
| Funded by: | | | | | | | | |
| DSG Grant | (93,722) | 1,163 | (92,558) | (93,722) | (93,722) | (92,558) | (92,347) | 211 |
| Other Funding | (228) | | (228) | (228) | (228) | (228) | (228) | (0) |
| Total Funds Available | (93,949) | 1,163 | (92,786) | (93,950) | (93,950) | (92,786) | (92,575) | 211 |
| Net In-year (surplus)/deficit | 0 | (402) | (402) | 1,864 | 1,488 | 2,138 | 1,463 | 1,864 |
| Deficit / (surplus) balance in reserves | 100 | 0 | 100 | (302) | (302) | (302) | (302) | (302) |
| Cumulative (surplus)/deficit | 100 | (402) | (302) | 1,562 | 1,186 | 1,836 | 1,161 | 1,562 |

5. Schools Block

| Schools Block 2019/20 | Gross Budget | Academy & High Needs | Draft Budget | Budget Changes | Amended Budget | Draft Actuals | Quarter 4 Outturn | Deficit/ (surplus) |
|--------------------------------------|--------------|----------------------|--------------|----------------|----------------|---------------|-------------------|--------------------|
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| Funds available | (100,009) | 35,246 | (64,763) | 1,163 | (63,601) | (63,602) | (63,602) | (2) |
| Expenditure | 100,039 | (35,246) | 64,793 | (1,565) | 63,229 | 63,241 | 63,241 | 12 |
| SSR | 66 | | 66 | | 66 | 66 | 66 | 0 |
| Net in year (surplus)/deficit | 96 | 0 | 96 | (402) | (306) | (295) | (295) | 11 |
| Surplus held in reserves | | | (642) | (402) | | | | (1,044) |
| Cumulative surplus | | | | | | | | (1,033) |

NB rounding may apply to nearest £1k

- 5.1 The 2019/20 budget was funded from DSG grant of £64.7m.
- 5.2 At year end, overall DSG funding received was £2k more than budgeted, and expenditure was overspent by £12k. The table below shows the year end reserve balance.

| Schools Block Reserve (surplus)/deficit | 31.3.2019 | Movement in reserves | 31.3.2020 |
|---|--------------|----------------------|----------------|
| | £k | £k | £k |
| Schools in Financial Difficulty | (252) | 71 | (181) |
| Growth Fund | (193) | (473) | (666) |
| School Improvement | (41) | | (41) |
| EMTAS | (45) | 4 | (41) |
| CLEAPPS | 0 | (3) | (3) |
| BST | (2) | | (2) |
| Schools | (109) | | (109) |
| Total Surplus Balance | (642) | (402) | (1,044) |

6. Early Years Block

| Early Years Block 2019/20 | Gross Budget | Draft Budget | Budget Changes | Amended Budget | Quarter 4 Outturn | Deficit/ (surplus) |
|-------------------------------------|--------------|--------------|----------------|----------------|-------------------|--------------------|
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| Funds available | (9,647) | (9,647) | | (9,647) | (9,405) | 242 |
| Deficit recovery target | (215) | (215) | | (215) | (215) | (0) |
| Expenditure | 9,812 | 9,812 | | 9,812 | 10,198 | 386 |
| SSR | 50 | 50 | | 50 | 50 | 0 |
| Net in year deficit | 0 | 0 | 0 | 0 | 628 | 628 |
| Prior year deficit held in reserves | | | | | | 247 |
| Cumulative deficit | | | | | | 875 |

- 6.1 At year end, overall DSG funding received was £242k lower than budgeted as a result of the 2018/19 final grant notification. Expenditure was overspent by £386k, resulting in a year end position of £628k deficit.

- 6.2 The Early Years Block is difficult to predict due to the volatile nature of both the funding (the final grant allocation is determined by the January 2020 census), and payments to providers (payments are made according to actual number of hours of provision each term).
- 6.3 The main reason for the overspend is because more of our schools are providing extended hours and these are at a higher rate due to the quality of staff at these settings.

7. Central Schools Services Block

| Central School Services Block 2019/20 | Gross Budget | Draft Budget | Budget Changes | Amended Budget | Quarter 4 Outturn | Deficit/ (surplus) |
|---------------------------------------|--------------|--------------|----------------|----------------|-------------------|--------------------|
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| Funds available | (976) | (976) | | (976) | (976) | 0 |
| Expenditure | 972 | 972 | | 972 | 918 | (54) |
| SSR | 136 | 136 | | 136 | 136 | 0 |
| Net in year surplus | 132 | 132 | 0 | 132 | 78 | (54) |
| Surplus held in reserves | | (26) | | | | (26) |
| Cumulative surplus | | | | | | (80) |

- 7.1 At year end, overall DSG funding received was on budget and expenditure was underspent by £54k.
- 7.2 Underspends were largely due to vacancies within the Education Welfare and School admissions teams.

8. High Needs Block

| High Needs Block 2019/20 | Gross Budget | Draft Budget | Budget Changes | Amended Budget | Quarter 4 Outturn | Deficit/ (surplus) |
|-------------------------------------|--------------|--------------|----------------|----------------|-------------------|--------------------|
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| Funds available | (18,335) | (18,335) | | (18,335) | (18,365) | (30) |
| Deficit recovery target | (1,585) | (1,585) | (65) | (1,650) | (341) | 1,309 |
| Expenditure | 19,793 | 19,793 | | 19,793 | 19,793 | 0 |
| SSR | 127 | 127 | | 127 | 127 | 0 |
| Net in year deficit | (0) | (0) | (65) | (65) | 1,214 | 1,279 |
| Prior year deficit held in reserves | | | | | | 521 |
| Cumulative deficit | | | | | | 1,800 |

- 8.1 At year end, overall DSG funding received was £30k higher than budget due to a higher than predicted import export adjustment.
- 8.2 The 2019/20 budget was set with a £1,650k deficit recovery target. A reduction in expected costs in the year led to a slight off-set against the target.
- 8.3 The main variances against expenditure are as follows:
- Significant savings of £268k have been made on further education top up funding. Part of the saving is due to more pupils moving to employment, rather than college placements.

- £477k saving from utilising local mainstream and specialist provision instead of using independent special schools for four of the predicted transitions children.
- Special Schools Top Up Funding has a significant overspend of £286k due to some very high needs pupils needing additional support to maintain their current placements.
- Top up funding for mainstream schools are overspent by £248k due to the increased number of EHCP and higher level of bandings.

9. Total Reserve Balance and cumulative deficit

- 9.1 The total surplus balance on reserves at 31.3.2020 is £302k. As announced in July 2018, the Department for Education requires a recovery plan from all local authorities that have an overall cumulative DSG deficit of 1% or more at the end of the 2018/19 financial year. For 2019/20 we have met the threshold requiring us to submit a deficit recovery plan to ESFA, however the submission of plans has been delayed and we are awaiting guidance.

| Reserve Balances (surplus)/deficit | 31.3.2019 | Increase in reserves | 31.3.2020 | In Year deficit | Cumulative (surplus)/deficit |
|--|------------|----------------------|--------------|-----------------|------------------------------|
| | £k | £k | £k | £k | £k |
| Schools Block | (642) | (402) | (1,044) | 11 | (1,033) |
| Early Years Block | 247 | 0 | 247 | 628 | 875 |
| Central School Services Block | (26) | | (26) | (54) | (80) |
| High Needs Block | 521 | 0 | 521 | 1,279 | 1,800 |
| Total (surplus)/deficit reserve | 100 | (402) | (302) | 1,864 | 1,562 |

10. Conclusion

- 10.1 The cumulative deficit on the DSG blocks now totals £1.56m. A recovery plan is due to the Department of Education and guidance is awaited on when to submit this. Over spends in the High Needs Block are the most significant with a total deficit against this block of £1.8m and this will remain the area of focus going in 2020/21.

11. Appendices

Appendix A – DSG 2019/20 Budget Monitoring Report: Outturn

| Cost Centre | Description | Original Budget 2019-20 | Net Virements Agreed In Year | Movement Through Reserves | Final Budget 2019/20 | Actual Outturn | Variance | Comments |
|---------------|--|-------------------------|------------------------------|---------------------------|----------------------|-------------------|------------------|--|
| 90020 | Primary Schools (excluding nursery funding) | 48,316,300 | -1,163,440 | | 47,152,860 | 47,163,313 | 10,453 | Funding adjustment due to Francis Baily academisation, School Business Rates adjustments following Formula Allocation. |
| DSG top slice | Academy Schools Primary | 0 | | | 0 | 0 | 0 | |
| 90025 | Secondary Schools (excluding 6th form funding) | 15,197,160 | | | 15,197,160 | 15,196,628 | -532 | |
| DSG top slice | Academy Schools Secondary | 0 | | | 0 | 0 | 0 | |
| 90230 | DD - Schools in Financial Difficulty (primary schools) | 0 | | 70,880 | 70,880 | 70,880 | 0 | |
| 90113 | DD - Trade Union Costs | 51,470 | | | 51,470 | 51,470 | 0 | |
| 90255 | DD - Support to Ethnic minority & bilingual Learners | 187,770 | | 3,674 | 191,444 | 191,444 | 0 | |
| 90349 | DD - Behaviour Support Services | 213,900 | | | 213,900 | 213,517 | -383 | |
| 90424 | DD - CLEAPSS | 3,320 | | -3,321 | -1 | -1 | 0 | |
| 90470 | DD - School Improvement | 0 | | | 0 | 0 | 0 | |
| 90423 | DD - Statutory & Regulatory Duties | 167,780 | | | 167,780 | 170,287 | 2,507 | |
| 90235 | School Contingency - Growth Fund/Falling Rolls Fund | 655,800 | | -472,752 | 183,048 | 183,048 | 0 | |
| | Schools Block Total | 64,793,500 | -1,163,440 | -401,519 | 63,228,541 | 63,240,587 | 12,046 | |
| 90583 | National Copyright Licences | 136,330 | | | 136,330 | 136,772 | 442 | |
| 90019 | Servicing of Schools Forum | 42,350 | | | 42,350 | 40,065 | -2,285 | Saving on staff vacancies |
| 90743 | School Admissions | 210,030 | | | 210,030 | 186,581 | -23,449 | Saving on staff vacancies |
| 90354 | ESG - Education Welfare | 194,020 | | | 194,020 | 172,137 | -21,883 | Saving on staff vacancies |
| 90460 | ESG - Statutory & Regulatory Duties | 389,680 | | | 389,680 | 382,797 | -6,883 | Saving on Capita ONE costs |
| | Central School Services Block Total | 972,410 | 0 | 0 | 972,410 | 918,352 | -54,058 | |
| 90010 | Early Years Funding - Nursery Schools | 917,910 | | | 917,910 | 939,893 | 21,983 | |
| 90037 | Early Years Funding - Maintained Schools | 1,323,980 | | | 1,323,980 | 1,652,808 | 328,828 | More hours being offered by school settings |
| 90036 | Early Years Funding - PVI Sector | 6,344,850 | | | 6,344,850 | 6,413,742 | 68,892 | |
| 90052 | Early Years PPG & Deprivation Funding | 131,460 | | | 131,460 | 157,901 | 26,441 | |
| 90053 | Disability Access Fund | 23,370 | | | 23,370 | 9,840 | -13,530 | |
| 90018 | 2 year old funding | 652,970 | | | 652,970 | 742,314 | 89,344 | |
| 90017 | Central Expenditure on Children under 5 | 266,300 | | | 266,300 | 223,946 | -42,354 | saving on Capita One system and staff vacancy |
| 90287 | Pre School Teacher Counselling | 60,690 | | | 60,690 | 60,690 | 0 | |
| 90238 | Early Years Inclusion Fund | 90,000 | | | 90,000 | 87,680 | -2,321 | |
| 90054 | Deficit Budget | -214,515 | | | -214,515 | -305,799 | -91,284 | |
| | Early Years Block Total | 9,597,015 | 0 | 0 | 9,597,015 | 9,983,014 | 385,999 | |
| 90026 | Academy Schools RU Top Ups | 946,530 | | | 946,530 | 826,870 | -119,660 | Reduction in pupil numbers across most Resource Units with the exception of one, where numbers have increased in year compared to Budget Provision. |
| 90546 | Special Schools - Place Funding Post 16 | 527,000 | | | 527,000 | 526,666 | -334 | |
| 90539 | Special Schools - Top Up Funding | 3,463,450 | | | 3,463,450 | 3,749,817 | 286,367 | This additional cost is due to some very high needs pupils needing additional support to maintain their placement. Increase in number of pupils placed in the ASD Bands. |
| 90548 | Non WBC Special Schools - Top Up Funding | 1,065,960 | | | 1,065,960 | 920,557 | -145,403 | |
| 90551 | Mainstream Maintained - post 16 | 0 | | | 0 | 20,000 | 20,000 | Post 16 SEN places not factored into budget |
| 90575 | Non LEA Special School (OcfA) | 1,030,380 | | | 1,030,380 | 911,178 | -119,202 | |
| 90579 | Independent Special School Place & Top Up | 2,683,020 | | | 2,683,020 | 2,205,989 | -477,031 | Placements now in Mainstream or Other Specialist Provision. |
| 90580 | Further Education Colleges Top Up | 1,408,870 | | | 1,408,870 | 1,141,252 | -267,618 | |
| 90617 | Resourced Units top up Funding maintained | 270,350 | | | 270,350 | 312,583 | 42,233 | Movement of pupils between bandings for 2 Units. |
| 90618 | Non WBC Resourced Units - Top Up Funding | 143,580 | | | 143,580 | 164,744 | 21,164 | |
| 90621 | Mainstream - Top Up Funding maintained | 667,330 | | | 667,330 | 822,349 | 155,019 | This is due to the number of EHCP rising significantly and the level of banding pupils are on. |
| 90622 | Mainstream - Top Up Funding Academies | 267,460 | | | 267,460 | 360,616 | 93,156 | Through the last academic year there has been an increase in EHCP issued, Francis Bailey Top up costs included here following conversion |
| 90624 | Non WBC Mainstream - Top Up Funding | 73,030 | | | 73,030 | 79,555 | 6,525 | |
| 90625 | Pupil Referral Units - Top Up Funding | 757,700 | | | 757,700 | 871,370 | 113,670 | Increase in Demand |
| 90627 | Disproportionate No: of HN Pupils NEW | 100,000 | | | 100,000 | 68,001 | -31,999 | Actual funding based on pupil numbers compared to Formula |
| 90628 | EHCP PRU Placement | 331,400 | | | 331,400 | 505,724 | 174,324 | Increased number of Pupils with EHCPs including placements in the Pod |
| | HNB: Top Up Funding Total | 13,736,060 | 0 | 0 | 13,736,060 | 13,487,271 | -248,789 | |
| 90320 | Pupil Referral Units | 660,000 | | | 660,000 | 660,000 | 0 | |
| 90540 | Special Schools | 2,860,000 | | | 2,860,000 | 2,860,000 | 0 | |
| 90584 | Resourced Units - Place Funding (70) | 234,000 | | | 234,000 | 234,000 | 0 | |
| | HNB: Place Funding Total | 3,754,000 | 0 | 0 | 3,754,000 | 3,754,000 | 0 | |
| 90240 | Applied Behaviour Analysis | 119,120 | | | 119,120 | 136,178 | 17,058 | New personal budgets agreed creating savings elsewhere. Additional support in Mainstream setting. |
| 90280 | Special Needs Support Team | 325,660 | | | 325,660 | 319,240 | -6,420 | Saving on Capita One costs |
| 90281 | SEND Strategy (DSG) | 56,200 | | | 56,200 | 33,015 | -23,185 | Part Year vacancy |
| 90282 | Medical Home Tuition | 119,920 | | | 119,920 | 90,601 | -29,319 | Reduction from moving service from i-college to within WBC |
| 90287 | Pre School Teacher Counselling | 40,000 | | | 40,000 | 40,000 | 0 | |
| 90288 | Elective Home Education Monitoring | 28,240 | | | 28,240 | 21,603 | -6,637 | |
| 90290 | Sensory Impairment | 236,000 | | | 236,000 | 228,079 | -7,921 | |
| 90295 | Therapy Services | 261,470 | | | 261,470 | 244,291 | -17,179 | |
| 90315 | Home Tuition | 102,080 | | | 102,080 | 71,277 | -30,803 | Reduction from moving service from i-college to within WBC |
| 90370 | Behaviour Programme (Invest to Save) | 0 | | | 0 | 56,304 | 56,304 | |
| 90371 | PPEP Care Programme | 0 | | | 0 | 3,880 | 3,880 | |
| 90555 | LAL Funding | 98,400 | | | 98,400 | 81,595 | -16,805 | |
| 90565 | Equipment For SEN Pupils | 15,000 | | | 15,000 | 8,429 | -6,571 | |
| 90577 | SEN Commissioned Provision | 527,150 | | | 527,150 | 515,446 | -11,704 | Grants allocated against costs for Alternative Provision as per Guidance. |
| 90582 | PRU Outreach | 61,200 | | | 61,200 | 61,200 | 0 | |
| 90585 | HN Outreach Special Schools | 50,000 | | | 50,000 | 50,000 | 0 | |
| 90610 | Hospital Tuition | 36,000 | | | 36,000 | 16,345 | -19,655 | Costs for 2 placements |
| 90830 | ASD Teachers | 146,210 | | | 146,210 | 153,307 | 7,097 | |
| 90961 | Vulnerable Children | 50,000 | | | 50,000 | 50,000 | 0 | |
| 90581 | Dingleys Promise | 30,000 | | | 30,000 | 30,000 | 0 | |
| | HNB: Non Top Up or Place Funding | 2,302,650 | 0 | 0 | 2,302,650 | 2,210,790 | -91,860 | |
| 90054 | DSG Deficit Recovery Target | -1,650,138 | | | -1,650,138 | 0 | 1,650,138 | |
| | High Needs Block Total | 18,142,572 | 0 | 0 | 18,142,572 | 19,452,060 | 1,309,488 | |
| | Total Expenditure across funding blocks | 93,505,497 | -1,163,440 | -401,519 | 91,940,538 | 93,594,013 | 1,653,475 | |
| | SUPPORT SERVICE RECHARGES | 444,000 | | | 444,000 | 444,000 | 0 | |
| | TOTAL DSG EXPENDITURE | 93,949,497 | -1,163,440 | -401,519 | 92,384,538 | 94,038,013 | 1,653,475 | |
| 90030 | DSG Grant Account | -93,721,680 | 1,163,440 | | -92,558,240 | -92,347,446 | 210,794 | |
| | Council Funding | -227,817 | | | -227,817 | -227,817 | 0 | |
| 90030 | NET DSG EXPENDITURE | 0 | 0 | -401,519 | -401,519 | 1,462,750 | 1,864,269 | |

School Balances 2019/20

Report being considered by: Schools' Forum
On: 15th June 2020
Report Author: Melanie Ellis
Item for: Discussion **By:** All Maintained Schools Representatives

1. Purpose of the Report

1.1 This report sets out for information purposes the year end balances for all maintained schools, highlighting those schools with a deficit or significant surplus.

2. Recommendation

2.1 To note the report.

| | | |
|---|-------------------------------|---|
| <b style="color: #008080;">Will the recommendation require the matter to be referred to the Council or the Executive for final determination? | Yes: <input type="checkbox"/> | No: <input checked="" type="checkbox"/> |
|---|-------------------------------|---|

3. Introduction

3.1 The Scheme for Financing Schools states: “In order to control surplus balances, the authority will report the balances held by each school at the end of the financial year to the Schools’ Forum (during the Summer term), alongside the actual balance for the previous three years and any other data deemed to be of relevance. The Schools’ Forum may request individual schools to provide further information and/or attend a meeting of the Heads Funding Group if the data reported raises any concerns regarding their financial management in respect of their balances.”

3.2 This report provides an overview of school balances at the end of 2019/20. A separate report provides the detail for those schools either in deficit or ending the year with an unplanned deficit.

4. Overview of School Balances as at 31st March 2020

4.1 The schools’ accounts for 2019/20 have now been closed and the closing balances for each school determined.

4.2 Table 1 summarises the overall closing balances (all funds) of West Berkshire maintained schools compared to the previous year (adjusted for in year academy conversions whose opening balances have been removed).

| TABLE 1 | As at 31st | As at 31st | Increase/(Decrease) | |
|------------------------------|--------------|--------------|---------------------|-------------|
| | March 2019 | March 2020 | | |
| Total Balances Summary | £'000 | £'000 | £'000 | % |
| Nursery Schools | 185 | 252 | 68 | 36.7% |
| Primary Schools | 3,667 | 3,396 | (271) | -7.4% |
| Secondary Schools | 677 | 566 | (111) | -16.4% |
| Special Schools | 578 | 933 | 355 | 61.3% |
| Pupil Referral Units | 107 | 162 | 55 | 51.2% |
| Total for all Schools | 5,213 | 5,309 | 95 | 1.8% |

School Balances 2019/20

- 4.3 The school balances at 31st March 2020 are £5.3m, an increase of £95k from 2018/19. Primary and secondary school balances have decreased, with the balances in the other school types increasing year on year.
- 4.4 Table 2 summarises the balances of West Berkshire maintained schools by fund.

| | Main School Budget | Pupil Premium | Revenue Sports Fund | Resource Units | Revenue Total | Community (Before & After school clubs) | Capital | Total Balances |
|----------------------------------|--------------------|---------------|---------------------|----------------|---------------|---|------------|----------------|
| 2019/20 Balances by type of fund | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| Nursery Schools | 162 | 0 | 0 | 0 | 162 | 5 | 85 | 252 |
| Primary Schools | 2,078 | 231 | 305 | (9) | 2,605 | 222 | 570 | 3,396 |
| Secondary Schools | 467 | 0 | 0 | 0 | 467 | 0 | 99 | 566 |
| Special Schools | 792 | 67 | 37 | 0 | 896 | 20 | 17 | 933 |
| Pupil Referral Units | 106 | 0 | 12 | 0 | 118 | 0 | 43 | 162 |
| Total for all Schools | 3,606 | 298 | 354 | (9) | 4,248 | 246 | 814 | 5,309 |
| 2018/19 Balance | 2,994 | 299 | 402 | 19 | 3,714 | 252 | 1,247 | 5,213 |
| Increase/(Decrease) | 612 | (1) | (48) | (28) | 534 | (6) | (434) | 95 |
| % | 20.4% | -0.3% | -12.0% | -147.6% | 14.4% | -2.2% | -34.8% | 1.8% |

- 4.5 In addition to £4.2m being held in revenue balances, £246k is held in before and after school club funds and £814k in capital balances.

Of the revenue balances £298k is unspent pupil premium grant (though note that not all schools account for this separately and include within the main school budget) and £354k unspent sports premium grant.

Capital balances have reduced by £434k. West Berkshire schools were allocated £655k additional capital funding in February 2019, leaving little time to spend the allocation before the end of the year, and thereby inflating the capital balances for 2018/19.

- 4.6 Table 3 summarises the main school balances.

| | As at 31st March 2019 | As at 31st March 2020 | Inc/(Dec) | Balance as a % of funding |
|------------------------------|-----------------------|-----------------------|------------|---------------------------|
| Main School Balances | £'000 | £'000 | £'000 | |
| Nursery Schools | 89 | 162 | 74 | 14% |
| Primary Schools | 2,021 | 2,078 | 57 | 4% |
| Secondary Schools | 377 | 467 | 90 | 2% |
| Special Schools | 453 | 792 | 339 | 8% |
| Pupil Referral Units | 54 | 106 | 53 | 4% |
| Total for all Schools | 2,994 | 3,606 | 612 | 4.0% |

- 4.7 Primary school balances have increased by £57k to £2,078K. This represents 4% of the main school funding. 29 primary schools have seen a reduction in balances (£752k), 26 with an increase (£809k). A detailed breakdown per school is shown in Appendix A
- 4.8 Two of the three maintained secondary schools have reduced balances in 2019/20 totalling £157k. The remaining secondary has a significant increase in their balance having recovered from deficit. PRU's, nursery and special schools all have increased main school balances. Appendix B provides details of these.

5. Schools with Significant Surpluses

5.1 The Schools' Forum previously agreed to remove the claw back scheme for schools with excess surplus balances with the understanding that information on high surplus balances would still be reviewed. Table 4 shows those schools with a surplus greater than 10% of their funding in 2019/20.

| TABLE 4 Main School Surplus Balances | As at 31st March 2019 | As at 31st March 2020 | Percentage of Funding % | Balance in excess of 10% |
|---|----------------------------------|----------------------------------|--|---|
| Robert Sandilands | 82,041 | 128,578 | 11% | 12,493 |
| John Rankin | 48,646 | 298,129 | 12% | 46,124 |
| Victoria Park Nursery | 88,772 | 162,498 | 18% | 45,887 |

5.2 Three schools have closed the year with a surplus on their main school budget greater than 10% of their funding for the year. John Rankin have recently recovered from significant deficit and have remained cautious given the uncertainty of future funding. It is understandable for the nursery school to operate with a larger surplus due to the volatility of their funding.

6. Conclusion

6.1 Overall balances have increased from last year, although half of the schools have seen a reduction in their main school revenue balance. Schools are generally cautious in the use of their balances and continue to strive to improve or maintain their financial position against a backdrop of uncertain future funding.

6.2 It should be noted that Schools' Forum may request information from any school whose balance is of concern and does not have an adequate explanation.

7. Appendices

7.1 Appendix A – Main School Budget Balances Maintained Primary Schools

7.2 Appendix B – Main School Budget Balances Maintained Other Schools

School Balances 2019/20

| Appendix A | Main School Budget Balance | | | | Inc/Dec |
|---|----------------------------|------------------|------------------|------------------|---------------|
| | 2016/17 | 2017/18 | 2018/19 | 2019/20 | |
| Primary Schools | £ | £ | £ | £ | £ |
| St Finian's Catholic Primary School | (7,714) | (31,909) | (56,722) | (40,599) | 16,123 |
| Beenham Primary School | (37,090) | (64,783) | (40,676) | (33,847) | 6,829 |
| Mrs Bland's Infant School | 6,444 | 9,150 | 17,275 | (32,526) | (49,801) |
| Compton Church of England Primary School | 48,011 | 34,629 | 37,270 | (26,608) | (63,878) |
| Bucklebury Church of England Primary School | 13,411 | 25,631 | 6,565 | (20,418) | (26,983) |
| Basildon Church of England Primary School | 1,123 | 2,952 | 10,918 | (6,040) | (16,958) |
| Hampstead Norreys Church of England Primary School | 2,264 | 5,766 | 42,026 | (3,825) | (45,852) |
| Bradfield Church of England Primary School | 585 | 4,077 | 19,157 | (1,779) | (20,936) |
| The Ilsleys' Primary School | (1,697) | (6,496) | 0 | 0 | 0 |
| St John the Evangelist Cof E Infant and Nursery School | (22,724) | (37,759) | 3,462 | 487 | (2,975) |
| Birch Copse Primary School | 6,373 | 25,169 | 51,130 | 501 | (50,629) |
| Woolhampton Church of England Primary School | 14,560 | 17,985 | 6,809 | 1,588 | (5,221) |
| Stockcross Church of England School | (6,324) | 1,155 | (25,899) | 2,000 | 27,900 |
| Enborne Church of England Primary School | (1,359) | 14,962 | (3,167) | 2,446 | 5,613 |
| Welford and Wickham Church of England Primary School | (10,940) | 3,471 | (13,208) | 4,466 | 17,674 |
| Theale Church of England Primary School | 8,835 | 7,723 | 23,669 | 5,747 | (17,922) |
| Westwood Farm Schools Federation | (67,108) | (82,753) | (26,786) | 6,502 | 33,288 |
| St Joseph's Catholic Primary School | 53,394 | 49,633 | 9,730 | 7,606 | (2,124) |
| Sulhamstead and Ufton Nervet CofE VA Primary School | (3,778) | (5,514) | 2,944 | 10,525 | 7,582 |
| Cold Ash St Mark's Church of England Primary School | 98,760 | 100,210 | 50,414 | 11,915 | (38,499) |
| Brimpton Church of England Primary School | 5,300 | 3,506 | 11,053 | 15,396 | 4,344 |
| Inkpen Primary School | 18,585 | 22,427 | 28,399 | 15,767 | (12,632) |
| Mortimer St John's Church of England School | 5,040 | 15,839 | 23,163 | 16,389 | (6,774) |
| Yattendon Church of England Primary School | 6,043 | 11,832 | 20,205 | 18,877 | (1,328) |
| Beedon Church of England (Controlled) Primary School | 12,317 | 26,861 | 35,048 | 19,149 | (15,899) |
| Pangbourne Primary School | 6,344 | 26,901 | 28,584 | 19,379 | (9,204) |
| Downsway Primary School | 43,780 | 48,100 | 44,558 | 25,049 | (19,509) |
| Shaw-cum-Donnington Church of England Primary School | 30,768 | 32,043 | 35,057 | 25,140 | (9,917) |
| Kennet Valley Primary School | 41,326 | 27,068 | 35,467 | 25,522 | (9,945) |
| Long Lane Primary School | (2,341) | (17,060) | 3,459 | 26,597 | 23,138 |
| Hermitage Primary School | 38,182 | 11,226 | 11,233 | 26,971 | 15,737 |
| Aldermaston Church of England Primary School | 17,144 | 45,363 | 36,601 | 29,263 | (7,337) |
| Chieveley Primary School | 28,296 | 36,876 | 34,848 | 31,702 | (3,146) |
| Streatley Church of England Voluntary Controlled School | 74,572 | 105,998 | 87,502 | 32,757 | (54,744) |
| Brightwalton Church of England Aided Primary School | 21,741 | 9,232 | 16,577 | 33,336 | 16,759 |
| Burghfield St Mary's Church of England Primary School | 1,740 | 16,310 | 34,333 | 34,627 | 294 |
| Curridge Primary School | 18,900 | 26,022 | 31,964 | 36,595 | 4,631 |
| Purley Church of England Infant School | 16,745 | 38,203 | 63,249 | 40,562 | (22,687) |
| Garland Junior School | 85,642 | 52,629 | 36,014 | 41,281 | 5,267 |
| Thatcham Park Church of England Primary School | 46,340 | 76,275 | 79,123 | 41,932 | (37,191) |
| St Nicolas Church of England Junior School | 5,508 | 35,737 | 43,776 | 45,825 | 2,050 |
| Mortimer St Mary's CofE Junior School | 47,673 | 44,169 | 50,073 | 46,787 | (3,286) |
| Kintbury St Mary's Church of England Primary School | 24,958 | (12,317) | 16,372 | 47,570 | 31,198 |
| Chaddleworth Shefford Federation Cof E Primary School | 27,541 | 47,448 | 38,077 | 47,900 | 9,823 |
| Englefield Church of England Primary School | 43,903 | 35,110 | 36,071 | 48,436 | 12,365 |
| Parsons Down Schools Federation | 16,147 | (22,432) | 5,673 | 58,879 | 53,206 |
| Springfield Primary School | 34,296 | 47,541 | 89,060 | 81,296 | (7,764) |
| St Paul's Catholic Primary School | 36,856 | 47,990 | 91,767 | 93,651 | 1,883 |
| The Winchcombe School | 43,788 | 96,787 | 71,213 | 95,590 | 24,377 |
| Hungerford Primary School | 39,169 | 52,054 | 73,899 | 103,085 | 29,186 |
| Spurcroft Primary School | (7,842) | 52,785 | 211,676 | 103,681 | (107,995) |
| Calcot Schools Federation | 140,975 | 129,103 | 197,284 | 116,363 | (80,921) |
| Robert Sandilands Primary School and Nursery | 30,288 | 53,018 | 82,041 | 125,878 | 43,837 |
| The Willows Primary School | (17,826) | (212,694) | 37,892 | 154,239 | 116,347 |
| Falkland Primary School | 152,399 | 133,531 | 116,175 | 166,124 | 49,950 |
| John Rankin Schools Federation | (122,680) | (189,992) | 48,646 | 298,129 | 249,483 |
| Total Primary Schools | 1,106,648 | 1,026,791 | 2,021,041 | 2,077,868 | 56,828 |

School Balances 2019/20

| Appendix B | Main School Budget Balance | | | | Inc/Dec |
|--|----------------------------|------------------|------------------|------------------|----------------|
| | 2016/17 | 2017/18 | 2018/19 | 2019/20 | |
| Nursery Schools | £ | £ | £ | £ | £ |
| Hungerford Nursery School Centre for Children and Families | 43,185 | 35,172 | 17,765 | 43,514 | 25,749 |
| Victoria Park Nursery School | 63,435 | 85,766 | 71,006 | 118,983 | 47,977 |
| Total Nursery Schools | 106,620 | 120,939 | 88,772 | 162,498 | 73,726 |
| Secondary Schools | £ | £ | £ | £ | £ |
| The Downs School | 353,723 | 290,539 | 173,786 | 30,622 | (143,164) |
| Little Heath School | 187,470 | 287,347 | 354,518 | 340,875 | (13,643) |
| The Willink School | (2,630) | (98,684) | (151,086) | 95,498 | 246,584 |
| Total Secondary Schools | 538,563 | 479,201 | 377,217 | 466,994 | 89,777 |
| Special Schools | | | | | |
| Brookfields Special School | 185,995 | 19,738 | 117,903 | 425,991 | 308,088 |
| The Castle School | 282,590 | 346,254 | 335,535 | 366,436 | 30,901 |
| Total Special Schools | 468,585 | 365,992 | 453,438 | 792,427 | 338,989 |
| Pupil Referral Units | | | | | |
| iCollege Alternative Provision | 464,944 | 252,095 | 53,871 | 106,385 | 52,515 |
| Total PRUs | 464,944 | 252,095 | 53,871 | 106,385 | 52,515 |
| Total for all Schools | 2,685,360 | 2,245,018 | 2,994,338 | 3,606,171 | 611,833 |

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Early Years Budget 2020/21

Report being considered by: Schools Forum Monday 15th June 2020

Report Author: Avril Allenby

Item for: Information **By:** All Group Members

1. Purpose of the Report

- 1.1 Progress in the preparation of the Early Years Deficit Recovery Plan.
- 1.2 To provide the COVID 19 context for Early Years Providers and Budget outturn 2020/21.

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

2. Deficit Recovery Plan for Early Years

- 2.1 The Early Years Funding Group have not met since the last Schools Forum.
- 2.2 As a result work to explore possible approaches to recover the deficit, commencing in the budget year 2021/22, have been delayed and will be provided in the July meeting.

3. COVID 19 Context

- 3.1 From 23rd March 2020 all schools and early years' settings were required to only provide places for vulnerable children and those of key workers. It was also announced that local authorities will continue to be paid their early years DSG as normal.
- 3.2 The initial early years DSG allocations for 2020 to 2021, announced in December 2019, will be updated to provisional allocations in July 2020 in the usual way (that is, using the January 2020 early years census and schools census).
- 3.3 There is also an expectation that local authorities will continue to pass through funding to providers in the normal way. This follows a set pattern across the financial year with agreed dates set out for providers to return information and for the local authority to make payments.
- 3.4 The table below details these important date for the financial year 2020/2021, as you will see the funding cycle for the Spring Term was already in train when the early years providers and schools were required to close to all children except for those of key workers and deemed vulnerable.

Funded Entitlement Important Dates for 2020-2021

| | | West Berks responsibility | Provider responsibility |
|---------------------|---------------------------|--|--------------------------------------|
| Summer term 2020 | Estimate | Tasks to providers by: 16.03.20 | Tasks to be returned by: 30.03.20 |
| | "Estimate" Payment | Due 21.04.20 | |
| | Headcount Day 30.04.20 | Tasks to providers by: 27.04.20 | Tasks to be returned by: 11.05.20 |
| | "Actual" Payment | Due 02.05.20 | |
| | Adjustment Task" | Tasks to providers by: 15.06.20 | Tasks to be returned by: 26.06.20 |
| | "Adjustment" Payment | Invoice or payment due by: 14.07.20 | |
| Autumn term 2020 | Estimate | Tasks to providers by: 05.07.20 | Tasks to be returned by: 17.07.20 |
| | "Estimate" Payment | Due 01.09.20 | |
| | Headcount Day 10.09.20 | Tasks to providers by: 07.09.20 | Tasks to be returned by: 21.09.20 |
| | "Actual" Payment | Due 13.10.20 | |
| | Adjustment Task" | Tasks to providers by: 02.11.20 | Tasks to be returned by: 16.11.20 |
| | "Adjustment" Payment | Invoice or payment due by: 08.12.20 | |
| Spring term 2020-21 | Estimate | Tasks to providers by: 30.11.20 | Tasks to be returned by: 11.12.20 |
| | "Estimate" Payment | Due 05.01.21 | |
| | Headcount Day 21.01.21 | Tasks to providers by: 11.01.21 | Tasks to be returned by: 25.01.21 |
| | "Actual" Payment | Due 16.02.21 | |
| | Adjustment Task" | Tasks to Providers by: 22.02.21 | Tasks to be returned by: 05.03.21 |
| | "Adjustment" Payment | Invoice or payment due by: 23.03.21 | |

- 3.5 The entitlement funding which schools and settings receive is based upon an estimate task for which they are paid 50% of their funding and an actual task which then provides the other 50% with any necessary adjustments.
- 3.6 Funding for the Summer Term is then finalised using a 'Headcount Day' task dated 30th April 2020. Obviously by this stage some settings had closed completely and others were now only offering places to a reduced number of children. So following government guidance settings will be funded based upon the estimate. To support the settings the payment dates for this has also been revised from 2nd June to 26th May 2020.
- 3.7 This process would be repeated for the Autumn Term however as settings are working to the guidance provided by government they will be re-opening on 1st June but with reduced numbers we will be using headcount information from 2019 to provide a guide for funding subject to further guidance from the DfE.
- 3.8 There are other aspects of the funding which will need to be considered as we progress through the year including parental eligibility for their additional hours. As many parents may well have been furloughed or face job losses there is likely to be movement in this area of need and funding. To support parents at this time the government have extended the eligibility time scales.

<https://www.gov.uk/government/news/eligibility-for-government-childcare-offers-protected>

<https://www.gov.uk/government/collections/financial-support-for-businesses-during-coronavirus-covid-19#support-for-businesses-through-the-coronavirus-business-interruption-loan-scheme>

- 3.9 The Government have also given local authorities some flexibility to remove or re-distribute funding however as an authority we have taken the decision not to use these powers due to the adverse effect on provider financial stability.

Full guidance <https://www.gov.uk/government/publications/use-of-free-early-education-entitlements-funding-during-the-coronavirus-outbreak>

- 3.10 Alongside the free entitlement funding most providers rely on income from charging for services, this includes small charges to the parents of entitlement funding but for the day-care providers this includes the fees they charge for younger children and for extended hours. This has been hugely impacted upon by the current arrangements.

- 3.11 To support providers there are a number of financial measures in place including the furlough scheme, rate relief and small business grants and loans. However not all providers are able to access this additional funding leaving them facing financially instability.

4. Conclusion

- 4.1 The local childcare market is in a very fragile state facing many changes and challenges as the providers try to respond to the guidance for the re-opening of their provision. These challenges include:

- Staffing issues; shielding, vulnerable and childcare
- Reduced numbers of children attending due to social distancing measures
- Impact on income generation
- A whole range of different financial support packages to navigate
- Funding allocation uncertainty as headcount arrangements cannot be used

- 4.2 Members of the Early Years Funding Group have not met since the last Forum due to the difficulties the members are facing. So have not had the opportunity to fully explore the potential impact of COVID 19 arrangements on the current budget or to prepare a deficit recovery plan.

- 4.3 The recovery plan will need to be considered in the context of the budget allocation, emerging shape of the local childcare market and levels of need as parents return to work.

Education Trade Unions Report

Report being considered by: Schools Forum on 15th June 2020
Report Author: Gary Upton
Item for: Information **By:** All Forum Members

1. Purpose of the Report

1.1 To inform members of the activities of the teacher trade unions

2. Recommendation

2.1 The Schools' Forum note the 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"/> |
|---|-------------------------------|---|

3. Introduction/Background

3.1 Introduction

It is well known that most teachers are members of trade unions. The work of a trade union is not confined to collective issues or individual difficulties alone. Good relationships between the unions and employers are shown to ease relationships between the school and staff and help ensure orderly transitions with regards to policies and in many cases allow issues and concerns to be dealt with before formal processes are necessary. This year has posed many challenges, where the contact from members and the issues they have experienced remain largely the same I think it would be fair to conclude that relationships with many employers are strengthening, this has been particularly highlighted with the recent COVID pandemic, where much time has been spent engaging with members individually and collectively and spending time feeding back to employers and the LA, resulting in a smooth return to work. This has taken a large amount of facilities time and continues to highlight its' importance, the effective use of this time has seen a relatively trouble free transition into school reopening and I know that the union representatives have appreciated the constructive manner in which employers have engaged with our advice and our members. Adequate time off to allow adequate training to ensure the smooth running of operations and to assist members both collectively and individually. It is important to point out that where facilities time is not overly used on collective and individual issues, this is reflective of time spent on building positive relations between our members and their employers. Employers where facilities time is lacking have found that it can be more time consuming and costly in dealing with member concerns and issues.

3.2 Individual Issues

The union officers spend most of the facilities time dealing with members individually but since march, as outlined above, much time has been spent in collective consultation with members and employers. Teachers in West Berkshire schools are able to contact their union representative directly by email or telephone but there is increasing use of online platforms for both meetings and briefings and local representatives have taken a lead role on behalf of unions in ensuring members are well informed on both union advice and

employer's initiatives. I think it is fair to say that this year, more work has been received before any formal process takes place, this is testament to the hard work unions and the LA have put in together in ensuring that good communication takes place between employers and members before formal processes take place, this can be equally as time consuming for a union officer but certainly aids more harmonious industrial relations. Some of our work is received from members once they received formal notification of capability; disciplinary; grievance; or consultation on change to contracts, pay and conditions including redundancy but in many cases these members have not engaged fully with us previously and usually haven't engaged with the employer, clearly pointing to the fact that full engagement at an early process improves relations between all parties.

During informal contact we give advice on how the member can try to resolve the matter for themselves. This is often successful, where local officers know schools and heads well we are able to advise teacher members how they can deal with a problem informally.

3.2.1 Capability

Processes for supporting colleagues through the informal part of performance management have been clearly strengthened with fewer instances of cases reaching any formal action.

Appraisal systems continue to be used well. Teachers are entitled to be supported by a trade union representative throughout this 'support through appraisal' process. As suggested above, where employers engage with the union during this process return to work or moving colleagues on is a much smoother process.

3.2.2 Appraisal

As discussed above, constructive appraisal is vital for our members to know exactly where they stand with regard to their CPD needs, where this is provided and policy is well negotiated we find our time is spent more on working with employers to review policy and process rather than firefighting capability or disciplinary issues.

3.2.3 Disciplinary

As with other processes, where disciplinary matters have arisen thorough investigation and good communication between all parties has been maintained.

3.2.4 Contracts, Pay and Conditions

September usually sees a high volume of member contact and again, we have supported members to maintain constructive conversations on this and in most cases have avoided resorting to formal appeal.

3.3 Collective issues

In line with the positive news on school budgets, relatively few restructures have taken place and, in line with strong relationships between parties, individual and collective grievances have been low

3.4 LA Policies and guidance

We have continued to work within LA guidance and have engaged fully in conversations with the LA on any changes to this, we have ensured that guidance is adhered to, which has positively been the case between all parties.

4 Funding 2019-20

| Union | Members | Flat Rate Element | Additional funding distributed in proportion to membership numbers |
|---------------|-------------|-------------------|--|
| NASUWT | 574 | £1,129.23 | £13,615.98 |
| NUT | 572 | £1,129.23 | £13,568.53 |
| ATL | 485 | £1,129.23 | £11,504.79 |
| NAHT | 90 | £1,129.23 | £2,134.91 |
| ASCL | 47 | £1,129.23 | £1,114.90 |
| Totals | 1768 | £5,646.15 | £41,939.11 |

5 Consultation and Engagement

Secretaries of the recognised teacher trade unions (Association of Teachers and Lecturers, Association of School and College Leaders, National Association of Headteachers, National Association of Schoolmasters Union of Women Teachers, National Union of Teachers)

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Schools: Deficit Recovery

Report being considered by: Schools Forum on 15th June 2020

Report Author: Melanie Ellis

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

1. Purpose of the Report

- 1.1 This report reports on the outturn position of the four schools that set a deficit budget in 2019/20, and reports on schools closing with an unlicensed deficit.

2. Recommendation

- 2.1 That the report be noted.

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

3. Introduction

- 3.1 Schools are permitted to set a deficit budget if they meet certain conditions. This is termed a licensed deficit. The conditions of a licensed deficit are set out in the Scheme for Financing Schools (the legal contract the Council has with schools) and include a requirement to have a robust plan to repay the deficit within five years.
- 3.2 If the conditions are not met by the school, the Council has the power to issue a Notice of Concern, which ultimately could mean removal of a school's delegation.
- 3.3 Four schools set a licensed deficit budget for 2019/20 totalling £117.4k.

4. West Berkshire Strategy for Schools in Deficit

- 4.1 The Council has adopted a strategy aimed to minimise the number and size of deficits. It is in two parts:
- (1) Procedures to support schools to reduce/eliminate or avoid a deficit
 - (2) Intervention for schools not meeting their deficit recovery plan.
- 4.2 Approval of a licensed deficit requires the school to do the following:
- (1) Submit monthly budget monitoring reports (M3 and then M6 to M11 inclusive)
 - (2) Submit a copy of draft and final governor meeting minutes (including Part 2) where the budget is discussed

Schools: Deficit Recovery

- (3) To attend meetings with the local authority when requested to address any budget concerns
- (4) Submit deficit recovery progress reports when requested.
- (5) Submit five year detailed deficit recovery plan.

4.3 The council's Schools Finance team includes a dedicated resource to work with the schools that are operating in a deficit and to offer support to those who are likely to enter a deficit position.

5. 2019/20 Outturn Position - Licensed Deficit Schools

5.1 Four schools had a Main School Budget (MSB) licensed deficit in 2019/20, totalling £117.4k. The final outturn position was a closing balance of £27.6k surplus. A summary is shown below:

| SCHOOLS WITH LICENSED DEFICITS 2019/20 | Original MSB Deficit | P9 Forecast | P13 Closing Balance | VARIANCE Original MSB to P13 Closing Balance | VARIANCE P9 Forecast to P13 Closing Balance |
|--|----------------------|-------------------|---------------------|--|---|
| | 1 | 2 | 3 | 3 - 1 = 4 | 3 - 2 = 5 |
| 1 Beenham | £ 24,060 | £ 35,227 | £ 33,848 | £ 9,788 | (£ 1,379) |
| 2 St Finians | £ 77,150 | £ 50,291 | £ 40,599 | (£ 36,551) | (£ 9,692) |
| Subtotal | £ 101,210 | £ 85,518 | £ 74,447 | (£ 26,763) | (£ 11,071) |
| 3 Westwood Farm Federation | £ 13,940 | (£ 18,443) | (£ 6,501) | (£ 20,441) | £ 11,942 |
| 4 The Willink | £ 2,210 | (£ 5,524) | (£ 95,498) | (£ 97,708) | (£ 89,974) |
| Subtotal | £ 16,150 | (£ 23,967) | (£ 101,999) | (£ 118,149) | (£ 78,032) |
| TOTAL | £ 117,360 | £ 61,551 | (£ 27,552) | (£ 144,912) | (£ 89,103) |

5.2 The overall improvement from budget to year end is £144.9k which is an excellent outturn, with two of the four schools ending the year in surplus. Each school is covered in detail below:

(1) Beenham Primary School

| Balance History | MSB | |
|-----------------|----------|---------|
| 2016/17 | £ 37,090 | Deficit |
| 2017/18 | £ 64,783 | Deficit |
| 2018/19 | £ 40,676 | Deficit |
| 2019/20 | £ 33,848 | Deficit |

The final outturn position was a £33.8k deficit balance, which is a £9.8k increase on the original budgeted deficit of £24.1k.

| SCHOOLS WITH LICENSED DEFICITS 2019/20 | Original MSB Deficit | P9 Forecast | P13 Closing Balance | VARIANCE Original MSB to P13 Closing Balance | VARIANCE P9 Forecast to P13 Closing Balance |
|--|----------------------|-------------|---------------------|--|---|
| Beenham | £ 24,060 | £ 35,227 | £ 33,848 | £ 9,788 | (£ 1,379) |

The WBC Senior Accountant (Projects) made support visits to the school to assist with both budget build and budget monitoring and forecasting.

The main variances to original budget are shown in the following table:

| Beenham | | | | |
|--------------------------------|--------------------|--------------------|-----------------|--------------------------|
| MSB Summary 2019/20 | | | | |
| | Budget | Outturn | Variance | |
| Staffing Budget | £ 283,650 | £ 289,757 | £ 6,107 | Overspend |
| Non Staffing Budget | £ 111,500 | £ 115,623 | £ 4,123 | Overspend |
| TOTAL EXPENDITURE | £ 395,150 | £ 405,380 | £ 10,230 | |
| Income | (£ 9,000) | (£ 11,310) | (£ 2,310) | Additional Income |
| NET REVENUE EXPENDITURE | £386,150 | £394,070 | £ 7,920 | Overspend |
| Balance brought forward | £ 40,680 | £ 40,676 | (£ 4) | Rounding |
| Funds Delegated by LA | (£ 371,750) | (£ 372,674) | (£ 924) | Underbudgeted |
| SEN funding | (£ 9,900) | (£ 1,824) | £ 8,076 | Overbudgeted |
| Pupil Premium | (£ 13,200) | (£ 18,480) | (£ 5,280) | Underbudgeted |
| Additional Grant for Schools | (£ 7,920) | (£ 7,920) | £ 0 | |
| TOTAL FUNDING | (£ 362,090) | (£ 360,222) | £ 1,868 | Underbudgeted |
| TOTAL | £ 24,060 | £ 33,848 | £ 9,788 | Increased deficit |

Extract from School's Statement on Financial Year 2019/20

There was an unforeseen sickness absence by a staff member from November 2018 to October 2019. The costs were not covered by the school's supply insurance. The school's end of year budget position varied from the P9 forecast because we managed to make some in house savings to reduce the deficit budget position.

(2) St Finians Catholic Primary School

| Balance History | MSB Balance | |
|------------------------|--------------------|---------|
| 2016/17 | £ 7,714 | Deficit |
| 2017/18 | £ 31,909 | Deficit |
| 2018/19 | £ 56,722 | Deficit |
| 2019/20 | £ 40,599 | Deficit |

The final outturn position was a £40.6k deficit balance, which is a £36.6k improvement on the original budgeted deficit of £77.2k.

| SCHOOLS WITH LICENSED DEFICITS 2019/20 | Original MSB Deficit | P9 Forecast | P13 Closing Balance | VARIANCE Original MSB to P13 Closing Balance | VARIANCE P9 Forecast to P13 Closing Balance |
|---|-----------------------------|--------------------|----------------------------|---|--|
| St Finians | £ 77,150 | £ 50,291 | £ 40,599 | (£ 36,551) | (£ 9,692) |

The WBC Senior Accountant (Projects) made support visits to the school to assist with both budget build and budget monitoring and forecasting.

The main variances to original budget are shown in the following table:

| St Finians | | | | |
|--------------------------------|--------------------|--------------------|-------------------|-------------------------------|
| MSB Summary 2019/20 | | | | |
| | Budget | Outturn | Variance | |
| Staffing Budget | £ 609,040 | £ 618,475 | £ 9,435 | Overspend |
| Non Staffing Budget | £ 193,630 | £ 181,680 | (£ 11,950) | Underspend |
| TOTAL EXPENDITURE | £ 802,670 | £ 800,155 | (£ 2,515) | |
| Income | (£ 35,250) | (£ 35,752) | (£ 502) | Additional Income |
| NET REVENUE EXPENDITURE | £767,420 | £764,403 | (£ 3,017) | Underspend |
| Balance brought forward | £ 56,730 | £ 56,722 | (£ 8) | Rounding |
| Funds Delegated by LA | (£ 707,050) | (£ 738,793) | (£ 31,743) | Underbudgeted (SIFD bid £30k) |
| SEN funding | (£ 5,910) | (£ 6,300) | (£ 390) | Underbudgeted |
| Pupil Premium | (£ 2,640) | (£ 2,640) | £ 0 | |
| Additional Grant for Schools | (£ 31,400) | (£ 32,793) | (£ 1,393) | Underbudgeted |
| TOTAL FUNDING | (£ 690,270) | (£ 723,804) | (£ 33,534) | Underbudgeted |
| TOTAL | £ 77,150 | £ 40,599 | (£ 36,551) | Reduced deficit |

The main reduction in deficit is from a Schools in Financial Difficulty bid of £30k being approved in 2019/20 to cover the reduced funding as a result of small cohort year. Other variances to budget are covered in the school's statement below.

Extract from School's Statement on Financial Year 2019/20

St. Finian's Primary School is committed to bringing the school out of deficit by 2021/22 year end with a combination of savings and increases in income.

(3) Westwood Farm Schools Federation

| Balance History | MSB Balance | |
|-----------------|-------------|---------|
| 2016/17 | £ 67,109 | Deficit |
| 2017/18 | £ 82,753 | Deficit |
| 2018/19 | £ 26,786 | Deficit |
| 2019/20 | (£ 6,501) | Surplus |

The final outturn position was a £6.5k surplus balance, which is a £20.4k improvement on the original budgeted deficit of £13.9k.

| SCHOOLS WITH LICENSED DEFICITS 2019/20 | Original MSB Deficit | P9 Forecast | P13 Closing Balance | VARIANCE Original MSB to P13 Closing Balance | VARIANCE P9 Forecast to P13 Closing Balance |
|--|----------------------|-------------|---------------------|--|---|
| Westwood Farm Federation | £ 13,940 | (£ 18,443) | (£ 6,501) | (£ 20,441) | £ 11,942 |

The early success of the introduction of a full time nursery meant the involvement of the WBC Senior Accountant (Projects) was limited to the review of the budget submission and monthly budget monitoring and forecast reports.

The main variances to original budget are shown in the following table:

| Westwood Farm Schools | | | | |
|--------------------------------|----------------------|----------------------|-------------------|-------------------------|
| MSB Summary 2019/20 | | | | |
| | Budget | Outturn | Variance | |
| Staffing Budget | £ 1,518,540 | £ 1,546,115 | £ 27,575 | Overspend |
| Non Staffing Budget | £ 312,340 | £ 349,204 | £ 36,864 | Overspend |
| TOTAL EXPENDITURE | £ 1,830,880 | £ 1,895,319 | £ 64,439 | |
| Income | (£ 67,180) | (£ 93,130) | (£ 25,950) | Additional Income |
| NET REVENUE EXPENDITURE | £1,763,700 | £1,802,189 | £ 38,489 | Overspend |
| Balance brought forward | £ 26,790 | £ 26,786 | (£ 4) | Rounding |
| Funds Delegated by LA | (£ 1,690,150) | (£ 1,748,773) | (£ 58,623) | Underbudgeted |
| SEN funding | (£ 22,160) | (£ 20,531) | £ 1,629 | Overbudgeted |
| Pupil Premium | | | £ 0 | |
| Additional Grant for Schools | (£ 64,240) | (£ 66,172) | (£ 1,932) | Underbudgeted |
| TOTAL FUNDING | (£ 1,749,760) | (£ 1,808,690) | (£ 58,930) | Underbudgeted |
| TOTAL | £ 13,940 | (£ 6,501) | (£ 20,441) | Year end surplus |

The main reduction in deficit is driven by £26k additional income generated from the nursery, lettings, funding and donations, and £58k additional funding from Early Years and Teachers Pay Grant. Other variances to budget are covered in the school's statement below.

Extract from School's Statement on Financial Year 2019/20

Westwood Farm are thrilled to have moved out of a deficit budget position a year earlier than planned. The main reason for the variation to the overall budget forecast is due to the Nursery moving to full time (from mornings only) to meet potential demand for 30 hour nursery funded places. There was no way of predicting the potential uptake for this when setting the budget in Spring 2019 and therefore a cautious forecast was budgeted assuming 15 places would be taken however we were quickly able to allocate all places.

4) The Willink School

| Balance History | MSB Balance | |
|-----------------|-------------|---------|
| 2016/17 | £ 2,630 | Deficit |
| 2017/18 | £ 98,684 | Deficit |
| 2018/19 | £ 151,086 | Deficit |
| 2019/20 | (£ 95,498) | Surplus |

The final outturn position was a surplus of £95.5k, which is a £97.7k improvement on the budgeted deficit of £2.2k.

| SCHOOLS WITH LICENSED DEFICITS 2019/20 | Original MSB Deficit | P9 Forecast | P13 Closing Balance | VARIANCE Original MSB to P13 Closing Balance | VARIANCE P9 Forecast to P13 Closing Balance |
|--|----------------------|-------------|---------------------|--|---|
| The Willink | £ 2,210 | (£ 5,524) | (£ 95,498) | (£ 97,708) | (£ 89,974) |

In addition to the review of the budget submission and monthly budget monitoring and forecast reports with the outgoing Finance Manager, the West Berkshire Council (WBC) Senior Accountant (Projects) spent two days with the school's new Finance Manager in January 2020, providing training and assisting with the production of the period 9 Budget Monitoring and Forecast report.

The main variances to original budget are shown in the following table:

| The Willink Secondary School | | | | |
|--------------------------------|----------------------|----------------------|-------------------|-------------------------|
| MSB Summary 2019/20 | | | | |
| | Budget | Outturn | Variance | |
| Staffing Budget | £ 4,585,140 | £ 4,566,532 | (£ 18,608) | Underspend |
| Non Staffing Budget | £ 902,150 | £ 916,674 | £ 14,524 | Overspend |
| TOTAL EXPENDITURE | £ 5,487,290 | £ 5,483,206 | (£ 4,084) | |
| Income | (£ 78,520) | (£ 109,229) | (£ 30,709) | Additional Income |
| NET REVENUE EXPENDITURE | £5,408,770 | £5,373,977 | (£ 34,793) | Underspend |
| Balance brought forward | £ 151,090 | £ 151,086 | (£ 4) | Overbudgeted |
| Funds Delegated by LA | (£ 4,660,240) | (£ 4,674,323) | (£ 14,083) | Underbudgeted |
| Sixth Form Funding | (£ 740,000) | (£ 747,320) | (£ 7,320) | Underbudgeted |
| SEN funding | (£ 49,650) | (£ 64,032) | (£ 14,382) | Underbudgeted |
| Pupil Premium | (£ 107,760) | (£ 120,806) | (£ 13,046) | Underbudgeted |
| Additional Grant for Schools | £ 0 | (£ 14,080) | (£ 14,080) | Underbudgeted |
| TOTAL FUNDING | (£ 5,406,560) | (£ 5,469,475) | (£ 62,915) | Underbudgeted |
| TOTAL | £ 2,210 | (£ 95,498) | (£ 97,708) | Year end surplus |

The main reduction in deficit is driven by the additional income of £30k, generated by the school and additional funding of £63k. Variances to budget are covered in the school's statement below.

Extract from School's Statement on Financial Year 2019/20

Explanation as to why the school's year end position varied from the original budget.

- Savings of £18.5k on staffing budget
- Overspent of £15k on non-staffing budget:
Mainly from £4k overspent on software licence and £12k overspent in classroom resources
- Extra income received of £31.5k
- Extra Funding received of £62.5k:
I05 - £9.7k Year 7 catch up premium, £1.5k PPG allocation. I03 - £15.5k SEN funding I02 - £7.3k 6th Form SEN funding. I18 - £14k Free school meal grant. I01 - £14.5k Teacher pay and pension grant.

6. Schools ending year with unplanned deficits

6.1 Six schools ended the financial year 2019/20 with an unlicensed deficit, one deficit at Basildon C.E.Primary School was due to a £6k administrative error and is therefore not included in the table below. At the time of writing three of these schools are expected to submit a Deficit Budget License Application for 2020/21.

| SCHOOLS ENDING FINANCIAL YEAR 2019/20 WITH AN UNLICENSED DEFICIT | | Original MSB Surplus | P9 Forecast | P13 Closing Deficit | VARIANCE Original MSB to P13 Closing Balance | VARIANCE P9 Forecast to P13 Closing Balance |
|--|--|----------------------|---------------------|---------------------|--|---|
| | | 1 | 2 | 3 | 3 - 1 = 4 | 3 - 2 = 5 |
| 1 | Bradfield CofE Primary | (£ 11,890) | (£ 2,521) | £ 1,779 | £ 13,669 | £ 4,300 |
| 2 | Bucklebury CofE Primary | (£ 210) | £ 11,245 | £ 20,418 | £ 20,628 | £ 9,173 |
| 3 | The Federation of Hampstead Norreys CE & The Iisleys Primary Schools | (£ 3,020) | £ 8,507 | £ 3,825 | £ 6,845 | (£ 4,682) |
| 4 | Mrs Blands Infant & Nursery | £ 0 | £ 21,992 | £ 32,526 | £ 32,526 | £ 10,534 |
| Late submission of report by school to WBC | | | P10 Forecast | | | |
| 5 | Compton C.E. Primary | (£ 1,144) | £ 16,480 | £ 26,608 | £ 27,752 | £ 10,128 |
| TOTAL | | (£ 16,264) | £ 55,703 | £ 85,156 | £ 101,420 | £ 29,453 |

(1) Bradfield CofE Primary School £2k deficit

Extract from School's Statement on Financial Year 2019/20

Bradfield CE Primary School had a budget surplus of £19k from 2018-19 due to being awarded funds late in the year from the Growing Schools Fund. However from September 2019 the school has suffered from very high levels of uninsured support staff absence. The school has not historically taken out absence insurance for support staff, this has been reviewed and certain support staff will be covered when the policy renews in September. The final issue arose from a child with an EHCP who could not be counted in the October 2019 census, resulting in a shortfall of funding. We have already made significant changes to our staffing structure to aid the schools recovery in the following year.

Action by Local Authority: Await the Licensed Deficit application.

(2) Bucklebury CofE Primary School £20k deficit

Extract from School's Statement on Financial Year 2019/20

High supply teaching costs due to a long term staff absence (illness) was our main deficit cause as it was not covered by insurance. In addition Teaching Assistant costs were higher due to additional hours and salary progression not in budget. Cleaning and maintenance costs were higher than anticipated. In 2020/21 our £23k funding increase due to a rise in pupils and a non-repeat of long term staff absence are key to clearing the deficit. Together with a fully trained Finance Officer working in close partnership with the Headteacher to accurately monitor and forecast spend.

Action by Local Authority: Review of Budget Monitoring and Forecast reports throughout 2020/21

(3) The Federation of Hampstead Norreys CE & The Ilsleys Primary Schools £4k deficit

Extract from School's Statement on Financial Year 2019/20

The 2019/20 deficit has arisen as a result of unforeseen adverse costs not originally budgeted for. This is mostly made up of the pay award for teachers, which at 2.75% exceeded the planned 1.5%, with the schools having to find the 0.5% difference. In addition, teaching support staff costs were in excess of budget due to the need for cover for a member of staff on long-term absence for the majority of the academic year. Actions for 2020/21 include not replacing a staff member who has retired. The schools are in the process of identifying further efficiencies in order to ensure the long term financial stability of the schools.

Action by Local Authority: Await the Licensed Deficit application.

(4) Mrs Blands Infant and Nursery School £32.5k deficit

Extract from School's Statement on Financial Year 2019/20

Schools: Deficit Recovery

The school's deficit arose due to increased staffing costs (including staffing vacancies and covering absences). We have also incurred exceptional, one-off investment in the infrastructure of Bumblebees, our thriving before/after school facility which we took over the running of in November 2018. The likely deficit was identified in quarter 4 of 2019, and reported to the Finance Governing Committee and WBC as part of our period 9 forecasting process. We are constantly reviewing differing and novel ways to source potential income - whether that be through local grants or increasing our lettings. We also review areas of potential expenditure where efficiencies can be made. The school will be applying for a licensed deficit in 2020/21.

Action by Local Authority: Await the Licensed Deficit application.

(5) Compton C.E. Primary School £27k deficit

Extract from School's Statement on Financial Year 2019/20

Compton has many students with special educational needs and these students have teaching assistants to support them (and sometimes to ensure that the school is safe). The actual deficit at the end of March 2020 is £26,608 which is better than was forecast. The school will not need to apply for a licensed deficit budget in 2020/21. The cumulative budget surplus at 31/3/21 is budgeted to be £6,130. The cost reductions already implemented have been augmented by other savings eg joining the DfE scheme for Risk Protection (this change has saved some £30,000 across our Downland Federation of schools).

Action by Local Authority: Review of Budget Monitoring and Forecast reports throughout 2020/21

Agenda Item 12

Schools Forum Work Programme 2020/21

| | Item | HFG Deadline | Heads Funding Group | SF Deadline | Schools Forum | Action required | Author |
|---|---|--|---------------------|-------------|---------------|-----------------|-------------------------------------|
| Term 6 | Schools' Forum Membership and Constitution from September 2020 | | | 07/07/20 | 13/07/20 | Decision | Jessica Bailiss |
| | Scheme for Financing Schools 2020/21 | 24/06/20 | 01/07/20 | 07/07/20 | 13/07/20 | Decision | Melanie Ellis |
| | Schools in Financial Difficulty Bids - Beenham (TBC) | 24/06/20 | 01/07/20 | 07/07/20 | 13/07/20 | Decision | Melanie Ellis |
| | School Balances 2019/20 | 24/06/20 | 01/07/20 | | | Discussion | Melanie Ellis |
| | Proposals and implications for schools under increased pressure due to higher numbers of SEN pupils. | 24/06/20 | 01/07/20 | 07/07/20 | 13/07/20 | Discussion | Jane Seymour |
| | A long term view of HNB Budget and impact of the SEN Strategy | 24/06/20 | 01/07/20 | 07/07/20 | 13/07/20 | Discussion | Jane Seymour |
| | Early Years Block Budget - Deficit Recovery Plan | 24/06/20 | 01/07/20 | 07/07/20 | 13/07/20 | Discussion | Avril Allenby |
| | DSG Monitoring Month 3 | | | 07/07/20 | 13/07/20 | Information | Melanie Ellis |
| Term 1 | Schools: deficit recovery (standing item) | 24/06/20 | 01/07/20 | 07/07/20 | 13/07/20 | Information | Melanie Ellis |
| | Schools Funding Formula Proposal 2021/22 | 29/09/20 | 06/10/20 | 13/10/20 | 19/10/20 | Discussion | Melanie Ellis |
| | De-delegations 2021/22 | 29/09/20 | 06/10/20 | 13/10/20 | 19/10/20 | Decision | Lisa Potts |
| | Additional Funding Criteria 2021/22 | 29/09/20 | 06/10/20 | 13/10/20 | 19/10/20 | Decision | Melanie Ellis |
| | Review of iCollege: 1) To include a review of (50/50) funding arrangements for iCollege between the HNB and schools; proposals insurance scheme. 2) Outcomes of a working party looking into insurance scheme proposals for Funding PE Pupils attending iCollege. | 29/09/20 | 06/10/20 | 13/10/20 | 19/10/20 | Decision | Michelle Sancho / Jacquie Davies |
| | DSG Monitoring 2020/21 Month 6 | | | 13/10/20 | 19/10/20 | Information | Melanie Ellis |
| | Schools: deficit recovery (standing item) | 29/09/20 | 06/10/20 | 13/10/20 | 19/10/20 | Information | Melanie Ellis |
| | Schools in Financial Difficulty Bids (TBC) | 29/09/20 | 06/10/20 | 13/10/20 | 19/10/20 | Decision | Melanie Ellis |
| Term 2 | DSG Funding Settlement Budget Overview 2021/22 | 17/11/20 | 24/11/20 | 01/12/20 | 07/12/20 | Discussion | Melanie Ellis |
| | Final School Funding Formula 2021/22 | 17/11/20 | 24/11/20 | 01/12/20 | 07/12/20 | Decision | Melanie Ellis |
| | Final Additional Funding Criteria 2020/21 | 17/11/20 | 24/11/20 | 01/12/20 | 07/12/20 | Decision | Melanie Ellis |
| | Draft Central Schools Block Budget 2021/22 | 17/11/20 | 24/11/20 | 01/12/20 | 07/12/20 | Discussion | Melanie Ellis |
| | Draft High Needs Budget 2021/22 | 17/11/20 | 24/11/20 | 01/12/20 | 07/12/20 | Discussion | Jane Seymour |
| | High Needs Places and Arrangements 2021/22 | 17/11/20 | 24/11/20 | 01/12/20 | 07/12/20 | Discussion | Jane Seymour |
| | High Needs Block - Resourced Units | 17/11/20 | 24/11/20 | 01/12/20 | 07/12/20 | Discussion | Jane Seymour |
| | Outline Early Years Forecast 2020/21 and Budget 2021/22 | 17/11/20 | 24/11/20 | 01/12/20 | 07/12/20 | Discussion | Avril Allenby |
| | Schools: deficit recovery (standing item) | 17/11/20 | 24/11/20 | 01/12/20 | 07/12/20 | Information | Melanie Ellis |
| | DSG Monitoring 2020/21 Month 7 | | | 01/12/20 | 07/12/20 | Information | Melanie Ellis |
| | Schools in Financial Difficulty Bids (TBC) | 17/11/20 | 24/11/20 | 01/12/20 | 07/12/20 | Decision | Melanie Ellis |
| | Term 3 | Dedicated Schools Grant (DSG) Funding Settlement and Budget Overview 2021/22 | 06/01/21 | 13/01/21 | 19/01/21 | 25/01/21 | Discussion |
| Final Central School Block Budget Proposals 2021/22 | | 06/01/21 | 13/01/21 | 19/01/21 | 25/01/21 | Decision | Melanie Ellis |
| High Needs Block Budget Proposals 2021/22 | | 06/01/21 | 13/01/21 | 19/01/21 | 25/01/21 | Discussion | Jane Seymour |
| Growth Fund and Falling Rolls Fund 2020/21 | | 06/01/21 | 13/01/21 | 19/01/21 | 25/01/21 | Information | Melanie Ellis |
| Schools: deficit recovery (standing item) | | 06/01/21 | 13/01/21 | 19/01/21 | 25/01/21 | Information | Melanie Ellis |
| DSG Monitoring 2020/21 Month 9 | | | | 19/01/21 | 25/01/21 | Information | Melanie Ellis |
| Schools in Financial Difficulty Bids (TBC) | | 06/01/21 | 13/01/21 | 19/01/21 | 25/01/21 | Decision | Melanie Ellis |
| Term 4 | Work Programme 2021/22 | 16/02/21 | 23/02/21 | 01/03/21 | 08/03/21 | Decision | Jessica Bailiss |
| | Final DSG Budget 2021/22 - Overview | 16/02/21 | 23/02/21 | 01/03/21 | 08/03/21 | Decision | Melanie Ellis |
| | Final High Needs Block Budget 2021/22 | 16/02/21 | 23/02/21 | 01/03/21 | 08/03/21 | Decision | Jane Seymour |
| | Final Early Years Block Budget 2021/22 | 16/02/21 | 23/02/21 | 01/03/21 | 08/03/21 | Decision | Avril Allenby |
| | Schools: deficit recovery (standing item) | 16/02/21 | 23/02/21 | 01/03/21 | 08/03/21 | Information | Melanie Ellis |
| | DSG Monitoring 2020/21 Month 10 | | | 01/03/21 | 08/03/21 | Information | Melanie Ellis |
| | Schools in Financial Difficulty Bids (TBC) | 16/02/21 | 23/02/21 | 01/03/21 | 08/03/21 | Decision | Melanie Ellis |

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