

Notice of Meeting

Schools Forum

Monday, 13th July, 2020 at 5.00 pm

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, 7 July 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
e-mail: jessica.bailiss@westberks.gov.uk

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, 13 July 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), Gemma Piper (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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Sarah Clarke
Head of Legal and Strategic Support

If you require this information in a different format or translation, please contact Moira Fraser on telephone (01635) 519045.



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Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

SCHOOLS FORUM

MINUTES OF THE MEETING HELD ON MONDAY, 15 JUNE 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), Catie Colston (Maintained Primary School Governor), Jacquie Davies (Pupil Referral Unit Headteacher), Keith Harvey (Maintained Primary School Headteacher), Jon Hewitt (Maintained Special School Headteacher), Brian Jenkins (Early Years Private, Voluntary and Independent Provider Representative), Hilary Latimer (Maintained Primary School Headteacher), Sheila Loy (Academy School Governor), Maria Morgan (Maintained Nursery School Headteacher), Julia Mortimore (Academy School Headteacher), Ian Nichol (Maintained Primary School Governor), Janet Patterson (Maintained Primary School Headteacher), Derek Peale (Academy School Headteacher), Chris Prosser (Maintained Secondary School Headteacher), David Ramsden (Maintained Secondary School Headteacher) and Graham Spellman (Roman Catholic Diocese)

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

Apologies for inability to attend the meeting: Antony Gallagher, Councillor Ross Mackinnon, Jayne Steele, Bruce Steiner, Gary Upton and Charlotte Wilson

PART I

1 Election of Chairman and Vice-Chairman

Jessica Bailiss invited the Schools' Forum to nominate and vote on the position of Chairman for the coming year.

Jessica Bailiss invited the Schools' Forum to nominate and vote on the position of Vice-Chairman for the coming year.

RESOLVED that Bruce Steiner would continue as Chairman of the Schools' Forum for the 2020/21 municipal year.

RESOLVED that Graham Spellman would continue as Vice-Chairman of the Schools' Forum for the 2020/21 municipal year.

(Graham Spellman in the Chair)

2 Minutes of previous meeting dated 9th March 2020

The minutes of the meeting held on 9th March 2020 were approved as a true and correct record and signed by the Chairman, subject to the following amendments:

Page 6, Item 86, Growth Fund 2019/20 Payments, first section in brackets, to read as follows: Kennet Academy Trust.

3 Actions arising from previous meetings

The Chairman drew the Schools' Forum's attention to the actions for the last meeting on 9th March 2020. All actions apart from Mar20-Ac1 were completed or were in hand.

Action: Mar20-Ac1: Melanie Ellis to review guidance regarding the charging of interest and report back to a future Schools' Forum meeting: Melanie Ellis reported that she had not been able to find any specific information on this point however, she had spoken to the Executive Director for Resources at West Berkshire Council and could confirm that no interest would be charged.

4 Declarations of Interest

There were no declarations of interest received.

5 Membership

The Chairman welcomed Maria Morgan from Victoria Park Nursery school, who had taken over from Suzanne Taylor in April 2020 as the nursery representative on the Forum.

Graham Spellman reported that his term of office would end in July 2020. He had consulted with his group and had confirmed that he would continue for a further four year term.

The Chairman confirmed that Gemma Piper, Headteacher at Kennet School, would become the sixth Academy representative on the Forum from July 2020.

6 DSG Outturn 2019/20 (Melanie Ellis)

Melanie Ellis introduced the report (Agenda Item 7) that aimed to inform the Schools' Forum on the outturn of the services funded by the Dedicated Schools Grant (DSG), highlighting any under or over spends, and sought to highlight the reserves deficit at 31 March 2020. Melanie Ellis highlighted figures were provisional until signed off by the Council as external auditors.

The yearend position was a deficit of £1.8m however, with balances in the reserve there was a cumulative deficit of £1.56m. This would be top-sliced against the relevant DSG blocks in the 2020/21 budget.

Melanie Ellis moved on to talk about the individual blocks. There was a £1m surplus budget in the Schools' Block and this mainly consisted of remaining balances in the Growth Fund and other de-delegated balances.

The Early Years Block (EYB) had a deficit of £875k and there was a separate report on this block later on the agenda. There was a small surplus in the Central Schools Services Block (CSSB) and there was a deficit in the High Needs Block (HNB) of £1.8m. The deficit in the HNB was £300k better than originally forecasted due to some savings that had been made in year that were detailed within the report.

Melanie Ellis explained that because of the cumulative deficit of £1.56m within the DSG, there was a requirement from the Department for Education (DfE) to provide a deficit recovery plan. The Local Authority was currently awaiting guidance from the DfE on when this recovery plan would need to be submitted. The recovery plan would be brought to a future meeting of the Schools' Forum.

RESOLVED that the Schools' Forum noted the report.

7 School Balances 2019/20 (Melanie Ellis)

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Melanie Ellis introduced the report (Agenda Item 8), which set out for information purposes the year end balances for all maintained schools, highlighting those schools with a deficit or significant surplus.

Melanie Ellis confirmed that there had been a small increase in the balances. Table one on page 17 of the report, showed that there were increases in nursery schools, special schools and PRU balances and decreases in primary and secondary schools' balances. Table two on page 18 of the report however, showed that the reductions in balances were largely in the capital funding. This was due to a timing issue because schools were allocated capital funding at the end of the 2019 financial year, which had not provided them with time to spend the money. Melanie Ellis reported that the overall movement in figures was relatively small for 2019/20.

Jonathan Chishick noted that the cumulative surplus exceed the deficit from the previous year and therefore queried if surpluses could be used collectively to cover the deficit meaning that a deficit recovery plan would not need to be submitted to the Department for Education (DfE). Melanie Ellis highlighted that school balances belonged to individual schools and therefore this approach could not be taken.

Catie Colston drew attention to section 4.5 of the report and the additional capital funding that had been provided to schools in February 2020. Catie Colston queried what this money should have been used for. Melanie Ellis stated that she did not have the detail on this to hand however, would report back on this point at the next meeting of the Forum in July 2020.

RESOLVED that:

- Melanie Ellis to provide detail on what capital funding provided to schools in February 2020 should have been used for.
- The Schools' Forum noted the report.

8 Early Years Block Budget - Deficit recovery plan (Avril Allenby)

Avril Allenby introduced the report (Agenda Item 9) that aimed to update the Schools' Forum on the Early Years Budget (EYB) and recovery plan in the light of COVID19.

Avril Allenby reported that originally the plan had been to bring a recovery plan for the EYB to the meeting of the Forum however, due to the recent Covid19 situation this had not been possible. The report provided the Forum with some background information to the situation and how this had impacted on early year's providers. Early years was a particularly complex area of funding and the report aimed to clarify step by step how funding was being passed through to providers.

Avril Allenby reported that there was an Early Years Funding Group and then a wider Early Years Group that represented the whole range of settings in the sector including child minders, private providers and day nurseries. Due to the pandemic this group had been unable to meet however, it would be meeting within the next week. It was this group that would be consulted on the development of the EYB deficit recovery plan and budget plans for the year.

The timeline and impact for early year's settings in light of the pandemic was similar to that experienced by schools. They had been requested to close their doors in March to the wider group of children and only accept the children of key works and children who were vulnerable.

The report went through the steps that were being followed by the Local Authority to provide funding to early years settings. There were key dates throughout the year that were detailed within the table under section 3.4 of the report. There was a system in place that captured the number of children accessing a setting. An estimate was used

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and then this was finalised using a 'Headcount Day' task and funding was adjusted accordingly. Avril Allenby explained that this process was underway when the lockdown was first enforced and therefore the Local Authority had been able to provide funding on the information obtained. Soon after the lockdown was imposed the Government announced that local authorities would have to continue to pass funding through to early years settings.

Avril Allenby explained that going forward there were significant issues being faced. Children were beginning to return to early years settings however, the sector was having to follow similar requirements to schools regarding social distancing and therefore there were limits on how many children could be catered for. The Local Authority however, would need to continue funding early year's providers and roll funding forward.

Avril Allenby stressed the complexity of the situation, which was compounded by the issue that some providers were funded entirely by the entitlement funding provided by the Government. Others settings used a combination of this funding and income generation. It was important that the childcare market was sustained for when parents were able to return to work.

Avril Allenby stated that the childcare market was extremely fragile and was being impacted upon by various aspects of the Covid19 situation, including staffing issues and reduced numbers of children. A whole range of financial packages had been offered however, for many childcare settings these were often difficult to access. For example regarding furlough, childcare settings were only able to furlough staff paid for out of their generated income and for some settings, this only made up a small proportion of their income. There was also small business grants, however many providers found these difficult to access and rate relief, which could only be accessed by some providers as not all providers owned their own properties.

The Chairman thanked Avril Allenby for her report and acknowledged the difficult situation being faced. Maria Morgan thanked Avril Allenby for her thorough report and reported that the other issue impacting on early year's settings was the changes in children numbers each term. The summer term was normally when settings were at their fullest and then in the autumn term with children moving on to primary school these numbers normally dropped, adding to the increasingly complex picture for early years settings.

RESOLVED that the Schools' Forum noted the report and that a further report would be brought to the next meeting in July 2020.

9 Trade Union Facilities Time - Annual Report for 2019/20 (Gary Upton)

RESOLVED that this item was deferred until the next meeting of the Forum on 13th July 2020.

10 Schools: Deficit Recovery

Melanie Ellis introduced the report (Agenda Item 11), which aimed to inform the Schools' Forum 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.

Melanie Ellis referred to section five of the report and reported that 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. The overall improvement for budget to year end was £144.9k which was an excellent outturn, with two of the four schools ending the year in surplus.

Section six of the report provided detail on five schools that ended the financial year 2019/20 with an unlicensed deficit. At the time of writing the report, three of the schools

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were expected to submit a Deficit Budget License Application for 2020/21. Melanie Ellis was unable to comment on further schools that might be requesting a deficit application however, this information would be brought to the next meeting of the Forum in July 2020.

David Ramsden stated that the number of schools in deficit was better than what had been expected earlier in the year and he commended schools for the recovery work that had taken place and the support that had been provided by the Local Authority.

RESOLVED that the Schools Forum noted the report.

11 Forward Plan

Revered Mark Bennet stated that he wanted to raise two points in relation to the Forward Plan for the Schools' Forum. Firstly he referred to the deficit faced by the High Needs Block (HNB) and queried what the intended timescale was for work being undertaken to produce a deficit recovery plan.

Secondly Reverend Bennet felt that it would be useful for a report to be brought to a future meeting of the Forum on the impact of Covid19 on funding of West Berkshire Schools, particularly regarding mental health issues and whether vulnerable groups were being reached. Reaching such groups was an area that had been politically criticised in West Berkshire in the past.

Reverend Bennet also queried if the implications of the announcement from Government regarding provision over the summer, would be brought to the July Forum meeting for discussion.

Ian Pearson referred to the points raised by Reverend Mark Bennet. Firstly regarding the HNB and a deficit recovery plan, a further report would be brought to the Forum meeting in July 2020 if capacity allowed. The Covid19 situation had placed increased pressure on the Special Educational Needs, Inclusion and Disabled Children Team and this was the reason why the report had been deferred from the June Forum meeting.

Ian Pearson further explained that there were two parts to the recovery plan. The first part related to projects funded in the current year as part of an Invest to Save initiative. Some of these projects if successful had the potential to be ramped up in order to deliver increased savings. The second part related to the implementation of the SEN Strategy, which had previously been discussed at the Forum and provided an overall approach to addressing and supporting special educational needs.

Ian Pearson highlighted that the recovery plan required by the Department for Education DfE would not just cover the HNB but the whole of the DSG and therefore in West Berkshire's case would include recovery of the deficit in the Early Years Block.

Reverend Mark Bennet noted that a report was due to come to the next Forum however, it was possible that this could slip due to the pressures caused by Covid19. Ian Pearson confirmed that staff were doing their best within the resources that were available.

Ian Pearson referred to the second point raised by Reverend Mark Bennet regarding the impact of Covid19 on West Berkshire schools, and felt that it would be helpful to have a discussion on this at the next Forum, particularly regarding cost pressures. Some of these pressures were falling directly on schools and Ian Pearson was aware that some cost pressures would be reimbursable through Government arrangements however, there was no certainty regarding which pressures this would include. The pandemic would also impact on end of year balances for individual schools and across the DSG funding blocks. He explained that the Council was facing other pressures that were not part of the DSG as a result of the pandemic including on areas such as home to school transport. The Council had received some funding for the impact of Covid19 and it would be interesting to see how this was being applied to young people. The Council had used

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its own funding to provide laptops for young people who had not benefited from the Government's Laptop Project.

Regarding support for vulnerable groups, Ian Pearson reported that he was aware anecdotally that schools in the district were doing a great job at keeping in touch with vulnerable families and many vulnerable children had been invited back to school.

Regarding Reverend Mark Bennet's final point concerning learning over the summer, there were two issues. Firstly support for vulnerable families and secondly loss of learning. The Secretary of State was due to make an announcement regarding a comprehensive programme of catch-up in the coming week.

It was agreed that a report on the impact of the Covid19 situation on schools should be brought to the next meeting of the Forum in July however, this would only be based on key areas of expenditure at this stage.

RESOLVED that a report would be brought to the next meeting of the Forum in July 2020 regarding the impact of Covid19 on West Berkshire schools and where the pressures were falling.

12 **Date of the next meeting**

Monday 13th July 2020 at 5pm.

13 **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 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](#).

14 **Part II - Update report on the Schools' Catering Contract (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 15) which aimed to update the Schools' Forum on progress made with school meal tender for eight school sites.

RESOLVED that the Schools' Forum noted the report.

(The meeting commenced at 5.00 pm and closed at 5.52 pm)

CHAIRMAN

Date of Signature

Agenda Item 3

Actions from previous meeting

Ref No.	Date of meeting(s) raised	Item	Action	Responsible Officer	Comment / Update
Jun20-Ac1	15th June 2020	School Balances 2019/20	Melanie Ellis to provide an update on what the capital funding provided to schools in February 2020, should have been used for.	Melanie Ellis	Update to be provided on this at the next Schools' Forum meeting on 13th July.
Jun20-Ac2	15th June 2020	Early Years Block Budget - Deficit recovery plan	A further report would be brought to the next meeting in July 2020.	Avril Allenby	A report is on the Schools' Forum agenda for 13th July 2020.
Jun20-Ac3	15th June 2020	Forward Plan	A report would be brought to the next meeting of the Forum in July 2020 regarding the impact of Covid19 on West Berkshire schools and where the pressures were falling.	Ian Pearson	A report is on the Schools' Forum agenda for 13th July 2020.
Jun20-Ac4	15th June 2020	School Meals Contract (Part II)	Raise the issue of the current school meals allocation with the DfE.	Ian Pearson	This was raised with the DfE and it has been confirmed that for 2020/21 the National Funding Formula factor value for Free School Meals (FSM) has been increased for 2020/21 from £440pa to £450pa for each FSM pupil. Therefore the meal allocation has gone up from approximately £2.31 to £2.36.

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Schools' Forum Membership and Constitution from July 2020

Report being considered by: Schools' Forum on 13th July 2020
Report Author: Jessica Bailiss
Item for: Decision **By:** All Forum Members

1. Purpose of the Report

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

2. Recommendation

- 2.1 To approve the membership and Constitution of the Schools' Forum from July 2020.

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

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

TABLE 1	Pupil Numbers (Jan 19 census)		Pupil Numbers (Jan 20 census)	
	Number	%	Number	%
Primary Schools	(62) 12,173	48%	(62) 12,067	47%
Secondary Schools	(3) 3,902	15.40%	4,033	16%
Academy Schools	(12) 9,288	36.60%	9,575	37%
TOTAL	25,363	100%	25,675	100%

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

3.4 Data shows that overall the percentage of pupils in each sector has remained broadly the same.

3.5 No schools in West Berkshire have converted to Academies since the last Membership report that was presented to the Schools' Forum in October 2019.

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

TABLE 2					
School Members	Heads	Governors	Other	Total	
	Number	Number	Number	Number	%
Primary	4	3	1 (v)	8	47%
Secondary	2	1 (v)	0	3	18%
Academies	4	2	0	6	35%
	10	6	1	17	100%
Other School Members					
Nursery Schools	1			1	
Special Schools	1			1	
iCollege (PRU)	1			1	
Non School Members					
RC Diocese			1	1	
C of E Diocese			1	1	
Early Years PVI			1	1	
Trade Union			1	1	
Non School Post 16			1	1	
TOTAL MEMBERSHIP	12	6	6	25	
Proportion of School Members (minimum must be 67.2%)				80%	

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

4. Membership – end of term

4.1 The term of office for members of the Forum is four years (it was increased from three years to four years by the Schools' Forum in December 2019) or until the position by virtue of which they are eligible for Forum membership comes to an end, whichever is the sooner.

4.2 Each Member is contacted individually as the end of their term approaches and asked to consult with their relevant forums or alternatively for Governors an election process will be coordinated.

5. Constitution

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

6. Proposals

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

6.2 As pupil numbers have fluctuated only slightly, no changes are proposed to the Membership or composition of the Forum.

7. Conclusion

7.1 The Schools Forum is invited to approve the membership and the Constitution for the Schools Forum from July 2020.

8. Consultation and Engagement

8.1 Ian Pearson (Head of Education Service) and Melanie Ellis (Chief Management Accountant)

9. Appendices

9.1 Appendix A: Membership of the Schools Forum as at July 2020

9.2 Appendix B: Constitution of the Schools Forum

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West Berkshire Council Schools' Forum Membership as July 2020

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

School Members:				Start	End	Duration
<u>Nursery Schools</u>	Maria Morgan	Headteacher	Victoria Park Nursery School	Apr-20	Apr-24	4 years
<u>Primary Schools</u>	Jonathan Chishick	Governor	Englefield C of E Primary	Oct-19	Oct-22	3 years
	Antony Gallagher	Headteacher	Burghfield Primary School	Feb-19	Feb-22	3 years
	Janet Patterson	Headteacher	Brightwalton Primary School	Mar-19	Mar-22	3 years
	Keith Harvey	Headteacher	St Nicholas' School	Jan-19	Jan-22	3 years
	Hilary Latimer	Headteacher	Englefield C of E Primary	Nov-18	Nov-21	3 years
	<i>vacancy</i>	<i>School Business Manager</i>				3 years
	Catie Colston	Governor	Enborne Primary School	May-19	May-22	3 years
	Ian Nichol	Governor	Robert Sandilands Primary School	Jan-19	Jan-22	3 years
<u>Secondary Schools</u>	Chris Prosser	Headteacher	The Downs School	Oct-17	Oct-20	3 years
	David Ramsden	Headteacher	Little Heath School	Sep-19	Sep-22	3 years
	<i>vacancy</i>	<i>Governor</i>				
<u>Special Schools</u>	Jon Hewitt	Headteacher	The Castle School	Sep-19	Sep-22	3 years
<u>Pupil Referral Units</u>	Jacque Davies	Headteacher	The Reintegration Service / iCollege	Oct-18	Oct-21	3 years
<u>Academies</u>	Sheila Loy	Governor	Newbury Academy Trust	Dec-18	Dec-21	3 years
	Julia Mortimore	Headteacher	St Bartholomews School	Dec-19	Dec-23	4 years
	Gemma Piper	Headteacher	Kennet School	Jul-20	Jul-24	4 years
	Derek Peape	Headteacher	Park House School	Dec-19	Dec-23	4 years
	Bruce Steiner	Governor	St Bartholomews School	Jul-18	Jul-21	3 years
	Charlotte Wilson	Headteacher	Trinity School	Oct-18	Oct-21	3 years
Non School Members:						
Non School Post 16 Providers	Jayne Steele	Director of Finances and Resources	Newbury College	Jan-19	Jan-22	3 years
Early Years PVI Providers	Brian Jenkins	Proprietor	Jubilee Day Nursery	Sep-19	Sep-22	3 years
Church of England Diocese	Reverend Mark Bennet		Diocese of Oxford	Dec-18	Dec-21	3 years
Roman Catholic Diocese	Graham Spellman		Diocese of Portsmouth	Jul-20	Jul-24	4 years
Trade Union	Gary Upton		NASUWT	Oct-18	Oct-21	3 years
Other Attendees:						
Executive Members:						
	Dominic Boeck	Portfolio Holder for Children, Young People and Education				
	Ross Mackinnon	Portfolio Holder for Finance and Economic Development				
LA Officers:						
	Ian Pearson	Head of Education Service				
	Melanie Ellis	Chief Management Accountant				
Clerk:						
	Jessica Bailiss	Policy Officer				

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CONSTITUTION OF THE WEST BERKSHIRE SCHOOLS' FORUM

Background

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

This document is divided into 3 sections:

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

A. TERMS OF REFERENCE OF THE FORUM

1.1 Status of the Forum

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

1.2 Annual Consultation on School Funding

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

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

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

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

1.3 Annual Decisions on School Funding

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

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

B. MEMBERSHIP OF THE FORUM

2.1 Composition

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

The Forum shall in total comprise of 25 members being 20 school members (including Academies) and 5 non school members. The school members shall be Headteachers, Governors or Early Years representatives drawn from the schools / partnerships in the West Berkshire Local Authority area. The Primary and Secondary Headteacher members groups may also include, at the Local Authority's discretion, representatives of Headteachers - senior members of staff, such as School Business Managers.

2.2 School Members

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

- a) **Primary Headteachers or their Representative**
8 representatives from primary schools of which at least 4 must be Headteachers.

- b) Secondary Headteachers or their Representative**
3 representatives from secondary schools of which at least 2 must be Headteachers.
- c) Special School Representatives**
1 representative from the special schools.
- d) Nursery School Representatives**
1 representative from the nursery schools.
- e) Academy Headteachers or their Representative**
6 representatives from the Academies, as elected by the proprietors of the Academies, of which at least 4 must be Headteachers
- f) Pupil Referral Unit Headteachers or their Representative**
1 representative from the Pupil Referral Units.

2.3 Election of Schools Members

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

Academy representatives shall be elected by the Academies proprietors.

Governors shall be elected through an election process coordinated by the Clerk to the Schools' Forum.

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

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

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

Support can be requested by Heads Forums or the Clerk to the Schools' Forum to help manage their election process. The Clerk of the Schools' Forum must make a record of the process by which the constituents of each group elect their nominees to the Forum.

An election scheme must take into account the following factors:

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

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

2.4 Non-School Members

In addition to the 20 school members a representative of the following groups will have full voting rights within the Forum except for voting on the funding formulae where only the Early Years PVI Provider representative can vote:

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

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

2.5 Substitute Members

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

and/or

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

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

2.6 Participation of Observers

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

- The Education and Skills Funding Agency (ESFA)

2.7 Council Officers and Elected Members

The following may attend and speak at Forum meetings in an advisory capacity only and will be invited to attend Forum meetings:

- Executive Director (People) or their representative
- Head of Finance or their representative
- Children & Young People Portfolio Holder
- Finance Portfolio Holder
- Clerk to the Schools' Forum

2.8 Terms of Office

The term of office for members of the Forum is four years. The same members can be reappointed providing they are re-elected by the group that they represent. This also applies to any permanent substitutes. A Governor representative reaching the end of their term, can stand again for re-election through an election process run by the Schools' Forum Clerk.

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

2.9 Failure to attend meetings

Where a member of the Schools' Forum fails throughout a period of six consecutive months from the date of their last attendance to attend a meeting of the Forum (or to organise for an appropriate substitute to attend on their behalf), then subject to certain exceptions, they will cease to be a member of the Schools' Forum unless the failure was due to some reason approved before the expiry of that period.

C. OPERATING CONVENTIONS OF THE WEST BERKSHIRE SCHOOLS FORUM

3.1 Ordinary Meetings

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

3.2 Administration of Meetings

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

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

3.3 The Chair and Vice Chair

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

3.4 Quorum

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

3.5 Voting

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

3.6 Sub-Committees and Working Groups

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

3.7 Declaration of Interest

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

Where it is clear that a decision in which a member has an interest is likely to arise at a particular meeting, the meeting concerned may invite a substitute member (with no interest to declare) in accordance with the constitution to attend the meeting in their place. Elected members are subject to the governance of the Council's Code of Conduct.

3.8 Status of Reports

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

3.9 Expenses

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

3.10 Interpretation of the Constitution

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

3.11 Amendment of the Constitution

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

3.12 Publicity relating to the Schools Forum

The Schools Forum is a public meeting and the Local Authority is responsible for putting the Schools' Forum papers, minutes and decisions promptly on the West Berkshire

Council website and generally draw schools attention to forthcoming Schools' Forum meetings and agendas and the minutes of forum discussions.

Document last approved by the School's Forum in October 2019

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Primary Schools in Financial Difficulty – Bids for Funding 2020/21

Report being considered by: Schools Forum on 13th July 2020

Report Author: Ian Pearson, Melanie Ellis

Item for: Decision **By:** All Primary Maintained Schools Representatives

1. Purpose of the Report

- 1.1 To summarise bid that have been received from Beenham Primary School and Purley CofE Primary School to access funding from the 'primary schools in financial difficulty' de-delegated fund.

2. Recommendation

- 2.1 To recommend to Schools' Forum approval of the bid, with payment being the full amount sought of £9,000 for Beenham and £18,500 for Purley.

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

- 3.1 Local authorities are required to delegate to all schools the contingency previously held for schools in financial difficulty. Each phase in the maintained sector has the option to de-delegate and pool this funding, with allocations made to schools that need it. This decision is made on an annual basis.
- 3.2 Primary schools have opted to continue to de-delegate this funding in 2020/21. The Primary Schools in Financial Difficulty Fund has been capped at £200k. The balance at the end of 2019/20 was £181k so £19k has been de-delegated in 2020/21.
- 3.3 The criteria agreed by the Schools' Forum for allocating this funding to schools is as follows:

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

- 1. The school has sought and followed the advice of the Schools' Accountancy Service **prior** to going into deficit*
- 2. The school has (up to) a five year robust deficit recovery plan in place which has been discussed with and verified by the Schools' Accountancy Service.*
- 3. Additional funding may be payable for one of the following exceptional unforeseen circumstances which has taken the school into deficit:*

- a) **Short term downturn in pupil numbers** - to maintain current staffing structure where evidence can be provided that the numbers are likely to recover within a 2 - 3 year period and where downsizing of staff and resultant redundancy costs in order to balance the budget on a short term basis would not be an efficient use of resources.
- b) **Sudden permanent downturn in pupil numbers** in a school causing concern (i.e. Ofsted category of notice to improve or worse – to maintain current staffing levels on a temporary basis where to reduce the staffing levels immediately in order to balance the budget would be detrimental to the recovery of standards in the short term.
- c) **Unforeseen sudden permanent downturn in pupil numbers** –to cover staffing costs during a short term interim period whilst restructuring takes place and in order where possible to avoid redundancies (such as through natural wastage).
- d) **Redundancy payments**, where the staffing reductions are required in order to balance the budget, but these costs will put the school further into a deficit position and taking the school longer to recover the deficit.
- e) **Any other one off costs** incurred on recovery of the deficit, such as specialist consultancy advice/support (it was agreed by Schools’ Forum on 11th July 2016 that where West Berkshire’s Accountancy Service are engaged for such support, the cost can be charged direct to this fund without making a separate bid).
- f) **Additional Circumstance (from April 2018)**: Schools not currently in deficit but required to restructure to avoid going into deficit, may also make a bid for reimbursement towards their one-off redundancy costs.
- g) **Additional Circumstance (from April 2019)**: Schools not currently in deficit that incur unforeseen exceptional one off expenditure which will result in school ending the year with an unplanned deficit may also make a bid.

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

3.4 Note that the decision to be taken by Schools’ Forum is by Primary maintained school representatives only.

4. Bid from Beenham Primary School

- The funding sought is for £9,000 in respect of £9,063 settlement and legal costs.
- The bid meets the criterion 3e set by the Schools’ Forum.
- The contribution would enable the school to recover from deficit by 2020/21.

4.1 The school went into a deficit budget position in April 2016 and needs to recover by the end of the 2020/21 financial year.

4.2 The school is requesting funding to cover exceptional costs relating to a long term staffing sickness, which was not covered by insurance due to the nature of the illness. The school is seeking £9,000 from the SIFD fund to enable them to stay on track with the recovery from their deficit budget position. The actual costs were higher but the school has managed to cover these by making savings in other areas.

5. Bid from Purley Primary School

- Funding sought £18,500. The request is in respect of £18,565 uninsured teacher absence costs.
- The bid meets the criterion 3g set by the Schools' Forum.
- The contribution would enable the school to avoid a redundancy cycle starting on return to school in September 2020.

5.1 The school is not in nor predicting a deficit in 2019/20 or 2020/21. The school has been accruing a carry forward to sustain itself with the forecast reduction in pupil numbers further to the school gaining primary status. The budget plan is forecasting the school to be in a deficit position from 2021/22.

5.2 The school is requesting funding to cover exceptional costs relating to a long term staffing issue. Some of the costs have been subject to an insurance claim but the remaining costs are not able to be claimed. The expenditure incurred was predominantly accrued during 2019/20 but are still being accrued.

6. Recommendation and Conclusion

6.1 The Heads Funding Group agreed to recommend that the bids be approved in full since the costs have already been incurred and have adversely contributed to the financial position.

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2020/21 Financial Impact of Covid-19 on Schools

Report being considered by: Schools' Forum on 13th July 2020

Report Author: Ian Pearson

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

1. Purpose of the Report

1.1 To report on initial intelligence from schools about the financial impact of Covid-19 on school budgets

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 type="checkbox"/>
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3. Introduction/Background

3.1 From Friday 20th March 2020 the Coronavirus pandemic forced schools across the UK to close their doors to the majority of pupils.

3.2 The Schools' Forum and Local Authority are responsible for ensuring that the DSG is deployed appropriately, and the Forum has asked for an initial outline of the financial impact of Covid-19 / lockdown on schools.

4. Supporting Information

4.1 Since 20th March schools have remained open for the children of key workers, those with a social worker, and children with an EHCP. Attendance however has not been compulsory and take-up has varied, though generally increased over time. In some cases, schools did not have sufficient demand or available staff and utilised 'hub' schools to host their defined pupils.

4.2 From 1st June (primary) and 15th June (secondary) schools have opened more widely. This wider opening has been replicated in nursery, special and AP settings.

4.3 Throughout this period, some staff have been shielding at home, self-isolating to protect their families, providing childcare or ill. Heads therefore, have had to match their offer and arrangements to circumstances.

4.4 Many schools remained open over the Easter holiday period and Whitsun week, including the bank holidays.

4.5 All schools have been supporting home learning and have been keeping in touch with their vulnerable families.

- 4.6 Most 'out of school' provision e.g. before and after school clubs has ceased, and where this is the case, income has been lost and some dedicated staff have been furloughed.

5. Lost Income and Additional Expenditure

5.1 While individual circumstances will differ from school to school, the lists below identify some of the budget areas affected. It should be borne in mind that the DfE have indicated they would look to reimburse schools for unavoidable additional costs, but that this may be in the context of affordability, which we assume to mean increased school balances in 2020/21.

5.2 The DfE have indicated they will not approve claims for the following costs:

- costs associated with opening schools to more pupils from 1 June
- additional staff costs
- loss of self-generated income

5.3 DfE funding is restricted to:

- increased premises related costs associated with keeping schools open over school holidays (Easter and/or May half term)
- support for free school meals for eligible children who are not in school (where costs are not covered by the national voucher scheme)
- additional cleaning costs, specifically relating to cases or suspected cases of coronavirus.
- extraordinary costs that have been incurred due to Covid-19 can be registered under 'other costs' when applying for funding and these will be considered for reimbursement.

DfE [guidance](#) can be found here.

5.4 Potential Lost Income

- Wraparound care provision e.g. breakfast and afterschool clubs
- Lettings
- Fetes and fairs
- Events e.g. performances
- Profitable school meals

5.5 Potential Additional Costs

- Purchase of school meal vouchers (outside the Edenred scheme)
- Increased premium costs (holiday openings)
- Additional cleaning / sanitising / PPE
- School trips – lost deposits and refunds
- IT equipment
- Work experience management (secondary)
- Site safety measures (barriers / screens / tape)

- Washroom costs

5.6 Potential Savings

- Supply costs
- Furloughing staff (where relevant)
- Cleaning where schools/rooms closed (where Procurement Policy Notice (PPN) 02/20 doesn't apply in relation to 'Supplier Relief')
- Refuse collection

6. Proposals

6.1

- To note this report
- To receive an update later in the year
- To seek information about the Covid-19 impact on the HNB and EYB.

7. Conclusion

- 7.1 It has been useful to identify the financial impact of Covid-19 on school budgets, but this will need further review before the end of the financial year, and exploration of the impact on other DSG blocks.

8. Consultation and Engagement

- 8.1 A straw poll of financial impact examples was collect from cross phase schools.

9. Appendices

- 9.1 None.

10. Heads Funding Group Recommendation

- 10.1 To note this report.

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Early Years Budget

Report being considered by: Schools Forum on 13th July 2020

Report Author: Avril Allenby and Lisa Potts

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

1. Purpose of the Report

- 1.1 To update on the work of the Early Years Funding Group in preparing a deficit recovery plan for the Early Years DSG block.

2. Budget 2019/20

- 2.1 The Early Years Block started the year with a deficit of £247k from previous years
- 2.2 As per the Early Years paper that went to Schools Forum in March 2019, the 2019/20 budget was set with an expenditure budget of £9,861,030 against an income budget of £9,646,508 resulting in an in-year deficit budget of £214k, leading to a cumulative deficit of £462k.

3. Outturn for 2019/20

- 3.1 Month 10 was reported as a cumulative deficit of £682k. The yearend outturn position has been finalised as £875k overspend. The difference of £193k is due to a £178k adjustment for the 2019/20 grant plus additional hours totalling £46k and a saving of £31k on the centrally managed funds.

Early Years 2019/20 outturn			
Table 1	2019/20 Budget Set £	2019/20 Outturn £	2019/20 Variance £
Funds Delegated to Early Years Providers			
PVI Providers (90036)	6,344,850	6,413,742	68,892
Nursery classes in Mainstream Schools (90037)	1,323,980	1,652,808	328,828
Maintained Nursery Schools (90010)	917,910	939,893	21,983
2 Year Old Funding (90018)	652,970	742,314	89,344
Pupil Premium Grant (27%) and deprivation funding (73%) (90052)	131,460	157,901	26,441
Total Delegated Funds	9,371,170	9,906,658	535,488
Centrally Managed Funds			
Central Expenditure on Children Under 5 (90017)	266,300	223,946	-42,354
Early Development Intervention Team (EDIT) (90287)	60,690	60,690	0
SEN Inclusion Fund (90238)	90,000	87,680	-2,320
Disability Access Fund (90053)	23,370	9,840	-13,530
SSRs	49,500	49,500	0
Total Centrally Managed Funds	489,860	431,656	-58,204
TOTAL EXPENDITURE	9,861,030	10,338,314	477,284
Early Years DSG Block Funding In Year (see below)	-9,646,508	-9,404,559	241,949
In year overspend	214,522	933,755	719,233
Early Years clawback provision from 2018/19	0	-305,807	-305,807
Early Years DSG Block Overspend from previous year	247,000	£247,000	0
FORECAST CUMULATIVE DEFICIT AT YEAR END	461,522	874,948	413,426

4. Current Funding Rates

4.1 Current Funding Rates West Berkshire is now using a single base rate. The rate increased from 1st April 2019 to a base rate of £4.40 and a quality supplement of 0.66p per hour.

4.2 The deprivation supplement based upon the current arrangements with the funding being linked to the early year's pupil premium, increased from 1st April 2019 to £1.47.

4.3 The hourly rate to providers for 2 year olds increased from 1st April 2019 to £5.65.

5. Deficit Recovery Update

5.1 The Early Years Funding Group have had little opportunity to meet so some of the initial considerations for deficit recovery have taken place by email.

5.2 A range of options have been developed looking at a time scale over three or five years, changes to the base rate and quality rates and also looking at reductions to

other areas of funding including the two year old rate and the deprivation supplement. These were shared with the group.

- 5.3 Following the recent Early Years Funding Group meeting on Monday 6th July it was clear that there needs to be further time to explore the options available to ensure that the approach is fair and equitable to all types and size of provider.
- 5.4 Therefore the Early Years Funding Group are delaying presenting the deficit recovery plan for the Early Years DSG until the next cycle of meetings.

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Education Trade Unions Report

Report being considered by: Schools Forum on 13th July 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"/>
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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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Agenda Item 10

Schools Forum Work Programme 2020/21

	Item	HFG Deadline	Heads Funding Group	SF Deadline	Schools Forum	Action required	Author
Term 1	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
	Scheme for Financing Schools 2020/21	29/09/20	06/10/20	13/10/20	19/10/20	Decision	Melanie Ellis
	Early Years Block Budget - Deficit Recovery Plan	29/09/20	06/10/20	13/10/20	19/10/20	Discussion	Avril Allenby
	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
	Proposals and implications for schools under increased pressure due to higher numbers of SEN pupils.	29/09/20	06/10/20	13/10/20	19/10/20	Discussion	Jane Seymour
	A long term view of HNB Budget and impact of the SEN Strategy	29/09/20	06/10/20	13/10/20	19/10/20	Discussion	Jane Seymour
	DSG Monitoring 2020/21 Month 6			13/10/20	19/10/20	Information	Melanie Ellis
	Schools: deficit recovery (<i>standing item</i>)	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 (<i>standing item</i>)	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	Melanie Ellis
	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 (<i>standing item</i>)	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 (<i>standing item</i>)	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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