

Notice of Meeting

Schools Forum

Monday 18th July 2022 at 5.00pm

Virtual Zoom Meeting

Date of despatch of Agenda: Tuesday, 12 July 2022

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, 18 July 2022 (continued)

Forum Members: Didem Allen, Reverend Mark Bennet, Dominic Boeck, Jonathon Chishick, Melissa Cliffe, Catie Colston (Vice-Chair), Paul Davey, Jacquie Davies, Emily Dawkins, Hand, Keith Harvey, Richard Hawthorne, Jon Hewitt, Caroline Johnson, Ross Mackinnon, Catherine McLeod, Maria Morgan, Gemma Piper, Chris Prosser, David Ramsden, Campbell Smith, Graham Spellman (Chair), Phil Spray and Charlotte Wilson

Agenda

Part I

		Page No.
1	Apologies	
2	Minutes of previous meeting dated 20th June 2022	1 - 8
3	Actions arising from previous meetings	9 - 10
4	Declarations of Interest	

Items for Decision

5	Schools' Forum Membership and Constitution from September 2022 (Jess Bailiss)	11 - 32
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Items for Discussion

6	Schools' Waste Contract (Kate Pearson)	33 - 40
7	Early Years Block Budget - Update on deficit recovery plan (Avril Allenby/Lisa Potts)	41 - 42

Items for Information

8	DSG Monitoring 2022/23 Month 3 (Ian Pearson)	43 - 50
9	Forward Plan	51 - 52
10	Date and format of the next meeting <i>Monday 17th October 2022 at 5pm. Location of meeting to be discussed.</i>	

Agenda - Schools Forum to be held on Monday, 18 July 2022 *(continued)*

Sarah Clarke
Service Director: Strategy and Governance

If you require this information in a different format or translation, please contact Stephen Chard on telephone (01635) 519462.

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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, 20 JUNE 2022

Present: Councillor Dominic Boeck (Portfolio Holder for Children, Young People and Education), Jonathon Chishick (Maintained Primary School Governor), Melissa Cliffe (Maintained Primary School Headteacher), Catie Colston (Academy School Governor), Paul Davey (Maintained Primary School Governor), Jacquie Davies (Pupil Referral Unit Headteacher), Richard Hand (Trade Union), Keith Harvey (Maintained Primary School Headteacher), Richard Hawthorne (Academy School Headteacher), Jon Hewitt (Maintained Special School Headteacher), Catherine McLeod (Early Years Private, Voluntary and Independent Provider Representative), Gemma Piper (Academy School Headteacher), Chris Prosser (Maintained Secondary School Headteacher), David Ramsden (Maintained Secondary School Headteacher), Campbell Smith (Academy School Governor), Graham Spellman (Roman Catholic Diocese) and Charlotte Wilson (Academy School Headteacher)

Also Present: Avril Allenby (Early Years Service Manager), Melanie Ellis (Chief Accountant), Ian Pearson (Head of Education Services) and Jane Seymour (Service Manager, SEN & Disabled Children's Team) and Jessica Bailiss (Policy Officer (Executive Support))

Apologies for inability to attend the meeting: Michelle Harrison, Caroline Johnson, Councillor Ross Mackinnon, Michelle Sancho and Phil Spray

PART I

95 Election of Chair and Vice-Chair 2022/23

Ian Pearson invited the Schools' Forum to nominate and vote on the position of Chair for the coming year.

RESOLVED that Graham Spellman would continue as Chair of the Schools' Forum for the 2022/23 municipal year.

Graham Spellman invited the Schools' Forum to nominate and vote on the position of Vice-Chair for the coming year.

RESOLVED that Catie Colston would continue as Vice-Chair of the Schools' Forum for the 2022/23 municipal year.

96 Minutes of previous meeting dated 14th March 2022

The minutes of the meeting held on the 14th March 2022 were approved as a true and correct record and signed by the Chair.

97 Actions arising from previous meetings

Action Mar22-Ac1 was in hand.

98 Declarations of Interest

Melissa Cliffe declared an interest in Agenda Item 18 by virtue of the fact that she was the Headteacher at Basildon Primary School which had submitted one of the bids due to be considered by the Forum and reported that, as her interest was a disclosable

SCHOOLS FORUM - 20 JUNE 2022 - MINUTES

pecuniary interest or an other registrable interest, she would be leaving the meeting during the course of consideration of the matter.

Jacque Davies declared an interest in Agenda Item 18 by virtue of the fact that she was A governor at Basildon Primary School which had submitted one of the bids due to be considered by the Forum and reported that, as her interest was a disclosable pecuniary interest or an other registrable interest, she would be leaving the meeting during the course of consideration of the matter.

99 Membership

Jess Bailiss reported that two elections had been held recently and Paul Davey had joined the Forum as the new maintained primary governor representative and Catie Colston had been elected as the new academy governor representative.

100 School Balances 2021/22 (Melanie Ellis)

Melanie Ellis introduced the report (Agenda Item 7), which set out for information purposes the year end balances for all maintained schools, highlighting those schools with a deficit or significant surplus. This was the second year with a significant increase in school balances. Melanie Ellis reported that this matched the picture across local authority areas nationally. Table two summarised the balances of West Berkshire maintained schools by fund.

Melanie Ellis reported that table four under section five of the report showed those schools with a main school surplus balance greater than 10 percent of their funding in 2021/22.

RESOLVED that the Schools' Forum noted the report.

101 School Energy Bills (Adrian Slaughter/Melanie Ellis)

Melanie Ellis introduced the report (Agenda Item 8), which aimed to provide schools with an update on 2022/23 Energy Costs through the Council's Central Energy Contract for electricity and gas.

Melanie Ellis drew attention to section four of the report where it could be seen from the analysis carried out to date that enough provision had been made within budgets to cover the overall spend for electricity and gas. Melanie Ellis warned however, that it was possible this could change.

Melanie Ellis reported that schools had received a new supplementary grant from Government for 2022/23, which was aimed at covering inflationary pressures as well as the Health and Social Care Levy. Within the report there was an offer from Adrian Slaughter and the Energy Team for schools to get in touch if any further information was required on a school by school basis.

Richard Hand asked if the October 2022 increases in energy prices would impact schools as he was conscious that the cap was going to be increased again at this time. Melanie Ellis believed that the Energy Team purchased at various price points throughout the year. Melanie Ellis would feed the question back to Adrian Slaughter and he could provide some information to go out with the minutes.

RESOLVED that:

- Melanie Ellis would ask Adrian Slaughter for an answer to the question regarding whether if and how the October 2022 increases would impact schools in light of the cap being increased at this time.
- The Schools' Forum noted the report.

102 Briefing Note - DSG High Needs Block and the DfE 'Delivering Better Value in SEND Programme' (Ian Pearson)

Ian Pearson introduced the report (Agenda Item 9), which aimed to provide an update on the Dedicated Schools' Grant, High Needs Block (HNB) overspend and West Berkshire Council being invited to join the DfE's 'Delivering Better Value (DBV) in SEND Programme'.

The report was for information and addressed the overspend in the HNB in the context of what the Government had decided to do to address the issue facing local authorities. There was recognition that there were growing deficits across many authorities within their HNBs and therefore the Government had set up two programmes. The first programme was called the Safety Valve Programme and this was for authorities with extremely high deficits. There was then a lower tier programme called the Delivering Better Value in SEND Programme and West Berkshire, along with many other authorities, had been invited to join this. There was a timescale for when West Berkshire would likely enter the programme, which was spring 2023. This was because West Berkshire was in tier three of the Delivering Better Value in SEND Programme, which consisted of authorities with lower deficits. Local authorities in the first tier of this programme were those that had the highest deficits (but below the threshold of the Safety Valve Programme) and the starting point for these authorities was summer 2022 with tier two starting in the autumn.

The DfE was hoping to address deficits through a review of SEN services in the area. Remedial advice would be provided on approaches being taken and whether any changes were required to the SEN Strategy to help drive costs down. This should not be viewed as disconnected to proposals in the SEN Green Paper, which had been published in May 2022 alongside the Education White Paper/Bill. Ian Pearson stated that there would be more to report on once West Berkshire had started the programme in the spring.

Catherine McLeod asked if the programme also covered early years with regards to early intervention. Ian Pearson confirmed that it would cover early years and he also highlighted that in the current financial year, through invest to save initiatives, some funding had been assigned to early years and specifically the area of speech and language. The more these issues could be addressed early on, the greater benefit there would be to children and also in terms of the level of support that would have to put in place subsequently and the cost of this support. It was hoped that the Green Paper would address this issue in depth.

RESOLVED that the Schools' Forum noted the report.

103 Vulnerable Children's Fund - Annual Report for 2020/21 (Michelle Sancho)

Ian Pearson introduced the report (Agenda Item 10), which provided a review of the Vulnerable Children's Grant (VCG) 2021/2022.

Ian Pearson explained that the Schools' Forum had agreed expenditure within the High Needs Block for the VCG and accountability needed to be provided for this expenditure through reporting on how the money had been spent and the impact. The VCG was a new fund and the report set out some of the background and what the funding was used for.

The grant was aimed at new arrivals, including in-year arrivals in schools, who were presenting with a level of need but where there was no obvious source of funding.

SCHOOLS FORUM - 20 JUNE 2022 - MINUTES

The report set out that in 2021/22, 52 pupils from 26 settings were supported. The small pie chart on page 26 showed clearly that the majority of children presenting with a need that had been supported by the grant, had social, emotional and mental health needs.

Ian Pearson highlighted that positive feedback had been received from schools accessing the grant. Although the grant did not provide a long term solution for schools it enabled schools to take stock of what the needs were, before addressing them initially and then working out how needs could be addressed in the longer term.

Paul Davey asked if the grant was available to refugee children without English as a first language. Ian Pearson explained that theoretically a school could access the grant on behalf of any child that was presenting with issues that were preventing a child from accessing learning. However, he suggested that it would be worth looking at other funding route options. There were two main groups of refugee children being provided for in West Berkshire and these were from Afghanistan and the Ukraine. The Government was providing education funding for these two groups. The funding had been deployed through support services or directly to schools, which could then be used to buy support. Funding had already been received for Afghan refugee children and was due to arrive for those from the Ukraine in July 2022. Ian Pearson explained that this was dedicated funding for refugee children and their needs.

RESOLVED that the Schools' Forum noted the report.

104 Trade Union Facilities Time - Annual Report for 2021/22 (Richard Hand)

Richard Hand introduced the report (Agenda Item 11), which informed members about the activities of the teaching trade unions.

Richard Hand provided an update on paying conditions given the current situation and the possibility of an indicative ballot. He reported that the independent teacher pay review body was due to make its recommendations by the end of term. The indication was that there would be a two year deal and new teachers would be given an increase of seven and eight percent, which would take it to the £30k promised as part of the manifesto in 2019. Experienced teachers could expect a three and two percent pay rise with a sliding scale between the two points. The NEU had written to the Education Secretary and would be sending a letter the following day once the inflation figures had been published.

Catie Colston referred to the part of the report on grievances and noted that there had been an increase in these in the last year. Catie Colston queried if this was part of a trend and if anything could be learnt from it. Richard Hand did not believe it was part of a trend however, would look at the figures in more detail to see if there was something emerging.

Ian Pearson referred to the funding figures on page 34 of the report. He noted that the funding envelope was just over £55k and this had been divided across the three unions NEU, NAHT and ASCL. It was noted that there was not a line for NASUWT and this was likely because there was not a representative at this time. If a NASUWT representative was appointed he queried how the money would be divided so that they could have facilities time in a year when it had been allocated to others. Richard Hand was unsure of the answer on this and had used the table provided by Abi Witting in HR Services. Richard Hand stated he would be happy to check and Ian Pearson suggested that they continue the conversation outside of the meeting.

RESOLVED that:

- Richard Hand would look into figures on grievances to see if the increase over the last year was part of a trend.
- The Schools' Forum noted the report.

105 Therapies Contract (Jane Seymour)

Jane Seymour introduced the report (Agenda 12), which sought to inform the Schools' Forum about the re commissioning of the therapy service for children who had speech and language therapy, occupational therapy or physiotherapy written into their Education, Health and Care Plans (EHCPs) as an educational need. West Berkshire Council had a statutory duty to provide these therapies for children with EHCPs,

The provision of speech and language therapy, occupational therapy and physiotherapy for children who did not have an EHCP was the responsibility of the Clinical Commissioning Group (CCG) in Health.

The contract currently was held by Berkshire Health Foundation Trust. The current contract cost West Berkshire Council £323k per annum and this was funded from the High Needs Block (HNB).

It was agreed in 2021 by the Berkshire West Integrated Care Partnership (ICP) Children's Programme Board that therapies should in future be commissioned on a Berkshire West footprint as a joint arrangement involving West Berkshire Council, Brighter Futures for Children (Reading) and Wokingham Borough Council, with Wokingham as the lead authority. Together the three local authorities had agreed a new service specification for the joint service, based on existing service specifications. The contract was advertised in February 2022 with a submission date of 29th April 2022. Tenders were currently being evaluated by a panel consisting of representatives from all three areas. The new contract was due to commence in September 2022. Each area would then purchase an agreed amount of therapies.

Due to procurement regulations it was not possible to give any further details on the process at this stage however, it was expected that there would likely be an increase in the cost of the contract due to inflation and salary costs. It was also possible that increases might be sought in line with increasing demand for therapies in schools given the level of EHCPs had increased.

The final outcome of the process would be reported to the Schools' Forum once a decision had been made.

RESOLVED that the Schools' Forum noted the report.

106 DSG Outturn 2021/22 (Melanie Ellis)

Melanie Ellis introduced the report (Agenda item 13), which detailed 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 2022.

Melanie Ellis reported that at the beginning of the last financial year there had been a cumulative deficit of £1.5 million and this had increased to £1.7m by 31st March 2022. The 2021/22 DSG expenditure budget was set at £1.6m higher than available funding and this was treated as an in-year deficit against the High Needs Block (HNB). Overall DSG spend for 2021/22 was £372k less than budgeted, helping to reduce the in-year deficit to £1.27m. The deficit against the whole of the DSG cumulatively was £2.96m.

Melanie Ellis provided an overview of each of the blocks. The Schools Block had a surplus of £1.6m. This was largely due to the Growth Fund, which had been reduced over the last two years.

The Early Years Block (EYB) had overspent by £67k and there was a deficit recovery programme in place. There was a cumulative deficit in the block amounting to £900k.

The Central Schools' Block was underspent by £8k with a cumulative deficit of £64k, which would hopefully reduce when the next budget was set.

SCHOOLS FORUM - 20 JUNE 2022 - MINUTES

There had been an in year deficit of £1.2 million in the HNB and the cumulative deficit in the block was £3.6 million.

RESOLVED that the Schools' Forum noted the report.

107 Deficit Schools (Melanie Ellis)

Melanie Ellis introduced the report (Agenda Item 14), which provided an update on the outturn position of the two schools that set a deficit budget in 2021/22 and three schools that planned to repay their deficits by the end of 2021/22.

Melanie Ellis reported that there had been two schools with a licensed deficit of £77k between them. The schools had closed the year with a small overall surplus.

There were three schools that had planned to repay their deficits in 2021/22 and all had managed to do so. Detail on these schools was included under section 5.2 of the report.

Melanie Ellis drew attention to section six of the report, which detailed the schools that had ended 2021/22 with unplanned deficits. There was a total closing deficit between these schools of about £153k. These were the schools that would be monitored closely going forward. The theme for what had caused the schools to go into deficit was staffing costs and wrap around care. Four of the five schools had their deficit license underway with the exception of Hermitage, which was planning to be out of deficit soon.

RESOLVED that the Schools' Forum noted the report.

108 Forward Plan

The Chair invited comments from the Schools' Forum regarding the Forward Plan. Jess Bailiss highlighted any changes that were required.

RESOLVED that:

- An item would be added to the Forward Plan for the next meeting in July, providing an update on the Therapies Contract.
- The Schools' Forum noted the Forward Plan.

109 Date and format of the next meeting

The next meeting of the Schools' Forum would take place on 18th July 2022. It was agreed that the meeting would take place virtually on zoom.

110 Exclusion of the Press and Public

109 RESOLVED that members of the press and public be excluded from the meeting for the under mentioned items of business on the grounds that it involves the likely disclosure of exempt information as contained in Paragraphs 2 and 3 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.

(Jacquie Davies and Melissa Cliffe left the meeting for the following agenda item.)

111 Part II - Schools in Financial Difficulty Bids from Theale and Basildon Primary Schools (Melanie Ellis)

(Paragraph 2 – Information identifying an individual)

The Schools' Forum considered an exempt report (Agenda Item 18), which summarised the bids that had been received from schools to access funding from the Primary Schools in Financial Difficulty de-delegated fund.

SCHOOLS FORUM - 20 JUNE 2022 - MINUTES

RESOLVED that:

- The Schools' Forum approved the bid from Theale CE Primary School.
- The Schools' Forum rejected the bid from Basildon CE Primary School, but suggested it could be revised and resubmitted.

(Jacquie Davies re-joined the meeting.)

112 Part II - Engaging Potential Contract (Jane Seymour)

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

The Schools' Forum considered an exempt report (Agenda Item 19), which sought a decision from the Schools' Forum on a request from Engaging Potential for an inflationary increase in their contract price.

RESOLVED that the recommendation in the exempt report was approved.

(The meeting commenced at 5.00 pm and closed at 6.40 pm)

CHAIR

Date of Signature

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Actions from previous meeting

Ref No.	Date of meeting(s) raised	Item	Action	Responsible Officer	Comment / Update
Jun22-Ac1	20th June 2022	School Energy Bills	Melanie Ellis would ask Adrian Slaughter for an answer to the question regarding whether if and how the October increases would impact schools in light of the cap being increased at this time.	Melanie Ellis / Adrian Slaughter	A response will be fed back to the Forum once received.
Jun22-Ac2	20th June 2022	Trade Union Facilities Time - Annual Report for 2021/22	Richard Hand would look in to figures on grievances to see if the increase over the last year was part of a trend.	Richard Hand	An verbal update will be provided at the next meeting in July.
Jun22-Ac3	20th June 2022	Forward Plan	An item would be added to the forward plan for the next meeting in July, providing an update on the Therapies Contract.	Jess Bailiss	This item has been rescheduled for October 2022 when there will be more information available to report on.

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Schools' Forum Membership and Constitution from September 2022

Report being considered by: Schools' Forum on 18th July 2022

Report Author: Jessica Bailiss

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

1. Purpose of the Report

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

2. Recommendation

- 2.1 To approve the membership and Constitution of the Schools' Forum from September 2022.

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, which were last updated in 2020 to allow Schools' Forums to continue to meet remotely.
- 3.2 There have been no legislative changes over the last year requiring a change to the Forum's 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.
- 3.3 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.
- 3.4 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 21 census)		Pupil Numbers (Jan 22 census)	
	Number	%	Number	%
Primary Schools	(62) 11,997	46%	(62) 12,007	46%
Secondary Schools	(3) 4,103	16%	(3) 4,182	16%
Academy Schools	(12) 9752	38%	(13) 9886	38%
TOTAL	25,852	100%	26,075	100%

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

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

3.6 No schools in West Berkshire have converted to academy status since the last membership report that was presented to the Schools' Forum in July 2021. Pupil numbers for the new academy school, Highwood Copse, which opened in September 2021 are included in the academy schools data.

3.7 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	8	47%
Secondary	2	1 (v)	0	3	18%
Academies	4 (1v)	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	13	6	6	25	
Proportion of School Members (minimum must be 67.2%)				80%	

(*v stands for vacancy)

3.8 It is not proposed that any changes are made to the structure of the membership at this time.

4. Membership and term of office

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

4.2 The following Forum members will be coming to the end of their terms in 2022:

- Jon Hewitt – September 2022
- David Ramsden – September 2022

4.3 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.

4.4 A list of standing declarations of interest was obtained from Forum Members in 2021 and is kept up to date and published on the Schools' Forum webpage (Appendix D).

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 that any changes are made to the Constitution.

6.2 As the overall percentage of pupils in each sector has remained the same, 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 September 2022.

8. Consultation and Engagement

8.1 Ian Pearson (Head of Education Services), Melanie Ellis (Chief Management Accountant) and Stephen Chard (Democratic Services Manager)

9. Appendices

9.1 Appendix A: Equalities Impact Assessment – Stage One

9.2 Appendix B: Membership of the Schools Forum – September 2022

9.3 Appendix C: Constitution of the Schools Forum

9.4 Appendix D: Standing declarations of interest

Appendix A

Equality Impact Assessment (EqIA) - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (section 149 of the Equality Act 2010), which states:

- (1) A public authority must, in the exercise of its functions, have due regard to the need to:
 - (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;*
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.*
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.*

The following list of questions may help to establish whether the decision is relevant to equality (the relevance of a decision to equality depends not just on the number of those affected, but on the significance of the impact on them):

- Does the decision affect service users, employees or the wider community?
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the Council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Schools' Forum to make:	To approve the membership and Constitution of the Schools' Forum from July 2022.
Name of Service/Directorate:	Legal and Democratic
Name of assessor:	Jessica Bailiss
Date of assessment:	May 2022

Is this a ?		Is this policy, strategy, function or service ... ?	
Policy	Yes x No <input type="checkbox"/>	New or proposed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Strategy	Yes <input type="checkbox"/> No <input type="checkbox"/>	Already exists and is being reviewed	Yes x No <input type="checkbox"/>
Function	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is changing	Yes <input type="checkbox"/> No <input type="checkbox"/>
Service	Yes <input type="checkbox"/> No <input type="checkbox"/>		

(1) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To review and where necessary update the membership and Constitution of the Schools' Forum.
Objectives:	Review the Constitution for the Forum and ensure it reflects any changes made to the Schools' Forum Regulations 2012. Review the membership composition against pupil numbers to ensure that it is still correct or needs to be changed.
Outcomes:	A reviewed Constitution and membership for 2022/23.
Benefits:	Pupils across school phases in the district are fairly represented at the Schools' Forum. A Constitution that is fit for purpose.

(2) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?			
<i>(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation)</i>			
Group Affected	Potential Positive Impacts	Potential Negative Impacts	Evidence
Age	Pupils across the school phases are fairly represented at the Schools' Forum.	None	The January schools' census is used to calculate the membership composition for the Forum.
Disability	None	None	
Gender Reassignment	None	None	
Marriage and Civil Partnership	None	None	
Pregnancy and Maternity	None	None	
Race	None	None	
Religion or Belief	None	None	
Sex	None	None	
Sexual Orientation	None	None	
Further Comments: N/A			

(3) Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
The report aims to review and where necessary update the membership and Constitution of the Schools' Forum. This will help to ensure that pupils are fairly represented at the Schools' Forum. The refreshed Constitution will be published on the Schools' Forum's webpage. No changes are proposed to the membership at this time.	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
There will be no adverse impact caused upon the lives of people, including employees or service users as a result of the decision.	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a EqIA 2.

If an EqIA 2 is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the EqIA guidance and template – <http://intranet/index.aspx?articleid=32255>.

(4) Identify next steps as appropriate:	
EqIA Stage 2 required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Owner of EqIA Stage Two:	
Timescale for EqIA Stage Two:	

Name: Jessica Bailiss

Date: June 2022

Please now forward this completed form to Pamela Voss, Equality and Diversity Officer (pamela.voss@westberks.gov.uk), for publication on the WBC website

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West Berkshire Council Schools' Forum Membership

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>	<i>vacancy</i>	<i>Governor</i>	<i>Election to be held September 2022</i>			
	Emily Dawkins	Headteacher	Garland Primary School	Jan-21	Jan-25	4 years
	Caroline Johnson	Headteacher	Bradfield C of E Primary School	Dec-21	Dec-25	4 years
	Keith Harvey	Headteacher	St Nicholas' School	Jan-22	Jan-26	4 years
	Melissa Cliffe	Headteacher	Basildon C of E Primary	Dec-21	Dec-25	4 years
	Michelle Harrison	School Business Manager	St Finian's Catholic Primary School	Feb-21	Feb-25	4 years
	Paul Davey	Governor	Enborne Primary School	May-22	May-26	4 years
	Phil Spray	Governor	Spurcroft Primary School	Feb-22	Feb-26	4 years
<u>Secondary Schools</u>	Chris Prosser	Headteacher	The Downs School	Oct-20	Oct-24	4 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-21	Oct-25	4 years
<u>Academies</u>	Catie Colson	Governor	Highwood Copse	May-22	May-26	4 years
	<i>vacancy</i>	<i>Headteacher</i>				
	Gemma Piper	Headteacher	Kennet School	Jul-20	Jul-24	4 years
	Richard Hawthorne	Headteacher	John O'Gaunt School	Oct-20	Oct-24	4 years
	Campbell Smith	Governor	St Bartholomews School	Nov-20	Nov-24	4 years
	Charlotte Wilson	Headteacher	Trinity School	Oct-21	Oct-25	4 years
Non School Members:						
Non School Post 16 Providers	Didem Allen	Finance Director	Newbury College	Jul-22	Jul-26	4 years
Early Years PVI Providers	Catherine McLeod	Chief Executive Officer	Dingley's Promise	Sep-21	Sep-25	4 years
Church of England Diocese	Reverend Mark Bennet		Diocese of Oxford	Dec-21	Dec-25	4 years
Roman Catholic Diocese	Graham Spellman		Diocese of Portsmouth	Jul-20	Jul-24	4 years
Trade Union	Richard Hand		NEU	Jan-22	Jan-26	4 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: <https://www.legislation.gov.uk/ukxi/2012/2261/contents>

- 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 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.

The Local Authority has the discretion to divide the groups set out below in 2.2, for example the ratio of Headteachers or their Representatives and Governors in each group.

2.2 School Members

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

- a) **Primary Headteachers or their Representative and Governors**
8 representatives from primary schools of which at least 4 must be Headteachers or their representative.
- b) **Secondary Headteachers or their Representative and Governors**
3 representatives from secondary schools of which at least 2 must be Headteachers or their representative.
- c) **Special School Representatives**
1 representative from the special schools.
- d) **Nursery School Representatives**
1 representative from the nursery schools.
- e) **Academy Proprietor Body Representatives, Headteachers or their Representative and Governors**
6 representatives from the Academies, as elected by the proprietors of the Academies, of which at least 4 must be Proprietor Body Representatives/Headteachers or their representative.
- 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 headteacher 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 for 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.

There should be no more than two representatives from one school/academy across the groups that make up the Schools' Forum. This will be assessed as part of the election process.

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 24 hours 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 presiding 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 July 2021

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Schools' Forum - Declarations of Interest

Name	Key Role on the Forum	School / Organisation	Any other interests
Campbell Smith	Academy Governor Representative	St Bartholomew's School	Treasurer of St Bartholomew's School Parents' Association. Vice-Chair and Finance Governor at St Bartholomew's School.
Caroline Johnson	Maintained Primary Headteacher Representative	Bradfield C of E Primary School	No other interests to declare.
Catie Colston	Academy Governor Representative	Governor at Highwood Copse and	Chair of Governors at St Bartholomew's school Associate Governor at Enborne Primary school, with term ending on 31.7.22 Director of Colston Consultants, Research and Consultancy Co. Husband is Leader of Newbury Town Council.
Catherine McLeod	Early Years and Private, Voluntary and Independent Providers Representative	Chief Executive Officer and Dingley's Promise	No other interests to declare.
Charlotte Wilson	Academy Headteacher Representative	Headteacher - Trinity School	Executive Headteacher of Speenhamland and Fir Tree Primary Schools. Trinity School/Fir Tree and Speenhamland host SEND Resource Units.
Chris Prosser	Maintained Secondary Headteacher Representative	Headteacher – The Downs School	Executive Headteacher of Beedon and Compton Primary Schools.
David Ramsden	Maintained Secondary Headteacher Representative	Headteacher – Little Heath School	No other interests to declare.
Didem Allen	Post 16 Representative	Newbury College – Finance Director	
Emily Dawkins	Maintained Primary Headteacher Representative	Headteacher – Garland Primary School	No other interests to declare.
Gemma Piper	Academy Headteacher Representative	Kennet School	Executive Head of Kennet School Academies Trust including Kennet School, Francis Baily Primary School and Whitelands Park Primary School.
Graham Spellman	Roman Catholic Diocese Representative	Diocese of Portsmouth	No other interests to declare.

Jacque Davies	Pupil Referral Unit Representative	Headteacher – iCollege	Vice-Chair and Safeguarding Governor Basildon C of E Primary School. Secretary MD3D Ltd (Sales support and technical consulting in metrology devices for high accuracy data)
Jon Hewitt	Maintained Special School Headteacher Representative	The Castle School	The Castle School is a sponsor of the new SEMH provision at Theale.
Jonathan Chishick	Maintained Primary Governor Representative	Maintained Primary Foundation Governor at Englefield C of E Primary School	No other interests to declare.
Keith Harvey	Maintained Primary Headteacher Representative	Headteacher – St Nicholas’ C of E Junior School	Acting Executive Headteacher St Nicolas and St John the Evangelist Schools. Wife is a teacher at the iCollege.
Maria Morgan	Maintained Nursery Schools	Headteacher at Victoria Park Nursery School	No other interests to declare.
Melissa Cliffe	Maintained Primary Headteacher Representative	Headteacher at Basildon C of E Primary School	No other interests to declare.
Michelle Harrison	Maintained Primary Schools	School Business Manager at St Finian’s Catholic Primary School	Safeguarding Director at Kennet School Academy Trust
Paul Davey	Maintained Primary Governor Representative	LA Governor at Enborne C of E Primary School	No other interests to declare.
Phil Spray	Maintained Primary Governor Representative	Co-opted Governor at Spurcroft Primary School and Nursery	An employee at Thames Water.
Reverend Mark Bennet	Church of England Diocese Representative	Diocese of Oxford Member of Oxford Diocesan Board of Education	Foundation Governor of Thatcham Park School Member and Director of Kennet School Academies Trust Member of Kennet School local governing body Trustee of Westcott House, a Theological College in Cambridge Trustee of the Thatcham Parochial Charities
Richard Hand	Trade Union Representative	National Education Union	Teacher at Little Heath School

		- Joint Branch and District Secretary, West Berkshire	
Richard Hawthorne	Academy Headteacher Representative	Head of School John O'Gaunt, Hungerford	No other interests to declare.

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Waste Recycling Collection and Disposal: Options for Future Contract Provision

Report being considered by: Schools' Forum on 18th July 2022

Report Author: Karen Felgate/Kate Pearson

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

1. Purpose of the Report

- 1.1 To inform schools on the options available for future provision for the Waste Recycling Collection and Disposal service in light of the expiry of the current contract on 31st March 2023

2. Recommendation

- 2.1 Schools consider the options set out below for the future tender and provision of the Waste Recycling Collection and Disposal contract as outlined in this report.

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

3. Introduction/Background

- 3.1 The waste recycling collection and disposal contract for schools and corporate sites was procured in 2019 through the ESPO Framework 379 via a mini competition. The current contract is delivered by Veolia UK This contract was procured for four years and is due to expire on 31st March 2023.
- 3.2 The contract serves 85 sites throughout the West Berkshire District Council area, mainly comprising of educational, cultural and council facilities including the Council's care homes. 68 of the sites are schools. Schools waste is normally collected 46 weeks per year school terms times, with non-collection times tied in with the school holidays.
- 3.3 Over the last few years, a number of services, such as catering and cleaning, have been procured by the Council with the schools taking responsibility for the management of the contract and moving away from direct council involvement. In some cases schools have taken responsibility for the procurement itself.
- 3.4 This paper sets out the options for schools to consider in regard to the re-procurement of waste recycling and collection service.

4. Supporting Information

4.1 Contract Management

The current contract for waste recycling collection and disposal was let via an ESPO framework via a mini competition. The contract term is due to expire on 31st March 2023 with no further extension provision.

There have been some issues with contractor performance during the life of the current contract. This has mainly been as a result of the impact of Covid and the associated impacts on staffing, which led to missed collections. This issue has more recently been exacerbated by sharp rises in inflation, particularly in relation to fuel costs.

Veolia have requested annual price increases, but these have been refused by the Council due to lack of inflation clause in the current contract. This means prices have been maintained for the last four years. It should be highlighted that any new provision is likely to result in an increase in costs due to the pressures on contract provision highlighted above.

The current contract is between the Council and Veolia UK and is contract managed by the Council. The Council is also responsible for payment and reconciliation of invoices. This service is an historic arrangement that has been provided free of charge to schools and has diverted resources within the Commissioning and Procurement Service away from core business.

Contract management reviews have been carried out by the Supplier Relationship Manager. These are held quarterly, however there have been a number of occasions when more regular meetings have been required due to poor performance by the contractor

The Commissioning Support Officer has acted as a third party liaison between the contractor and the school. This proved to be inefficient as it is hard to act as an intermediary without a first-hand knowledge of the problem or the solution. To resolve an issue to a satisfactory conclusion, the Commissioning Support Officer is required to make a number of calls to both the school and contractor which is not a good use of time or resource.

The current arrangement with the Council acting as contract manager is inefficient and ineffective which leads to increased timescales for resolution of issues. Council officers act as a “post box” and intermediary, co-ordinating information between the service users and supplier.

The Council cannot proactively identify issues to raise with the supplier and the relationship between the service users and supplier has been unable to develop. Invoice issues are difficult to identify and there is the potential that timescales for disputing invoices could be missed, leading to payment issues.

The Council can no longer sustain this service delivery in its current form and therefore, in line with the model of delivery for school catering and cleaning services, will no longer provide contract support for the new contract..

The following options are presented below for consideration by schools for the re-procurement of their waste and recycling service including future contract management.

5. Options for Consideration

5.1 Option 1

Schools tender for their own waste and recycling collection service and enter into their own contract with the successful contractor which will commence on 1st April 2023 when the current contract expires. Schools will need to ensure they follow requirements of the Public Contract Regulations 2015 and take their own legal advice where required. Those schools that are signed up to the Legal Services SLA may seek legal advice via that route. Future contract management and invoicing will be responsibility of each school from 1st April 2023.

5.2 Option 2

Council facilitates a procurement process on behalf of schools. Schools that wish to participate will need to give the Council a firm decision whether they wish to participate in the Council run procurement process by 30th September 2022. This is to enable the Council to undertake a full tender process in line with Public Contract Regulations 2015 and allow for mobilisation and any TUPE requirements. Going forward the Council will no longer carry out contract management on behalf of schools and schools will be required to liaise with the new contractor directly. Schools will also be responsible for their own invoices and will liaise directly with the contractor on any invoicing queries.

6. Proposals

6.1 The Council is planning to go out to open tender for its corporate sites. It will extend this approach for schools should they wish the Council to facilitate a tender process on their behalf. The rationale for this approach is that available frameworks for waste collection and recycling are restricted to a small number of national contractors and this limits competition.

6.2 Schools wishing to be involved in the Council led procurement exercise will have confirmed their firm intention to participate by 30th September 2022 to Kate Pearson. The Council will produce an indicative timetable which adheres to PCR 2015 requirements and Council's constitution and will draft all procurement documentation on behalf of schools. Schools will be responsible for their own specifications for delivery which will form part of the tender documentation

6.3 Commissioning and Procurement Service will advertise the tender opportunity via the Council's e-procurement portal Intend. Schools will be asked if they wish to be participate on the tender evaluation panel.

6.4 Once the tender exercise is completed, the Commissioning and Procurement Service will have no further oversight with regard to schools making their own arrangements, and will have no ongoing contract management of the new contract.

Schools can continue to be supported by the Councils Legal Team, in line with the agreed SLA.

6.5 Indicative timescales for the procurement process are below:

	No of days	Start	End
Schools to agree involvement		15/07/2022	30/09/2022
Schools to confirm requirements / specification		15/07/2022	14/10/2022
Procurement strategy to Procurement Board			20/10/2022
Procurement board (and forward plan if over £500k)			27/10/2022
ITT drafted and submitted to legal	28	01/10/2022	28/10/2022
Legal review and draft contract	14	28/10/2022	11/11/2022
Finalise tender with service users	14	11/11/2022	25/11/2022
Issue tender	3	25/11/2022	28/11/2022
Clarifications	30	28/11/2022	28/12/2022
Tender deadline	39	28/11/2022	06/01/2023
Evaluation	14	06/01/2023	20/01/2023
Contract award to Procurement Board	7	20/01/2023	26/01/2023
Standstill	10	27/01/2023	06/02/2023
Contract award	1	07/02/2023	08/02/2023

6.6 The council is proposing that there are 3 or 4 representatives from schools on the evaluation panel – any school which wishes to propose a representative to be included in the evaluation panel should include this request in their email to Kate Pearson, confirming their wish to participate in the tender process.

7. Conclusion

7.1 Schools Forum note and consider the available options for the waste recycling and disposal contract

8. Consultation and Engagement

8.1 Ian Pearson

8.2 June Graves

9. Appendices

9.1 Appendix A – Equalities Impact Assessment (Stage One)

Appendix A

Equality Impact Assessment (EqIA) - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (section 149 of the Equality Act 2010), which states:

- (1) A public authority must, in the exercise of its functions, have due regard to the need to:
 - (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;*
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.*
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.*

The following list of questions may help to establish whether the decision is relevant to equality (the relevance of a decision to equality depends not just on the number of those affected, but on the significance of the impact on them):

- Does the decision affect service users, employees or the wider community?
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the Council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Schools' Forum to make:	Waste Recycling Collection and Disposal: Options for Future Contract Provision
Name of Service/Directorate:	Commissioning and Procurement
Name of assessor:	
Date of assessment:	

Is this a ?		Is this policy, strategy, function or service ... ?	
Policy	Yes <input type="checkbox"/> No <input type="checkbox"/>	New or proposed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Strategy	Yes <input type="checkbox"/> No <input type="checkbox"/>	Already exists and is being reviewed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Function	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is changing	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Service	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

(1) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	Retender of Waste Recycling Collection and Disposal contract
Objectives:	As above
Outcomes:	Delivery of contract
Benefits:	Schools receive a waste and recycling service

(2) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?			
<i>(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation)</i>			
Group Affected	Potential Positive Impacts	Potential Negative Impacts	Evidence
Age	N/A	N/A	
Disability	N/A	N/A	
Gender Reassignment	N/A	N/A	
Marriage and Civil	N/A	N/A	

Partnership			
Pregnancy and Maternity	N/A	N/A	
Race	N/A	N/A	
Religion or Belief	N/A	N/A	
Sex	N/A	N/A	
Sexual Orientation	N/A	N/A	
Further Comments:			
This is a facilities contract procurement			

(3) Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please provide an explanation for your answer:	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a EqIA 2.

If an EqIA 2 is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the EqIA guidance and template – <http://intranet/index.aspx?articleid=32255>.

(4) Identify next steps as appropriate:	
EqIA Stage 2 required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Owner of EqIA Stage Two:	
Timescale for EqIA Stage Two:	

Name:

Date:

Please now forward this completed form to Pamela Voss, Equality and Diversity Officer (pamela.voss@westberks.gov.uk), for publication on the WBC website

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Early Years Deficit Recovery Update

Report being considered by: Schools' Forum on 18th July 2022

Report Author: Avril Allenby and Lisa Potts

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

1. Purpose of the Report

1.1 To update the Forum on the deficit recovery for the Early Years Block.

2. Deficit Recovery Plan

2.1 The Early Years Funding Group were consulted on reductions to the funding rates to recover the deficit on the Early Years Block. The option chosen is shown below:

	Year 1	Year 2	Year 3	Year 4	Year 5
	2021/22	2022/23	2023/24	2024/25	2025/26
3 & 4 year olds	3p	4p	6p	7p	8p
quality rate	3p	3p	4p	4p	5p
2 year olds	10p	12p	14p	14p	15p
deprivation	25p	35p	45p	50p	60p

2.2 The following rate changes came into effect from 1st April 2022:

	previous rate	2021/22 Funding Rate £	2022/23 Rate as per deficit recovery £	2022/23 agreed rate £
3 & 4 year olds	£4.40	£4.37	£4.36	£4.50
quality rate	£0.66	£0.63	£0.63	£0.63
2 year olds	£5.65	£5.55	£5.53	£5.71
deprivation	£2.00	£1.75	£1.65	£1.72

2.3 The increase in rates from 2022/23 take into consideration the increased hourly funding rate announced in the October 2021 Spending Review and the deficit recovery plan.

3. Deficit position at the end of March 2022

3.1 The table below summarises the current position as at the end of March 2022.

3.2 The cumulative deficit has decreased by £56,000 from 2020/21 to 2021/22. Based on the total number of hours in 2021/22 the deficit should have been reduced by around £130k, however there was an adjustment required in the overall funding for the year which has reduced this value to £56k.

	2019/20	2020/21	2021/22
Reserve Balances (surplus)/deficit	31.3.2020	31.3.2021	31.3.2022
	Actual	Actual	Actual
Early Years Block	874	970	914

4. How we are comparing to the plan

4.1 The deficit recovery plan was based on the following projection:

	actual	forecast	forecast	forecast	forecast	
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
	2021/22	2022/23	2023/24	2024/25	2025/26	
up to 8p reduction 3 / 4 year olds to £4.32	52,992	73,265	109,897	128,213	146,529	510,896
up to 5p reduction in quality rate to £0.61	29,751	31,312	41,749	41,749	52,186	196,746
up to 15p reduction in 2 year olds to £5.50	12,706	16,074	18,753	18,753	20,093	86,379
up to 60p reduction in deprivation to £1.40	33,957	32,965	42,384	47,094	56,512	212,912
	129,406	153,616	212,783	235,808	275,320	1,006,934

4.2 The plan was to save a lower value in the first few years as providers recovered from the Covid-19 pandemic, with larger savings in the latter years.

4.3 The first year we had planned to save £129k, but due to some adjustments to the income, the total deficit reduced by £56k.

5. Conclusion

5.1 We will continue to monitor the deficit over the planned 5 years recovery period and update the group on an annual basis

5.2 We will review the planned rates for 23/24 so that the deficit can still be achieved.

Dedicated Schools Grant Monitoring Report 2022/23 – Quarter One

Report being considered by: Schools' Forum on 18th July 2022

Report Author: Ian Pearson

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

1. Purpose of the Report

- 1.1 To report the forecast financial position of the services funded by the Dedicated Schools Grant (DSG), highlighting any under or over spends, and to highlight the cumulative deficit on the DSG.

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"/>
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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. 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 over spends/under spends and to inform future year budget requirements.
- 3.2 There are four DSG funding blocks: Schools Block, High Needs Block, Early Years Block and Central Schools Services Block. The funding for each of the four blocks is determined by a national funding formula.

4. 2022/23 Budget Setting

- 4.1 The 2022/23 Dedicated Schools Grant allocation is £157.3m. This includes £48.6m which funds Academies and post-16 high needs places which is paid direct by the Education and Skills Funding Agency (ESFA) to schools. The DSG budget for 2022/2 has been built utilising the remaining grant of £108.7m.
- 4.2 The schools block is ring fenced but the Local Authority can transfer up to 0.5% of the funding out of the schools block with Schools Forum agreement. The other blocks are not subject to this limitation on transfers. For the 2022/23 budget, Schools Forum agreed to transfer 0.25% of the Schools Block funding to the High Needs Block amounting to £300k for invest to save projects.

4.3 The DSG expenditure budgets required for 2022/23 total £109.3m, which is £1.7m more than the funding available. As a result, a £1.7m in-year efficiency target has been set against this in order to balance the DSG budget, against the High Needs Block

4.4 There is a brought forward deficit on the DSG of £2.964m.

5. Quarter One Forecast (30 June 2022)

5.1 The forecast position at the end of June is shown in Table 1. A more detailed position per cost centre is shown in Appendix A.

Prior Years			Table 1 - DSG Block forecast 2022/23	2022/23				Deficit/ (surplus)
2019/20 Outturn £'000	2020/21 Outturn £'000	2021/22 Outturn £'000		Original Budget £'000	Budget Changes £'000	Final Budget £'000	Quarter 1 Forecast £'000	
			Expenditure:					
63,320	64,558	70,512	Schools Block (inc ISB)	71,663	0	71,663	71,663	0
10,042	10,441	9,899	Early Years Block	10,030		10,030	10,030	0
1,054	981	1,001	Central School Services Block	992		992	984	(8)
19,967	20,939	23,827	High Needs Block	26,638		26,638	26,515	(123)
(341)	0	0	High Needs Block In-Year deficit recovery	(1,707)		(1,707)	0	1,707
94,041	96,919	105,240	Total Expenditure	107,615	0	107,615	109,191	1,575
			DSG Grant Income:					
(63,602)	(65,700)	(70,293)	Schools Block	(71,663)		(71,663)	(71,663)	0
(9,491)	(10,229)	(9,834)	Early Years Block	(10,016)		(10,016)	(10,016)	0
(976)	(959)	(1,009)	Central School Services Block	(992)		(992)	(992)	0
(18,365)	(20,148)	(22,601)	High Needs Block	(24,944)		(24,944)	(24,944)	0
(92,434)	(97,037)	(103,737)	Total DSG Income	(107,615)	0	(107,615)	(107,615)	0
(16)	(112)		In-year adjustments					
(92,450)	(97,149)	(103,737)	Total Income	(107,615)	0	(107,615)	(107,615)	0
			In year net deficit/(surplus):					
(282)	(1,142)	219	Schools Block	0	0	0	0	0
551	211	65	Early Years Block	13	0	13	13	0
78	22	(8)	Central School Services Block	0	0	0	(8)	(8)
1,245	679	1,227	High Needs Block	(13)	0	(13)	1,571	1,584
1,591	(230)	1,503	Net In-year Deficit	0	0	0	1,575	1,575
100	1,691	1,461	Deficit Balance in reserves	2,964		2,964	2,964	2,964
			In year reserve movement	0		0	108	108
1,691	1,461	2,964	Cumulative Deficit	2,964	0	2,964	4,647	4,647

5.2 The Quarter One forecast shows an in-year forecast deficit of £1.6m, against the in-year efficiency target in the High Needs Block. When added to the cumulative deficit of £2.96m, the forecast year end deficit on the DSG is £4.6m.

5.3 The reported underspend on the High Needs Block of £123k relates to £75k saving on Medical Home Tuition due to a delay in recruitment and £48k in relation to forecast underspends on top up funding.

5.4 The table below shows the forecast position for the end of 2022/23 by block. The surplus balance on the Schools Block of £1.5m is supporting the forecast overspend position on the other blocks.

Reserve Balances (surplus)/deficit	1.4.2022 Actual	Change in reserves	In-year Deficit/ (Surplus)	31.3.2023 Forecast
Schools Block De-delegated	(245)	108	0	(137)
Schools Block - growth fund	(1,283)	0	0	(1,283)
Schools Block - other	(88)	0	0	(88)
Early Years Block	914	0	0	914
Central School Services Block	64	0	(8)	56
High Needs Block	3,597	0	1,584	5,180
Grant changes	6	0	0	6
Total Deficit Balance	2,964	108	1,575	4,648

6. Conclusion

- 6.1 The total forecast deficit on the DSG amounts to £4.6m, comprising £2.96m from previous years and a further £1.68m forecast overspend in year. The forecast position will be kept under review and updates provided to Schools' Forum

Appendix A – DSG 2022-23 Budget Monitoring Report Month 3

Dedicated School's Grant (DSG) 2022/2023 Budget Monitoring Month Three

Cost Centre	Description	Original Budget 2022/23	Net Virements in year	Amended Budget 2022/23	Forecast	Variance	Comments
90020	Primary Schools (excluding nursery funding)	52,073,450		52,073,450	52,073,450	0	
DSG top slice	Academy Schools Primary	0		0	0	0	
90025	Secondary Schools (excluding 6th form funding)	18,816,950		18,816,950	18,816,950	0	
DSG top slice	Academy Schools Secondary	0		0	0	0	
90230	DD - Schools in Financial Difficulty (primary schools)	30,000		30,000	30,000	0	
90113	DD - Trade Union Costs	52,750		52,750	52,750	0	
90255	DD - Support to Ethnic minority & bilingual Learners	203,140		203,140	203,140	0	
90349	DD - Behaviour Support Services	214,770		214,770	214,770	0	
90424	DD - CLEAPSS	3,210		3,210	3,210	0	
90470	DD - School Improvement	195,570		195,570	195,570	0	
90423	DD - Statutory & Regulatory Duties	119,980		119,980	119,980	0	
90235	School Contingency - Growth Fund/Falling Rolls Fund	0		0	0	0	
90054	Funding from reserves	-107,970		-107,970	-107,970	0	
	SSR	61,075		61,075	61,075	0	
	Schools Block Total	71,662,925	0	71,662,925	71,662,925	0	
90583	National Copyright Licences	153,500		153,500	153,500	0	
90019	Servicing of Schools Forum	46,480		46,480	46,480	0	
90743	School Admissions	179,010		179,010	179,010	0	
90354	ESG - Education Welfare	161,900		161,900	161,900	0	
90460	ESG - Statutory & Regulatory Duties	320,590		320,590	320,590	0	
90054	Efficiency Target	8,360		8,360	0	-8,360	unallocated 22/23 grant to be used to off-set reserve deficit
	SSR	122,112		122,112	122,112	0	
	Central School Services Block DSG	991,952	0	991,952	983,592	-8,360	

Dedicated School's Grant (DSG) 2022/2023 Budget Monitoring Month Three

Cost Centre	Description	Original Budget 2022/23	Net Virements in year	Amended Budget 2022/23	Forecast	Variance	Comments
90010	Early Years Funding - Nursery Schools	824,890		824,890	824,890	0	
90037	Early Years Funding - Maintained Schools	1,875,190		1,875,190	1,875,190	0	
90036	Early Years Funding - PVI Sector	6,165,370		6,165,370	6,165,370	0	
90052	Early Years PPG & Deprivation Funding	235,690		235,690	235,690	0	
90053	Disability Access Fund	42,400		42,400	42,400	0	
90018	2 year old funding	736,930		736,930	736,930	0	
90017	Central Expenditure on Children under 5	281,980		281,980	281,980	0	
90287	Pre School Teacher Counselling	75,700		75,700	75,700	0	
90238	Early Years Inclusion Fund	90,000		90,000	90,000	0	
90054	Early Years adjustment re grant funding	-367,900		-367,900	-367,900	0	awaiting 21/22 final income adjustment
	SSR	69,307		69,307	69,307	0	
	Early Years Block Total	10,029,557	0	10,029,557	10,029,557	0	
90026	Academy Schools RU Top Ups	1,000,000		1,000,000	1,000,000	0	
90539	Special Schools - Top Up Funding	4,924,490		4,924,490	4,924,490	0	
90548	Non WBC Special Schools - Top Up Funding	620,810		620,810	445,980	-174,830	
90554	Non WBC free schools	331,700		331,700	517,270	185,570	
90556	Non WBC free schools	775,390		775,390	775,390	0	
90575	Non LEA Special School (OofA)	1,114,000		1,114,000	1,061,390	-52,610	
90579	Independent Special School Place & Top Up	4,656,200		4,656,200	4,591,680	-64,520	
90580	Further Education Colleges Top Up	1,016,940		1,016,940	959,580	-57,360	
90617	Resourced Units top up Funding maintained	314,000		314,000	314,000	0	
90618	Non WBC Resourced Units - Top Up Funding	180,640		180,640	176,540	-4,100	
90621	Mainstream - Top Up Funding maintained	850,000		850,000	873,770	23,770	

Dedicated School's Grant (DSG) 2022/2023 Budget Monitoring Month Three

Cost Centre	Description	Original Budget 2022/23	Net Virements in year	Amended Budget 2022/23	Forecast	Variance	Comments
90622	Mainstream - Top Up Funding Academies	510,000		510,000	510,000	0	
90624	Non WBC Mainstream - Top Up Funding	161,780		161,780	166,800	5,020	
90625	Pupil Referral Units - Top Up Funding	830,140		830,140	830,140	0	
90627	Disproportionate No: of HN Pupils NEW	42,000		42,000	42,000	0	
90628	EHCP PRU Placement	767,020		767,020	767,020	0	
	High Needs Block: Top Up Funding Total	18,095,110	0	18,095,110	17,956,050	-139,060	
90320	Pupil Referral Units	660,000		660,000	660,000	0	
90540	Special Schools	2,860,000		2,860,000	2,860,000	0	
90546	Special Schools - Place Funding Post 16	790,000		790,000	790,000	0	
90551	Mainstream Maintained - post 16 SEN places	44,000		44,000	44,000	0	
90552	Special Schools and PRU Teachers Pay and Pension	312,050		312,050	312,050	0	
90584	Resourced Units - Place Funding	226,000		226,000	242,000	16,000	
	High Needs Block: Place Funding Total	4,892,050	0	4,892,050	4,908,050	16,000	
90240	Applied Behaviour Analysis	167,910		167,910	234,600	66,690	
90280	Special Needs Support Team	334,140		334,140	334,140	0	
90281	SEND Strategy (DSG)	60,740		60,740	60,740	0	
90282	Medical Home Tuition	386,090		386,090	311,090	-75,000	£75k underspend due to time lag between funding and recruitment
90237	High Needs Contingency	273,780		273,780	273,780	0	
90287	Pre School Teacher Counselling	75,700		75,700	75,700	0	
90288	Elective Home Education Monitoring	29,310		29,310	29,310	0	
90290	Sensory Impairment	243,900		243,900	251,820	7,920	
90295	Therapy Services	323,820		323,820	323,820	0	
90372	Therapeutic Thinking	55,900		55,900	55,900	0	
90373	Emotional Based School Avoiders (EBSA)	123,840		123,840	123,840	0	
90555	LAL Funding	135,740		135,740	135,740	0	
90565	Equipment For SEN Pupils	15,000		15,000	15,000	0	
90577	SEN Commissioned Provision	584,480		584,480	584,780	300	
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	39,950		39,950	39,950	0	

Dedicated School's Grant (DSG) 2022/2023 Budget Monitoring Month Three

Cost Centre	Description	Original Budget 2022/23	Net Virements in year	Amended Budget 2022/23	Forecast	Variance	Comments
90830	ASD Teachers	288,330		288,330	288,330	0	
90961	Vulnerable Children	179,400		179,400	179,400	0	
90581	Dingleys Promise	30,000		30,000	30,000	0	
	High Needs Block: Non Top Up or Place Funding	3,459,230	0	3,459,230	3,459,140	-90	
90054	Efficiency Target	-1,706,840		-1,706,840	0	1,706,840	
	SSR	191,506		191,506	191,506	0	
	High Needs Block Total	24,931,056	0	24,931,056	26,514,746	1,583,690	
	TOTAL DSG EXPENDITURE	107,615,490	0	107,615,490	109,190,820	1,575,330	
90030	DSG Grant Account	-107,615,490		-107,615,490	-107,615,490	0	
	Net In-year Deficit	0	0	0	1,575,330	1,575,330	
	Deficit Balance brought forward	2,964,515		2,964,515	2,964,515	0	
	In year reserve movement				107,970	107,970	
	Cumulative Deficit	2,964,515	0	2,964,515	4,647,815	1,683,300	

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Agenda Item 9

Schools Forum Work Programme 2022/23

	Item	HFG Deadline	Heads Funding Group	SF Deadline	Schools Forum	Action required	Author
Term 1	Schools Funding Formula Consultation 2023/24	28/09/2022	05/10/2022	11/10/2022	17/10/2022	Decision	Melanie Ellis
	Draft De-delegations 2023/24	28/09/2022	05/10/2022	11/10/2022	17/10/2022	Decision	Lisa Potts
	Scheme for Financing Schools Consultation 2022/23	28/09/2022	05/10/2022	11/10/2022	17/10/2022	Decision	Melanie Ellis
	Update on HNB Invest to Save Projects	28/09/2022	05/10/2022	11/10/2022	17/10/2022	Discussion	Jane Seymour
	Therapies Potential Contract - Update	28/09/2022	05/10/2022	11/10/2022	17/10/2022	Information	Jane Seymour
	Deficit Schools (standing item)	28/09/2022	05/10/2022	11/10/2022	17/10/2022	Information	Melanie Ellis
	DSG Monitoring 2022/23 Month 6			11/10/2022	17/10/2022	Information	Melanie Ellis
	Schools in Financial Difficulty Bids (TBC)	28/09/2022	05/10/2022	11/10/2022	17/10/2022	Decision	Melanie Ellis
9th November 2022 - Additional Heads Funding Group meeting to consider bids to the Primary Schools in Financial Difficulty Fund (Provisional)							
Term 2	Provisional DSG Funding Settlement Overview 2023/24	15/11/2022	22/11/2022	29/11/2022	05/12/2022	Discussion	Melanie Ellis
	School Funding Formula 2023/24	15/11/2022	22/11/2022	29/11/2022	05/12/2022	Decision	Melanie Ellis
	Budgets for Additional Funds 2023/24	15/11/2022	22/11/2022	29/11/2022	05/12/2022	Decision	Melanie Ellis
	Scheme for Financing Schools 2022/23	15/11/2022	22/11/2022	29/11/2022	05/12/2022	Decision	Melanie Ellis
	Draft Central Schools Block Budget 2023/24	15/11/2022	22/11/2022	29/11/2022	05/12/2022	Discussion	Melanie Ellis
	Draft High Needs Budget 2023/24	15/11/2022	22/11/2022	29/11/2022	05/12/2022	Discussion	Jane Seymour
	High Needs Block - Deficit Recovery Plan	15/11/2022	22/11/2022	29/11/2022	05/12/2022	Discussion	Jane Seymour
	Deficit Schools (<i>standing item</i>)	15/11/2022	22/11/2022	29/11/2022	05/12/2022	Information	Melanie Ellis
	Schools in Financial Difficulty Bids (TBC)	15/11/2022	22/11/2022	29/11/2022	05/12/2022	Decision	Melanie Ellis
Term 3	Final DSG Funding Settlement Overview 2023/24	04/01/2023	11/01/2023	17/01/2023	23/01/2023	Discussion	Melanie Ellis
	Final School Funding 2023/24	04/01/2023	11/01/2023	17/01/2023	23/01/2023	Decision	Melanie Ellis
	Final De-delegations 2023/24	04/01/2023	11/01/2023	17/01/2023	23/01/2023	Decision	Lisa Potts
	Final Central School Block Budget Proposals 2023/24	04/01/2023	11/01/2023	17/01/2023	23/01/2023	Decision	Melanie Ellis
	High Needs Block Budget Proposals 2023/24	04/01/2023	11/01/2023	17/01/2023	23/01/2023	Discussion	Jane Seymour
	Growth Fund 2022/23	04/01/2023	11/01/2023	17/01/2023	23/01/2023	Information	Melanie Ellis
	Outline Early Years Forecast 2022/23	04/01/2023	11/01/2023	17/01/2023	23/01/2023	Discussion	Avril Allenby
	Early Years Block Budget - Update on Deficit Recovery Plan	04/01/2023	11/01/2023	17/01/2023	23/01/2023	Discussion	Avril Allenby
	Deficit Schools (<i>standing item</i>)	04/01/2023	11/01/2023	17/01/2023	23/01/2023	Information	Melanie Ellis
	DSG Monitoring 2022/23 Month 9			17/01/2023	23/01/2023	Information	Melanie Ellis
	Schools in Financial Difficulty Bids (TBC)	04/01/2023	11/01/2023	17/01/2023	23/01/2023	Decision	Melanie Ellis
9th February 2022 - Additional Heads Funding Group meeting to consider bids to the Primary Schools in Financial Difficulty Fund (Provisional)							
Term 4	Work Programme 2023/24	21/02/2023	28/02/2023	07/03/2023	13/03/2023	Decision	Jessica Bailiss
	Update on HNB Invest to Save Projects	21/02/2023	28/02/2023	07/03/2023	13/03/2023	Discussion	Jane Seymour
	Final High Needs Block Budget 2023/24	21/02/2023	28/02/2023	07/03/2023	13/03/2023	Decision	Jane Seymour
	Final Early Years Block Budget 2023/24	21/02/2023	28/02/2023	07/03/2023	13/03/2023	Decision	Avril Allenby
	Deficit Schools (<i>standing item</i>)	21/02/2023	28/02/2023	07/03/2023	13/03/2023	Information	Melanie Ellis
	DSG Monitoring 2022/23 Month 10			07/03/2023	13/03/2023	Information	Melanie Ellis
		Schools in Financial Difficulty Bids (TBC)	21/02/2023	28/02/2023	07/03/2023	13/03/2023	Decision

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