

# Notice of Meeting

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## Schools Forum

**Monday, 16th October, 2023 at 5.00 pm**  
Via Zoom

This meeting will be streamed live here: [www.westberks.gov.uk/schoolsforumlive](http://www.westberks.gov.uk/schoolsforumlive)

Date of despatch of Agenda: Tuesday, 10 October 2023

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](mailto:jessica.bailiss@westberks.gov.uk)

Further information and Minutes are also available on the Council's website at [www.westberks.gov.uk](http://www.westberks.gov.uk)



## Agenda - Schools Forum to be held on Monday, 16 October 2023 (continued)

**Forum Members:** Reverend Mark Bennet, Melissa Cliffe, Heather Codling, Iain Cottingham, Paul Davey, Jacque Davies, Gemma Duff, Richard Hand, Michelle Harrison, Keith Harvey, Richard Hawthorne, Jon Hewitt, Trevor Keable, Jo Lagares, Maria Morgan, Gemma Piper, Chris Prosser, David Ramsden, Lesley Roberts, Ant Sizer, Campbell Smith, Graham Spellman (Chairman), Phil Spray, Charlotte Wilson and Lindsay Wood

# Agenda

## Part I

	<b>Page No.</b>
1 <b>Apologies</b>	
2 <b>Election of Vice-Chair</b>	
3 <b>Minutes of previous meeting dated 19th June 2023</b>	1 - 8
4 <b>Actions arising from previous meetings</b>	9 - 10
5 <b>Declarations of Interest</b>	
6 <b>Membership</b>	

## Items for Decision

7 <b>2024/25 Consultations: Schools Funding Formula and Scheme for Financing Schools (Melanie Ellis)</b>	11 - 78
8 <b>Draft De-delegations 2024/25 (Lisa Potts)</b>	79 - 118

## Items for Information

9 <b>DSG Monitoring 2023/24 Month 6 (Michelle Sancho/Lisa Potts)</b>	119 - 126
10 <b>Forward Plans</b> 1. <i>Schools' Forum Forward Plan</i> 2. <i>Contracts Forward Plan</i>	127 - 130
11 <b>Date and format of the next meeting</b> <i>Monday 4<sup>th</sup> December 2023 at 5pm (virtual/in-person to be confirmed)</i>	

**Agenda - Schools Forum to be held on Monday, 16 October 2023** *(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, 19 JUNE 2023**

**Present:** Reverend Mark Bennet (Church of England Diocese), Melissa Cliffe (Maintained Primary School Headteacher), Councillor Heather Codling (Executive Portfolio Holder: Children, Education and Young People's Services), Catie Colston (Academy School Governor), Jackie Davies (Pupil Referral Unit Headteacher), Richard Hand (Trade Union), Michelle Harrison (Maintained Primary Schools), Keith Harvey (Maintained Primary School Headteacher), Richard Hawthorne (Academy School Headteacher), Jon Hewitt (Maintained Special School Headteacher), Jo Lagares (Maintained Primary School Headteacher), Maria Morgan (Maintained Nursery School Headteacher), Chris Prosser (Maintained Secondary School Headteacher), David Ramsden (Maintained Secondary School Headteacher), Ant Sizer (Maintained Secondary School Deputy Headteacher), Campbell Smith (Academy School Governor), Graham Spellman (Roman Catholic Diocese), Phil Spray (Maintained Primary School Governor), Charlotte Wilson (Academy School Headteacher) and Lindsay Wood (Academy School Headteacher)

**Also Present:** Melanie Ellis (Chief Accountant), Nicola Ponton (SEN Manager), Jane Seymour (Service Manager, SEN & Disabled Children's Team), Jessica Bailiss (Policy Officer (Executive Support)) and Michelle Sancho (Acting Head of Education Services)

**Apologies for inability to attend the meeting:** Avril Allenby (Service Manager for Early Years), Rose Carberry (Principal Advisor for School Improvement), Councillor Iain Cottingham (Executive Portfolio Holder: Finance and Corporate Services), Paul Davey (Maintained Primary School Governor), Gemma Duff (Maintained Primary School Governor) and Gemma Piper (Academy School Headteacher)

#### **PART I**

##### **1 Election of Chair and Vice-Chair 2023/24**

Michelle Sancho 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 2023/24 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 2023/24 municipal year.

##### **2 Minutes of previous meeting dated 13th March 2023**

The minutes of the meeting held on 13<sup>th</sup> March 2023 were approved as a true and correct record and signed by the Chair.

##### **3 Actions arising from previous meetings**

Action Mar23-Ac1 was completed. Jane Seymour would update verbally regarding Mar23-Ac2 under Agenda Item Seven (Resourced Schools' Funding).

#### 4 **Declarations of Interest**

Lindsay Wood declared an interest in agenda item seven (Resourced Schools' Funding), by virtue of the fact that Speenhamland School formed part of the Newbury Academy Trust. 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.

Reverend Mark Bennet declared an interest in agenda item seven (Resourced Schools' Funding), by virtue of the fact he was a Member and Director of Kennet School Academies Trust. As his interest was a disclosable pecuniary interest or an other registrable interest, he would be leaving the meeting during the course of consideration of the matter.

Michelle Harrison declared an interest in agenda item seven (Resourced Schools' Funding), by virtue of the fact she was the Safeguarding Director at Kennet School Academy Trust. 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.

#### 5 **Schools' Forum Membership and Constitution from September 2023 (Jessica Bailiss)**

Jess Bailiss introduced the report (Agenda Item 6), which aimed to review and assess the membership and constitution, which the Schools' Forum was required to do on an annual basis.

To begin, Jess Bailiss drew the Forum's attention to some minor amendments within the report as follows:

- Table 2 on page 13 of the agenda – the total in column one should be 14 and the total in column two should be 6.
- Table 3 on page 14 of the agenda – the total at the bottom of column one should be 14.

Jess Bailiss explained that the Forum's membership needed to be split to broadly reflect the pupil numbers in each phase. There had not been any changes to legislation requiring a change to the Forum's current practice. Table 1 showed that there had been an increase in academy pupil numbers and therefore it was proposed that the membership be increased by one academy member increasing the number of schools members from 17 to 18. It was suggested that the proposed academy position be an academy governor position to reflect how the groups had been split in the past.

Section five of the report highlighted the current vacancies on the Forum and that no current Forum members were approaching the end of their term of office in 2023.

No changes were proposed to the Constitution apart from the amendments highlighted in blue in sections 2.1, 2.2 and 2.4, which ensured it would reflect the membership change if approved.

Jess Bailiss reported that the proposal was for the Forum to approve the membership and the Constitution from September 2023 as set out in the report.

The Forum proposed and seconded that the recommendation set out in section 2.1 of the report be approved. At the vote the proposal was carried.

**RESOLVED** that the Schools' Forum approved the membership and Constitution from September 2023. This included increasing the academy membership by one.

## 6 Resourced School Funding (Jane Seymour)

*(Reverend Mark Bennet, Michelle Harrison and Lindsay Wood left the meeting at 17:30)*

Jane Seymour introduced the report (Agenda Item 7), which presented a possible new funding model for Physical Disability resourced provisions at Kennet and Speenhamland and the Hearing Impaired resourced provision at Westwood Farm.

Jane Seymour explained that in the 2022/23 financial year resourced schools had flagged to the Local Authority (LA) that they had concerns about budgets meeting need. It had become a particular theme. However, focus had been given to the particular provisions where there was the greatest financial challenges and deficit positions.

Jane Seymour explained that the funding model and banding values had not changed for resourced provision for approximately ten years.

The report proposed a new funding model for consideration for the three resourced schools. Jane Seymour highlighted that when the funding models were reviewed it was felt that the staffing ratios on which the funding bands were based continued to be appropriate and were based on national guidance. More detail on this area was included under section 5.1 of the report. The main issue seemed to be that the banding values had not been increased despite rising costs.

Section 5.3 of the report set out how the band values would change if the proposal was approved and 5.4 set out an estimate of additional costs that would be generated in 2023/24 for the three resourced schools. Jane Seymour explained that in addition the three schools had asked for assistance with their deficits, which were set out in section 5.7 of the report. It was proposed that where a deficit came within the amount that the new model would generate, this be paid in full and if the deficit exceeded the amount generated by the proposed model then it should be capped. The payments for deficits that would result if this was agreed were set out under section 5.9 of the report.

Jane Seymour reported the funding for the resourced schools and addressing the deficits would be an additional pressure on the High Needs Block (HNB) however, believed they would still be in a position where the unit cost for a place was very cost effective compared to alternatives in the independent specialist sector.

The Forum proposed and seconded that the recommendations set out in the report be approved. At the vote the proposal was carried.

**RESOLVED** that the Schools' Forum agreed that the revised funding model set out in the report was approved and agreed to the payments of deficit for 2022-23 as set out in section 5.9 of the report.

*(Reverend Mark Bennet, Michelle Harrison and Lindsay Wood re-joined the meeting at 17:40)*

The Chair referred back to agenda item four and asked Jane Seymour to provide an update on Action Mar23-Ac2 regarding the number of additional placements between the previous two reports on the High Needs Block. Jane Seymour confirmed that there had been two additional placements.

## 7 School Balances 2022/23 (Melanie Ellis)

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.

## SCHOOLS FORUM - 19 JUNE 2023 - MINUTES

At the 31<sup>st</sup> March 2023 the balance of all schools totalled £13.7m, which was an increase of £2.9m since 2022. This was the third year where there had been a significant increase in schools' reserves representing an increase of 27 percent.

Melanie Ellis reported that the nursery schools and PRU balances had decreased and the balances of other schools had gone up. Table two under 4.3 of the report summarised the balances of West Berkshire maintained schools by fund and showed that special schools accounted for £1.9m of the increase and secondary schools accounted for £0.9m. Melanie Ellis reported that £11.3m was being held in revenue balances and £2.2m was capital balances.

Section five reported on schools with significant surpluses. Table four showed the schools with a main school surplus balance greater than ten percent of their funding in 2022/23 and this totalled £4.4m. This was most notable in special schools.

Melanie Ellis reported that as the result of a detailed discussion at the Heads' Funding Group, she would bring another report back to the next round of meetings on surplus balances. It would provide an opportunity to obtain more information from those schools with a surplus balance and also provide options that the Schools' Forum might wish to consider.

Melanie Ellis drew attention to section six of the report. It detailed that given the combination of reduced pupil numbers, cost pressures and the decrease in additional funding to support education recovery, the primary school balances were forecast to continue to reduce in the coming year, with a forecast reduction of £5m.

Reverend Mark Bennet asked if Melanie Ellis could comment on where the pressures were. Melanie Ellis drew attention to the table in Appendix A of the report, which showed balance reductions in red. About half of primary schools had seen a reduced balance. This information for other settings was shown under Appendix B.

Reverend Mark Bennet asked if there were any apparent reasons for some schools being in surplus and others seeing a decrease in their balance. Melanie Ellis reported that there did not seem to be a pattern however, she would look at this again when pulling together the surplus balance report for the next meeting.

Keith Harvey commented that he wondered how much the difference in balances was down to the number of children with additional needs that schools were supporting. Keith Harvey commented that his school had seen a large increase in the number of children requiring support.

Catie Colston felt that the huge uncertainty facing the education sector currently would be a factor for schools. Schools were having to make more judgements on what might happen rather than having data that informed what funding would be. Catie Colston commented on the role of governors in supporting budget production and management, and queried if the reduction in training was having an impact. Previously there had been introduction to school funding training for governors followed by further training on school finance. Catie Colston was unsure if all staff in a schools leadership team were now receiving this level of training. Michelle Sancho reported that there was still training available, particularly for business managers. Melanie Ellis reported that the Schools Accountancy Team were working on a refreshed set of training for governors.

Councillor Heather Codling referred to the surplus for the special schools and asked if this was due to the number of vacancies. Melanie Ellis drew attention to section 4.5 (4) of the report, which detailed that the main reason for the surplus balances was due to recruitment and retention in special schools. Councillor Codling noted that this therefore accounted for why a reduction could be seen in future years, as it was hoped staff would be recruited.



## SCHOOLS FORUM - 19 JUNE 2023 - MINUTES

Jon Hewitt reported that both special schools had very clear rationale for their balances. Neither school wanted a surplus balance however, the fundamental issue was it was extremely challenging to recruit. There were 145 members of staff at The Castle and the vast majority were support staff and there was currently a huge draw to other places that paid more money. If fully staffed, both The Castle and Brookfields would be facing a deficit in three years' time. The Castle was currently not able to operate to the level it should due to not being able to sufficiently recruit staff.

Maria Morgan commented that she agreed with comments raised by Keith Harvey and Jon Hewitt. As a nursery school headteacher, Maria Morgan reported that she was not currently struggling with recruitment however, if schools were very inclusive and had high numbers of children with special needs this was a high cost to the school particularly in terms of the recent pay rise. Victoria Park Nursery's carry forward had reduced substantially over the past two years and this was because it was very inclusive and was carrying a high number of staff at teaching assistant level. Regarding comments from Catie Colston on finance training, Maria Morgan reported that governors at her school had been quite anxious about putting revenue funding into capital due to concerns about the future.

Reverend Mark Bennet referred to comments regarding training and governors. He stated that he was also a non-academy governor at a primary school and one of the concerns raised at the school was the pressure being placed on the school business manager (SBM) and headteacher to manage a budget during times of uncertainty, which posed increased risk. There was a need for governors to own their budget and for SBMs to have confidence in engaging governors when a difficult situation arose rather than front line staff. This would help ease mental health pressures.

Richard Hand commented that the school teachers' pay review body had submitted a proposal to the Government, which had said they would release information on the normal pay. Richard Hand commented that in the last couple of years this had meant on the last day of term, which had huge implications for budgeting. Richard Hand was not confident that the Government would support the 6.5 percent or that any award would be fully funded. This would impact on some schools more than others, particularly small schools. In his observation, given that 80 percent of most schools' budgets went on staffing, the picture was not very promising.

David Ramsden expressed his deep concern regarding school balances and felt reconsideration of the claw back mechanism was required. This did not necessarily mean clawing back money but rather ensuring there were robust discussions on surplus positions that were past a certain percentage. Due to connection issues experienced by David Ramsden at the meeting, Melanie Ellis reported that she would be happy to receive an email from him with his thoughts on the matter that could be incorporated in to her report for the next round of meetings.

Michelle Sancho commented that the matter of surplus balances had been discussed by the Forum about eight years ago at a time when school balances were significantly different to what they were currently. It was therefore a helpful time for Melanie Ellis to come back with a further report for the Forum to consider.

### **RESOLVED that:**

- Melanie Ellis would look in to whether there was a pattern in those schools reporting a surplus balance when pulling together her report for the next round of meetings in July.
- Melanie Ellis would bring a further report to the next round of meetings with more details on schools with a surplus balance.

**8 DSG Outturn 2022/23 (Lisa Potts)**

Lisa Potts introduced the report (Agenda Item 9), which updated on the outturn of the services funded by the Dedicated Schools Grant (DSG), highlighting any under or over spends, and to highlight the cumulative deficit at 31 March 2023.

Lisa Potts reported that the overspend against the DSG had increased from £2.9m to £4.7m and more detail on this was included under section four of the report.

Lisa Potts reported that there had been a large increase in the overspend against the HNB. West Berkshire would form part of the Delivering Better Value Programme and Lisa Potts had met with Jane Seymour to begin the process for this.

There had not been an overspend in the Schools' Block and detail was included under section five of the report.

Lisa Potts reported that the Early Years Block had seen a slight increase in overspend. There was a five year recovery plan in place for this block and Lisa Potts reported that year one had seen a reduction in the overspend however, year two had finished with an increase of £138k due to a high pass through rate. The aim was to reduce this within the next couple of years. Further detail could be found under section six of the report.

Regarding the Central School Services Block, at year end, overall DSG funding received for the block was on budget and expenditure was underspent by £25k. The cumulative deficit on this block at the end of 2022/23 was £39k and it was hoped that this would continue to reduce.

Lisa Potts drew attention to section eight of the report, which detailed changes against the HNB. The DSG now had a cumulative deficit of £4.76m. The deficit against the HNB had increased by £1.5m to £5.0m. A £1.4m surplus in the Schools' Block was reducing the overall total for the authority. The table under section nine of the report provided a summary of changes between 2022 and 2023, and use of reserves.

**RESOLVED** that the Schools' Forum noted the report.

**9 The DfE's Better Value SEND Programme (Jane Seymour)**

Jane Seymour introduced the report (Agenda Item 10), which informed the Schools' Forum about the Delivering Better Value Programme (DBV).

Jane Seymour reported that West Berkshire was one of 55 Local Authorities (LAs), which were part of the Government's Delivering Better Value (DBV) Programme. 20 LAs with the highest overspends in their High Needs Block (HNB) were part of the Safety Valve Programme.

There were three tranches of the DBV Programme based on the level of overspend, with LAs with the higher overspends in tranche one. West Berkshire would be in tranche three, suggesting it had one of the lower overspends.

An initial meeting had taken place with the DBV Team and the initial piece of work had been to provide some very detailed pupil level data which had been submitted successfully. The data which had been submitted would feed in to a diagnostic process which would predict future spend and identify key drivers of rising HNB costs. West Berkshire would also be attending conferences in August and September and as part of this process would be asked to look in detail at some case studies. This would involve key staff in the LA and stakeholders including schools. Consultants would then work with the LA to provide a programme of activities to address key drivers based on the diagnostic.

## SCHOOLS FORUM - 19 JUNE 2023 - MINUTES

There would be the opportunity to bid for up to £1m to implement projects. This would be one off funding and sustainability would need to be considered and how it could help to address the overspend in the HNB in the long term.

Jane Seymour explained that some funding had been provided to help oversee the work and the intention was to use this to recruit a member of staff to project manage the area. It was thought that West Berkshire would be ready to make a bid for the grant funding by December 2023.

Catie Colston raised her concern about the approach as it was one that had been used in other areas previously. It was a very resource intensive and expensive process aimed at trying to find out what areas could be improved. Catie Colston felt it was worth engaging and thanked those who had put effort in to doing so. Catie Colston commented however that she was not aware of anything significant being found historically when using this approach that had provided a sustainable impact. Catie Colston suspected that what would be discovered was that one of the key drivers of the overspend was that there was not enough money. She was not convinced that a different answer would be found.

Reverend Mark Bennet echoed the comments and concerns raised by Catie Colston and felt that £1m was a relatively small amount of money to do anything other than re-arrange what was already in place. He did not feel that the money would solve the problem.

**RESOLVED** that the Schools' Forum noted the report.

### 10 **Vulnerable Children's Fund - Annual Report for 2022/23 (Nicola Ponton/Beth Cartwright)**

Nicola Ponton introduced the report (Agenda Item 11), which provided a review of the Vulnerable Children's Grant (VCG) 2022/2023.

Nicola Ponton explained that the VCG was a relatively small grant at £50k and was really appreciated by schools. It was an emergency fund for when a child was in crisis or a new child moved into the area and required a large amount of support. The VCG involved a simple process for schools to access the support. Over the last year 27 settings had applied for funding for 62 pupils and the vast majority of these were from primary schools.

Nicola Ponton reported that most of the requests for funding had been around children's social, emotional and mental health needs. There was some support requested for learning and also some support requested for medical needs. Most of the schools spent the funding received on Teaching Assistant (TA) support (69%). Some of the funding (20%) was spent on agency involvement (such as requesting Educational Psychologist reports). The table at the top of page 59 of the agenda pack showed how pupils' needs were managed following the conclusion of the VCG.

Nicola Ponton highlighted the powerful comments from schools regarding the impact of the VCG funding, which were detailed on page 60 of the report.

**RESOLVED** that the Schools' Forum noted the report.

### 11 **Trade Union Facilities Time - Annual Report for 2022/23 (Richard Hand)**

Richard Hand introduced the report (Agenda Item 12), which aimed to inform members about the activities of the teaching trade unions.

Richard Hand ran through the main highlights in the report. Casework mainly related to the position schools were finding themselves in as a result of recruitment and retention, funding, and stress on the system, which was putting stress on members and causing ill health, sickness absence and work related stress. These were elements that had been

**SCHOOLS FORUM - 19 JUNE 2023 - MINUTES**

cumulating over a number of years and were coming to a head, apparent from the industrial action being taken.

ASCL, which consisted of mainly secondary heads, was due to start their ballot that day (19<sup>th</sup> June). Richard Hand was aware that NAHT had already reached the threshold of 60 percent for action in the autumn term. The NEU was currently at about 42 percent and seemed to be in line with what was happening nationally. NEU's ballot would remain open until 28<sup>th</sup> July 2023 and the ASCL ballot would likely run until the same point in time. If the teachers' pay review body report was released by the end of term it would be within the window of the ballot phase.

Richard Hand concluded that many of the issues being seen related to the current state of funding and pay in schools.

**RESOLVED** that the Schools' Forum noted the report.

**12 Forward Plans**

The Schools' Forum noted the forward plan and contracts forward plan.

**13 Date and format of the next meeting**

The next meeting of the Forum would take place virtually on 17<sup>th</sup> July at 5pm.

*(The meeting commenced at 5.00 pm and closed at 6.01 pm)*

**CHAIR** .....

**Date of Signature** .....

### Actions from previous meetings

Ref No.	Date of meeting(s) raised	Item	Action	Responsible Officer	Update
Jun23-Ac1	19th June 2023	School Balances 2022/23	Melanie Ellis would look in to whether there was a pattern in those schools reporting a surplus balance when pulling together her report for the next round of meetings in July.	Melanie Ellis	<p>Information on surplus balances can be found in Appendix A to Agenda Item 7 (Consultation Report); Sections 11.4 to 11.7.</p> <p>From pulling together the reports on surplus balances, it can be seen that special and secondary balances are increasing overall and primary decreasing.</p> <p>Regarding primary balances - 26 schools had decreased balances and 27 increased. There is no correlation due to size.</p> <p>Secondary/special schools – balances at the Downs and both special schools are increasing significantly year on year, whilst the other two secondary schools have a decreasing balance. This is down to recruitment and vacancies.</p>
Jun23-Ac2	19th June 2023	School Balances 2022/23	Melanie Ellis would bring a further report to the next round of meetings with more details on schools with a surplus balance.	Melanie Ellis	Information on surplus balances can be found in Appendix A to Agenda Item 7 as above.

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## Consultation 2024/25: Schools Funding Formula and Scheme for Financing Schools

**Report being considered by:** Schools Forum on 16<sup>th</sup> October 2023

**Report Author:** Melanie Ellis

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

### 1. Purpose of the Report

- 1.1 To set out the requirements and changes for setting the primary and secondary school funding formula for 2024/25 and to approve West Berkshire Council’s funding proposals to go out to consultation with all schools.
- 1.2 To approve the proposed consultation on the updated Scheme for Financing Schools to go to Schools Forum.

### 2. Recommendation(s)

- 2.1 1.1 Recommend to Schools Forum the consultation to be undertaken with all schools on:
  - (1) West Berkshire Council’s proposed school funding formula for 2024/25.
  - (2) A transfer from the Schools Block to the High Needs Block.
  - (3) The criteria to be used to allocate additional funds.
  - (4) The proposed services to be de-delegated.
  - (5) The Scheme for Financing Schools.
- 2.2 The proposed areas of consultation will be decided by Schools Forum at its meeting of 16 October 2023. The consultation will be open for three weeks from 18 October 2023 to 8 November 2023. The principle consulted on and adopted in previous years, is to mirror as closely as possible to the NFF.

Is the Schools’ Forum required to make a decision as part of this report or subsequent versions due to be considered later in the meeting cycle?	
Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>

### 3. Implications and Impact Assessment

Equalities Impact:	Positive	No Impact	Negative	Commentary
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		x		
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		x		
<b>Data Impact:</b>		x		
<b>Consultation and Engagement:</b>	Michelle Sancho - Head of Education, Joseph Holmes – Executive Director Resources (S151 officer), Schools Accountancy officers Heads Funding Group 4.10.23			

### 4. Introduction

- 4.1 2024/25 is the second year of transition to the direct schools National Funding Formula (NFF). Each Local Authority (LA) will continue to have some discretion over their schools funding formulae, in consultation with local schools.
- 4.2 The LA will remain responsible for determining final allocations to schools, in consultation with the Schools Forum. Political ratification must be obtained before the 22 January 2024 deadline for submission.

### 5. National Funding Formula

- 5.1 2024/25 is the second year of transition to the direct schools NFF. Local authorities:



- (1) Must use all NFF factors.
  - (2) Will only be allowed to use NFF factors in their local formulae.
  - (3) Must move their local formula factor values at least 10% closer to the NFF, except where local formulae are already 'mirroring' the NFF.
  - (4) Will continue to set a minimum funding guarantee in local formulae, which in 2024/25 must be between +0.0% and +0.5%.
  - (5) Will again be able to transfer up to 0.5% of their total schools block allocations to other blocks of the DSG, with Schools Forum agreement. Without Schools Forum agreement, or where they wish to transfer more than 0.5% of their schools block funding into one or more other blocks, local authorities must submit a disapplication request to the Secretary of State.
- 5.2 School funding through the NFF is increasing by 2.7% per pupil in 2024/25. The main features for 2024/25 are covered in the consultation document, but it should be noted that the 2023/24 mainstream schools additional grant (MSAG) has been rolled into the schools NFF for 2024/25.
- 5.3 For the first time in 2024/25, the DfE is allocating funding based on both growth and falling rolls. Growth funding is distributed on the observed differences between the number on roll in each authority between the October 2022 and October 2023 school censuses. Falling rolls funding will be distributed on the basis of the reduction in pupil numbers that local authorities experience for each year. Both are measured at the middle layer super output area (MSOA) within each local authority, to capture growth and falling rolls in small geographical areas.
- 5.4 High needs funding is increasing by £440m, or 4.3%, in 2024/25. The high needs NFF will ensure that every local authority receives an increase of at least 3% per head of population, and up to 5% before gains are capped.
- 5.5 The DfE recognises that some authorities still cannot afford to pay off the historic deficit from the DSG over the next few years. The DfE now runs three programmes offering direct support to ensure effectiveness and sustainability of local authorities' high needs systems. West Berkshire is in group 2, DBV.
- (1) Safety valve
  - (2) Delivering better value in SEND (DBV)
  - (3) ESFA support programme.
- 5.6 Central schools services funding in 2024/25 is £304m (2023/24 £292m) to fund the ongoing responsibilities that LAs deliver for all pupils. LAs continue to be protected so that the maximum per pupil year-on-year reduction in funding is 2.5%. Additional funding has also been provided to cover the exceptional increase in copyright licence costs in 2023/24.

## 6. Schools funding allocation

- 6.1 Based on the October 2022 census data, our provisional funding available to allocate is £136m which is an increase of £8.6m on 2023/24 (NB the increase includes the MSAG, paid as a separate grant of £4.3m in 2023/24, which has been rolled into the schools NFF 2024/25). This excludes the growth fund which is allocated separately. The amount of funding we receive will change with the October 2023 census pupil numbers. (Note that the funding will not change as a result of pupil characteristics).

## 7. Local Formula

- 7.1 All schools and the Schools Forum will be consulted on the formula but it remains a Local Authority decision on how the funding is allocated to schools through the formula factors. There is no requirement to stick to the NFF rates, or to use all the factors other than the mandatory minimum per pupil funding factor, basic entitlement and deprivation factors.

## 8. Block Transfers

- 8.1 Local authorities continue to be able to transfer up to 0.5% of their schools block to other blocks of the DSG, with Schools Forum approval. If approved, this would enable a transfer of up to £680k, leaving £135.3m to be allocated to schools. These figures are estimates based on indicative NFF funding (October 2022 census pupil data).
- 8.2 Without Schools Forum agreement, or where they wish to transfer more than 0.5% of their schools block funding, local authorities must submit a disapplication request to the Secretary of State by 17<sup>th</sup> November 2023. Evidence of Schools Forum discussion and voting would need to be provided.
- 8.3 Block transfers need to be approved annually. Transfers have previously been approved in 2020/21 0.25% (£263k), 2021/22 0.5% (£549k) and 2022/23 0.25% (£300k) to support the High Needs Block. A transfer was not approved for 2023/24.
- 8.4 Setting a balanced budget on the High Needs Block continues to be a significant challenge. The year-end position at the end of 2022/23 was an overspend of £5.1m and the forecast overspend on this block is set to reach £8.2m by the end of 2023/24. Consideration should therefore be given as to whether to support a block transfer for 2024/25. Modelling of block transfers have been included in Appendix Ai.
- 8.5 There are also pressures on both the Early Years Block and the Central Schools Services Block which could potentially be supported by a block transfer.

## 9. Additional funds outside the School Formula

- 9.1 School funding regulations allow a few exceptional circumstances to be funded outside the formula and be top sliced from the DSG. The funds are:
- (a) Growth funding.
  - (b) Funding for schools in financial difficulty (WBC discontinued).

- (c) Funding from the high needs block to allocate to schools which have a disproportionate number of high needs pupils.
- (d) A falling rolls fund (WBC discontinued).

Criteria for allocating these need to be agreed and are included in the consultation document at Appendix B and C.

## 10. De-delegations, Education Functions and Health & Safety Service (maintained schools)

- 10.1 De-delegated services are for maintained schools only. Funding for these services must be allocated through the formula but can be passed back, or 'de-delegated' for maintained primary and secondary schools with Schools Forum approval.
- 10.2 Education responsibilities held by local authorities for all schools are funded from the Central Schools Services Block of the DSG. Education responsibilities held by local authorities for maintained schools only, are funded from maintained schools budgets, with agreement of the maintained schools members of schools forums.
- 10.3 In order to meet the requirements of the employer under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations and other related legislation, a full schools health and safety service will be provided to all maintained schools. All maintained schools will need to agree to be part of this collective agreement to equitably fund the service.

## 11. Scheme for Financing Schools

- 11.1 Local authorities are required to publish schemes for financing schools which set out the financial relationship between the local authority and the schools they maintain.
- 11.2 The Department for Education (DfE) issues statutory guidance for local authorities on schemes for financing schools. The DfE guidance lists the provisions which a local authority must, should or may include. Local schemes need not follow the exact format used in the DfE guidance, except for the text of directed revisions. The DfE guidance is updated annually. Issue 15 was published on 31 March and can be found at [Schemes for financing local authority maintained schools 2023 to 2024 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/schemes-for-financing-local-authority-maintained-schools-2023-to-2024)
- 11.3 In making any changes to the scheme, a local authority must consult all maintained schools in their area and receive the approval of the members of their schools forum representing maintained schools. The local authority has reviewed the current scheme to ensure that all sections are still appropriate. Heads Funding Group have recommended introducing a clawback mechanism for those schools with balances of greater than 10% of their budget share. Details are included within the consultation document.
- 11.4 The proposed Scheme for Financing Schools (2022) is attached to this document at Appendix D. This does not yet include the clawback mechanism, as this is subject to consultation.

## 12. Proposals

- 12.1 To approve the attached consultation to go out to all schools. The consultation will last for 3 weeks from 18 October 2023 to 8 November 2023.

## 13. Conclusion

- 13.1 Since the government intends to move towards a “hard” NFF formula it is logical for West Berkshire to continue to replicate these rates as far as possible.
- 13.2 When the actual allocation is received in December the formula will be allocated according to the principles above with political ratification being made in January 2024.

## 14. Appendices

- Appendix A: Briefing and Consultation document for schools.  
Appendix B: Criteria for awarding Growth Funding  
Appendix C: Criteria for allocating the Additional High Needs Fund  
Appendix D: Scheme for Financing Schools

## Appendix A

# Schools Revenue Funding and the Scheme for Financing Schools 2024 to 2025

## Briefing & Consultation Document for Schools October 2023

### 1. How to respond to this consultation

- 1.1 Schools are invited to make comments on specific areas in the consultation. Please e-mail your response to Melanie Ellis, Head of Finance [melanie.ellis@westberks.gov.uk](mailto:melanie.ellis@westberks.gov.uk) by **8th November 2023**.
- 1.2 Any suggestions for change should be accompanied by clear rationale on why your proposal is a better solution and fair and equitable for all schools in West Berkshire Council (WBC), and not just for your own individual school. You should also check that it falls within the current funding regulations. Policy and operational documents relating to the 2024/25 National Funding Formula (NFF) can be accessed on this webpage:  
  
<https://www.gov.uk/government/publications/national-funding-formula-for-schools-and-high-needs>
- 1.3 To aid understanding of the proposals in this paper, illustrations are provided in Appendix Ai) 1 & 2 for individual schools. These are based on Department for Education (DfE) data taken from the October 2022 census.
- 1.4 Schools should note that actual funding for 2024/25 will be based on the October 2023 pupil census and changes in pupil data and business rate adjustments may have a significant impact. Therefore, in responding to this consultation, schools are advised to concentrate on the principles rather than simply on the illustrative cash changes.

### 2. Purpose

- 2.1 The purpose of this consultation is to outline and seek views on:
  - (1) West Berkshire Council's proposed school funding formula for 2024/25.
  - (2) A transfer from the Schools Block to other funding blocks.
  - (3) The criteria to be used to allocate additional funds.
  - (4) The proposed services to be de-delegated.
  - (5) The Scheme for Financing Schools.
- 2.2 The proposed areas of consultation will be decided by Schools Forum at its meeting of 16 October 2023. The consultation will be open for three weeks from 18 October 2023 to 8 November 2023. The principle consulted on and adopted in previous years, is to mirror as closely as possible to the NFF.

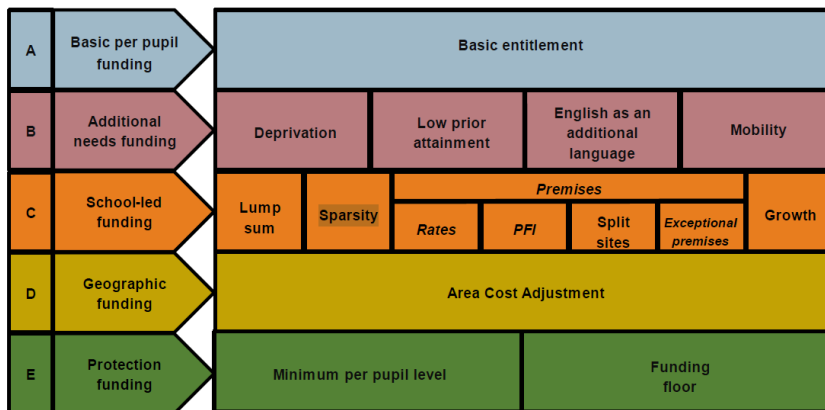
### 3. Introduction

- 3.1 All mainstream (academies and maintained) school funding is allocated to the Local Authority (LA) through the Dedicated Schools Grant (DSG). The grant is split into four funding blocks:
- (1) Schools,
  - (2) Early years,
  - (3) High needs,
  - (4) Central Schools Services (including school admissions, licences, finance support, schools' forum costs, education welfare etc).
- 3.2 The Schools Block is only for Primary and Secondary school formula allocations, plus growth funding for new or growing schools (such pupils are not included in the funding allocation as they did not exist in the previous census).
- 3.3 The Schools Block is ring fenced, but up to 0.5% can be transferred to other blocks subject to consultation with all schools and Schools' Forum agreement. Secretary of State approval is required if the Local Authority wants to make a transfer above this limit or where the Schools' Forum has opposed the transfer but the LA wishes to appeal.
- 3.4 2023/24 is the second year of transition to the direct schools National Funding Formula (NFF). Local authorities:
- (1) Must use all NFF factors.
  - (2) Will only be allowed to use NFF factors in their local formulae.
  - (3) Must move their local formula factor values at least 10% closer to the NFF, except where local formulae are already 'mirroring' the NFF. (local factors within 2.5% of the respective NFF values are deemed to be mirroring the NFF).
  - (4) Will continue to set a minimum funding guarantee in local formulae, which in 2024/25 must be between +0.0% and +0.5%.
  - (5) Will again be able to transfer up to 0.5% of their total schools block allocations to other blocks of the DSG, with schools forum approval. Without schools forum agreement, or where they wish to transfer more than 0.5% of their schools block funding into one or more other blocks, local authorities must submit a disapplication request to the Secretary of State.
- 3.5 The LA is responsible for making the final decisions on the formula. Political ratification must be obtained before the 22nd January 2024 deadline.
- 3.6 Provisional 2024/25 LA allocations were published by the DfE in July 2023. The DfE calculate this at a school level in order to determine the LA allocation. However, the notional school level allocations are not the same as the final allocation which will be calculated using updated pupil numbers, baselines and other local factors.
- In December 2023 the funding allocation will be updated with the October 2023 pupil numbers to produce the Schools Block DSG allocation.

- A sum for growth funding and falling rolls will be added to give the final DSG total.

## 4. The National Funding Formula (NFF)

4.1 The NFF structure is shown in the chart below.



4.2 The NFF assigns funding rates to each of the factors. School funding through the NFF is increasing by 2.7% per pupil in 2024/25.

4.3 For some local authorities the factors are uplifted by an area cost adjustment (ACA). For West Berkshire this is 1.03606.

4.4 The main features for 2024/25 are:

- (1) The core factors in the NFF (such as basic entitlement, additional needs factors and the lump sum that all schools attract) will increase by 2.4%. The free school meals factor will increase by 1.6%, in line with the GDP deflator forecast for 2024/25.
- (2) The minimum per pupil funding levels (MPPLs) which guarantees a minimum amount of funding for every pupil, will also increase by 2.4%. Every primary school will receive at least £4,655 per pupil, and every secondary school at least £6,050.
- (3) The 2022/23 mainstream schools additional grant (MSAG) has been rolled into the schools NFF for 2024/25 ensuring that this additional funding forms an ongoing part of schools' core budgets. Appropriate adjustments have been made to NFF factor values and baselines to reflect this.
- (4) Every school attracts a lump sum of £135,700 through the NFF irrespective of size or phase.
- (5) Eligibility for sparsity funding depends on the distance the pupils living closest to the school would have to travel to their next nearest school, and the average number of pupils per year group. Primary schools qualifying attract up to £57,700 and all other schools up to £83,900.
- (6) The funding floor protects schools from year-on-year funding decreases, by ensuring a minimum increase in pupil-led funding per pupil compared to the previous year. In 2024/25, the formula ensures that all schools attract an increase of at least 0.5% in pupil-led funding per pupil compared to 2023/24.

- (7) For the first time in 2024/25, the DfE is allocating funding based on both growth and falling rolls. Growth funding is distributed on the observed differences between the number on roll in each authority between the October 2022 and October 2023 school censuses. Falling rolls funding will be distributed on the basis of the reduction in pupil numbers that local authorities experience for each year. Both are measured at the middle layer super output area (MSOA) within each local authority, to capture growth and falling rolls in small geographical areas.

4.5 The table below sets out the national rates and West Berkshire's cost adjusted rates.

Factor	National Rate	WBC National Rate (with ACA)	WBC final rate	2023/24				2024/25			
				National Rate	WBC National Rate (with ACA)	WBC Rate with minimum sparsity	WBC Rate with minimum sparsity and 0.5% transfer	Total Funding after 0% transfer & growth funding	Provisional funding		
	2023/24			2024/25				2023/24	2024/25		
<b>Basic per pupil funding</b>											
Primary AWPU	£3,394	£3,512	£3,501	£3,597	£3,727	£3,732	£3,706	£45,367,600	£48,296,270		
KS3 AWPU	£4,785	£4,952	£4,935	£5,072	£5,255	£5,263	£5,225	£31,251,334	£33,274,003		
KS4 AWPU	£5,393	£5,581	£5,563	£5,717	£5,923	£5,932	£5,890	£22,367,127	£23,817,006		
<b>Minimum per pupil</b>											
Primary	£4,405	£4,405	£4,405	£4,655	£4,655	£4,655	£4,655				
Secondary	£5,715	£5,715	£5,715	£6,050	£6,050	£6,050	£6,050				
<b>Additional needs funding</b>											
<b>Deprivation</b>											
Primary FSM	£480	£497	£497	£490	£508	£508	£508				
Secondary FSM	£480	£497	£497	£490	£508	£508	£508				
Primary FSM6	£705	£730	£730	£830	£860	£860	£860				
Secondary FSM6	£1,030	£1,066	£1,066	£1,210	£1,254	£1,254	£1,254				
Primary IDACI A	£670	£693	£693	£685	£710	£710	£710				
Primary IDACI B	£510	£528	£528	£520	£539	£539	£539				
Primary IDACI C	£480	£497	£497	£490	£508	£508	£508				
Primary IDACI D	£440	£455	£455	£450	£466	£466	£466				
Primary IDACI E	£280	£290	£290	£285	£295	£295	£295	£6,061,528	£6,707,328		
Primary IDACI F	£230	£238	£238	£235	£243	£243	£243				
Secondary IDACI A	£930	£962	£962	£950	£984	£984	£984				
Secondary IDACI B	£730	£755	£755	£750	£777	£777	£777				
Secondary IDACI C	£680	£704	£704	£695	£720	£720	£720				
Secondary IDACI D	£620	£642	£642	£635	£658	£658	£658				
Secondary IDACI E	£445	£460	£460	£455	£471	£471	£471				
Secondary IDACI F	£335	£347	£347	£345	£357	£357	£357				
<b>Low Prior Attainment</b>											
Primary LPA	£1,155	£1,195	£1,195	£1,185	£1,228	£1,228	£1,228	£4,146,645	£4,259,530		
Secondary LPA	£1,750	£1,811	£1,811	£1,790	£1,855	£1,855	£1,855	£4,137,677	£4,237,406		
<b>English as an Additional Language</b>											
Primary EAL	£580	£600	£600	£595	£616	£616	£616	£601,097	£617,393		
Secondary EAL	£1,565	£1,619	£1,619	£1,605	£1,663	£1,663	£1,663	£331,285	£340,166		
<b>Mobility</b>											
Primary Mobility	£945	£978	£978	£970	£1,005	£1,005	£1,005	£79,131	£81,323		
Secondary Mobility	£1,360	£1,407	£1,407	£1,395	£1,445	£1,445	£1,445	£0	£0		
<b>School led funding</b>											
<b>Lump Sum</b>											
Primary	£128,000	£132,454	£132,454	£135,700	£140,593	£140,593	£140,593	£10,198,989	£10,825,687		
Secondary	£128,000	£132,454	£132,454	£135,700	£140,593	£140,593	£140,593				
<b>Sparsity</b>											
Primary	£56,300	£58,259	£48,015	£57,700	£59,781	£50,561	£50,561	£742,348	£924,228		
Secondary	£81,900	£84,750	£69,850	£83,900	£86,925	£73,515	£73,515				
<b>Premises</b>											
Primary								£1,797,378	£2,032,395		
Secondary											
<b>Total Allocation (excluding minimum per pupil funding level and MFG funding total)</b>								£127,082,139	£135,412,735		
<b>Additional funding to meet the minimum funding level</b>								£293,032	£241,081		
<b>Total Allocation including minimum funding adj</b>								£127,375,171	£135,653,816		
<b>MFG adjustment</b>								£64,271	£0		
<b>Post MFG budget</b>								£127,439,442	£135,653,816		
<b>Growth fund</b>								£0	£0		
<b>Total funding for Schools Block Formula</b>								£127,439,442	£135,653,816		
<b>Amount of block transfer</b>								£0	£0		
<b>NNDR allocation</b>								-£1,597,037	-£2,032,395		
<b>DSG Schools Block DfE allocation</b>								£125,842,405	£133,621,421		



4.6 The funding above is provisional and the final funding allocation could go up or down for the following reasons:

- (1) The final funding allocation will reflect the October 2023 pupil numbers.
- (2) The final allocation will **not** reflect any changes in pupil characteristics (such as deprivation and prior attainment).
- (3) A block transfer may or may not be approved by the Schools Forum.
- (4) Growth and falling rolls funding will be added.

## 5. Sparsity

5.1 In 2022/23, 16 local authorities diverged from the NFF in respect of the sparsity factor values. In 2023/24, 9 authorities diverged – we were one of these authorities using a lower value.

5.2 For 2023/24, West Berkshire Council set sparsity values at the minimum:

Factor	23/24 NFF values	23/24 NFF minimum
Primary sparsity	58,259	48,015
Secondary sparsity	84,750	69,850

5.3 In 2024/25, small remote schools would be expected to benefit, as local authorities are required to bring their formulae closer to the NFF. The NFF has set out minimum values in order to do this:

Factor	24/25 NFF values	24/25 NFF minimum
Primary sparsity	59,781	50,561
Secondary sparsity	86,925	73,515

5.4 The cost of increasing the sparsity factor will only constitute a very small fraction of overall funding levels. As such, local authorities would not be required to make any significant changes to other factor values in order to afford the increased sparsity factor. This means that the per-pupil impact on other schools is expected to be small. The modelling of this is shown in Appendix Ai) 2.

## 6. Block Transfers

6.1 Local authorities continue to be able to transfer up to 0.5% of their schools block to other blocks of the DSG, with schools forum approval. If approved, this would enable a transfer of up to £678k, leaving £135m to be allocated to schools. These figures are estimates based on indicative NFF funding (October 2022 census pupil data).

6.2 Without schools forum agreement, or where they wish to transfer more than 0.5% of their schools block funding, local authorities must submit a disapplication request to the Secretary of State by 17<sup>th</sup> November 2023. Evidence of schools forum discussion and voting would need to be provided.

- 6.3 Block transfers need to be approved annually. Transfers have previously been approved in 2020/21 0.25% (£263k), 2021/22 0.5% (£549k) and 2022/23 0.25% (£300k) to support the High Needs Block. A transfer was not approved for 2023/24.
- 6.4 Setting a balanced budget for the High Needs Block continues to be a significant challenge; funding received for this block has seen increases not keeping pace with demand in terms of numbers of high needs pupils and unit costs of provision.
- 6.5 Up until 2016/17, West Berkshire was setting a balanced high needs budget. Since then, the budget has been under pressure on an annual basis, with savings identified each year to reduce the overspend. A decision was made by the Schools' Forum to set a deficit budget for the first time in 2016/17.
- 6.6 Savings of £219k were implemented in 2017/18 and a further £306k in 2018/19. Despite these savings the budget has been set with planned overspends since 2018/19. The HNB year-end position at the end of 2022/23 was an overspend of £5.1m, and with a 2023/24 budget shortfall of £3.1m, the forecast overspend on this block at the end of 2023/24 is £8.2m.
- 6.7 The SEND Review, which has been conducted over the last year in order to determine the West Berkshire SEND Strategy for the next five years, has identified six key priority areas, one of which is strengthening the "universal offer" for children with SEND, including provision made for them in mainstream schools.
- 6.8 An important principle in the draft SEND Strategy for 2023-28 is early intervention and the need for children to get the right support at the right time, so that their needs can be met quickly and do not escalate.
- 6.9 Schools receive delegated SEN budgets to provide support for children who have SEND but do not have an EHCP. Where it is not possible to meet a child's needs using the school's own SEN resources, schools may apply for an Education, Health and Care assessment leading to an Education, Health and Care Plan (EHCP).
- 6.10 However, the statutory EHCP process is not designed to deliver resources quickly (the process takes 20 weeks) and EHCPs should only really be issued for children with long term needs which cannot be met through the "graduated approach" set out in the SEN Code of Practice. The number of EHC assessments and EHCPs is increasingly significantly, suggesting that our system is over reliant on the EHCP process to deliver resources to children with SEND.
- 6.11 This pattern needs to change because such reliance on the EHCP process does not allow for resources to be delivered quickly and also means that in some cases EHCPs may be issued for children who may not have required them had they had more intensive support at an earlier stage.
- 6.12 It is therefore proposed that resources are made available for children with SEND which mainstream schools can apply for without the need for an EHCP. The system which would be used to apply for funds would need to be co-designed with schools. There would need to be a balance struck between ensuring that resources are appropriately targeted whilst at the same time having a system which is not overly onerous for schools. In some Local Authorities, funds are allocated to groups of schools and Head teachers make decisions on allocations of funding with administrative support from the Local Authority. However, there are other systems which could be used.

- 6.13 The Local Authority is in the Delivering Better Value in SEND programme. The programme recommends reviewing areas of increased costs and to find practical solutions to try and bring these costs down, by a number of one off schemes. As a result, the Local Authority has asked for a 1% transfer to be modelled, which if approved would be used to fund this work.
- 6.14 The consultation models block transfers of 0.5% (£678k) and 1% (£1.36m) in Appendix Ai) 2. If a transfer is agreed, head teachers would be invited to join a working group to agree the methodology by which resources would be allocated.
- 6.15 The Central Schools Services Block continues to provide funding for local authorities to carry out central functions on behalf of maintained schools and academies. Our CSSB has faced funding shortfalls of £115k in 2020/21, £87k 2021/22, £57k in 2022/23 and £19k in 2023/24. Whilst we continue to make efficiencies in the way this support is delivered, the funding has not kept pace with cost increases.
- 6.16 The Early Years Block overspend at the end of 2022/23 was £1.05m. The EYB has an approved five year deficit recovery plan in place based on reductions to funding rates.

## 7. Notional SEN

- 7.1 Local authorities are required to identify a notional budget for their mainstream schools which helps them comply with their duty to use their 'best endeavours' to meet the special educational needs (SEN) of their pupils. The notional SEN budget is not a separate budget, but is within a maintained school's delegated budget share or an academy's general annual grant. It is calculated by the local authority using their funding formula factors.
- 7.2 Authorities should review the calculation each year to make sure that the notional SEN budget is realistic for meeting the costs of additional SEN support up to £6k per pupil. The amount is calculated using a £6k threshold per pupil, below which the school is expected to meet the additional costs of pupils with SEN from their annual budget.
- 7.3 The notional SEN budget is intended as a guide for a school's spending decisions and is neither a target nor a constraint on a school's duty to secure special provision for its pupils with SEN. It is important to note that the notional SEN budget is not intended to provide £6k for every pupil with SEN, as most pupils' support will cost less than that.
- 7.4 Most local authorities calculate the notional SEN using a combination of funding from the basic entitlement factor, deprivation factors and low prior attainment factors in the local funding formula. Local authorities should decide how big the notional SEN budget should be, taking into account how many pupils are in the SEN support category, how many attract top up funding.
- 7.5 West Berkshire has calculated the notional SEN budget for 2024/25 as £13.8m, following the DfE guidance on calculation.

	EHC plans	285	1,710,720	£6,000
	EHC plans (percent)	2.2%		
WBC primary	SEN support/SEN without an EHC plan	1,737	6,078,240	£3,500
	SEN support/SEN without an EHC plan (percent)	13.4%		
	Headcount	12,960		
	EHC plans	280	1,677,186	
	EHC plans (percent)	2.7%		
WBC secondary	SEN support/SEN without an EHC plan	1,232	4,312,025	
	SEN support/SEN without an EHC plan (percent)	11.9%		
	Headcount	10,353		
			<b>13,778,171</b>	

## 8. Local Formula

8.1 West Berkshire Council replicates the NFF as far as possible, however, a decision needs to be taken locally on how to allocate any surplus or shortfall in the final funding allocation. There are a number of options for ensuring affordability, which effectively means deciding on a methodology for allocating any funding shortfall or surplus. The options are outlined below:

- (1) Amending the AWPU values. This would restrict the gains of all schools, although would result in additional MFG and MMPF to protect some schools.
- (2) Amending the MFG, within the allowable parameters. This does not generate much funding and impacts the lower funded schools the most.
- (3) Reducing the additional needs factors. This would impact those schools with pupils that require extra support. The DfE have directed more funding towards disadvantaged pupils so this would be contra to their aim.
- (4) Reducing the lump sum. This detrimentally affects small schools due to the amount of funding they are able to generate through pupil led factors.

8.2 Appendix Ai) shows:

- (1) The 2023/24 allocations per school vs the 2024/25 NFF allocation.
- (2) The 2024/25 NFF allocation compared to the minimum sparsity allowable, a 0.5% block transfer and a 1% block transfer.

8.3 Actual individual school allocations will be dependent on the October 2023 census.

## 9. Additional Funds outside the School Formula

9.1 Funding regulations allow a few exceptional circumstances to be funded outside the formula and be top sliced from the DSG. Criteria for allocating these need to be agreed.

- (a) Growth funding is within the Local Authorities' Schools Block DSG allocations. It may be set aside as a specific growth fund or distributed via the formula. The growth fund supports growth in pre-16 pupil numbers to meet basic need; supports additional classes needed to meet infant class size regulation; and meets the costs of new schools.
- (b) Funding for schools in financial difficulty where a school phase has agreed to de-delegate this funding (primary phase only in West Berkshire). There needs to be agreed criteria on how this funding is to be determined and allocated to schools. The Schools Forum agreed to cease this fund in 2022/23.
- (c) Funding can be used from the high needs block to allocate additional funding to schools which have a disproportionate number of high needs pupils. This has to be determined by a formulaic method.
- (d) Falling rolls funding is, from 2024/25, also within the Schools Block DSG allocations. A falling rolls fund may be set aside, and used where a school has surplus places and faces a funding shortfall but an increase in pupils in the near future is expected. In 2018/19 the Schools Forum agreed to cease the Falling Rolls fund. This should be reconsidered now that there is a DSG allocation for this.

For each fund the Schools' Forum need to agree clear criteria setting out the circumstances in which payments could be made and the basis for calculating the sum to be paid. These are included in Appendices B and C.

## 10. De-delegations, Education Functions and Health & Safety Service (maintained schools)

10.1 De-delegated services are for maintained schools only. Funding for these services must be allocated through the formula but can be passed back, or 'de-delegated' for maintained primary and secondary schools with schools forum approval. Academies may be given the option to buy into the service, as can Nursery schools, Special schools and PRUs. The de-delegations need to be re-determined on an annual basis.

10.2 The relevant Schools' Forum representatives for each phase will vote on whether each service is to be de-delegated or not. The services currently and proposed to be de-delegated are as follows:

### **Primary and Secondary only:**

- Behaviour Support Services
- Ethnic Minority Support
- Trade Union Local Representation
- CLEAPSS
- School Improvement

10.3 Education responsibilities held by local authorities for **all** schools are funded from the Central Schools Services Block of the DSG. Education functions held by local authorities for **maintained schools only**, can be funded from maintained schools budget shares and de-delegated, with agreement of the maintained schools members of schools forums.

### **All Maintained Schools:**

- Statutory and Regulatory Duties comprising:
  - Statutory accounting functions in respect of schools
  - Internal Audit of schools
  - Administration of pensions for school staff
- Health and safety service

10.4 Academies and other non-maintained schools may be able to choose to buy into the above services, subject to provider agreement.

10.5 Information about these services is reported to the Schools' Forum on an annual basis. The final decision on each service will be made by the relevant Schools' Forum Members for each phase on 22nd January 2024. Schools may wish to contact their Schools' Forum representative to express their view, or respond as part of this consultation.

## 11. Scheme for Financing Schools

11.1 Local authorities are required to publish schemes for financing schools which set out the financial relationship between the local authority and the schools they maintain.

11.2 The Department for Education (DfE) issues statutory guidance for local authorities on schemes for financing schools. The DfE guidance lists the provisions which a local authority must, should or may include. Local schemes need not follow the exact format used in the DfE guidance, except for the text of directed revisions. The DfE guidance

is updated annually. Issue 15 was published on 31 March and can be found at [Schemes for financing local authority maintained schools 2023 to 2024 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/114212/Schemes_for_financing_local_authority_maintained_schools_2023_to_2024_-_GOV.UK.pdf)

11.3 In making any changes to the scheme, a local authority must consult all maintained schools in their area and receive the approval of the members of their schools forum representing maintained schools. The local authority has reviewed the current scheme to ensure that all sections are still appropriate.

11.4 After discussion, Heads Funding Group (HFG) in October 2023, have recommended that the Scheme should include a clawback mechanism. The DfE Scheme for Financing Schools says the following:

*The scheme may contain a mechanism to claw back excess surplus balances (from schools). Any mechanism should have regard to the principle that schools should be moving towards greater autonomy, should not be constrained from making early efficiencies to support their medium-term budgeting in a tighter financial climate, and should not be burdened by bureaucracy.*

*The mechanism should, therefore, be focused on only those schools which have built up significant excessive uncommitted balances or where some level of redistribution would support improved provision across a local area.*

11.5 The current scheme states that schools with excessive balances greater than 10% of their budget share or £20k, whichever is greater, should provide further information on commitments and plans for use of those balances. A clawback was last made in 2015 when balances were £4m; they are now £13.7m, of which £10.8m is in main school budgets. The table below shows balances at 31<sup>st</sup> March 2023 over 10% of funding.

Main School Budget Balance		2019/20	2020/21	2021/22	2022/23	% of funding	Balance > 10%
School	Funding Block				Total Balance		
Beedon Church of England (Controlled) Primary School	Schools	19,149	28,605	49,431	67,618	16%	26,356
John Rankin Schools Federation	Schools	298,129	387,427	445,104	414,775	14%	119,162
Parsons Down Schools Federation	Schools	58,879	88,012	101,146	218,432	12%	40,464
Robert Sandilands Primary School and Nursery	Schools	125,878	177,063	170,993	146,824	12%	23,656
Springfield Primary School	Schools	81,296	154,633	274,906	352,615	22%	191,111
St Paul's Catholic Primary School	Schools	93,651	181,504	228,677	196,548	13%	49,979
		<b>676,982</b>	<b>1,017,244</b>	<b>1,270,257</b>	<b>1,396,812</b>		<b>450,728</b>
The Downs School	Schools	30,622	151,869	662,609	1,211,610	15%	407,773
Brookfields Special School	High Needs	425,991	879,012	2,027,795	3,445,943	46%	2,699,013
The Castle School	High Needs	366,436	527,828	749,418	817,535	18%	357,659
		<b>792,427</b>	<b>1,406,840</b>	<b>2,777,213</b>	<b>4,263,478</b>		<b>3,056,672</b>
iCollege Alternative Provision	High Needs	106,385	352,757	423,079	413,937	13%	104,780
		<b>1,606,415</b>	<b>2,928,711</b>	<b>5,133,158</b>	<b>7,285,837</b>		<b>4,019,953</b>

11.6 HFG has recommended that the scheme should contain a clawback mechanism for schools with balances over 10% of their budget share, subject to a minimum balance being retained by the school of £50k. The balances and commitments at 31<sup>st</sup> March each year would be reviewed by HFG in the autumn term, who would make a recommendation to Schools Forum on the level of clawback. Funds would be returned to the original funding block for future redistribution.

11.7 The proposed Scheme for Financing Schools (2022) is attached to this document at Appendix D. A clawback mechanism is not yet included, awaiting the results of the consultation.

## 12. Consultation Proposals

For all responses, please add any comments that you wish to make to each box.

1. Do you agree that, subject to final affordability, West Berkshire should mirror the DfE's 2024/25 NFF as closely as possible and that this formula should be used to calculate funding allocations? Yes/No

2. How would you support applying the NFF Sparsity Factor? In full/Minimum

3. Do you agree that any shortfall or surplus in funding is addressed by adjusting the AWPU values? Yes/No

4. What percentage transfer of funding would you support from the Schools Block to the High Needs block? A) 0%, B) 0.25%, C) 0.5%, D) 1%.

5. Would you support the transfer funding any of the other blocks? Yes/No

6. Do you think there should be a falling rolls fund? Yes/No

7. Do you agree with the criteria to access additional funds outside the school formula? Yes/No

8. Do you agree with the proposed De-delegated Services, Education Functions and Health and Safety service for all maintained schools? Yes/No

9. Do you support the Scheme for Financing Schools containing a clawback mechanism for schools with balances over 10% of their budget share, subject to retention of a minimum of £50k? Yes/No

## 13. Timetable

Date	Who	Item
July 2023	DfE	Operational guidance published
July/Aug 2023	DfE	NFF illustrative allocations published and APT issued
Sept 2023	LA	Modelling of new primary & secondary school formula
04.10.23	HFG	Approve consultation proposals
16.10.23	SF	Approve consultation proposals
18.10.23 – 8.11.23	Schools	School funding formula consultation with schools.
21.11.23	HFG	Review school formula consultation responses and make recommendation to Schools' Forum.
04.12.23	SF	Review school formula consultation responses.
Mid Dec 2023	DfE	DSG funding allocations and APT containing census data for final formula issued
Mid Dec 2023	LA	Updating by officers of formula and the funding rates in light of actual DSG funding
10.01.24	HFG	Review final proposals and make recommendation to Schools' Forum.
22.01.24	SF	Review HFG recommendations, final calculations and final formula.
By 22.1.24	Political ratification	Approval of School Formula
22.1.24	LA	Deadline for submission of final APT to ESFA
28.2.24	LA	Statutory deadline for providing primary and secondary maintained schools with funding allocation

## **14. Appendices**

- 14.1 Appendix Ai) 1 - Provisional 2024/25 funding allocations
- 14.2 Appendix Ai) 2 - Sparsity and Block Transfer modelling
- 14.3 Appendix B – Criteria for awarding Growth Funding
- 14.4 Appendix C – Criteria for allocating the Additional High Needs Fund
- 14.5 Appendix D – Scheme for financing schools
- 14.6 Appendix E – Equalities Impact Assessment



APPENDIX PROVISIONAL ALLOCATIONS 2024/25		2023/24 FINAL ALLOCATION (after 0% HNB transfer)			2024/25 PROVISIONAL ALLOCATION			YEAR ON YEAR CHANGE		
School Name	Phase	Pupil count Oct 2022	Formula allocated	Per pupil funding	Pupil count Oct 2022	Formula allocated	Per pupil funding	Increase in total cash	Increase in per pupil total funding	% change
Aldermaston C.E. Primary School	Primary	120	£676,427	£5,637	120	£721,601	£6,013	£45,174	£376	6.7%
Basildon C.E. Primary School	Primary	154	£744,845	£4,837	154	£792,592	£5,147	£47,747	£310	6.4%
Beeton C.E. (Controlled) Primary School	Primary	44	£381,243	£8,665	44	£415,128	£9,435	£33,885	£770	8.9%
Beenham Primary School	Primary	62	£485,322	£7,828	62	£523,047	£8,436	£37,726	£608	7.2%
Birch Copse Primary School	Primary	423	£1,892,243	£4,473	423	£2,001,171	£4,731	£108,928	£258	5.8%
Bradfield C.E. Primary School	Primary	142	£703,655	£4,955	142	£749,237	£5,276	£45,582	£321	6.5%
Brightwalton C.E. Aided Primary School	Primary	99	£553,940	£5,595	99	£594,600	£6,006	£40,660	£411	7.3%
Brimpton C.E. Primary School	Primary	59	£434,777	£7,369	59	£470,739	£7,979	£35,962	£610	8.3%
Bucklebury C.E. Primary School	Primary	122	£647,386	£5,306	122	£689,661	£5,653	£42,276	£347	6.5%
Burghfield St Mary's C.E. Primary School	Primary	214	£1,005,648	£4,699	214	£1,071,615	£5,008	£65,967	£308	6.6%
Calcot Infant School and Nursery	Primary	218	£1,117,402	£5,126	218	£1,187,320	£5,446	£69,919	£321	6.3%
Calcot Junior School	Primary	281	£1,386,750	£4,935	281	£1,476,306	£5,254	£89,556	£319	6.5%
Chaddieworth St Andrew's C.E. Primary School	Primary	23	£283,581	£12,330	23	£310,481	£13,499	£26,900	£1,170	9.5%
Chieveley Primary School	Primary	191	£907,456	£4,751	191	£968,418	£5,070	£60,963	£319	6.7%
Cold Ash St Mark's CE Primary School	Primary	187	£856,254	£4,579	187	£909,878	£4,866	£53,624	£287	6.3%
Compton C.E. Primary School	Primary	183	£911,574	£4,981	183	£972,331	£5,313	£60,758	£332	6.7%
Curridge Primary School	Primary	93	£532,825	£5,729	93	£570,480	£6,134	£37,654	£405	7.1%
Denefield School	Secondary	961	£5,789,777	£6,025	961	£6,159,839	£6,410	£370,062	£385	6.4%
Downsway Primary School	Primary	213	£977,621	£4,590	213	£1,035,612	£4,862	£57,991	£272	5.9%
Enborne C.E. Primary School	Primary	77	£467,131	£6,067	77	£506,407	£6,577	£39,276	£510	8.4%
Englefield C.E. Primary School	Primary	109	£549,194	£5,038	109	£583,799	£5,356	£34,605	£317	6.3%
Falkland Primary School	Primary	423	£1,891,219	£4,471	423	£1,995,897	£4,718	£104,678	£247	5.5%
Fir Tree Primary School and Nursery	Primary	196	£1,031,245	£5,261	196	£1,096,026	£5,592	£64,781	£331	6.3%
Francis Bailly Primary School	Primary	549	£2,433,454	£4,433	549	£2,564,196	£4,671	£130,742	£238	5.4%
Garland Junior School	Primary	235	£1,170,142	£4,979	235	£1,243,412	£5,291	£73,270	£312	6.3%
Hampstead Norreys C.E. Primary School	Primary	75	£501,854	£6,691	75	£542,243	£7,230	£40,390	£539	8.0%
Hermitage Primary School	Primary	191	£899,815	£4,711	191	£959,588	£5,024	£59,773	£313	6.6%
Highwood Copse Primary School	Primary	73.5	£452,647	£6,158	73.5	£476,963	£6,489	£24,316	£331	5.4%
Hungerford Primary School	Primary	360	£1,696,512	£4,713	360	£1,807,138	£5,020	£110,626	£307	6.5%
Inkpen Primary School	Primary	56	£436,665	£7,798	56	£474,288	£8,469	£37,623	£672	8.6%
John O'gaunt School	Secondary	430	£2,908,003	£6,763	430	£3,104,734	£7,220	£196,732	£458	6.8%
John Rankin Infant and Nursery School	Primary	230	£1,096,459	£4,767	230	£1,169,689	£5,086	£73,231	£318	6.7%
John Rankin Junior School	Primary	357	£1,608,436	£4,505	357	£1,706,512	£4,780	£98,076	£275	6.1%
Kennet School	Secondary	1517	£9,258,071	£6,103	1517	£9,858,677	£6,499	£600,606	£396	6.5%
Kennet Valley Primary School	Primary	201	£1,001,475	£4,982	201	£1,060,462	£5,276	£58,987	£293	5.9%
Kintbury St Mary's C.E. Primary School	Primary	140	£746,936	£5,335	140	£797,276	£5,695	£50,340	£360	6.7%
Lambourn CofE Primary School	Primary	157	£844,959	£5,382	157	£900,117	£5,733	£55,158	£351	6.5%
Little Heath School	Secondary	1325	£8,144,727	£6,147	1325	£8,665,722	£6,540	£520,995	£393	6.4%
Long Lane Primary School	Primary	214	£1,024,705	£4,788	214	£1,087,072	£5,080	£62,367	£291	6.1%
Mortimer St John's C.E. Infant School	Primary	174	£843,232	£4,846	174	£906,167	£5,208	£62,935	£362	7.5%
Mortimer St Mary's C.E. Junior School	Primary	242	£1,099,976	£4,545	242	£1,159,363	£4,791	£59,387	£245	5.4%
Mrs Bland's Infant School	Primary	154	£860,215	£5,586	154	£918,357	£5,963	£58,142	£378	6.8%
Pangbourne Primary School	Primary	174	£868,807	£4,993	174	£922,582	£5,302	£53,775	£309	6.2%
Park House School	Secondary	975	£5,970,446	£6,124	975	£6,351,732	£6,515	£381,285	£391	6.4%
Parsons Down Infant School	Primary	117	£640,728	£5,476	117	£675,172	£5,771	£34,444	£294	5.4%
Parsons Down Junior School	Primary	179	£894,024	£4,995	179	£946,435	£5,287	£52,411	£293	5.9%
Purley CofE Primary School	Primary	98	£548,894	£5,601	98	£584,437	£5,964	£35,543	£363	6.5%
Robert Sandilands Primary School and Nursery	Primary	212	£1,063,208	£5,015	212	£1,130,897	£5,334	£67,689	£319	6.4%
Shaw-cum-Donnington C.E. Primary School	Primary	93	£541,841	£5,826	93	£576,719	£6,201	£34,878	£375	6.4%
Shefford C.E. Primary School	Primary	56	£417,993	£7,464	56	£453,898	£8,105	£35,905	£641	8.6%
Speenhamland School	Primary	276	£1,348,299	£4,885	276	£1,432,862	£5,192	£84,562	£306	6.3%
Springfield Primary School	Primary	309	£1,408,217	£4,557	309	£1,493,992	£4,835	£85,775	£278	6.1%
Spurcroft Primary School	Primary	398	£1,840,337	£4,624	398	£1,937,250	£4,867	£96,913	£244	5.3%
St Bartholomew's School	Secondary	1353	£7,854,034	£5,805	1353	£8,363,153	£6,181	£509,119	£376	6.5%
St Finian's Catholic Primary School	Primary	196	£895,697	£4,570	196	£950,495	£4,849	£54,798	£280	6.1%
St John the Evangelist C.E. Nursery and Infant Sch	Primary	180	£887,667	£4,931	180	£942,037	£5,234	£54,370	£302	6.1%
St Joseph's Catholic Primary School	Primary	213	£1,046,400	£4,913	213	£1,109,375	£5,208	£62,975	£296	6.0%
St Nicolas C.E. Junior School	Primary	251	£1,127,023	£4,490	251	£1,198,484	£4,775	£71,461	£285	6.3%
St Paul's Catholic Primary School	Primary	304	£1,374,123	£4,520	304	£1,456,693	£4,820	£82,570	£272	6.0%
Stockcross C.E. School	Primary	90	£524,376	£5,826	90	£564,351	£6,271	£39,975	£444	7.6%
Streatley C.E. Voluntary Controlled School	Primary	99	£530,318	£5,357	99	£565,685	£5,714	£35,367	£357	6.7%
Sulhamstead and Ufton Nerve School	Primary	102	£556,633	£5,457	102	£593,305	£5,817	£36,671	£360	6.6%
Thatcham Park CofE Primary	Primary	337	£1,577,042	£4,680	337	£1,675,857	£4,973	£98,815	£293	6.3%
The Downs School	Secondary	1047	£6,118,444	£5,844	1047	£6,510,283	£6,218	£391,839	£374	6.4%
The Ilsleys Primary School	Primary	60	£418,719	£6,979	60	£454,043	£7,567	£35,324	£589	8.4%
The Willink School	Secondary	1026	£6,305,557	£6,146	1026	£6,754,513	£6,583	£448,956	£438	7.1%
The Willows Primary School	Primary	348	£1,790,551	£5,145	348	£1,905,674	£5,476	£115,123	£331	6.4%
The Winchcombe School	Primary	441	£2,050,804	£4,650	441	£2,145,248	£4,865	£94,444	£214	4.6%
Theale C.E. Primary School	Primary	318	£1,461,539	£4,596	318	£1,573,540	£4,948	£112,001	£352	7.7%
Theale Green School	Secondary	634	£4,075,274	£6,428	634	£4,336,785	£6,840	£261,510	£412	6.4%
Trinity School	Secondary	1085	£6,762,439	£6,233	1085	£7,204,214	£6,640	£441,775	£407	6.5%
Welford and Wickham C.E. Primary School	Primary	72	£472,080	£6,557	72	£511,735	£7,107	£39,655	£551	8.4%
Westwood Farm Infant School	Primary	179	£870,286	£4,862	179	£924,375	£5,164	£54,088	£302	6.2%
Westwood Farm Junior School	Primary	233	£1,110,438	£4,766	233	£1,178,746	£5,059	£68,308	£293	6.2%
Whitelands Park Primary School	Primary	393	£1,758,282	£4,474	393	£1,872,354	£4,764	£114,072	£290	6.5%
Woolhampton C.E. Primary School	Primary	100	£553,131	£5,531	100	£593,320	£5,933	£40,190	£402	7.3%
Yattendon C.E. Primary School	Primary	90	£519,994	£5,778	90	£559,414	£6,216	£39,420	£438	7.6%
<b>Total formula funding</b>			<b>£127,439,442</b>			<b>£135,653,817</b>		<b>£8,214,375</b>		
<b>Block Transfer</b>			<b>£0</b>			<b>£0</b>				
<b>Total allocation</b>			<b>£127,439,442</b>			<b>£135,653,817</b>				
<b>Primary Total</b>			<b>£64,252,670</b>			<b>£68,344,166</b>		<b>£4,091,496</b>		
<b>Secondary Total</b>		<b>23313</b>	<b>£63,186,772</b>		<b>23313</b>	<b>£67,309,652</b>		<b>£4,122,879</b>		

APPENDIX PROVISIONAL ALLOCATIONS 2024/25		2024/25 PROVISIONAL ALLOCATION			2024/25 MINIMUM SPARSITY & BLOCK TRANSFER MODELLING						DIFFERENCES TO PROVISIONAL NFF ALLOCATIONS						
School Name	Phase	Pupil count Oct 2022	Formula allocated	Per pupil funding	Pupil count Oct 2022	Formula allocated Minimum Sparsity	Per pupil funding Minimum Sparsity	Formula allocated 0.5% transfer & minimum sparsity	Per pupil funding 0.5%	Formula allocated 1% transfer & minimum sparsity	Per pupil funding 1%	Difference due to Minimum Sparsity	% change Minimum Sparsity	Difference due to 0.5%	% change 0.5%	Difference due to 1%	% change 1%
Basildon C.E. Primary School	Primary	154	£792,592	£5,147	154	£793,442	£5,152	£789,356	£5,126	£785,155	£5,098	£850	0.1%	£-4,087	-0.5%	£-4,200	-0.5%
Beedon C.E. (Controlled) Primary School	Primary	44	£415,128	£9,435	44	£406,151	£9,231	£404,984	£9,204	£403,784	£9,177	£8,977	-2.2%	£-1,168	-0.3%	£-1,200	-0.3%
Beenham Primary School	Primary	62	£523,047	£8,436	62	£514,170	£8,293	£512,525	£8,267	£510,834	£8,239	£8,877	-1.7%	£-1,645	-0.3%	£-1,691	-0.3%
Birch Copse Primary School	Primary	423	£2,001,171	£4,731	423	£2,001,171	£4,731	£2,001,171	£4,731	£2,001,171	£4,731	£0	0.0%	£0	0.0%	£0	0.0%
Bradfield C.E. Primary School	Primary	142	£749,237	£5,276	142	£749,061	£5,275	£745,293	£5,249	£741,420	£5,221	£-176	0.0%	£-3,768	-0.5%	£-3,783	-0.5%
Brightwalton C.E. Aided Primary School	Primary	99	£594,600	£6,006	99	£588,894	£5,948	£586,266	£5,922	£583,566	£5,895	£-5,706	-1.0%	£-2,627	-0.4%	£-2,700	-0.5%
Brimpton C.E. Primary School	Primary	59	£470,739	£7,979	59	£461,845	£7,828	£460,279	£7,801	£458,670	£7,774	£8,894	-1.9%	£-1,566	-0.3%	£-1,609	-0.3%
Bucklebury C.E. Primary School	Primary	122	£689,661	£5,653	122	£689,206	£5,649	£685,968	£5,623	£682,641	£5,595	£-456	-0.1%	£-3,238	-0.5%	£-3,328	-0.5%
Burghfield St Mary's C.E. Primary School	Primary	214	£1,071,615	£5,008	214	£1,072,797	£5,013	£1,067,118	£4,987	£1,061,281	£4,959	£1,182	0.1%	£-5,679	-0.5%	£-5,837	-0.5%
Cold Ash St Mark's CE Primary School	Primary	218	£1,187,320	£5,446	218	£1,188,524	£5,452	£1,182,739	£5,425	£1,176,793	£5,398	£1,204	0.1%	£-5,785	-0.5%	£-5,946	-0.5%
Calcot Infant School	Primary	281	£1,476,306	£5,254	281	£1,477,858	£5,259	£1,470,401	£5,233	£1,462,737	£5,205	£1,552	0.1%	£-7,457	-0.5%	£-7,664	-0.5%
Chaddleshore St Andrew's C.E. Primary School	Primary	23	£310,481	£13,499	23	£301,389	£13,104	£300,778	£13,077	£300,151	£13,050	£9,093	-2.9%	£-610	-0.2%	£-627	-0.2%
Chieveley Primary School	Primary	191	£968,418	£5,070	191	£969,473	£5,076	£964,405	£5,049	£959,195	£5,022	£1,055	0.1%	£-5,069	-0.5%	£-5,210	-0.5%
Cold Ash St Mark's CE Primary School	Primary	187	£909,878	£4,866	187	£909,878	£4,866	£909,878	£4,866	£909,878	£4,866	£1,033	0.1%	£-4,962	-0.5%	£-5,101	-0.6%
Compton C.E. Primary School	Primary	183	£972,331	£5,313	183	£973,342	£5,319	£968,486	£5,292	£963,494	£5,265	£1,011	0.1%	£-4,856	-0.5%	£-4,991	-0.5%
Curridge Primary School	Primary	93	£570,480	£6,134	93	£567,480	£6,102	£565,012	£6,075	£562,475	£6,048	£3,000	-0.5%	£-2,468	-0.4%	£-2,537	-0.4%
Denefield School	Secondary	961	£6,159,839	£6,410	961	£6,167,690	£6,418	£6,129,965	£6,379	£6,091,190	£6,338	£7,851	0.1%	£-37,725	-0.6%	£-38,775	-0.6%
Dorway Primary School	Primary	213	£1,035,612	£4,862	213	£1,036,788	£4,868	£1,031,136	£4,841	£1,025,326	£4,814	£1,176	0.1%	£-5,652	-0.5%	£-5,810	-0.6%
Enborne C.E. Primary School	Primary	77	£506,407	£6,577	77	£497,871	£6,466	£495,828	£6,439	£493,728	£6,412	£8,536	-1.7%	£-2,043	-0.4%	£-2,100	-0.4%
Englefield C.E. Primary School	Primary	109	£583,799	£5,356	109	£584,401	£5,361	£581,508	£5,335	£578,535	£5,308	£602	0.1%	£-2,893	-0.5%	£-2,973	-0.5%
Falkland Primary School	Primary	423	£1,995,897	£4,718	423	£1,995,897	£4,718	£1,995,897	£4,718	£1,995,897	£4,718	£0	0.0%	£0	0.0%	£0	0.0%
Fir Tree Primary School and Nursery	Primary	196	£1,096,026	£5,592	196	£1,097,108	£5,597	£1,091,507	£5,571	£1,086,561	£5,544	£1,082	0.1%	£-5,201	-0.5%	£-5,346	-0.5%
Francis Baily Primary School	Primary	549	£2,564,196	£4,671	549	£2,564,196	£4,671	£2,564,196	£4,671	£2,564,196	£4,671	£0	0.0%	£0	0.0%	£0	0.0%
Garland Junior School	Primary	235	£1,243,412	£5,291	235	£1,244,710	£5,297	£1,238,474	£5,270	£1,232,064	£5,243	£1,298	0.1%	£-6,236	-0.5%	£-6,410	-0.5%
Hampstead Norreys C.E. Primary School	Primary	75	£542,243	£7,230	75	£533,450	£7,113	£531,460	£7,086	£529,414	£7,059	£8,793	-1.6%	£-1,990	-0.4%	£-2,046	-0.4%
Hermitage Primary School	Primary	191	£959,588	£5,024	191	£960,643	£5,030	£955,574	£5,003	£950,365	£4,976	£1,055	0.1%	£-5,069	-0.5%	£-5,210	-0.5%
Highwood Copse Primary School	Primary	73.5	£476,963	£6,489	73.5	£477,369	£6,495	£475,418	£6,468	£473,414	£6,441	£406	0.1%	£-1,950	-0.4%	£-2,005	-0.4%
Hungerford Primary School	Primary	360	£1,807,138	£5,020	360	£1,809,126	£5,025	£1,799,573	£4,999	£1,789,753	£4,972	£1,988	0.1%	£-9,553	-0.5%	£-9,819	-0.5%
Inkpen Primary School	Primary	56	£474,288	£8,469	56	£465,377	£8,310	£463,891	£8,284	£462,364	£8,256	£8,910	-1.9%	£-1,486	-0.3%	£-1,527	-0.3%
John O'gaunt School	Secondary	430	£3,104,734	£7,220	430	£3,100,640	£7,211	£3,083,798	£7,172	£3,066,487	£7,131	£-4,094	-0.1%	£-16,842	-0.5%	£-17,311	-0.5%
John Rankin Infant and Nursery School	Primary	230	£1,169,689	£5,086	230	£1,170,960	£5,091	£1,164,856	£5,065	£1,158,583	£5,037	£1,270	0.1%	£-6,104	-0.5%	£-6,273	-0.5%
John Rankin Junior School	Primary	357	£1,706,512	£4,780	357	£1,706,512	£4,780	£1,706,512	£4,780	£1,706,512	£4,780	£0	0.0%	£0	0.0%	£0	0.0%
Kennet School	Secondary	1517	£9,858,677	£6,499	1517	£9,871,107	£6,507	£9,811,378	£6,468	£9,749,986	£6,427	£12,430	0.1%	£-59,729	-0.6%	£-61,392	-0.6%
Kennet Valley Primary School	Primary	201	£1,060,462	£5,276	201	£1,061,572	£5,281	£1,056,238	£5,255	£1,050,756	£5,228	£1,110	0.1%	£-5,334	-0.5%	£-5,482	-0.5%
Kintbury St Mary's C.E. Primary School	Primary	140	£797,276	£5,695	140	£796,843	£5,692	£793,128	£5,665	£789,309	£5,638	£-433	-0.1%	£-3,715	-0.5%	£-3,819	-0.5%
Lambourn CofE Primary School	Primary	157	£900,117	£5,733	157	£900,984	£5,739	£896,818	£5,712	£892,535	£5,685	£867	0.1%	£-4,166	-0.5%	£-4,282	-0.5%
Little Heath School	Secondary	1325	£8,665,722	£6,540	1325	£8,676,557	£6,548	£8,624,493	£6,509	£8,570,979	£6,469	£10,835	0.1%	£-52,064	-0.6%	£-53,513	-0.6%
Long Lane Primary School	Primary	214	£1,087,072	£5,080	214	£1,088,253	£5,085	£1,082,575	£5,059	£1,076,738	£5,031	£1,182	0.1%	£-5,679	-0.5%	£-5,837	-0.5%
Mortimer St John's C.E. Infant School	Primary	174	£906,167	£5,208	174	£907,128	£5,213	£902,511	£5,187	£897,765	£5,160	£961	0.1%	£-6,617	-0.5%	£-6,746	-0.5%
Mortimer St Mary's C.E. Junior School	Primary	242	£1,159,363	£4,791	242	£1,160,699	£4,796	£1,154,277	£4,770	£1,147,677	£4,743	£1,336	0.1%	£-6,422	-0.6%	£-6,601	-0.6%
Mrs Bland's Infant School	Primary	154	£918,357	£5,963	154	£919,207	£5,969	£915,120	£5,942	£910,920	£5,915	£850	0.1%	£-4,087	-0.4%	£-4,200	-0.5%
Pangbourne Primary School	Primary	174	£922,582	£5,302	174	£923,543	£5,308	£918,926	£5,281	£914,180	£5,254	£961	0.1%	£-6,617	-0.5%	£-6,746	-0.5%
Park House School	Secondary	975	£6,351,732	£6,515	975	£6,359,702	£6,523	£6,321,401	£6,483	£6,282,034	£6,443	£7,971	0.1%	£-38,301	-0.6%	£-39,367	-0.6%
Parsons Down Infant School	Primary	117	£675,172	£5,771	117	£675,818	£5,776	£672,713	£5,750	£669,522	£5,722	£646	0.1%	£-3,105	-0.5%	£-3,191	-0.5%
Parsons Down Junior School	Primary	179	£946,435	£5,287	179	£947,424	£5,293	£942,674	£5,266	£937,791	£5,239	£989	0.1%	£-4,750	-0.5%	£-4,882	-0.5%
Purley CofE Primary School	Primary	98	£584,437	£5,964	98	£584,978	£5,969	£582,378	£5,943	£579,705	£5,915	£541	0.1%	£-2,601	-0.5%	£-2,673	-0.5%
Robert Sandlands Primary School and Nursery	Primary	212	£1,130,897	£5,334	212	£1,132,068	£5,340	£1,126,442	£5,313	£1,120,660	£5,286	£1,171	0.1%	£-5,626	-0.5%	£-5,782	-0.5%
Shaw-cum-Donnington C.E. Primary School	Primary	93	£576,719	£6,201	93	£577,232	£6,207	£574,765	£6,180	£572,228	£6,153	£514	0.1%	£-2,468	-0.4%	£-2,537	-0.4%
Shefford C.E. Primary School	Primary	56	£453,898	£8,105	56	£444,987	£7,946	£443,501	£7,920	£441,974	£7,892	£8,910	-2.0%	£-1,486	-0.3%	£-1,527	-0.3%
Spenshamland School	Primary	276	£1,432,862	£5,192	276	£1,434,386	£5,197	£1,427,062	£5,171	£1,419,534	£5,143	£1,524	0.1%	£-7,324	-0.5%	£-7,528	-0.5%
Springfield Primary School	Primary	309	£1,493,992	£4,835	309	£1,495,699	£4,840	£1,487,499	£4,814	£1,479,071	£4,787	£1,706	0.1%	£-8,200	-0.5%	£-8,428	-0.6%
Spurcroft Primary School	Primary	398	£1,937,250	£4,867	398	£1,937,250	£4,867	£1,937,250	£4,867	£1,937,250	£4,867	£0	0.0%	£0	0.0%	£0	0.0%
St Bartholomew's School	Secondary	1353	£8,363,153	£6,181	1353	£8,374,224	£6,189	£8,321,026	£6,150	£8,280,063	£6,120	£11,071	0.1%	£-53,197	-0.6%	£-54,963	-0.6%
St Finian's Catholic Primary School	Primary	196	£950,495	£4,849	196	£951,577	£4,855	£946,376	£4,828	£941,030	£4,801	£1,082	0.1%	£-5,201	-0.5%	£-5,346	-0.5%
St John the Evangelist C.E. Nursery and Infant Sch	Primary	180	£942,037	£5,234													

# Appendix B

## West Berkshire Council Schools Growth Fund Criteria 2024/25

### 1. Background

- 1.1 Growth funding allocated through the national funding formula (NFF) within each local authority's Schools Block.
- 1.2 The methodology to calculate growth funding was introduced in 2019/20 and has remained the same for the 2024/25 financial year. This means it will be based on the observed differences between the number on roll in each local authority between the October 2022 and October 2023 school censuses.
- 1.3 Growth is measured at middle layer super output area (MSOA) level to detect 'pockets' of growth, counting the increase in pupil numbers in each MSOA in West Berkshire between the two most recent October censuses.
- 1.4 The growth factor will be allocated at £1,550 per new primary pupil, £2,320 for each new secondary pupil plus a lump sum of £76,195 for each new school that opened in the previous year. The growth factor in the national funding formula is a proxy for overall growth costs at a local authority level. There is no expectation for local authorities to use these rates in their local arrangements for funding growth nor that spending on growth will match the sum allocated.
- 1.5 As growth funding is within the schools block, a movement of funding between the schools formula and the growth fund is not treated as a transfer between blocks. If funding is not required for growth, it can be added into the school formula, but if there is a shortfall, this needs to be met from a top slice of the main schools' block allocation. The amount of growth fund is subject to Schools Forum approval.
- 1.6 Local authorities must produce criteria for allocating growth funding, to be agreed by the Schools Forum. The criteria should contain clear objective trigger points for qualification and a clear formula for calculating allocations with these criteria applying to all schools on the same basis. This will be checked by ESFA for compliance with the annually made School and Early Years Finance (England) Regulations, to check that it provides a transparent and consistent basis for the allocation of funding, which may be different for each phase.
- 1.7 Any unspent growth funding remaining at the year-end should be reported to the Schools Forum. Funding may be carried forward to the following funding period, as with any other centrally retained budget, and can choose to use it specifically for growth if the authority wishes. Any over spent growth funding will form part of the overall DSG surplus or deficit balance.

### 2. Purpose

- 2.1 The growth fund is for the benefit of maintained and academy primary and secondary schools, supporting growth in pre-16 pupil numbers to meet basic need.

Special schools and resourced provisions are funded under the 'place-plus' approach and nursery schools are funded based on participation levels.

2.2 The growth fund may only be used to:

- support where a school or academy has agreed with the local authority to provide an extra class in order to meet basic need in the area (either as a bulge class or as an ongoing commitment). This is a mandatory requirement for 2024/25 and there is also a mandatory minimum funding calculation
- Support growth in pre-16 pupil numbers to meet basic need e.g., support a school who has agreed with the authority to provide an extra class in order to meet basic need (either as a bulge class or as an ongoing commitment)
- Support where a school has temporarily increased its pupil admission numbers (PAN), by a minimum number of pupils, in agreement with the authority
- Support for KS1 classes where overall pupil numbers exceed a multiple of 30, by a minimum number of pupils
- pre-opening costs, initial equipping allowance, or diseconomy of scale allowance, for new maintained schools and academies

2.3 The growth fund is not to be used to support schools in financial difficulty, general growth due to popularity or schools growing back to their planned admission number (PAN) following a period of low recruitment.

### 3. **Growth Fund Criteria**

3.1 Support for schools that are providing additional capacity to meet basic need avoids schools being at a financial disadvantage until the increased pupil numbers are reflected in their budgets. A school would normally be asked to run an additional class as a result of an increased September intake, the funding for those additional pupils is not reflected in the funding until the following year.

- For maintained schools, there is a funding lag period of 7 months, between September and March
- Academies' FY runs from September to August, therefore, academies receive a full 12 months of growth funding. This is paid in two separate payments: 7/12ths of the annual amount (to cover the period Sept – March). The other 5/12ths is paid in April (to cover the period April to August). This additional 5/12ths element for academies is then reimbursed to the LA's Dedicated School's Grant by the ESFA

3.2 Schools will be invited to apply for the growth fund late in the autumn term, following confirmation of the October census figures, if they meet one of the criteria. In exceptional circumstances, a school may apply at a different point in the year.

#### Additional Class Funding Primary

3.3 This is payable where a school has agreed with the authority to provide an extra class in order to meet basic need in the area (either as a bulge class or as an ongoing commitment).

- 3.4 Funding will be £74,500 (equivalent to 20 pupils x basic needs entitlement including ACA). The funding amount provided should be sufficient to cover the cost of a TMS6 teacher with on-costs, one TA, plus other costs.
- 3.5 Maintained primary schools will receive funding for the period September to March (7/12ths equivalent to £43,460)
- 3.6 The number of years this funding will be paid will depend on whether the growth is permanent or temporary. For example, an infant school that changes from a 2 form entry to a 3 form entry from September 2024 will typically receive growth funding in 2024/25, 2025/26 and 2026/27.

#### Secondary Schools Funding

- 3.7 This is payable where a school has *agreed with the authority to take an increased September in-take to meet basic need in the area.*
- 3.8 The staffing structure of secondary schools differs significantly to that of primary schools, the link between pupil numbers and the requirement for additional classes/teachers is less clear. It might be possible for schools to accommodate pupils within the existing curriculum model, without the need for an additional teacher.
- 3.9 Funding will only be provided for permanent growth and will be reviewed on a case-by-case basis. This is to ensure the increase in pupil numbers directly contributes to increased costs of admitting additional pupils e.g., curriculum structure, additional pastoral or support staff. The eligibility for funding will be assessed for each year of permanent growth.
- 3.10 Funding up to £110,450 will be available for academies. Applying the same formula as for primaries, this is based on 20 pupils x average basic needs entitlement including ACA.
- 3.11 Eligible maintained secondaries will receive funding up to £64,430 to cover the period from September to March.

#### Increase in Pupil Admission Number (PAN)

- 3.12 This is payable where a school has increased its admission number by 5 or more pupils in agreement with the authority, but this has not necessitated an additional class, though is in response to basic need in the area.
- 3.13 Funding will be 50% of the Basic Needs Entitlement per additional pupil up to a maximum of £37,250 (Primary) and £55,225 (Secondary) pro rata for the remainder of the financial year.

#### KS1 Classes (infant class size)

- 3.14 This is payable to a school with infant classes which is required to set up an additional class as required by infant class size regulations, and the school cannot accommodate all its additional reception and Key Stage 1 pupils in classes of 30 or less i.e. the total number of pupils in the 3 year groups exceeds a multiple of 30. (see Appendix A for examples).
- 3.15 In order to qualify for the additional funding, the school must have set up an additional class and employed an additional teacher, and must not have exceeded its admission number unless requested to by the LA.

- 3.16 Funding will be £74,500 for each new class, pro rata for maintained schools for the remainder of the financial year. The funding provided should be sufficient to cover the cost of a TMS6 teacher with on-costs, one TA, plus other costs.
- 3.17 Before setting up an additional class and employing an additional teacher, schools should be aware that this additional in-year payment is temporary one-off funding for the remainder of the financial year in order to meet the pupil's basic need until full per pupil funding is received the following April (September for an academy). Schools will be required to meet the costs of the additional class from their formula pupil funding and lump sum from the following year. Schools accessing the infant class size funding where pupil numbers are just 2 or 3 above the limit, should carefully consider the longer-term financial implications of employing an additional teacher.

#### New School

- 3.18 **Start-up funding pre-opening** costs payable to a new school such as for the Headteacher and other staffing and recruitment costs prior to opening and initial equipping allowance where the school is opening in response to basic need in the area.
- 3.19 Funding will be actual cost of staff appointed and in post prior to the opening of the new school up to a maximum of £76,195.
- 3.20 **Post opening funding - diseconomies of scale.** The total pupil numbers required by the new school to ensure viability will be agreed in advance with the school on an annual basis whilst the school is growing to full capacity and funding paid via the school formula will be based on this number. This will be reviewed on an annual basis and the estimates adjusted to take into account the actual pupil numbers in the previous funding period. Funding protection will be paid to the school based on the difference between the agreed pupil numbers and the actual pupil numbers for 3 full years.

#### 4. **Applications for funding**

- 4.1 Schools will be invited to make an application for funding in the autumn term. Funding requests from schools are to be submitted to WBC Schools' Accountancy. In exceptional circumstances, a school may apply at a different point in the year.
- 4.2 The Head, or Acting Head, of Education Services, if satisfied that the criteria are met, will recommend approval to the Schools' Forum.
- 4.3 Funding for Sept – March will be paid following Schools' Forum approval. The other 5/12ths for academies is paid in April (to cover the period April to August).

## Examples of Infant Class Size Additional In-Year Funding

### Example 1

	<b>October 2023 Census</b>	<b>October 2024 Census</b>
Reception Pupil Numbers	23	31
Year 1 Pupil Numbers	20	25
Year 2 Pupil Numbers	22	20
Total Pupil Numbers	65	76
Number of Classes run by school	3	3

Although pupil numbers have increased by 11, and the reception class exceeds 30, under infant class size regulations the school is still only required to run 3 classes, therefore no additional in-year funding will be payable. Total pupil numbers would need to exceed 90 to trigger the requirement for a 4<sup>th</sup> class.

### Example 2

	<b>October 2023 Census</b>	<b>October 2024 Census</b>
Reception Pupil Numbers	20	21
Year 1 Pupil Numbers	20	20
Year 2 Pupil Numbers	19	20
Total Pupil Numbers	59	61
Number of Classes run by school	3	3

Total pupil numbers have increased by 2 taking the total over 60 and requiring 3 classes. However, the school is already running and funding 3 classes within their existing budget, so no additional in-year funding will be payable – their budget requirement for the year has not changed by the admission of these 2 pupils.

### **Example 3**

	<b>October 2023 Census</b>	<b>October 2024 Census</b>
Reception Pupil Numbers	20	21
Year 1 Pupil Numbers	20	20
Year 2 Pupil Numbers	19	20
Total Pupil Numbers	59	61
Number of Classes run by school	2	3

Same pupil numbers as the above example, except the school were operating with 2 classes. The school is therefore eligible for additional in-year funding if they operate a third class. However, if their budget with just 2 extra pupils would not sustain the cost of an additional teacher beyond the following April, then they would need to carefully consider the implications of accepting an additional pupil taking them over 60 (unless exceptions to the regulations apply, such as pupils with a statement of SEN naming the school or pupils moving into the area outside the normal admission round).

### **Example 4**

	<b>October 2023 Census</b>	<b>October 2024 Census</b>
Reception Pupil Numbers	20	30
Year 1 Pupil Numbers	20	20
Year 2 Pupil Numbers	19	21
Total Pupil Numbers	59	71
Number of Classes run by school	2	3

The school were running and funding 2 classes before the September admissions took them over 60 pupils. Additional in-year funding would therefore be payable for the additional class, and the additional 12 pupils will generate enough funding to sustain the cost of the additional teacher from April 2025.



# Appendix C

## West Berkshire Council Schools

### Additional High Needs Fund Criteria 2024/25

#### 1. Background

- 1.1 Local authorities can provide additional targeted support to individual schools (maintained and academies) from its high needs block where it would be unreasonable to expect the first £6,000 of support for that schools high needs pupils to be met by them from its (pre 16) formula funding due to an exceptional number of such pupils on its roll.
- 1.2 The guidance from the DfE has stated that the additional funding paid to schools should be formulaic based on the number of high needs pupils in each school. It cannot take into account lower level needs of pupils. The formula or criteria should be as clear and simple as possible, and should be devised so that additional funds are targeted only to a minority of schools which have particular difficulties because of their **disproportionate number** of high needs pupils or their characteristics.
- 1.3 The Schools' Forum agreed methodology is set out below.

#### 2. Methodology and Process

- 2.1 There will be an additional payment to schools where the actual number of pre 16 high needs pupils (i.e. pupils in mainstream receiving top ups) is significantly (1%) above the average of all schools in West Berkshire.
- 2.2 Where the actual number of pre 16 high needs pupils per school is 1% above the West Berkshire average (the average will be calculated using the number of high needs pupils in January 2024 and shown in the pink column on the attachment), each additional high needs pupil will attract £6,000 in addition to the top up. The number of additional pupils will be calculated on a proportionate basis rather than rounding up or down to whole pupil numbers to avoid a funding cliff-edge.
- 2.3 The funding will be paid pro rata each term based on the actual number of pre 16 pupils receiving top ups at that time for the number of days in that term i.e. calculated and paid in April, October and January.
- 2.4 The attached table shows for each school how many high needs pupils equals the average + 1% (the pink column) before qualifying for additional funding in 2024/25. Schools will receive £6,000 per 1.0 high needs pupils they have on roll *above this average number*. Note that funding may be a proportion of £6,000 if the calculation is less than 1.0.
- 2.5 The amount of funding to be set aside for this purpose in the high needs budget will be £150,000.

## Additional SEN Funding for Schools with Disproportionate large numbers of High Needs Pupils

Cost Centre	SCHOOL	Relevant Data			Indicative Funding		
		Total Pre 16 Pupil No.s (Oct 2022 Census) less RU Pupils	Mainstream Pre 16 Pupil No.s Receiving Top Ups January 2023	Notional SEN Budget 2023/24	Average No. of Pupils Formula Funded	High Needs Pupils Above Average (unrounded)	Indicative Add'l Funding
	Primary Secondary				3.50% 2.87%	1% above LA avg 1% above LA avg	£6,000
91000	Aldermaston C.E. Primary School	120	4	38,351	4.20	0.00	0
91100	Basildon C.E. Primary School	154	4	36,360	5.39	0.00	0
91300	Beedon C.E. (Controlled) Primary School	44	4	16,528	1.54	2.46	14,760
91400	Beenham Primary School	62	0	32,111	2.17	0.00	0
91200	Birch Copse Primary School	423	5	87,977	14.81	0.00	0
91500	Bradfield C.E. Primary School	142	6	42,314	4.97	1.03	6,179
91600	Brightwalton C.E. Aided Primary School	99	0	29,863	3.47	0.00	0
91700	Brimpton C.E. Primary School	59	1	27,800	2.07	0.00	0
91800	Bucklebury C.E. Primary School	122	4	33,876	4.27	0.00	0
91900	Burghfield St Mary's C.E. Primary School	214	4	72,090	7.49	0.00	0
92000	Calcot Infant School and Nursery	218	4	93,283	7.63	0.00	0
92100	Calcot Junior School	281	7	103,333	9.84	0.00	0
95600	Chaddleworth St Andrew's C.E. Primary School	23	2	9,960	0.81	1.19	7,170
92400	Chieveley Primary School	191	2	50,194	6.69	0.00	0
95900	Cold Ash St Mark's C.E. School	187	2	40,615	6.55	0.00	0
92200	Compton C.E. Primary School	183	8	56,228	6.41	1.59	9,569
92300	Curridge Primary School	93	0	18,377	3.26	0.00	0
92500	Downsway Primary School	213	8	55,273	7.46	0.54	3,269
92800	Enborne C.E. Primary School	77	0	2,922	2.70	0.00	0
92900	Englefield C.E. Primary School	109	5	17,879	3.82	1.18	7,109
93000	Falkland Primary School	423	7	116,591	14.81	0.00	0
93100	Fir Tree Primary School and Nursery	196	8	77,375	6.86	1.14	6,839
93200	Francis Baily Primary School	549	12	187,857	19.22	0.00	0
93400	Garland Junior School	235	7	72,172	8.23	0.00	0
93500	Hampstead Norreys C.E. Primary School	75	0	26,230	2.63	0.00	0
93600	Hermitage Primary School	191	4	44,062	6.69	0.00	0
	Highwood Copse Primary School	74	0	6,757	2.57	0.00	0
93700	Hungerford Primary School	360	11	140,764	12.60	0.00	0
92700	The Ilsleys Primary School	60	0	16,733	2.10	0.00	0
93800	Inkpen Primary School	56	3	30,342	1.96	1.04	6,240
93900	John Rankin Infant and Nursery School	230	7	86,807	8.05	0.00	0
94000	John Rankin Junior School	357	8	90,844	12.50	0.00	0
94100	Kennet Valley Primary School	201	8	69,822	7.04	0.96	5,789
94200	Kintbury St Mary's C.E. Primary School	140	2	46,790	4.90	0.00	0
94300	Lambourn CofE Primary School	157	1	80,827	5.50	0.00	0
94400	Long Lane Primary School	214	1	87,511	7.49	0.00	0
95800	Mortimer St John's C.E. Infant School	174	3	56,138	6.09	0.00	0
97500	Mortimer St Mary's C.E. Junior School	242	8	83,006	8.47	0.00	0
94500	Mrs Bland's Infant School	154	5	60,865	5.39	0.00	0
94600	Pangbourne Primary School	174	3	48,972	6.09	0.00	0
94700	Parsons Down Infant School	117	5	47,189	4.10	0.90	5,429
94800	Parsons Down Junior School	179	14	58,001	6.27	7.73	46,409
94900	Purley CofE Primary School	98	0	39,485	3.43	0.00	0
95000	Robert Sandilands Primary School and Nursery	212	5	70,093	7.42	0.00	0
95100	Shaw-cum-Donnington C.E. Primary School	93	2	40,163	3.26	0.00	0
95200	Shefford C.E. Primary School	56	0	22,565	1.96	0.00	0
95300	Speenhamland School	276	10	99,490	9.66	0.34	2,038
95400	Springfield Primary School	309	8	93,884	10.82	0.00	0
95500	Spurcroft Primary School	398	12	140,058	13.93	0.00	0
95700	St Finian's Catholic Primary School	196	6	59,337	6.86	0.00	0
97700	St John the Evangelist C.E. Nursery and Infant Sch	180	6	60,726	6.30	0.00	0
97800	St Joseph's Catholic Primary School	213	5	75,528	7.46	0.00	0
96200	St Nicolas C.E. Junior School	251	3	55,273	8.79	0.00	0
96100	St Paul's Catholic Primary School	304	2	103,359	10.64	0.00	0
96322	Stockcross C.E. School	90	3	20,237	3.15	0.00	0
96400	Streatley C.E. Voluntary Controlled School	99	1	19,246	3.47	0.00	0
96500	Sulhamstead and Ufton Nerve School	102	6	38,417	3.57	2.43	14,579
99700	Thatcham Park CofE Primary	337	15	109,849	11.80	3.20	19,228
96600	Theale C.E. Primary School	318	10	57,910	11.13	0.00	0
96322	Welford and Wickham C.E. Primary School	72	1	10,725	2.52	0.00	0
96800	Westwood Farm Infant School	179	2	55,299	6.27	0.00	0
96900	Westwood Farm Junior School	233	3	71,140	8.16	0.00	0
97000	Whitelands Park Primary School	393	9	113,389	13.76	0.00	0
98700	The Willows Primary School	348	10	184,709	12.18	0.00	0
99400	The Winchcombe School	441	15	152,615	15.44	0.00	0
97300	Woolhampton C.E. Primary School	100	1	26,405	3.50	0.00	0
97400	Yattendon C.E. Primary School	90	2	25,756	3.15	0.00	0
98900	Denefield School	961	11	360,678	27.62	0.00	0
98800	The Downs School	1,047	21	359,679	30.09	0.00	0
99000	John O'gaunt School	430	14	270,494	12.36	1.64	9,855
99100	Kennet School	1,517	39	663,474	43.60	0.00	0
99200	Little Heath School	1,325	13	512,507	38.08	0.00	0
99300	Park House School	975	14	424,219	28.02	0.00	0
99800	St Bartholomew's School	1,353	24	378,911	38.88	0.00	0
99500	Theale Green School	634	11	280,244	18.22	0.00	0
99900	Trinity School	1,085	23	530,748	31.18	0.00	0
99600	The Willink School	1,026	24	356,723	29.49	0.00	0
	<b>PRIMARY TOTAL</b>	<b>12,960</b>	<b>324</b>		<b>454</b>	<b>26</b>	<b>154,607</b>
	<b>SECONDARY TOTAL</b>	<b>10,353</b>	<b>194</b>		<b>298</b>	<b>2</b>	<b>9,855</b>
	<b>TOTAL ALL SCHOOLS</b>	<b>23,313</b>	<b>518</b>		<b>751</b>	<b>27</b>	<b>164,462</b>

# West Berkshire Council Scheme For Financing Schools

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### Document Control

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<b>Author:</b>	Melanie Ellis/Sarah Reynard	<b>Sign &amp; Date:</b>	
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1.0	12.09.23	Updated for issue 15	
		Paragraph 8.4 income from sale of assets. Further guidance added on retention of funds from the sale of land assets.	

### Related Documents

Reference	Title	Tier
	Schemes for financing local authority maintained schools Updated 31.03.23 Issue 15 <a href="https://www.gov.uk">Schemes for financing local authority maintained schools 2023 to 2024 - GOV.UK (www.gov.uk)</a>	

# Contents

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1.	Purpose .....	3
2.	Applicability.....	3
3.	Roles and Responsibilities.....	3
4.	Introduction.....	4
5.	Financial Controls .....	6
6.	Instalments of Budget Share: Banking Arrangements .....	15
7.	The Treatment of Surplus and Deficit Balances in Relation to Budget Shares .....	18
8.	Income.....	22
9.	The Charging of School Budgets .....	23
10.	Taxation.....	25
11.	The Provision of Services and Facilities by the Authority .....	26
12.	Private finance initiative (PFI) / Public private partnerships (PPP).....	28
13.	Insurance .....	28
14.	Miscellaneous.....	28
15.	Responsibility for repairs and maintenance .....	31
16.	Community facilities .....	31
	Annex A: LIST OF SCHOOLS TO WHICH THIS SCHEME APPLIES .....	35
	Annex B: GLOSSARY .....	37
	Annex C: EARLIER DIRECTED REVISIONS .....	38

## **1. Purpose**

1.1. This scheme sets out the financial relationship between the authority and the maintained schools which it funds. It contains requirements relating to financial management and associated issues, binding on both the authority and on the schools.

## **2. Applicability**

2.1. The scheme applies to all community, nursery, special, voluntary, foundation schools (including trust), foundation special schools and pupil referral units (PRUs) maintained by the authority, (as listed in Annex A), whether they are situated in the area of the authority or elsewhere. It does not apply to schools situated in the authority's area which are maintained by another authority, nor does it apply to academies.

## **3. Roles and Responsibilities**

3.1. The Director of Resources has overall responsibility for ensuring that this scheme is managed appropriately in accordance with these agreed standards.

3.2. The Schools Forum is responsible for:

- Directing and reviewing this scheme.
- Ensuring that there is effective consultation and communication on scheme related matters in terms of changes and updates issued by the Department for Education (DfE).
- Ensuring compliance with the DfE's directions in relation to the scheme.

Any proposed revisions to the scheme will be the subject of consultation with the governing body and the headteacher of every school maintained by the authority before they are submitted to the schools forum for approval.

All proposed revisions must be submitted to the schools forum for approval by members of the forum representing maintained schools. Where the schools forum does not approve them or approves them subject to modifications which are not acceptable to the authority, the authority may apply to the Secretary of State for approval.

It is also possible for the Secretary of State to make directed revisions to schemes after consultation. Such revisions become part of the scheme from the date of the direction.

3.3. The West Berkshire Council (WBC) Chief Management Accountant and Audit Team are responsible for the day-to-day management of the scheme including ensuring implementation of this standard.

3.4. All WBC staff who have financial dealings with and the relevant staff and governors of all schools listed in Annex A are responsible for familiarizing themselves with, and ensuring that they comply with this scheme.

## 4. Introduction

### 4.1. The funding framework: main features

The funding framework, which replaces Local Management of Schools, is set out in the legislative provisions in sections 45 to 53 of the School Standards and Framework Act 1998 (the act).

Under this legislation, local authorities determine for themselves the size of their schools budget and their non-schools education budget, although at a minimum an authority must appropriate its entire Dedicated Schools Grant (DSG) to its schools budget.

The categories of expenditure which fall within the 2 budgets are prescribed under regulations made by the Secretary of State, but included within the 2, taken together, is all expenditure, direct and indirect, on an authority's maintained schools except for capital and certain miscellaneous items.

Authorities may deduct funds from their schools budget for purposes specified in regulations made by the Secretary of State under section 45A of the act (the centrally retained expenditure).

The amounts to be deducted for these purposes are decided by the authority concerned, subject to any limits or conditions, including gaining the approval of their schools' forum or the Secretary of State in certain instances, as prescribed by the Secretary of State.

The balance of the schools budget left after deduction of centrally retained expenditure is termed the Individual Schools Budget (ISB). Expenditure items in the non-schools education budget must be retained centrally, although earmarked allocations may be made to schools.

Authorities must distribute the ISB amongst their maintained schools using a formula which accords with regulations made by the Secretary of State, and enables the calculation of a budget share for each maintained school.

This budget share is then delegated to the governing body of the school concerned, unless the school is a new school which has not yet received a delegated budget, or the right to a delegated budget has been suspended in accordance with section 51 of the act.

The financial controls within which delegation works are set out in a scheme made by the authority in accordance with section 48 of the act and regulations made under that section.

All proposals to revise the scheme must be approved by the schools forum, though the authority may apply to the Secretary of State for approval in the event of the forum rejecting a proposal or approving it subject to modifications that are not acceptable to the authority.

Subject to any provision made by or under the scheme, governing bodies of schools may spend such amounts of their budget shares as they think fit for any purposes of their school and for any additional purposes prescribed by the Secretary of State in regulations made under section 50 of the act.

Section 50 has been amended to provide that amounts spent by a governing body on providing community facilities or services under section 27 of the Education Act 2002 are treated as if they were amounts spent for the purposes of the school (section 50 (3A) of the act).

The authority may suspend a school's right to a delegated budget if the provisions of the authority's financial scheme, or rules applied by the scheme, have been substantially or persistently breached, or if the budget share has not been managed satisfactorily.

A school's right to a delegated budget share may also be suspended for other reasons, under schedule 17 to the act.

Each authority is obliged to publish each year a statement setting out details of its planned schools budget and other expenditure on children's services, showing the amounts to be centrally retained and funding delegated to schools; after each financial year the authority must publish a statement showing outturn expenditure.

The detailed publication requirements for financial statements are set out in directions issued by the Secretary of State.

A copy of each year's budget and outturn statement should be made easily accessible to all schools.

As required by regulations the authority will publish its scheme and any revisions to it on the WBC website, <https://www.westberks.gov.uk/> which is accessible to the general public, by the date the revisions come into force, together with a statement that the revised scheme comes into force on that date.

#### 4.2. Delegation of powers to the headteacher

Each governing body should consider the extent to which it wishes to delegate its financial powers to the headteacher, and record its decision (and any revisions) in the minutes of the governing body.

The first formal budget plan of each financial year must be approved by the governing body, or by a committee of the governing body.

In terms of the headteachers' role in financial management, governors may wish to delegate powers as follows:

- Responsibility for day to day management of resources (practical day to day management of resources may also be delegated to other senior staff and/or the school business manager/finance officer);
- Signing off of all orders/cheques/BACS payments within a monitoring system approved by governors or under a certain sum to be decided by governors;
- Administration of the expenditure budget within the annual amount of any budget heading or authorisation of spending up to (a sum agreed with the governing body) within a budget heading;
- Authority over virement up to a sum agreed with the governing body;

- Monitor day to day management of the budget;
- Provision of regular reports to the governing body on expenditure and income;
- Preparation of the budget estimates of expenditure and income for governing body approval.

It is recognised that the level of delegation will be based on practice, experience, knowledge, size and resources of the school.

#### 4.3. Maintenance of schools

The authority is responsible for maintaining the schools covered by the scheme, and this includes the duty of defraying all the expenses of maintaining them (except in the case of a voluntary-aided school where some of the expenses are, by statute, payable by the governing body). Part of the way an authority maintains schools is through the funding system put in place under sections 45 to 53 of the act.

### 5. Financial Controls

#### 5.1. General Procedures

##### 5.1.1 Application of financial controls to schools

In managing their delegated budgets schools are required to abide by the authority's requirements on financial controls and monitoring.

Certain of these are directly referred to in this scheme while others are included in the authority's Constitution Parts 10 Financial Rules of Procedure and 11 Contract Rules of Procedure. Copies of these can be found on the following web page:

<http://info.westberks.gov.uk/index.aspx?articleid=27929>

The authority's requirements can differ for schools with their own bank accounts.

##### 5.1.2 Provision of financial information and reports

Schools are required to provide the authority with details of anticipated and actual expenditure and income, in a form determined by the authority, compatible with the Consistent Financial Reporting framework. This information must be provided within one month of each quarter end (i.e. by 31 July, 31 October, 31 January and 30 April) unless:

- the authority has notified the school in writing that in its view the school's financial position requires more frequent submission or;
- the school is in its first year of operation or;
- the information is required in connection with tax or banking reconciliation when it can be requested more frequently.



This provision does not apply to schools submitting an imprest and which are part of the financial accounting system operated by the authority (Agresso). However these schools are required to submit their month nine budget monitoring forecasts by the 10<sup>th</sup> working day of January each year unless

- the authority has notified the school in writing that in its view the school's financial position requires more frequent submission or;
- the school has applied for or is operating with a licensed deficit budget or;
- the school ended the previous financial with an unlicensed deficit budget.

This is in addition to the requirement for annual budget plans.

### 5.1.3 Payment of salaries and payment of bills

The procedures for these will vary according to the choices schools make about the holding of bank accounts and any buy back of services from the authority.

#### 5.1.3.1 Payment of salaries

In all cases schools are required to abide by the authority's financial regulations covering payments to staff.

##### *Schools buying back the authority's payroll service*

The authority can provide a payroll service that complies with all the statutory requirements and the conditions of service requirements for teaching and local government staff. The payroll service will also cover the deduction and paying over of contributions to both the Local Government Pension Scheme and the Teachers' Pension Scheme.

Under this service, all payments to staff, HM Revenues and Customs (HMRC), Teachers' Pension Agency etc. will be made from the authority's bank accounts either direct to the school's ledger accounts if on the council's financial system, or by the issue of an invoice to the school.

All Pay as You Earn (PAYE) matters will be dealt with under the authority's PAYE registration number, except where the school's annual salaries exceed £3million in which case the school's own PAYE registration number will be used.

The processing timetables and documents to be used for notification of all payroll variations are issued to schools by the payroll section.

Details of the buyback services and charges will be notified to schools ahead of each financial year.

##### *Schools making alternative payroll arrangements*

The school, as payroll provider, would need to ensure separate registration with the HMRC, Teachers' Pension Agency and Local Government Pension Scheme and would need upon request to satisfy the authority that all payments of deductions and contributions were being made in an

appropriate and timely manner and all statutory reporting requirements can be met for HMRC, Teachers Pensions and Berkshire Pensions.

#### 5.1.3.2. Payment of bills

All schools are required to abide by the authority's financial regulations covering payments to creditors.

#### 5.1.4. Control of assets

Each school must maintain an inventory in accordance with the authority's financial regulations recording its moveable non-capital assets worth more than £1,000 and setting out the basic authorisation procedures for disposal of assets.

For assets worth less than £1,000, schools should keep a register but this may be in a form as determined by the school. Schools are encouraged to register anything that is portable and attractive, such as a camera.

#### 5.1.5. Accounting policies, including year-end procedures

Schools are required to comply with the procedures, requirements and regulations relating to the accounting policies and end of year financial procedures issued and determined by the authority as being applicable to schools.

This will include the setting of a de-minimus level for capital spend which as a guideline will be in the range of £2,000 to £5,000. As a default the authority de-minimus will apply, currently £5,000 or £2,000 for VA schools.

Year-end guidance will be issued annually to schools on the practical arrangements e.g. accruals and other end of year financial procedures.

#### 5.1.6. Writing off debts

No debt shall be discharged other than by payment in full or being written-off.

The writing-off of non-recoverable debts is subject to individual consideration of the debt and appropriate approval. Those debts less than £2,000 may be written-off subject to the authorisation of the authority's Executive Director – Resources (or nominated officer) and the Executive Director - People after the consideration of a report by the headteacher. All other debts may only be written off by the above after consideration of a recommendation from the appropriate governing body.

This provision does not apply to the cancellation of invoices because a debt is deemed to be no longer due. Invoice cancellations can be approved by the headteacher.

### 5.2. Basis of Accounting

The authority prepares its statutory accounts on an accruals basis. Maintained schools are required to ensure that annual spending notified to the authority and Consistent Financial Reporting (CFR) returns are on an accruals basis. However, schools can choose their own basis of accounting for internal accounting and reporting.

Schools can choose which financial software they wish to use, provided they meet any costs of modification to provide the output required by the authority. In particular schools should be able to report separately to the authority on revenue and capital expenditure, and on any funds held by them on behalf of collaborative ventures with other schools where specified by the authority in order to demonstrate that only public funds have been reported to the authority and provide an audit trail back to the accounts for each of the separate funds.

### 5.3. Submission of budget plans

Each school is required to submit a budget plan to the authority **by 1<sup>st</sup> May each year**. The plan must show the school's intentions for expenditure in the current financial year and the assumptions underpinning the budget plan, which include taking full account of any estimated deficits/surpluses at the previous 31<sup>st</sup> March.

The format of the budget submission must be as specified by the authority, consistent with the CFR framework, and must be approved by the governing body or a committee of the governing body.

Where the authority deems it necessary it may also require the submission of revised plans throughout the year. Such revised plans shall not be required at intervals of less than three months.

The authority will supply schools with all school income and expenditure data, which it holds and which is necessary to efficient planning by schools.

#### 5.3.1. Submission of financial forecasts

From the 2021 to 2022 funding year each school is required to submit to the authority a three-year budget forecast (five if in deficit) each year. This is required in the agreed format **by 1<sup>st</sup> May each year**.

This is to provide evidence of

- schools undertaking effective strategic financial planning,
- adhering to best financial management practice,
- to alert the authority of any schools having difficulty in balancing future year budgets and
- may be used as evidence to support the authority's assessment of schools financial value standards or in support of the authority's balance control mechanism.

### 5.4. School resource management

Schools must seek to achieve effective management of resources and value for money, to optimise the use of their resources and to invest in teaching and

learning, taking into account the authority's purchasing, tendering and contracting requirements

It is for headteachers and governors to determine at school level how to optimise the use of resources and maximise value for money.

There are significant variations in the effective management of resources between similar schools, and so it is important for schools to review their current expenditure, compare it to other schools and think about how to make improvements.

#### 5.5. Budget virement

Schools may vire budgets between ledger codes in the expenditure of their budgets within the criteria determined by the authority. Governors are advised to establish financial limits above which the approval of the governors is required. Schools are also advised to refer to paragraph 4.2 when considering virement between cost centres.

#### 5.6. Audit General

Schools are required to co-operate with the audit regimes determined by the authority as regards internal audit, and the authority's external audit as determined by the Local Audit and Accountability Act 2014.

Schools must provide access to the school's records for both internal and external auditors.

The depth and frequency of internal audit coverage of individual schools will depend on an assessment of each school's strength in financial management and by reference to the School's SFVS annual return. The authority's Internal Audit service will contact each school to arrange the appropriate audit coverage.

Schools operating outside the authority's financial system (non imprest schools) and producing their own accounts are required to commission an external audit if the local authority requests it.

Different audit arrangements may also be applied to schools having their own bank account, compared with non-bank account schools.

#### 5.7. Separate external audits

There is no expectation by the Secretary of State that routine annual external audit at school level should take place but where a school wishes to seek an additional source of assurance at its own expense, a governing body is permitted to spend funds from its budget share to obtain external audit certification of its accounts, separate from any authority internal or external audit process.

#### 5.8. Audit of voluntary and private funds

Schools are required to provide audit certificates in respect of voluntary and private funds held by the school and of the accounts of any trading organisations controlled by the school.

The purpose of such a provision is to allow the authority to satisfy itself that public funds are not being misused.

A school refusing to provide audit certificates to the authority as required by the scheme is in breach of the scheme and the authority can take action on that basis. Access to the accounts of such funds by other agencies is a matter for them. Any other requirement as to audit of such funds is a matter for those making the funds available, and any Charity Commission requirements.

#### 5.9. Register of business interests

The governing body of each school is required to maintain a register which lists for each member of the governing body and the headteacher:

- a) any business interests they or any member of their immediate family have
- b) details of any other educational establishments that they govern
- c) any relationship between school staff and members of the governing body

And to keep the register up to date with notification of changes and through annual review of entries, to make the register available for inspection by governors, staff, parents and the authority and to publish the register, for example on a publicly accessible website.

#### 5.10. Purchasing, tendering and contracting requirements

Schools are required to abide by the authority's financial rules and standing orders in purchasing, tendering and contracting matters. This includes a requirement to assess in advance the professional competence of any contractors in areas such as compliance with health and safety regulations, safeguarding practices etc., taking account of the authority's policies and procedures.

However any section of the authority's financial rules and standing orders must be **disapplied** if it requires schools:

- a) to do anything incompatible with any of the provisions of this scheme, any statutory provision, or anything which did not comply with The Public Contracts Regulations;
- b) to seek local authority officer countersignature for any contracts for goods or services for a value below £60,000 in any one year;
- c) to select suppliers only from an approved list;
- d) or would permit schools to seek fewer than three tenders or quotations in respect of any contract with a value exceeding £10,000 in any one year, subject to specific listed exceptions.

The fact that an authority contract has been let in accordance with Public Contracts Regulations procedures does not in itself make it possible to bind a school into being part of that contract. For the purposes of the procurement directives schools are viewed as discrete contracting authorities.

The countersignature requirement should be applied sensibly by authorities and schools alike, avoiding attempts to artificially aggregate or disaggregate orders to avoid or impose the requirement.

Schools may seek advice on a range of compliant deals via [Buying for schools](#).

#### 5.11. Application of contracts to schools

Schools are free to opt out of authority arranged contracts.

Although governing bodies are empowered under paragraph 3 of schedule 1 to the Education Act 2002 to enter into contracts, in most cases they do so on behalf of the authority as the maintainer of the school and owner of the funds in the budget share (this is the main reason for allowing authorities to require authority counter-signature of contracts exceeding a certain value).

However, some contracts may be made solely on behalf of the governing body, when the governing body has clear statutory obligations e.g. contracts made by aided or foundation schools for the employment of staff.

#### 5.12. Central funds and earmarking

The authority is authorised to make sums available to schools from central funds, in the form of allocations which are additional to and separate from the schools' budget shares.

Such allocations should be subject to conditions setting out the purpose or purposes for which the funds may be used; and while these conditions need not preclude virement (except where the funding is supported by a specific grant which the authority itself is not permitted to vire), this should not be carried to the point of assimilating the allocations into the school's budget share.

Such allocations might, for example, be sums for SEN or other initiatives funded from the central expenditure of the authority's schools budget or other authority budget.

Such earmarked funding from centrally-retained funds is to be spent only on the purposes for which it is given, or on other cost centres for which earmarked funding is given, and is not to be vired into the school's budget share. Schools should maintain an accounting mechanism in order to demonstrate that this requirement has been met.

Unless previously agreed with the Executive Director - People, schools are required to return to the authority any earmarked funds if not spent within the period over which schools are allowed to use the funding as stipulated by the authority.

The authority is not allowed to make any deduction, in respect of interest costs to the authority, from payments to schools of devolved specific grant.

#### 5.13. Spending for the purposes of the school

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Section 50(3) of the School Standards and Framework Act 1998 allows governing bodies to spend budget shares for the purpose of the school, subject to the regulations made by the Secretary of State and any provisions of the scheme.

From 1 April 2011, under section 50(3a) amounts spent by governing bodies on community facilities or services under section 27 of the Education Act 2002 will be treated as spent for the purposes of the school.

Under section 50(3)(b) the Secretary of State may prescribe additional purposes for which expenditure of the budget share may occur. Such regulations are prescribed in the School Budget Shares (Prescribed Purposes) (England) Regulations 2002 (SI 2002/378) which have been amended by the School Budget Shares (Prescribed Purposes) (England) Amendment Regulations 2010 (SI 2010/190).

These allow schools to spend their budgets on pupils who are on the roll of other maintained schools or academies.

#### 5.14. Capital spending from budget shares

Governing bodies are permitted to use their budget shares to meet the cost of capital expenditure on the school premises. This includes expenditure by the governing body of a voluntary aided school on work which is their responsibility under paragraph 3 of schedule 3 of the act.

Schools must notify the authority of all proposed capital spending from their budget share. It is recommended that schools discuss their proposals with the authority (both an education and a finance expert) prior to the final authorisation of such proposals and in particular that they ensure that the proposed works do not already form part of the council's approved capital programme.

In any event if the expected capital expenditure from the budget share in any one year will exceed £20,000, the governing body must;

- notify the authority in a timely fashion and
- take into account any advice from the Executive Director - People as to the merits of the proposed expenditure.

Where the premises are owned by the authority, or the school has voluntary controlled status, then the governing body shall seek the consent of the authority to the proposed works. However, consent will only be withheld on health and safety grounds.

The reason for these requirements is to help ensure compliance with the School Premises (England) Regulations 2012, the Workplace (Health, Safety and Welfare) Regulations 1992, the Regulatory Reform (Fire Safety) Order 2005, the Equality Act 2010, and the Building Regulations 2010.

These provisions would not affect expenditure from any capital allocation made available by the authority outside the delegated budget share.

## 5.15. Notice of concern

The authority may issue a notice of concern to the governing body of any school it maintains where, in the opinion of the Chief Finance Officer and the Executive Director - People, the school has failed to comply with any provisions of the scheme, or where actions need to be taken to safeguard the financial position of the authority or the school. In this connection you are referred to the Guidelines on the Process for Intervention contained in the Strategy for Schools in Deficit – April 2018.

Such a notice will set out the reasons and evidence for it being made and may place on the governing body restrictions, limitations or prohibitions in relation to the management of funds delegated to it. These may include:

- insisting that relevant staff undertake appropriate training to address any identified weaknesses in the financial management of the school,
- insisting that an appropriately trained/qualified person chairs the finance committee of the governing body,
- placing more stringent restrictions or conditions on the day to day financial management of a school than the scheme requires for all schools – such as the provision of monthly accounts to the authority,
- insisting on regular financial monitoring meetings at the school attended by authority officers,
- requiring a governing body to buy into the authority's financial management systems and
- imposing restrictions or limitations on the manner in which a school manages extended school activity funded from within its delegated budget share – for example by requiring a school to submit income projections and/or financial monitoring reports on such activities, or both.

The notice will clearly state what these requirements are and the way in which and the time by which such requirements must be complied with in order for the notice to be withdrawn. It will also state the actions that the authority may take where the governing body does not comply with the notice.

The purpose of this provision is to enable the authority to set out formally any concerns it has regarding the financial management of a school it maintains and require a governing body to comply with any requirements the authority deems necessary.

The principal criterion for issuing a notice, and determining the requirements included within it, must be to safeguard the financial position of the authority or school.

It shall not be used in place of withdrawal of financial delegation where that is the appropriate action to take; however, it may provide a way of making a governing body aware of the authority's concerns short of withdrawing delegation and



identifying the actions a governing body should take in order to improve their financial management to avoid withdrawal.

Any notice of concern issued by the authority will be withdrawn once the authority agrees the governing body has complied with the requirements the notice imposed.

#### 5.16.Schools Financial Value Standard (SFVS)

All local authority maintained schools (including nursery schools and PRUs that have a delegated budget) must demonstrate compliance with the SFVS and complete the assessment form on an annual basis. It is for the school to determine at what time of the year they wish to complete the form.

Governors must demonstrate compliance through the submission of the SFVS assessment form signed by the Chair of Governors. The form must include a summary of remedial actions with a clear timetable, ensuring that each action has a specified deadline and an agreed owner. Governors must monitor the progress of these actions to ensure that all actions are cleared within specified deadlines.

All maintained schools with a delegated budget must submit the form to the authority before the end of the financial year (31<sup>st</sup> March).

#### 5.17.Fraud

All schools must have a robust system of controls to safeguard themselves against fraudulent or improper use of public money and assets.

The governing body and the headteacher must inform all staff of school policies and procedures related to fraud and theft, the control in place to prevent them; and the consequences of breaching these controls. This information must also be included in induction for all new school staff and governors.

## 6. Instalments of Budget Share: Banking Arrangements

The authority has adopted the “CIPFA Code of Practice for Treasury Management in Local Authorities”.

For the purposes of this section, budget share includes place-led funding for special schools, resource units and PRUs.

### 6.1. Frequency of instalments

Schools with their own bank accounts will receive monthly instalments of their budget share normally on the Monday before the last Thursday of each month.

Schools that use West Berkshire’s Imprest system will have an imprest limit set based on a monthly instalment of their budget share less any central payments e.g. payroll.

Top-up payments for pupils with high needs will be made on a termly basis unless alternative arrangements have been agreed with the relevant provider.

#### 6.2. Proportion of budget share payable at each instalment

Budget share payments to schools with their own external bank account will be made in accordance with the schedule of payment agreed with individual schools and the Head of Finance and Property; normally the monthly payment will be equal to one twelfth of the schools approved budget share, except for month one where an additional one third of the normal monthly payment is paid at the beginning of the month, and month twelve where two thirds of the normal monthly payment is paid.

Schools on the imprest system which use an external payroll provider will make their salary payments through their imprest account and reclaim the expenditure retrospectively. The imprest limit will reflect this payment.

6<sup>th</sup> form funding and other Education Funding Agency (EFA) grants such as pupil premium will be paid according to the schedule and receipt of the grant from the EFA.

#### 6.3. Interest clawback

Where a school requests and the authority agrees to make available the budget share in advance (of what the authority believes to be reasonable cash flow needs taking account of the pattern of expenditure of schools of that size, and any particular representations relating to the individual school's circumstances), the authority may deduct from the budget share an amount equal to the estimated interest lost by the authority.

The calculation basis will be at a rate up to 2 per cent above the bank base rate at the time of the advance.

#### 6.4. Interest on late budget share payments

The authority will add interest to budget share payments which are late as a result of authority error.

The interest rate used will be that used for clawback calculations in 6.3 above or if no such clawback mechanism is in place, at least the current Bank of England base rate.

#### 6.5. Budget share for closing schools

Budget shares of schools for which approval for discontinuation has been secured, will be made available until closure on a monthly basis, net of estimated pay costs, even where some different basis was previously used.

#### 6.6. Bank and building society accounts

Bank accounts as referred to here, do not include imprest bank accounts.

All maintained schools may have an external bank account into which their budget share instalments (as determined by other provisions) are paid and any interest payable on the account can be retained by the school.

Where a school opens an external bank account, the authority must, if the school desires, transfer immediately to the account an amount agreed by both school and authority as the estimated surplus balance held by the authority in respect of the school's budget share, on the basis that there is a subsequent correction when the accounts for the relevant year are closed.

Any school in deficit requesting an external bank account shall not be able to have one until any deficit is cleared.

New bank account arrangements may only be requested with effect from the beginning of each financial year provided two months' notice has been given.

#### 6.7. Restriction of accounts

The banks or building societies with which schools may hold an account for the purpose of receiving budget share payments must be as per the approved list consistent with the authority's Treasury Management Policy.

Any school closing an account used to receive its budget share and opening another must select the new bank or building society which meets the criteria set out in this paragraph even if the closed account was with an institution which did not.

Schools are allowed to have bank accounts for budget share purposes which are in the name of the school rather than the authority. The account mandate should provide that the authority is;

- the owner of the funds in the account,
- entitled to receive statements on request, and
- can take control of the account if the school's right to a delegated budget is suspended by the authority.

Budget share funds paid by the authority and held in school accounts remain authority property until spent (section 49 (5) of the act).

Signatories for external bank accounts are restricted to authority and school employees only. No account should be restricted to authority employees only, because this is not practicable for foundation or aided schools. Governors who are not members of staff are barred from being signatories.

#### 6.8. Borrowing by schools

With the exception of loan schemes run by the authority and the financial instruments outlined in the scheme (section 5.10), governing bodies may borrow money (which includes the use of finance leases) only with the written permission of the Secretary of State.

Details of all such requests and subsequent approvals or otherwise should be supplied in writing to the authority's Head of Finance and Property.

The Secretary of State's general position is that schools will only be granted permission for borrowing in exceptional circumstances. From time to time, however, the Secretary of State may introduce limited schemes in order to meet broader policy objectives.

Schools may use any scheme that the Secretary of State has said is available to schools without specific approval.

Schools are barred from using interest bearing credit cards and overdrafts (external bank accounts) which are regarded as borrowing. However schools may use a Government Procurement Card in order to facilitate electronic purchases. Schools are required to adhere to the authority protocol on the use of procurement cards.

The restrictions do not apply to Trustees or Foundations, whose borrowing as private bodies makes no impact on government accounts. These debts may not be serviced directly from delegated budgets, but schools are free to agree a charge for a service which the Trustees or Foundation are able to provide as a consequence of their own borrowing.

Governing bodies do not act as agents of the authority when repaying loans.

This provision does not apply to loan schemes run by the authority.

The introduction of IFRS 16 has been postponed in relation to 2022 to 2023.

## 6.9. Other Provisions

### Leasing arrangements

Schools must seek advice from Accountancy before entering into any lease agreements.

## 7. The Treatment of Surplus and Deficit Balances in Relation to Budget Shares

### 7.1. Right to carry forward surplus balances

Schools must carry forward from one financial year to the next any surplus in net expenditure relative to the school's budget share for the year plus/minus any balance brought forward from the previous year.

If a school requests to set up its own external bank account, an amount will be paid into the school's new account on the 1 April representing any invested balances held by the council on behalf of the school, plus an estimate of any underspend in the financial year immediately prior to the opening of the account. If the school is expected to overspend in the preceding financial year, the amount of the estimated overspend will be deducted from the invested balances transferred to the new account. The estimate of any under or over spend will be agreed between the authority and the school. When the school's final outturn position for the previous financial year is known and agreed between the authority and the school, an

adjustment will, if necessary, be made to the opening balance paid into the account by adding to, or deducting an amount from the next instalment of the school's budget share to be paid into its bank account.

The amount of a surplus balance would be shown in the relevant outturn statement published in accordance with directions given by the Secretary of State under section 251 of the Apprenticeships, Skills, Children and Learning Act 2009; although there may be commitments against any figure shown in such a statement.

## 7.2. Controls on surplus budgets

Although schools have the autonomy to plan for and use their funding in the way that best meets the purposes of their school, they should not be carrying forward significant excessive surplus balances which are uncommitted and without a plan for their use. An excessive balance for this purpose is deemed to be 10% of the school's actual income received in the financial year or £20,000, whichever sum is the greatest. This applies to all revenue funds of the school, but excluding community facilities and other external services.

In order to control surplus balances, the authority will report the balances held by each school at the end of the financial year to the schools' forum (during the Summer term), alongside the actual and planned balance for the previous three years and any other data deemed to be of relevance. The schools forum may request individual schools to provide further information and/or attend a meeting of the heads funding group if the data reported raises any concerns regarding their financial management in respect of their balances.

## 7.3. Interest on surplus balances

Balances held by the authority on behalf of schools will attract no interest unless it is invested in the authority's reserve account where this accrues directly to the school. The rate of interest paid will be based on the average rate earned by the council on its investments.

## 7.4. Obligation to carry forward deficit balances

Deficit balances will be carried forward by the deduction of the relevant amounts from the following year's budget share.

The deficit balance would be shown on the outturn statement published in accordance with directions given by the Secretary of State under section 251 of the Apprenticeships, Skills, Children and Learning Act 2009; although this might be shown gross of committed expenditure and therefore appear lower than would otherwise be the case.

Schools closing the financial year with an unplanned deficit, though setting a balanced budget for the current year, may be asked to submit the same additional information (for one year only) as those schools with a licensed deficit (see paragraph 7.9) and will be notified accordingly.

## 7.5. Planning for deficit budgets

Schools must submit a recovery plan to the authority when they have a revenue deficit at 31 March of any year.

Schools may only plan for a deficit budget in accordance with the terms of paragraph 7.9 below.

#### 7.6. Charging interest on deficit balances

The authority may charge interest on any deficit balance at the bank base rate depending on the reason why the deficit has occurred. The Executive Director - Resources, in consultation with the Head of Education Services will determine whether or not interest will be payable and will advise the school accordingly when the deficit is approved.

#### 7.7. Writing off deficits

The authority has no power to write off the deficit balance of any school.

In respect of mainstream maintained primary schools only, assistance may be given towards the elimination of a deficit balance from the de-delegated contingency budget, Primary Schools In Financial Difficulty (PSIFD) where this has been agreed by the schools forum.

#### 7.8. Balances of closing and replacement schools

Where in the funding period, a school has been established or is subject to a prescribed alteration as a result of the closure of a school, the authority may add an amount to the budget share of the new or enlarged school to reflect all or part of the unspent budget share, including any surplus carried over from previous funding periods, of the closing school for the funding period in which it closes.

#### 7.9. Licensed deficits

The authority will permit schools to plan for a deficit budget in particular circumstances.

The funding to allow such a deficit budget shall be provided from the collective surplus of school balances held by the authority on behalf of schools, although it is open to the authority, in circumstances where there is no such surplus, to make alternative arrangements if it can do so within the relevant local authority finance legislation.

The detailed arrangements applying to this scheme are set out below:

- The recommended length over which schools may repay the deficit, i.e. reach at least a zero balance, with appropriate mechanism to ensure that the deficit is not simply extended indefinitely, is three years. The maximum length of repayment is five years.
- The deficit will only be agreed to allow a school in the short term to maintain a level of spend which in the opinion of the Head of Education Services is the minimum required to deliver the National Curriculum.

- The maximum size of the deficit in normal circumstances will not exceed 5% of the school's budget share.
- The maximum proportion of the collective balances held by the authority, which would be used to back the arrangement, shall not exceed 20%.
- Before a deficit budget is approved, the school must produce a detailed deficit recovery plan in the prescribed format for the duration of the planned period of the deficit, which will be reviewed at least annually.
- The school must meet with the authority at least every 6 months to review progress of the deficit recovery plan and attend schools forum if requested.
- The school must submit monthly budget monitoring reports to Schools Accountancy.
- The school must submit a copy of any governor meeting minutes (both draft and signed) where the budget is discussed (a member of the authority may also attend such meetings).
- The school must take part in
  - any review the Local Authority commissions on the school's budget deficit position and recovery plan, including a Schools Resource Management Advisor deployment paid for by the DfE and
  - the introduction and use of any additional analysis and data tools deemed appropriate including Integrated curriculum and financial planning (ICFP).
- The Head of Education Services, jointly with the Executive Director - Resources will be responsible for approving any deficit.

In circumstances where a school requires a budget share advance in order not to be to be overdrawn at their bank, this shall be treated as a cash advance and not a loan. This will have no effect on the school's budget and outturn statements.

#### 7.10.Loan Schemes

There is no loan scheme available.

#### Credit union approach

Schools may wish to group together to utilise externally held balances for a credit union approach to loans. Where schools choose to borrow money through such a scheme the authority will require audit certification of the running of the scheme.

## 8. Income

The basic principle is that schools should be able to retain income except in certain specified circumstances.

### 8.1. Income from lettings

Schools may retain income from lettings of the school premises which would otherwise accrue to the authority, subject to alternative provisions arising from any joint use or private finance initiative (PFI) or purchasing power parity (PPP) agreements.

Schools are allowed to cross-subsidise lettings for community and voluntary use with income from other lettings, provided the governing body is satisfied that this will not interfere to a significant extent with the performance of any duties imposed on them by the education acts, including the requirement to conduct the school with a view to promoting high standards of educational achievement.

Schools are required to have regard to directions issued by the authority as to the use of school premises as permitted under the act for various categories of schools.

Income from lettings of school premises should not normally be payable into voluntary or private funds held by the school. However, where land is held by a charitable trust, it will be for the school's trustees to determine the use of any income generated by the land.

### 8.2. Income from fees and charges

Schools may retain income from fees and charges except where a service is provided by the authority from centrally-retained funds. However, schools are required to have regard to any policy statements on charging produced by the authority.

### 8.3. Income from fund-raising activities

Schools may retain income from fund-raising activities.

### 8.4. Income from sale of assets

Schools may retain the proceeds of sale of assets, except in cases where the asset was purchased with non-delegated funds (in which case it should be for the authority to decide whether the school should retain the proceeds), or the asset concerned is land or buildings forming part of the school premises and is owned by the authority. Any retention of funds from the sale of land assets is subject to the consent of the Secretary of State, and any conditions the Secretary of State may attach to that consent relating to use of proceeds.

The retention of proceeds of sale for premises not owned by the authority will not be a matter for the scheme.

### 8.5. Administrative procedures for the collection of income



Schools shall, where possible, process income that accrues to the Authority (e.g. where a school has contracted with the Council meal service) in accordance with the authorities financial regulations see <http://info.westberks.gov.uk/index.aspx?articleid=27929> Section 10.16

#### 8.6. Purposes for which income may be used

Income from the sale of assets purchased with delegated funds may only be spent for the purposes of the school.

### 9. The Charging of School Budgets

#### 9.1. General provision

The budget share of a school may be charged by the authority without the consent of the governing body only in circumstances set out in 9.3 below. The authority shall consult a school as to the intention to so charge, and shall notify a school when it has been done.

The authority cannot act unreasonably in the exercise of any power given by this scheme, or it may be the subject of a direction under section 496 of the Education Act 1996. The authority shall make arrangements for a disputes procedure for such charges that will include both council member and headteacher representation.

For each of the circumstances in 9.3 below the authority would have to be able to demonstrate that the authority had necessarily incurred the expenditure now charged to the budget share. This means that where the authority cannot incur a liability because the statutory responsibility rests elsewhere, no charging is possible. Therefore the position on charging will vary between categories of school.

In some cases the ability to charge budget shares depends on the authority having given prior advice to the governing body.

Local authorities may de-delegate funding for permitted services without the express permission of the governing body, provided this has been approved by the appropriate phase representatives at the schools forum.

#### 9.2. Charging of salaries at cost

The authority will charge salaries of school-based staff to school budget shares at actual cost.

#### 9.3. Circumstances in which charges may be made

- Where premature retirement costs have been incurred without the prior written agreement of the authority to bear such costs (the amount chargeable being only the excess over any amount agreed by the authority).
- Other expenditure incurred to secure resignations where there is good reason to charge this to the school.

- Awards by courts and industrial tribunals against the authority or out of court settlements, arising from action or inaction by the governing body contrary to the authority's advice. Awards may sometimes be against the governing body directly and would fall to be met from the budget share. Where the authority is joined with the governing body in the action and has expenditure as a result of the governing body not taking authority advice, the charging of the budget share with the authority expenditure protects the authority's position. Authorities should ensure in framing any such advice that they have taken proper account of the role of aided school governing bodies.
- Expenditure by the authority in carrying out health and safety work or capital expenditure for which the authority is liable where funds have been delegated to the governing body for such work, but the governing body has failed to carry out the required work.
- Expenditure by the authority incurred in making good defects in building work funded by capital spending from budget shares, where the premises are owned by the authority, or the school has voluntary controlled status.
- Expenditure by the authority incurred in insuring its own interests in a school where funding has been delegated but the school has failed to demonstrate that it has arranged cover at least as good as that which would be arranged by the authority. The authority itself needs to consider whether it has an insurable interest in any particular case.
- Recovery of monies due from a school for services provided to the school, where a dispute over the monies due has been referred to a disputes procedure set out in a service level agreement and the result is that monies are owed by the school to the authority.
- Recovery of penalties imposed on the authority by the Board of Inland Revenue, the Contributions Agency, HM Revenue and Customs (HMRC), Teachers' Pensions, the Environment Agency or other regulatory authorities as a result of school negligence.
- Correction of authority errors in calculating charges to a budget share (e.g. pension deductions). Before applying any such provision the authority should consider whether it is reasonable to do so. If the error dates back several years it may be questionable whether such charging is reasonable.
- Additional transport costs incurred by the authority arising from decisions by the governing body on the length of the school day, and/or failure to notify the authority of non-pupil days resulting in unnecessary transport costs.
- Legal costs which are incurred by the authority because the governing body did not accept the advice of the authority.
- Costs of necessary health and safety training for staff employed by the authority, where funding for training had been delegated but the necessary training not carried out.

- Compensation paid to a lender where a school enters into a contract for borrowing beyond its legal powers, and the contract is of no effect.
- Cost of work done in respect of teacher pension remittance and records for schools using non-authority payroll contractors, the charge to be the minimum needed to meet the cost of the authority's compliance with its statutory obligations.
- Costs incurred by the authority in securing provision specified in an Education and Health Care Plan (EHCP) where the governing body of a school fails to secure such provision despite the delegation of funds in respect of low cost high incidence SEN and/or specific funding for a pupil with high needs.
- Costs incurred by the authority due to submission by the school of incorrect data.
- Recovery of amounts spent from specific grants on ineligible purposes.
- Costs incurred by the authority as a result of the governing body being in breach of the terms of a contract.
- Costs incurred by the authority or another school as a result of a school withdrawing from a cluster arrangement, for example where this has funded staff providing services across the cluster.
- Costs incurred by the authority in administering admission appeals, where the authority is the admissions authority and the funding for admission appeals has been delegated to all schools as part of their formula allocation.

## 10. Taxation

### 10.1. Value Added Tax (VAT)

VAT amounts reclaimed through the appropriate procedure below will be passed back to the school.

a) Schools with an Imprest bank account should reclaim the net of VAT paid and VAT charged by submitting (at least monthly except for August) an Imprest Claim to the authority, once checked the reimbursement is paid by the authority to school's Imprest bank account. More detailed guidance on how to claim and timescales is available electronically at SLA Online.

or

b) Non imprest schools should claim the net of VAT paid and VAT charged by submitting (at least monthly except for August) an appropriately authorised VAT Submittal form generated by the school's accounting system. Correctly completed VAT submittals received by 12 noon on a Tuesday will normally be included on that week's weekly payment sheet, so the school's bank account will be reimbursed the following Tuesday.

HMRC has agreed that VAT incurred by schools when spending any funding made available by the authority is treated as being incurred by the authority and qualifies for reclaim by the authority.

This does not include expenditure by the governors of a voluntary aided school when carrying out their statutory responsibilities to maintain the external fabric of their buildings. See section 15 below.

Maintained schools should seek advice of the WBC Schools Accountancy team in relation to VAT if there is any doubt as to how a particular transaction should be treated.

#### 10.2. Construction Industry Taxation Scheme (CIS)

Schools are required to abide by the procedures issued by the authority in connection with CIS.

### **11. The Provision of Services and Facilities by the Authority**

#### 11.1. Provision of services from centrally-retained budgets

The authority shall determine on what basis services from centrally-retained funds (including existing commitments for premature retirement costs and redundancy payments) will be provided to schools.

The authority is barred from discriminating in its provision of services on the basis of categories of schools, except in cases where this would be allowable under the School and Early Years Finance Regulations or the dedicated schools grant (DSG) conditions of grant.

#### 11.2. Provision of services bought back from authority using delegated budgets

The term of any arrangement with a school to buy services or facilities from the authority shall be limited to a maximum of three years from the inception of the scheme or the date of the agreement, whichever is the later, and periods not exceeding five years for any subsequent agreement relating to the same services.

There is an exception in the case of contracts for the supply of catering services which shall be limited to a maximum of 5 years, which may be extended for a maximum of 7 years.

Services provided to schools, for which funding is not retained centrally by the authority (under the regulations made under section 45A of the act) will be offered at prices which are intended to generate sufficient income to cover the cost of providing those services. The total cost of those services will be met by the total income, even if schools are charged differentially.

#### 11.3. Packaging

The authority may provide any services for which funding has been delegated. But where the authority is offering the service on a buyback basis it must do so in a way that does not unreasonably restrict schools' freedom of choice among the

services available. Where practicable, this will include provision on a service-by-service basis as well as in packages of services.

This provision will not prevent the authority offering packages of services which offer a discount for schools taking up a wider range of services.

#### 11.4. Service level agreements

Service level agreements for services to be provided by the authority to schools must be in place (i.e. signed and returned by headteachers/chairs of governor) by 31 March to be effective for the following financial year and schools will have at least a month to consider the terms of agreements prior to finalising them. In practice the authority will aim to make available any new service level agreements for the coming financial year by at least 1 January each year.

Where services or facilities are provided under a service level agreement, whether free or a buyback basis, the terms of any such agreement starting on or after the inception of the scheme will be reviewed at least every 3 years if the agreement lasts longer than that.

Services, if offered at all by the authority, shall be available on a basis that is not related to an extended agreement, as well as on the basis of such agreements.

Where such services are provided on an ad-hoc basis they may be charged for at a different rate than if those services were provided on the basis of an extended agreement.

Centrally-arranged provision for premises and liability insurance are excluded from the requirements as to service supply, as the limitations envisaged may be impracticable for insurance purposes.

#### 11.5. Teachers' pensions

In order to ensure that the performance of the duty on the authority to supply Teachers' Pensions with information under the Teachers' Pension Scheme Regulations 2014, the following conditions are imposed on the authority and governing bodies of all maintained schools covered by this scheme in relation to their budget shares.

These conditions only apply to governing bodies of maintained schools that have not entered into an arrangement with the authority to provide payroll services.

A governing body of any maintained school, whether or not the employer of the teachers at such a school, which has entered into any arrangement or agreement with a person other than the authority to provide payroll services, shall ensure that any such arrangement or agreement is varied to require that person to supply salary, service and pensions data to the authority which the authority requires to submit its monthly return of salary and service to Teachers' Pensions and to produce its audited contributions certificate.

A governing body of any maintained school which directly administers its payroll shall supply salary, service and pensions data to the authority which the authority

requires to submit its monthly return of salary and service to Teachers' Pensions and to produce its audited contributions certificate.

The authority will advise schools each year of the timing, format and specification of the information required from each school. A governing body shall also ensure that AVCs are passed to the authority within the time limit specified in the AVC scheme. The governing body shall meet any consequential costs from the school's budget share.

## **12. Private finance initiative (PFI) / Public private partnerships (PPP)**

### 12.1. PF/PPP

It may be necessary to vary the terms of this scheme in the event of contracts being let under the framework for PF/PPP, in such cases the authority will undertake appropriate prior consultation.

## **13. Insurance**

### 13.1. Insurance cover

If funds for insurance are delegated to any school, the authority may require the school to demonstrate that cover relevant to the authority's insurable interests, under a policy arranged by the governing body, is at least as good as the relevant minimum cover arranged by the authority if the authority makes such arrangements, either paid for from central funds or from contributions from schools' delegated budgets.

The evidence required to demonstrate the parity of cover will be reasonable, not place an undue burden upon the school, nor act as a barrier to the school exercising their choice of supplier.

The authority will have regard to the actual risks which might reasonably be expected to arise at the school in question in operating such a requirement, rather than applying an arbitrary minimum level of cover for all schools.

Instead of taking out insurance, a school may after 1<sup>st</sup> April 2020 join the Secretary of State's Risk Protection Arrangement (RPA) for risks that are covered by the RPA. Schools may do this individually when any insurance contract of which they are part expires. Alternatively, all primary and/or secondary maintained schools may join the RPA collectively by agreeing through the schools forum to de-delegate funding.

## **14. Miscellaneous**

### 14.1. Right of access to information

Governing bodies shall supply to the authority all financial and other information which might reasonably be required to enable the authority to satisfy itself as to the school's management of its delegated budget share, or the use made of any central expenditure by the authority on the school (e.g. earmarked funds).

### 14.2. Liability of governors

Because the governing body is a corporate body, and because of the terms of section 50(7) of the act, governors of maintained schools will not incur personal liability in the exercise of their power to spend the delegated budget share provided they act in good faith.

An example of behaviour which is not in good faith is the carrying out of fraudulent acts. Breaches of the scheme are not in themselves failures to act in good faith; neither is rejection of authority advice as to financial management.

#### 14.3. Governors' allowances

##### Schools without delegated budgets

The authority may delegate to the governing body of a school yet to receive a delegated budget, funds to meet governors' expenses.

Governing bodies would not normally have discretion in the amounts of such allowances, which would be set by the authority.

##### Schools with delegated budgets

Under section 50(5) of the act, only allowances in respect of purposes specified in in regulations made under section 19 of the Education Act 2002 may be paid to governors from a school's delegated budget share.

Schools are expressly forbidden from paying any other allowances to governors.

Schools are also barred from payment of expenses duplicating those paid by the Secretary of State to additional governors appointed by him to schools under special measures.

#### 14.4. Responsibility for legal costs

Legal costs incurred by the governing body may be charged to the school's budget share, unless the governing body acts in accordance with the advice of the authority; although this is the responsibility of the authority, as part of the cost of maintaining the school unless they relate to the statutory responsibility of voluntary aided school governors for buildings.

The effect of this is that a school cannot expect to be reimbursed for the cost of legal action against the authority itself; although there is nothing to stop an authority making such reimbursement if it believes this to be desirable or necessary in the circumstances.

The costs referred to are those of legal actions, including costs awarded against an authority; not the cost of legal advice provided.

In instances where there appears to be a conflict of interest between the authority and the governing body, schools are advised to obtain a list of suitably qualified firms of solicitors practicing in the area available from the Law Society, 113 Chancery Lane, London WC2, telephone number 0870 606 2500 or [www.lawsociety.org.uk](http://www.lawsociety.org.uk)

#### 14.5. Health and Safety

In expending the school's budget share, governing bodies should have due regard to duties placed on the authority in relation to health and safety, and the authority's policy on health and safety matters in the management of the budget share.

#### 14.6. Right of attendance for Chief Finance Officer

Governing bodies are required to permit the Chief Finance Officer (Section 151 Officer) of the authority, or any officer of the authority nominated by the Chief Finance Officer, to attend meetings of the governing body at which any agenda items are relevant to the exercise of their responsibilities.

The Chief Finance Officer's attendance shall normally be limited to items which relate to issues of probity or overall financial management and shall not be regarded as routine. The authority will give prior notice of the Chief Finance Officer intention to attend unless it is impracticable to do so.

#### 14.7. Special Education Needs

Schools are required to use their best endeavours in spending the budget share, to secure the special educational needs of their pupils.

If the authority is advised that this is not being achieved it may suspend delegation where a situation is serious enough to warrant it; this would not normally relate to an individual pupil.

#### 14.8. Interest on late payments

The terms of the scheme cannot affect statutory requirements now introduced on this matter.

#### 14.9. Whistle blowing

If any person working at a school, or a school governor, wishes to make a complaint about financial management or financial propriety at the school they should contact the Head of Finance and Property at the authority.

All complaints will be treated confidentially.

#### 14.10. Child protection

Schools should be prepared to release staff to attend child protection case conferences and other related events. Costs in this regard should be met from school delegated budgets.

#### 14.11. Redundancy / Early retirement costs

The 2002 Education Act sets out how premature retirement and redundancy costs should normally be funded.

The responsibility and procedure for the payment of redundancy/early retirement costs is set out in the West Berkshire Council School Severance Funding Policy, which can be accessed by schools on WBC SLA Online.



## 15. Responsibility for repairs and maintenance

### 15.1. Responsibility for repairs and maintenance

The authority delegates funding for repairs and maintenance to schools. Only capital expenditure is retained by the authority.

For these purposes, expenditure may be treated as capital only if it fits the definition of capital used by the authority for financial accounting purposes in line with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on local authority accounting.

The authority uses a de-minimis limit of £5,000 for defining capital in its own financial accounts, this sum applies to the total cost of the scheme and not individual items.

The same de minimus limit is used in defining what is delegated.

For voluntary aided schools, the liability of the authority for repairs and maintenance (albeit met by delegation of funds through the budget share) is the same as for other maintained schools, so no separate list of responsibilities is necessary for such schools.

However, eligibility for capital grant from the Secretary of State for capital works at voluntary aided schools depends on the *de-minimis* limit applied by DfE to categorise such work, not the *de-minimis* limit used by the authority.

## 16. Community facilities

*Note: This section of the scheme does not extend to joint-use agreements; transfer of control agreements, or agreements between the authority and schools to secure the provision of adult and community learning.*

Schools which choose to exercise the power conferred by section 27 (1) of the Education Act 2002 to provide community facilities will be subject to controls. Regulations made under section 28 (2), if made, can specify activities which may not be undertaken at all under the main enabling power.

Section 88 of the Children and Families Act 2014, has removed the requirements in section 28(4) and section 28(5) of the Education Act 2002 for maintained schools in England. Under section 28(4) a school was obliged to consult the authority and under section 28(5) a school must have regard to advice or guidance from the Secretary of State or their authority when offering this type of provision.

Under section 28(1), the main limitations and restrictions on the power will be those contained in the maintaining authority's scheme for financing schools made under section 48 of the Schools Standards and Framework Act 1998 as amended by Paragraph 2 of Schedule 3 to the Education Act 2002 which extends the coverage of schemes to include the exercise of the powers of governing bodies to provide community facilities.

Schools are therefore subject to prohibitions, restrictions and limitations in the scheme for financing schools.

The mismanagement of community facilities funds can be grounds for suspension of the right to a delegated budget.

#### 16.1.Consultation with the authority: financial aspects

Changes made by the Children and Families Act 2014 mean that schools no longer need to consult the authority when establishing community facilities under Section 27 of the Education Act 2002. Nor do they have to have regard to advice given to them by their authority.

However, as public bodies, schools are expected to act reasonably, and this includes consulting those affected by decisions that they make.

#### 16.2.Funding agreements: authority powers

The provision of community facilities in many schools may be dependent on the conclusion of a funding agreement with a third party which will either be supplying funding or supplying funding and taking part in the provision. A very wide range of bodies and organisations are potentially involved.

Before concluding any such third party funding agreements, the Governing Body is required to submit detailed proposals to the Section 151 Officer for consideration by the authority at least eight weeks prior to signing any agreement.

The Secretary of State does not consider that it is appropriate for authorities to have a general power of veto for these agreements.

However, if a third party funding agreement has been or is to be concluded against the wishes of the authority, or has been concluded without informing the authority, which in the view of the authority is seriously prejudicial to the interests of the school or the authority, that may constitute grounds for suspension of the right to a delegated budget.

#### 16.3.Other prohibitions, restrictions and limitations

Where the authority considers that such an agreement constitutes a significant financial risk, then the governing body may be required to make arrangements to protect the authority's financial interest. This may be by carrying out the activity concerned through the vehicle of a private limited company formed for the purpose or by obtaining indemnity insurance for risks associated with the project in question, as specified by the authority.

#### 16.4.Supply of financial information

Schools which exercise the community facilities power should provide the authority with a statement at the end of P9, in a form determined by the authority, showing the income and expenditure for the school arising from the facilities in question for the year to date and on a forecast basis, for the remainder of the financial year.

If the authority has concerns about the financial arrangements for the provision of community use, then on giving notice to the school it may require such financial statements to be supplied every 3 months and, if the authority sees fit, to require the submission of a recovery plan for the activity in question.

Financial information relating to community facilities will be included in returns made by schools under the consistent financial reporting (CFR) framework, and these will be relied upon by the authority as its main source of information for the financial aspects of community facilities.

However, the CFR timetable is such that the authority is likely to want supplementary information in order to ensure that schools are not at financial risk. Schedule 15 of the act provides that mismanagement of funds spent or received for community facilities is a basis for suspension of the right to delegation of the budget share.

#### 16.5.Audit

The school is required to grant access to the school's records connected with the exercise of the community facilities power, in order to facilitate internal and external audit of relevant income and expenditure.

Where funding agreements are entered into with third parties for the provision of community facilities, the school is required to ensure that provision is made for access by the authority to records and other property held on school premises, or held elsewhere insofar as they relate to the activity in question, in order for the authority to satisfy itself as to the propriety of expenditure on the facilities in question.

#### 16.6.Treatment of income and surpluses

Schools may retain all net income derived from community facilities except where otherwise agreed with a funding provider, whether that be the authority or some other person.

Schools may carry such retained net income over from one financial year to the next as a separate community facilities surplus.

#### 16.7.Health and safety matters

It will be the responsibility of the school's governing body to ensure that any health and safety provisions of the main scheme also apply to the community facilities power.

It will be the governing body's responsibility to meet the costs of securing Disclosure and Barring Service clearance, where appropriate for all adults involved in community activities taking place during the school day.

Governing bodies are free to pass on such costs to a funding partner as part of an agreement with that partner.

#### 16.8.Insurance

It is the responsibility of the governing body to ensure adequate arrangements are made for insurance against risks arising from the exercise of the community facilities power, taking professional advice as necessary.

Such insurance should not be funded from the school budget share. Schools should seek the authority's advice before finalising any insurance arrangement for community facilities.

In principle, the insurance issues arising from use of the community facilities power are the same as those which already arise from non-school use of school premises. However, a school proposing to provide community facilities should, as an integral part of its plans, undertake an assessment of the insurance implications and costs, seeking professional advice if necessary.

The authority is empowered to undertake its own assessment of the insurance arrangements made by a school in respect of community facilities, and if it judges those arrangements to be inadequate, make arrangements itself and charge the resultant cost to the school.

Such a provision is necessary in order for the authority to protect itself against possible third party claims.

Instead of taking out insurance, a school may join the RPA for risks that are covered by the RPA.

#### 16.9. Taxation

Schools should seek the advice of the authority and the local VAT office on any issues relating to the possible imposition of VAT on expenditure in connection with community facilities; including the use of the authority's VAT reclaim facility.

If any member of staff employed by the school or authority in connection with community facilities at the school is paid from funds held in a school's own bank account (whether a separate account is used for community facilities or not – see section 11), the school is likely to be held liable for payment of income tax and National Insurance, in line with HMRC rules.

School should follow authority advice in relation to the CIS where this is relevant to the exercise of the community facilities power.

#### 16.10. Banking

Schools should either maintain separate bank accounts for budget share and community facilities, or have one account but with adequate internal accounting controls to maintain separation of funds.

Schools should also have regard to the provisions at 6.6 and 6.7 above relating to the banks which may be used, signing of cheques, the titles of bank accounts, the contents of bank account mandates, and similar matters. The general approach to these matters should mirror the main part of the scheme.

## **Annex A: LIST OF SCHOOLS TO WHICH THIS SCHEME APPLIES**

### **PRIMARY SCHOOLS**

Aldermaston Church of England Primary School  
Basildon Church of England Primary School  
Beedon Church of England Controlled Primary School  
Beenham Primary School  
Birch Copse Primary School  
Bradfield Church of England Primary School  
Brightwalton Church of England Aided Primary School  
Brimpton Church of England Primary School  
Bucklebury Church of England Primary School  
Burghfield St. Mary's Church of England Primary  
Calcot Infant School and Nursery  
Calcot Junior School  
Chaddleworth St. Andrew's Church of England Primary School  
Chieveley Primary School  
Cold Ash St Mark's Church of England Primary School  
Compton Church of England Primary School  
Curridge Primary School  
Downsway Primary School  
Enborne Church of England Primary School  
Englefield Church of England Primary School  
Falkland Primary School  
Garland Junior School  
Hampstead Norreys Church of England Primary School  
Hermitage Primary School  
Hungerford Primary School  
The Ilsleys Primary School  
Inkpen Primary School  
John Rankin Infant and Nursery School  
John Rankin Junior School  
Kennet Valley Primary School  
Kintbury St. Mary's Church of England Primary School  
Long Lane Primary School  
Mrs Bland's Infant School  
Mortimer St John's Church of England Infant School  
Mortimer St Mary's Church of England Junior School  
Pangbourne Primary School  
Parsons Down Infant and Nursery School  
Parsons Down Junior School  
Purley Church of England Infant School  
Robert Sandilands Primary School and Nursery  
Shaw-cum-Donnington Church of England Primary School  
Shefford Church of England Primary School  
Springfield Primary School  
Spurcroft Primary School  
St. Finian's Catholic Primary School  
St. John the Evangelist Infant and Nursery School  
St. Joseph's RC Primary

St. Nicolas Church of England Junior School  
St. Paul's Catholic Primary School  
Stockcross Church of England Primary School  
Streatley Church of England Voluntary Controlled School  
Sulhamstead & Ufton Nervet Church of England Voluntary Aided Primary School  
Thatcham Park Primary School  
Theale Church of England Primary School  
Welford & Wickham Church of England Primary School  
Westwood Farm Infant School  
Westwood Farm Junior School  
The Willows  
Winchcombe School  
Woolhampton Church of England Primary School  
Yattendon Church of England Primary School

### **SPECIAL SCHOOLS**

Brookfields Special School  
The Castle School

### **SECONDARY SCHOOLS**

The Downs School  
Little Heath School  
The Willink School

### **NURSERY SCHOOLS**

Hungerford Nursery School Centre for Children & Families  
Victoria Park Nursery School

### **PRUS**

iCollege –

- Inspiration (Key Stages 1 & 2)
- Integration (Key Stages 3 & 4)
- Intervention (Years 9 & 10)
- Independence (Year 11 and Key Stage 5)

## Annex B: GLOSSARY

“Chief Finance Officer”	Section 151 Officer (An officer appointed under section 151 of the Local Government Act 1972 which requires every local authority to appoint a suitably qualified officer responsible for the proper administration of its affairs.)
“the act”	School Standards and Framework Act 1998
“the authority”	West Berkshire Council
“the regulations”	School and Early Years Finance (England) (No. 2) Regulations 2018
AVC	Additional Voluntary Contributions
CFR	Consistent Financial Reporting
CIPFA	Chartered Institute of Public Finance Association
CIS	Construction Industry Taxation Scheme
DfE	Department for Education
DSG	Dedicated Schools Grant
HMRC	HM Revenues and Customs
ISB	Individual Schools Budget
PAYE	Pay As You Earn
PFI	Private Finance Initiative
PPP	Public Private Partnerships
SFVS	Schools Financial Value Standard
VAT	Value Added Tax

## **Annex C: EARLIER DIRECTED REVISIONS**

Following consultation that closed on 19 March 2012, the Secretary of State directs that from 1 April 2012 the text below should be incorporated into the schemes of all local authorities in England. The revised text was included in the 26 March 2013 version of the guidance.

### **Efficiency and value for money**

The scheme must include the following provision, which imposes a requirement on schools to achieve efficiencies and value for money, to optimise their resources and invest in teaching and learning, taking into account the purchasing, tendering and contracting requirements.

Schools must seek to achieve efficiencies and value for money, to optimize the use of their resources and to invest in teaching and learning, taking into account the local authority's purchasing, tendering and contracting requirements.

It is for heads and governors to determine at school level how to secure better value for money. There are significant variations in efficiency between similar schools, and so it is important for schools to review their current expenditure, compare it to other schools and think about how to make improvements

### **Schools financial value standard (SFVS)**

All local authority maintained schools, including nursery schools and PRUs that have a delegated budget) must demonstrate compliance with the SFVS and complete the assessment form on an annual basis. It is for the school to determine at which time of the year they wish to complete the form.

Governors must demonstrate compliance through the submission of the SFVS assessment form signed by the chair of governors. The form must include a summary of remedial actions with a clear timetable, ensuring that each action has a specified deadline and an agreed owner. Governors must monitor the progress of these actions to ensure that all actions are cleared within specified deadlines.

### **Fraud**

All schools must have a robust system of controls to safeguard themselves against fraudulent or improper use of public money and assets.

The governing body and head teacher must inform all staff of school policies and procedures related to fraud and theft, the controls in place to prevent them and the consequences of breaching those controls. This information must also be included in the induction for new school staff and governors.

Following consultation, the Secretary of State directs that from 19 August 2015 the text below shall be incorporated into the schemes of all local authorities in England.

### **Register of business interests**

The scheme must contain a provision which requires the governing body of each maintained school to have a register which lists for each member of the governing body and the head teacher:

- any business interests that they or any member of their immediate family have



- details of any other educational establishments that they govern
- any relationships between school staff and members of the governing body

And to keep the register up to date with notification of changes and through annual review of entries, to make the register available for inspection by governors, staff and parents, and the local authority, and to publish the register, for example on a publicly accessible website.

### **Borrowing by schools**

The scheme should contain a provision reminding schools that governing bodies may borrow money (which includes the use of finance leases) only with the written permission of the Secretary of State. The Secretary of State's general position is that schools will only be granted permission for borrowing in exceptional circumstances.

From time to time, however, the Secretary of State may introduce limited schemes in order to meet broader policy objectives. The scheme must contain a provision that allows schools to use any scheme that the Secretary of State has said is available to schools without specific approval, currently including the including the Salix scheme, which is designed to support energy saving.

Following consultation, the Secretary of State directs that from 22 March 2018 the text below shall be incorporated into the schemes of all local authorities in England.

### **Loan schemes**

Loans will only be used to assist schools in spreading the cost over more than one year of large one-off individual items of a capital nature that have a benefit to the school lasting more than one financial or academic year.

Loans will not be used as a means of funding a deficit that has arisen because a school's recurrent costs exceed its current income.

If loans are made to fund a deficit and a school subsequently converts to academy status, the Secretary of State will consider using the power under paragraph 13(4)(d) of Schedule 1 to the Academies Act 2010 to make a direction to the effect that such a loan does not transfer, either in full or part, to the new academy school.

### **Submission of financial forecasts**

Following consultation that closed on 30 September 2019, from the 2021 to 2022 funding year each school must submit a 3-year budget forecast each year, at a date determined by the local authority between 1 May and 30 June.

Following consultation that closed on 30 September 2019, the Secretary of State directs that the text below shall be incorporated into the schemes of all local authorities in England, however due to coronavirus (COVID-19) the directed revision to follow will only be expected to be enforced from the 2021 to 2022 funding year.

### **Planning for deficit budgets**

Schools must submit a recovery plan to the local authority when their revenue deficit rises above 5% at 31 March of any year. Local authorities may set a lower threshold than 5% for the submission of a recovery plan if they wish. The 5% deficit threshold will apply when deficits are measured as at 31 March 2023.

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## De-delegation, Education Functions and Health and Safety Service Proposals 2024/25

**Report being considered by:** Schools Forum on 16<sup>th</sup> October 2023

**Report Author:** Lisa Potts

**Item for:** Discussion **By:** All Maintained Schools

### 1. Purpose of the Report

1.1 This report sets out the details, cost, and charges to schools of the services on which maintained school representatives are required to vote (on an annual basis).

### 2. Recommendations

2.1 Maintained primary, secondary, special, nursery and PRU heads (as applicable) to agree the De-delegations and Education Functions as set out in Table 8.

2.2 Maintained primary, secondary, special, nursery and PRU heads (as applicable) to agree the Health and Safety Service as set out in Table 9.

**Is the Schools' Forum required to make a decision as part of this report or subsequent versions due to be considered later in the meeting cycle?**

Yes:

No:

### 3. Implications and Impact Assessment

Equalities Impact:				Commentary
	Positive	No Impact	Negative	
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		

<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
<b>Data Impact:</b>		X		
<b>Consultation and Engagement:</b>	Heads Funding Group – 4 <sup>th</sup> October 2023			

#### 4. Introduction/Background

- 4.1 This report sets out the details, cost, and charges to schools of the services on which maintained school representatives are required to vote (on an annual basis).
- 4.2 De-delegated services consist of Behaviour Support, Ethnic Minority Support, Trade Union Local Representation, Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) and School Improvement
- 4.3 Education functions consist of the statutory and regulatory duties held by the local authority in respect of maintained schools.
- 4.4 The Health and Safety service provides a compliance, advice and training role for schools.

#### 5. Supporting Information on De-delegated services

- 5.1 De-delegated services are for maintained schools only. Funding must be allocated through the formula but can be passed back, or de-delegated for maintained primary and secondary schools with schools forum approval.
- 5.2 Funds cannot be de-delegated from Special and Nursery Schools and PRUs for these services, but those schools will have the option to buy back these services at a cost based on the same amount per pupil as for primary and secondary schools. Academies may also be given the option to buy into the service.
- 5.3 The schools funding regulations for 2024/25 have now been published and these confirm that similar arrangements for de-delegation of the cost of these services will apply for 2024/25.
- 5.4 Primary and secondary school representatives are required to recommend to Schools Forum on whether each service is to be de-delegated or not. The services below were de-delegated in 2023/24 and are proposed to be de-delegated in 2024/25:

**Primary and Secondary only:**

- Behaviour Support Services
- Ethnic Minority Support
- Trade Union Local Representation

- CLEAPSS
- School Improvement

## 6. Therapeutic Thinking Service

- 6.1 The Therapeutic Thinking Service proposal for 2024/25 is set out in Appendix B.
- 6.2 Table 1 shows the budget and unit charge for 2024/25 compared to 2023/24. The total cost will be divided by the total numbers of pupils in the October 2023 census to determine a unit charge per pupil on which the de-delegated amount per school will be based. As all schools will have access to all aspects of the service, the same unit charge will apply to both primary and secondary schools. Based on the October 2022 census this is estimated to be £17.77 per pupil but the final rate will be determined according to the October 2023 census.

TABLE 1	2023/24			2024/25		
	Number of pupils	Unit Charge per pupil	Budget	Number of pupils	Unit Charge per pupil	Budget
Maintained Primary Schools	11,315	£17.56	£198,721	11,315	£17.77	£201,040
Maintained Secondary Schools	3,398	£17.56	£59,678	3,398	£17.77	£60,374
<b>Total</b>			<b>£258,399</b>			<b>£261,414</b>

## 7. Ethnic Minority and Traveller Achievement Service

- 7.1 The detail of the Ethnic Minority and Traveller Achievement Service (EMTAS) is set out in Appendix C.
- 7.2 Previous years have seen the total cost divided by the number of EAL pupils, but Heads Funding Group requested to see what the costs could look like based on the October Census number instead, which are shown in table 3 and Appendix A.
- 7.3 Table 2 shows the budget and the unit charge for the service for 2024/25 compared to 2023/24. The total cost in respect of Primary and Secondary schools has previously been divided by the total number of pupils recorded as having English as an additional language (EAL) in the October 2023 census to determine a unit charge per EAL pupil on which the de-delegated amount per school will be based. Based on the October 2022 census this is estimated to be £212.64 per pupil but the final rate will be determined according to the number of EAL pupils in the October 2023 census.

TABLE 2	2023/24			2024/25		
	Number of pupils	Unit Charge per pupil with EAL	Budget	Number of pupils	Unit Charge per pupil with EAL	Budget
Maintained Primary Schools	838	£213.61	£184,145	837	£212.64	£178,260
Maintained Secondary Schools	37	£213.61	£2,873	37	£212.64	£15,772
			<b>£187,018</b>			<b>£186,170</b>

- 7.4 Table 3 shows the budget and the unit charge for the service for 2024/25 compared to 2023/24. The total cost in respect of Primary and Secondary schools could be divided by the total numbers of pupils in the October 2023 census to determine a unit charge per pupil on which the de-delegated amount per school could be based. Based on the October 2022 census this is estimated to be £12.65 per pupil but the final rate will be determined according to the October 2023 census.

TABLE 3	2023/24			2024/25		
	Number of pupils	Unit Charge per pupil with EAL	Budget	Number of pupils	Unit Charge per pupil	Budget
Maintained Primary Schools	838	£213.61	£184,145	11,315	£12.65	£143,174
Maintained Secondary Schools	37	£213.61	£2,873	3,398	£12.65	£42,996
			<b>£187,018</b>			<b>£186,170</b>

- 7.5 As all schools will have access to all aspects of the service, the same unit charge will apply to both primary and secondary schools.
- 7.6 Schools Forum would need to determine whether to divide the cost by the EAL numbers or by the number of pupils on the October census.

## 8. Trade Union Representation

- 8.1 The detail of the service provided by Trade Union representatives to schools is set out in Appendix D.
- 8.2 Table 4 shows the budget and unit charge for the service for 2024/25 compared to 2023/24. The proposal for 2024/25 is based on the cost of 1FTE supply teacher on UPS3. The total net cost in respect of primary and secondary schools will be divided by the total number of pupils in the October 2023 census to determine a unit charge per pupil on which the de-delegated amount per school will be based on. As all schools have access to all representatives (regardless of which school they are based in), the same unit charge will apply to both primary and secondary schools. Based on the October 2022 census the charge will be £4.64 per pupil.

TABLE 4	2023/24			2024/25		
	Number of pupils	Unit Charge per pupil	Budget	Number of pupils	Unit Charge per pupil	Budget
Maintained Primary Schools	11,315	£4.34	£49,077	11,315	£4.64	£52,519
Maintained Secondary Schools	3,398	£4.34	£14,738	3,398	£4.64	£15,772
			<b>£63,815</b>			<b>£68,291</b>

## 9. Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)

- 9.1 The detail of the service provided by this subscription is set out in Appendix E.
- 9.2 As the actual pricing from CLEAPSS will not be available until after the schools budget has been set, an assumption has been made on the 2024/25 fee. Any over or under spend will be recovered the following year, as in all de-delegated services.

Table 5 shows the budget and unit charge for the service for 2024/25 compared to 2023/24. The unit charge includes the administration fee. Note that secondary schools will need to pay the fee relating to sixth form pupils separately as de-delegation is based on pre 16 pupils only.

TABLE 5	2023/24				2024/25			
	Number of pupils	Unit Charge per pupil	Charge per school	Budget	Number of pupils	Est Unit Charge per pupil	Est Charge per school	Estimated Budget
Maintained Primary Schools	11,315	£0.17		£1,924	11,315	£0.19		£2,150
Maintained Secondary Schools	3,398	£0.17	£235	£1,283	3,398	£0.19	£250	£1,396
				<b>£3,206</b>				<b>£3,545</b>

## 10. School Improvement Team

- 10.1 The detail of the service provided by the School Improvement Team is set out in Appendix F.
- 10.2 Since 2017, the School Improvement Team has been funded by a grant. A consultation in 2021 by the DFE set out new funding for the service. From 2023/24 onwards the service is to be fully funded via de-delegation.
- 10.3 Table 6 shows the budget and unit charge for the service for 2024/25 compared to 2023/24. The total cost will be divided by the total numbers of pupils in the October 2023 census to determine a unit charge per pupil on which the de-delegated amount per school will be based. As all schools will have access to all aspects of the service, the same unit charge will apply to both primary and secondary schools. Based on the October 2022 census the charge will be £19.80 per pupil.

TABLE 6	2023/24			2024/25		
	Number of pupils	Unit Charge per pupil	Budget	Number of pupils	Unit Charge per pupil	Budget
Maintained Primary Schools	11,315	£14.20	£160,713	11,315	£19.80	£224,087
Maintained Secondary Schools	3,398	£14.20	£48,264	3,398	£19.80	£67,296
			<b>£208,977</b>			<b>£291,383</b>

## 11. Education Functions for Maintained Schools

- 11.1 Education responsibilities held by local authorities for **all** schools are funded from the Central Schools Services Block of the DSG. Education functions held by local authorities for **maintained schools only** can be funded from maintained schools budget shares and de-delegated, with agreement of the maintained schools members of schools forums.
- 11.2 Education functions consist of the statutory and regulatory duties held by the local authority in respect of maintained schools. These consist of Accountancy, Internal Audit and Pension scheme administration. The Accountancy, audit and pension administration services are described in appendix G.

11.3 Representatives of all maintained schools (including Special and Nursery Schools and PRUs) are required to recommend to Schools Forum whether or not these services should be funded from maintained school budget shares and de-delegated for 2024/25:

**All Maintained Schools:**

- Statutory and Regulatory Duties comprising:
  - Statutory accounting functions in respect of schools
  - Internal Audit of schools
  - Administration of pensions for school staff

11.4 Academies and other non-maintained schools also may be able to choose to buy into any of the above services subject to service provider agreement.

11.5 Table 7 shows the budget and estimated unit charges for these services in 2024/25 compared to 2023/24. The total cost will be divided by the total numbers of pupils in the October 2023 census to determine a unit charge per pupil on which the de-delegated amount per school will be based. The same unit charges will apply to both primary and secondary schools. Based on the October 2022 census the charge will be £9.63 per pupil.

TABLE 7	2023/24		2024/25				
	Charge per Pupil	Budget	Unit Charge per pupil	Total Budget	Primary Budget	Secondary Budget	Budget for Nursery, Special Schools and PRUs
Accountancy	£3.47	£52,626	£3.60	£54,607	£40,714	£12,227	£1,666
Audit	£3.49	£52,911	£3.48	£52,781	£39,353	£11,818	£1,610
Pension Scheme Administration	£2.36	£35,864	£2.56	£38,797	£28,927	£8,687	£1,184
<b>Total Education Functions</b>	<b>£9.32</b>	<b>£141,401</b>	<b>£9.63</b>	<b>£146,185</b>	<b>£108,994</b>	<b>£32,732</b>	<b>£4,460</b>

Table 8 summarises the de-delegations and education functions which are proposed for 2023/24:

TABLE 8	2024/25 Primary Budget £	Agreed by HFG	2024/25 Secondary Budget £	Agreed by HFG	2024/25 Early Years & High Needs Budgets £	Agreed by HFG
Therapeutic Thinking Support	£201,040	Yes	£60,374	Yes	n/a	n/a
Ethnic Minority Support (EAL)	£178,260		£15,772		n/a	n/a
Ethnic Minority Support (census)	£178,260		£15,772		n/a	n/a
Trade Union Representation	£52,519	Yes	£15,772	Yes	n/a	n/a
CLEAPSS	£2,150	Yes	£1,396	Yes	n/a	n/a
School Improvement	£224,087	Yes	£67,296	Yes	n/a	n/a
Education Functions	£108,994	Yes	£32,732	Yes	£4,460	Yes



## 12. Health and Safety Service to Schools

- 12.1 As the Council is the employer and therefore the principal legal duty holder (notwithstanding any delegated responsibilities to a schools, Head Teachers and Governors) in relation to health and safety, it makes sense to ensure an adequate, effective and efficient health and safety service is provided to all Local Authority maintained schools and a buy-back option offered to non-maintained schools.
- 12.2 The Health and Safety Team provide a compliance, advice and training role for schools and the Team continue to be heavily involved in assisting schools developing and reviewing covid secure arrangements, plans and risk assessments.
- 12.3 Following a decision to change the way the service operated in 2020/21, for the last year all maintained schools have had the Level Two (Enhanced) service. This is a comprehensive health and safety support service and covers all aspects of health and safety management and support including necessary health and safety training.
- 12.4 It is proposed to provide the full schools health and safety service to all maintained schools, continuing on from the previous year. This will meet the requirements of the employer under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations and other related legislation.
- 12.5 Schools will pay a graduated fee based on pupil numbers for the Level 1 element of the service and a top up cost to cover the combined service. All maintained schools will need to agree to be part of this collective agreement to equitably fund the service.
- 12.6 A buy-back option would continue to be offered to schools such as academy and independent schools. Income generated from buy-back services would be invested in the service or offset to reduce costs for the schools in the collective agreement.
- 12.7 Table 9 below shows the 2023/24 cost if all Local Authority maintained schools, Voluntary Controlled, Voluntary Aided and special schools agree to one equal service.

Pupil No's	Band A 0-60	Band B 61 - 100	Band C 101-200	Band D 201-300	Band E 301-650	Band F 650+	Band G Secondary
21/22	£800.00	£1,300.00	£1,600.00	£2,000.00	£2,600.00	£4.47 Per pupil	£4.47 Per pupil
22/23	£800.00	£1,300.00	£1,600.00	£2,000.00	£2,600.00	£4.57 Per pupil	£4.57 Per pupil
23/24	£832.00	£1,352.00	£1,664.00	£2,080.00	£2,704.00	£6 Per Pupil	£6 Per Pupil
24/25	£881.92	£1,433.12	£1,763.84	£2,204.80	£2,866.24	£6.24 Per Pupil	£6.24 Per Pupil

## 13. Proposals

- 13.1 The proposals set out in this report will be included in the consultation with all schools on the proposed school funding arrangements for 2023/24.

## 14. Appendices

14.1 Appendix A – De-delegations per school for 2024/25

14.2 Appendix B - Therapeutic Thinking Support Service

14.3 Appendix C - Ethnic Minority & Traveller Achievement Service

14.4 Appendix D – Trade Union Representation Service

14.5 Appendix E – CLEAPSS Service

14.6 Appendix F – School Improvement Team

14.7 Appendix G – Accountancy, Audit and Pension Administration (Education Functions)

14.8 Appendix H - Health and Safety service to schools

14.9 Appendix I – Health and Safety Service 2024-25

14.10 Appendix J – Legal Duty Holders for Health & Safety

Indicative De-Delegations for 2024/25 - Based on October 2022 Census Data											
			De-delegations					Education functions for maintained schools			
			Therapeutic Thinking	Ethnic Minority Support	Ethnic Minority Support	Trade Union Representation	CLEAPSS	School Improvement & Governor Support	Statutory Accounting Functions	Internal Audit of Schools	Pension Scheme Administration
Proposed Primary Delegation			£201,040	£178,260	£143,174	£52,519	£2,150	£224,087	£40,714	£39,353	£28,927
Proposed Secondary Delegation			£60,374	£7,910	£42,996	£15,772	£1,396	£67,296	£12,227	£11,818	£8,687
<b>Total Proposed Delegation</b>			<b>£261,414</b>	<b>£186,170</b>	<b>£186,170</b>	<b>£68,291</b>	<b>£3,545</b>	<b>£291,383</b>	<b>£52,941</b>	<b>£51,171</b>	<b>£37,613</b>
Estimated income from other maintained schools			£0	£0	£0	£2,149	£74	£0	£1,666	£1,610	£1,184
<b>Total Cost of Service</b>			<b>£261,414</b>	<b>£186,170</b>	<b>£186,170</b>	<b>£70,440</b>	<b>£3,620</b>	<b>£291,383</b>	<b>£54,607</b>	<b>£52,781</b>	<b>£38,797</b>
Cost per primary pupil			£17.77	£212.64	£12.65	£4.64	£0.19	£19.80	£3.60	£3.48	£2.56
Cost per secondary pupil			£17.77	£212.64	£12.65	£4.64	£0.19	£19.80	£3.60	£3.48	£2.56
Cost per other maintained school pupil			n/a	£212.64	£12.65	£4.64	£0.19	£19.80	£3.60	£3.48	£2.56
Fixed cost per secondary school			n/a	n/a	n/a	n/a	£250.00	n/a	n/a	n/a	n/a
School	Pupil No's	EAL No's									
Aldermaston C.E. Primary School	120	4.4	2,132	928	1,518	557	23	2,377	432	417	307
Basildon C.E. Primary School	154	6.9	2,736	1,466	1,949	715	29	3,050	554	536	394
Beeton C.E. (Controlled) Primary School	44	2.2	782	468	557	204	8	871	158	153	112
Beenham Primary School	62	14.7	1,102	3,116	785	288	12	1,228	223	216	159
Birch Copse Primary School	423	14.1	7,516	2,998	5,352	1,963	80	8,377	1,522	1,471	1,081
Bradfield C.E. Primary School	142	1.1	2,523	240	1,797	659	27	2,812	511	494	363
Brightwalton C.E. Aided Primary School	99	2.3	1,759	490	1,253	460	19	1,961	356	344	253
Brimpton C.E. Primary School	59	0.0	1,048	0	747	274	11	1,168	212	205	151
Bucklebury C.E. Primary School	122	2.4	2,168	504	1,544	566	23	2,416	439	424	312
Burghfield St Mary's C.E. Primary School	214	4.6	3,802	984	2,708	993	41	4,238	770	744	547
Calcot Infant School and Nursery	218	44.2	3,873	9,401	2,758	1,012	41	4,317	784	758	557
Calcot Junior School	281	22.0	4,993	4,678	3,556	1,304	53	5,565	1,011	977	718
Chaddleworth St Andrew's C.E. Primary School	23	0.0	409	0	291	107	4	456	83	80	59
Chieveley Primary School	191	3.5	3,394	743	2,417	887	36	3,783	687	664	488
Cold Ash St Mark's CE Primary School	187	2.4	3,323	507	2,366	868	36	3,703	673	650	478
Compton C.E. Primary School	183	4.5	3,251	949	2,316	849	35	3,624	658	636	468
Curridge Primary School	93	14.0	1,652	2,966	1,177	432	18	1,842	335	323	238
Downsway Primary School	213	4.7	3,784	990	2,695	989	40	4,218	766	741	545
Enborne C.E. Primary School	77	4.7	1,368	992	974	357	15	1,525	277	268	197
Englefield C.E. Primary School	109	4.7	1,937	997	1,379	506	21	2,159	392	379	279
Falkland Primary School	423	18.7	7,516	3,987	5,352	1,963	80	8,377	1,522	1,471	1,081
Garland Junior School	235	10.2	4,175	2,173	2,974	1,091	45	4,654	846	817	601
Hampstead Norreys C.E. Primary School	75	1.1	1,333	235	949	348	14	1,485	270	261	192
Hermitage Primary School	191	5.7	3,394	1,202	2,417	887	36	3,783	687	664	488
Hungerford Primary School	360	10.5	6,366	2,537	4,555	1,671	68	7,130	1,295	1,252	920
The Isleys Primary School	60	3.4	1,086	722	759	278	11	1,188	216	209	153
Inkpen Primary School	56	6.3	995	1,348	709	260	11	1,109	202	195	143
John Rankin Infant and Nursery School	230	26.3	4,087	5,598	2,910	1,068	44	4,555	828	800	588
John Rankin Junior School	357	14.1	6,343	2,994	4,517	1,657	68	7,070	1,285	1,242	913
Kennet Valley Primary School	201	22.1	3,571	4,694	2,543	933	38	3,981	723	699	514
Kintbury St Mary's C.E. Primary School	140	6.7	2,487	1,418	1,771	650	27	2,773	504	487	358
Long Lane Primary School	214	14.0	3,802	2,968	2,708	993	41	4,238	770	744	547
Mortimer St Mary's C.E. Junior School	242	8.0	4,300	1,701	3,062	1,123	46	4,793	871	842	619
Mortimer St. John's C.E. Infant School	174	9.1	3,092	1,930	2,202	808	33	3,446	626	605	445
Mrs Bland's Infant School	154	37.4	2,736	7,957	1,949	715	29	3,050	554	536	394
Pangbourne Primary School	174	6.7	3,092	1,432	2,202	808	33	3,446	626	605	445
Parsons Down Infant School	117	18.8	2,079	4,004	1,480	543	22	2,317	421	407	299
Parsons Down Junior School	179	7.1	3,180	1,514	2,265	831	34	3,545	644	623	458
Purley CofE Primary School	98	3.6	1,741	762	1,240	455	19	1,941	353	341	251
Robert Sandilands Primary School and Nursery	212	23.2	3,767	4,927	2,683	984	40	4,199	763	737	542
Shaw-cum-Donnington C.E. Primary School	93	7.8	1,652	1,688	1,177	432	18	1,842	335	323	238
Shefford C.E. Primary School	56	1.1	995	229	709	260	11	1,109	202	195	143
Springfield Primary School	309	20.8	5,490	4,413	3,910	1,434	59	6,120	1,112	1,075	790
Spurcroft Primary School	398	25.5	7,071	5,428	5,036	1,847	76	7,882	1,432	1,384	1,017
St Finian's Catholic Primary School	196	8.2	3,482	1,747	2,480	910	37	3,882	705	682	501
St John the Evangelist CofE Infant and Nursery School	180	55.5	3,198	11,802	2,278	835	34	3,565	648	626	460
St Joseph's Catholic Primary School	213	83.6	3,784	17,767	2,695	989	40	4,218	766	741	545
St Nicolas C.E. Junior School	251	19.0	4,460	4,040	3,176	1,165	48	4,971	903	873	642
St Paul's Catholic Primary School	304	46.3	5,401	9,853	3,847	1,411	58	6,021	1,094	1,057	777
Stockcross C.E. School	90	3.2	1,599	675	1,139	418	17	1,782	324	313	230
Streatley C.E. Voluntary Controlled School	99	3.4	1,759	718	1,253	460	19	1,961	356	344	253
Sulhamstead and Ulton Navel School	102	1.2	1,812	252	1,291	473	19	2,020	367	355	261
Thatcham Park CofE Primary	337	21.5	5,988	4,574	4,264	1,654	64	6,674	1,213	1,172	862
Theale C.E. Primary School	318	10.5	5,650	2,229	4,024	1,476	60	6,298	1,144	1,106	813
Welford and Wickham C.E. Primary School	72	1.1	1,279	229	911	334	14	1,426	259	250	184
Westwood Farm Infant School	179	22.2	3,180	4,719	2,265	831	34	3,545	644	623	458
Westwood Farm Junior School	233	11.0	4,140	2,339	2,948	1,081	44	4,614	838	810	596
The Willows Primary School	348	22.5	6,183	4,782	4,403	1,615	66	6,892	1,252	1,210	890
The Wincombe School	441	62.7	7,835	13,325	5,580	2,047	84	8,734	1,587	1,534	1,127
Woolhampton C.E. Primary School	100	0.0	1,777	0	1,265	464	19	1,980	360	348	256
Yattendon C.E. Primary School	90	1.2	1,599	255	1,139	418	17	1,782	324	313	230
The Downs School	1,047	9.1	18,603	1,935	13,248	4,860	449	20,735	3,767	3,641	2,677
Little Heath School	1,325	13.1	23,542	2,786	16,786	6,150	502	26,241	4,768	4,608	3,387
The Willink School	1,026	15.0	18,230	3,190	12,982	4,762	445	20,319	3,692	3,568	2,623
<b>PRIMARY TOTAL</b>	<b>11,315</b>	<b>838.31</b>	<b>201,040</b>	<b>178,260</b>	<b>143,174</b>	<b>52,519</b>	<b>2,150</b>	<b>224,087</b>	<b>40,714</b>	<b>39,353</b>	<b>28,927</b>
<b>SECONDARY TOTAL</b>	<b>3,398</b>	<b>37.20</b>	<b>60,374</b>	<b>7,910</b>	<b>42,996</b>	<b>15,772</b>	<b>1,396</b>	<b>67,296</b>	<b>12,227</b>	<b>11,818</b>	<b>8,687</b>
<b>TOTAL ALL PRIMARY AND SECONDARY SCHOOLS</b>	<b>14,713</b>	<b>875.5</b>	<b>261,414</b>	<b>186,170</b>	<b>186,170</b>	<b>68,291</b>	<b>3,545</b>	<b>291,383</b>	<b>52,941</b>	<b>51,171</b>	<b>37,613</b>
<b>Other Maintained Schools</b>											
Hungerford Nursery	36.58		n/a	n/a	n/a	170	n/a	n/a	132	127	94
Victoria Park Nursery	35		n/a	n/a	n/a	164	n/a	n/a	127	123	90
<b>Total within Early Years Block</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>334</b>	<b>0</b>	<b>0</b>	<b>259</b>	<b>250</b>	<b>184</b>
Brookfields Special School	193		n/a	0	0	896	37	0	694	671	493
The Castle Special School	138		n/a	0	0	641	26	0	497	480	353
i-college	60		n/a	0	0	278	11	0	216	209	153
<b>Total Within High Needs Block</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>1,815</b>	<b>74</b>	<b>0</b>	<b>1,407</b>	<b>1,360</b>	<b>1,000</b>
<b>Total for All Other Maintained Schools</b>	<b>462.98</b>	<b>0.0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,149</b>	<b>74</b>	<b>0</b>	<b>1,666</b>	<b>1,610</b>	<b>1,184</b>
<b>Total all Maintained Schools</b>	<b>15,176</b>	<b>876</b>	<b>261,414</b>	<b>186,170</b>	<b>186,170</b>	<b>70,440</b>	<b>3,620</b>	<b>291,383</b>	<b>54,607</b>	<b>52,781</b>	<b>38,797</b>

## West Berkshire Council Maintained Schools

### Proposal to De-Delegate Formula Funding 2024/25

#### Therapeutic Thinking Support Team

#### Outline of Proposed Service 2024/25

The Therapeutic Thinking Support Team (TTST) offers evidence-based advice and support to schools through promotion of a Therapeutic approach and analysis tools. The type of involvement includes whole school support, staff training, staff support, class or year group support, as well as individual support.

#### Key Features

1. Quick and flexible response for schools who have pupils presenting with difficult and dangerous behaviours.
2. Different levels of response within the team (whole school, group, individual).
3. Support and advice in relation to Therapeutic Thinking; developing therapeutic plans as a result of analysis tools such as anxiety mapping, conscious and subconscious checklists, therapeutic tree

#### 1. The Team –

Dr Beth Cartwright (TTST Manager & Senior EP)  
 Robyn Stevens (Assistant EP)  
 Sue Butcher (Primary TTST Adviser)  
 Kayleigh Chocian (SEMH Practitioner)  
 Jessica Durham (SEMH Practitioner)  
 Madeleine Williams (SEMH Practitioner)  
*Vacancy* (SEMH Practitioner); starting October 2023  
 Roslyn Arthur (Exclusions Officer)

2. Rapid Response: capacity to respond rapidly to school concerns. This could relate to children but also whole school situations that arise. Anti-social behaviour would be the main focus but wouldn't exclude other complex situations.
3. For those needing some quick advice, signposting, or consultation, Beth or Roslyn are available for telephone consultations.
4. TTST referrals will be triaged weekly and the most appropriate level of support offered within 5 days.
5. The team will be informed by evidence based practice and the Therapeutic Thinking approach, which will result in clear suggestions of what needs to happen to move the situation forward.

6. Partners and working relationships: In partnership with other agencies Beth will continue to develop a clear referral pathway for social emotional and mental health issues. This will include consideration of EHA, iCollege, EPS, EWS, and ASD support teachers.
7. All of the above sits neatly with Local Authority social and emotional mental Health and well-being agenda and restorative themes.

### **What would schools get?**

1. A stepped approach using the Therapeutic Thinking flowchart to support analysis and help identify appropriate strategies and interventions, which is likely to often lead to writing or revision of a mini or full Therapeutic plan.
2. Having identified a child or young person's need following consultation and use of the Therapeutic Thinking tools, a SEMH Practitioner may offer an intervention to develop the unmet need, e.g. Social skills through Lego Therapy,
3. Support in developing Small garden provision as well as support to transition pupils back into the classroom, when appropriate
4. More direct support with very complex cases involving a wide range of services.
5. Support from practitioners where appropriate to help implement/model strategies in school.
6. Access to support for challenging whole school situations through advisers with senior level management experience and experienced educational psychologists.
7. Teacher consultations and support from the Adviser or EP
8. Write up and actions as well as agreed review of cases where appropriate.
9. Direct links into PPP (Pupil Placement Panel & Fair Access process), VCF (Vulnerable Children's Fund), Therapeutic Thinking funding and other relevant systems/services
10. Links with other support services and help in securing necessary actions
11. Clear information of key personnel and agencies within West Berkshire –regularly updated.
12. Training in some interventions so that school staff can deliver SEMH interventions to pupils
13. Team Teach (level 1) training available at a Local Authority level

14. A recorded de-escalation training for whole schools

15. Access to circle of adults meetings facilitated by an Assistant Educational Psychologist or a SEMH Practitioner for pupils at risk of permanent exclusion. A Circle of Adults meeting is led by 2 trained workers and involves key staff and professionals from the school. It lasts 1.5 – 2 hours and provides a structured approach to problem-solving and identifying agreed strategies.

### Feedback from 2022/2023 delivery

Evaluations have only just been requested, but with the schools that have already completed our evaluation, the response has been positive.

- 86% of respondents found TTST involvement extremely or very helpful

*'The team are very knowledgeable and supportive. They work well with the staff and parents and have built good relationships with the children and staff'*

- Schools in particular valued:
  - Receiving general advice and strategies
  - SEMH Practitioners running interventions for pupils
  - Class support

Schools generally noticed an improvement in pupil wellbeing and reduction in anti-social behaviours following TTST involvement, and particularly commented on being given the tools and strategies at support pupil emotional regulation.

#### Additional testimonials:

*'All staff have been amazing to work with and we have felt very supported. The therapeutic approach is always something we have used but the specific support for certain individuals has been brilliant.'*

### Proposed Cost of Delivery in 2024/25

The following table summarises the proposed cost of the service for 2024/25. It is based on employing the team members outlined above.

	2022/23 £	2023/24 £	2024/25 Proposed £	% increase
Staffing Costs	207,897	228,018	236,541	3.6%
Other Costs	6,870	6,890	6,890	
Support Service Recharges	21,477	23,491	24,343	
Total Cost	236,243	258,399	267,774	
Less Surplus Brought Forward	-12,385	0	-6,360	
<b>Amount to be De-Delegated</b>	<b>223,858</b>	<b>258,399</b>	<b>261,414</b>	<b>1.15%</b>

The overall cost of staffing has increased by 3.6%, but the overall cost has only increased by 1.15% as there was a balance carried forward from 22/23.

This does not take into account income which will be earned from any Academies which choose to buy back this service. Any additional income received from this source will reduce the net cost and the charge to maintained schools.

### Method of charging in 2024/25

The total net cost of the service will be divided by the total number of pupils recorded in the October 2023 census to arrive at a per pupil amount for charging purposes. Using October 2022 census data, this would equate to £17.77 per pupil. Appendix A of the main report shows the indicative total amount per school.

Other Options which *may* be considered

1. The local authority offer a fully traded service (likely to increase the cost to individual schools).
2. Schools “pay as you go” either by employing/using own staff when needed or purchasing support from external providers (may include the local authority if still able to offer this service).
3. Local authority to consider an alternative (cheaper) service to offer.

## West Berkshire Council Maintained Schools

### Proposal to De-Delegate Formula Funding 2024/25

#### Ethnic Minority & Traveller Achievement Service (EMTAS)

### Context

EMTAS has been funded through a de-delegation process as agreed with the Heads Funding Group. All the support for ethnically diverse, English as an additional language (EAL) and Gypsy, Roma and Traveller (GRT) pupils is provided by the West Berkshire EMTAS Service.

### Current Structure

In September 2020 EMTAS was restructured and moved to be part of the Education Welfare and Safeguarding Service (EWSS).

Currently, EMTAS is led by a Team Leader (0.6FTE), supported by an EAL Learning Adviser (1.0 FTE). There are 3 part time Pupil Support Officers (Teaching Assistant level posts) who are employed for a total of 2.0 FTE.

Until July 2023 this included a temporary post (0.4fte), funded by the Afghan fund to support the refugee children newly arriving in West Berkshire. The service has administrative support for 2 days per week since September 2021.

The Team Leader is responsible for the day-to-day management of the service.

- Organisation and completion of English language assessments of EAL pupils for whom language may be a barrier to learning, writing advisory reports with recommended strategies.
- Arranging advice and support for individual pupils, including those with EAL and possible SEND needs and those in the EHCP process.
- Providing translation to support schools and families of vulnerable pupils at professional's meetings linked to EHCPs.
- Leading training for teachers and teaching assistants about EAL and reducing barriers to learning.
- Organisation of tailored packages of support to schools to meet the needs of ethnically diverse pupils and those from Gypsy, Roma, Traveller families e.g. managing the GRaT 121 programme – training teaching assistants through targeted workshops to deliver intervention programmes to narrow the attainment gap with their peers and to reduce inequalities.
- Tracking the attainment of GRT pupils termly to inform interventions and the allocation of the GRT Pupil Support Officer.
- Multi-agency approach to support schools with EAL and GRT pupils.
- Support the Virtual School by providing EAL assessments for newly arrived unaccompanied asylum-seeking children (UASC) to aid transition to educational settings.
- Provide EAL and GRT advice, guidance, and resources to schools.

The EAL Learning Support Adviser is responsible for providing support to schools. This includes:

- Completion of EAL assessments for pupils who may be finding it difficult to access learning. Providing advisory assessment reports with recommendations and guidance for classroom teachers.



- Supporting the Team Leader delivering training at a corporate level for Heads, SLT, Inclusion Leads, SENCOs and teachers. Also, deliver in school workshops for support staff to understand the needs of EAL learners, share useful strategies and resources.

The Pupil Support Officers (PSO) work in schools supporting individual and small groups of pupils:

- At present bilingual support is available, if appropriate for Polish and Romanian pupils.
- Support is focused on helping vulnerable pupils to access the curriculum and improve English acquisition.
- PSOs may support schools with parent communication, in school meetings regarding SEND and the EHCP process to support vulnerable pupils.
- The Pupil Support Officer for GRT pupils has a wider brief involving extensive liaison between families, staff, and other professionals. May be allocated to deliver short-term weekly interventions in school, after a referral either due to concerns about academic progress or behaviour. GRT families are supported with attendance, admissions, transition, and engagement with learning.

## Benefits of Service

### EAL assessments

Referrals for EAL assessments were received from 30 West Berkshire Schools from the beginning of the September 2022 to August 2023 academic year: a total of 135 pupils. 50% of schools referred as part of transition to Year 1.

Birch Copse Primary	Pangbourne Primary
Brimpton CE Primary	Parson's Down infant & Junior Schools
Burghfield St Mary's CE Primary	Robert Sandilands Primary
Calcot Infant & Junior Schools	Shaw-cum-Donnington CE Primary
Curridge Primary	St John's CE Primary
Denefield Academy	St Joseph's Catholic Primary
Hermitage Primary	St Nicolas CE Junior School
Inkpen Primary	St Paul's Catholic Primary
John Rankin Infant & Junior Schools	St John's Pre-School
Kennet Valley Primary	Stockcross CE Primary
Kintbury St Mary's CE Primary	Thatcham Park CE Primary
Little Heath Secondary School	Theale CE Primary
Long Lane Primary	The Willows Primary
Mortimer St John's CE & St Mary's CE	Trinity Academy
Mrs Bland's Infant School	Westwood Farm Infant & Junior Schools

During the summer term of 2023, 55 referrals (in comparison to 55 in previous year) were made for EAL assessments for pupils moving from FS2 to Year 1.

Support schools have received is beyond bilingual support, EAL and first language assessments. EMTAS work co-productively with other professionals, such as Speech & Language, Educ. Psych, SEND, EHA, EWO; to support schools and families with the EHCP process.

**Bilingual support has been provided in the following schools in 2022/23:**

**EAL Adviser (Polish) – 9 pupils supported in 5 schools:**

Kintbury	Denefield
St John's	Little Heath
St Paul's	

**Pupil Support Officer (Portuguese/Italian/Spanish) – 8 pupils supported in 4 schools:**

Inkpen	St Joseph's
St Finian's	St Paul's

**Pupil Support Officer (Romanian) – 2 pupils supported in 2 schools:**

St John's	The Willows
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**Afghan Support Officer (Temporary/now ceased) - 15 pupils:**

Calcot	Kennet Valley
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**Summary:**

Support schools have received is beyond bilingual support, EAL and first language assessments. EMTAS work co-productively with other professionals, such as Speech & Language, Educ. Psychs, SEND, EHA, EWOs; to support schools and families with the EHCP process.

Top Languages		
Polish		16%
Hindi		11%
Russian		9%
Cantonese		8%
Telugu		7%
Ukrainian		5%

Total South Asian languages 32%

**In school TA Funding:**

In addition to bilingual support, EMTAS provided funding for Teaching Assistants within schools to support EAL learners in the early stages of English acquisition. EMTAS increased the hourly rate to £10.43 per hour in September 2018 to be more in line with current Teaching Assistant pay.

Number of TA funded hours given to schools:

2022/23
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1530 hours (EAL)

90 hours (GRT)

Total: £16,896.60

An additional 500 hours of TA funding have been allocated and there has been a 50% increase in funded TA hours for GRT pupils since the previous academic year 2021/2022. The total allocation of funding rose from £11,212.25 in 2021/22 to £16,896.60.

**Schools in receipt of GReaT121 project funding during 2022/23** to provide targeted intervention for Gypsy, Roma and Traveller pupils.

Great121 - total £939

### Training provided (Shaw House and individual schools)

Academic Year 2022/23

EMTAS delivered corporate training – ‘How to meet the needs of New Arrivals’ this year and will be increasing this to three, two hour sessions (one per term).

EAL training for TAs who are to deliver EAL interventions after an EAL assessment outcome.

Moving forward, additional EAL workshops allocated as well as TA intervention will provide a further increased tailored support for schools.

### Number of families supported by Pupil Support Officer (GRT)

West Berkshire has 115 children who are ascribed as Gypsy, Roma or Traveller.

33 West Berkshire schools have Gypsy, Roma and Traveller pupils on roll.

22 GRT children have been supported in 20 schools (an increase of 50%) seeking guidance and support by the PSO GRT. Transition support has been provided between schools and also when pupils have been transferring from out of West Berkshire into our schools. This work involves ‘in year’ changes as well as end of Key Stage transitions.

EMTAS Pupil Support Officer for GRT pupils has supported children and families from GRT backgrounds during 2022/23. This included face to face sessions and a range of home/school visits, as well as consultations with SLT at schools with a high proportion of GRT pupils.

The following schools have received support from EMTAS for Gypsy, Roma and Traveller pupils.

Aldermaston	Mortimer
Brimpton	Mrs Bland's
Burghfield St Mary's	Purley
Calcot	Robert Sandilands
Castle	SUN
Engaging Potential	Thatcham Park
Garlands	The Downs
Hermitage	Theale Green
i-college	Westwood Farm

Kennet	Willink
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Schools have been supported with engagement with their GRT families in multiple areas e.g. the EHCP process, issues around safeguarding, behaviour, avoiding exclusion, intervention for gaps in learning, transition, delivery of culturally sensitive topics (Sex Education), transport, admissions, attendance, housing and Elective Home Education.

### GRT Outreach:

Over the previous years, EMTAS has delivered engagement sessions for pre-school children via the hire of the Bus Of Hope facility. This included sessions 9/12 months of the year at Paices Hill traveller site based in Aldermaston. Unfortunately, due to governance issues at the BOH and mechanical ones of the bus; this has led to the end of this collaborative project. A positive outcome has been the emergence of new co-production with an NHS Health Bus helping to reduce inequities in the WB community.

### Afghan refugees

Initially EMTAS supported the newly arrived Afghan refugee children daily by delivering educational activities in the Calcot hotel. Following the children's admission to schools, an EMTAS Pupil Support Officer (0.4 FTE) has been employed to temporarily support their transition, funded by the Afghan budget, after EAL assessments.

### Ukrainian families

Since the Ukrainian families arrived in West Berkshire, their transition has been supported with EAL assessments and guidance reports. Also, by delivering training to staff to understand their wider needs.

## Proposed Cost of Delivery in 2024/25

The following table summarises the proposed cost of the service for 2024/25 in comparison with previous years.

	2022/23 £	2023/24 £	2024/25 Proposed £	% increase
Staffing Costs	177,120	169,080	178,080	
Other Costs	26,020	17,020	17,020	
Support Service Recharges	20,314	18,610	19,510	
Total Cost	223,454	204,710	214,610	4.61%
Less Surplus Brought Forward	-54,590	-17,692	-28,440	
<b>Amount to be De-Delegated</b>	<b>168,864</b>	<b>187,018</b>	<b>186,170</b>	<b>-0.5%</b>

Although the cost of staffing has increased, the overall cost of delivering the service has decreased by 0.5% as there was an underspend of £28k from 2022/23.

### Method of charging in 2024/25

The total cost of the service will be divided by the total number of pupils recorded as having English as an additional language (for up to 3 years after they enter the statutory school system) in the October 2023 census to arrive at a per pupil amount for charging purposes. Based on October 2022 census data, this equates to £212.64 per pupil. Appendix A of the main report shows the total amount per school.

### Other Options which may be considered

Schools receive a high-quality level of support in West Berkshire which has been highly valued by those that have used the service. The centrally funded service has allowed all schools to receive the level of support that they need which has not been directly linked to the number of pupils in schools.

If schools did not support a centrally delivered service to meet the needs of English as an additional language learners/Black Minority Ethnic pupils and those from the Gypsy Roma Traveller community they could expect to have to purchase support.

## West Berkshire Council Maintained Schools

### Proposal to De-Delegate Formula Funding 2024-25

#### Trade Union Representation Service

## Outline of Proposed Service 2024/25

West Berkshire Council has a school trade union facilities agreement which includes provision for compensating individual schools for release time for teacher trade union representatives they employ. Compensation is paid from the dedicated schools grant (DSG).

Union representatives attend joint consultation meetings with the authority and meetings with head teachers and HR on a variety of employee relations matters. The latter includes TUPE consultation meetings where schools converted to academy status; consultation on reorganisations of teaching and support to staff (note: NASUWT and ATL also represent non teaching staff; NEU only represents teachers); disciplinary issues; grievances; ill health cases; capability cases; and settlement agreements

### What union officers do

Union officers use 'facilities time' to work with members experiencing professional difficulties (casework) and to support groups of members either in individual schools or through negotiation and consultation with the local authority acting on behalf of its schools (collective work). The casework dealt with by union officers falls into two broad categories: individual issues and collective issues.

#### Individual casework issues

The union officers spend most of the facilities time dealing with members. Union members in West Berkshire schools are able to contact their union representative directly by email or telephone. Issues raised by members in this way are known as casework. Casework can be divided into capability; disciplinary; grievance; and contracts, pay and conditions

Advice is often given on how the teacher/support staff can seek to resolve the matter for themselves. However, there are a number of cases where the union officer has to make contact with school management, human resources providers or an LA officer directly. Employees are entitled to be accompanied by a union officer at formal meetings under school HR procedures.

Contracts, Pay and Conditions issues such as pay determination appeals and questions of what teachers can be directed to do are becoming increasingly common.

### Collective Issues

These include consultation on changes to working conditions such as pay policies, sickness absence policies, codes of conduct restructuring and redundancy.

This school year has seen an increase in the number of school restructurings accompanied by the risk of redundancy, as school budgets come under increasing pressure. The redundancy procedure is complex and often involves multiple meetings. The

threat of redundancy can quickly undermine morale in a school and often the role of union officers is to reassure and support employees as well as ensuring that correct procedures are followed.

## Proposed Cost of Delivery in 2024/25

The following table summarises the proposed cost of the service for 2024/25, compared to 2023/24. It is based on engaging a representative from each of the unions:

	2023/24 £	Proposed UPS3 2024/25 £
<b>Total Direct Costs</b>	<b>£59,839</b>	<b>£64,036</b>
Support Service Recharges	£5,984	£6,404
<b>Total Cost</b>	<b>£65,823</b>	<b>£70,440</b>
Income from Nursery and Special Schools and PRUs	£2,003	£2,149
<b>Cost to Primary and Secondary Schools</b>	<b>£63,820</b>	<b>£68,291</b>

The proposed budget for 2024/25 is based on:

- Reimbursement to schools providing release time (not the salary of the union representative for trade union activities) is dependent on agreement by Schools Forum in respect of maintained primary and secondary schools and from other schools which elect to buy in the facilities time – the budget is calculated as approximately equivalent to 1fte teacher paid on UPS3 across all unions;
- Each trade union to have five days for regular activities including attendance at local authority consultative meetings;
- Balance of budget available is divided proportionately by the number of current members in each union as at 1<sup>st</sup> June (the budget will be adjusted depending on the actual level of buy back from other schools).

Note that representatives work across all sectors, and it is irrelevant what type of school they are employed by. Therefore the total net cost is divided between all schools de-delegating rather than taking each sector separately.

## Method of charging in 2024/25

The total cost of the service will be divided by the total number of pupils recorded in the October 2023 census to arrive at a per pupil amount for charging purposes. Using October 2022 census data, this would equate to £4.64 per primary and secondary pupil. Appendix A of the main report shows the indicative total amount per school. Academies and other schools may choose to buy into the service at the same per pupil rate (this would provide funding for additional hours).

## Other Options which *may* be considered

It should be noted that once a decision has been made to discontinue pooling arrangements, it would be almost impossible to reverse that decision at a later date.

Therefore the HFG and SF need to be aware that a decision to cease pooling arrangements for this budget would be permanent.

There may be the option to consider a reduced service at a lower cost to schools.



## West Berkshire Council Maintained Schools Proposal to De-Delegate Formula Funding 2024-25 CLEAPSS Service

### Outline of Proposed Service 2024/25

West Berkshire Council has an agreement with CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) which includes the provision of support and advice to teachers, technicians, head teachers and governors/trustees on how best to use high quality practical work to support pupils learning in science, design & technology and, most recently, art & design.

All but two of the 182 authorities, with the duty to provide education, in England, Wales and Northern Ireland and the various islands, are members of CLEAPSS.

The Local Authority can offer schools and academies the opportunity to purchase an annual CLEAPSS subscription at a heavily discounted price from that which schools would pay to CLEAPSS independent of West Berkshire Council.

The CLEAPSS service also requires the provision of a Radiation Protection Officer (RPO) and the Radiation Protection Adviser (RPA) for secondary schools and academies who will require some radiation sources on site as part of the national curriculum.

### Benefits of Service

CLEAPSS covers:

- Health & safety including model risk assessments
- Chemicals, living organisms, equipment
- Sources of resources
- Laboratory design, facilities and fittings
- Technicians and their jobs
- D&T facilities and fittings

CLEAPSS provides:

- Termly newsletters for primary and secondary schools
- A wide range of free publications
- Model and special risk assessments
- Low-cost training courses for technicians, teachers and local authority officers
- A telephone helpline
- A monitoring service, e.g. for mercury spills
- Evaluations of equipment
- Advice on repairs
- A H&S / Review of service publishers, exam boards and other organizations producing teaching resources

The local authority will have met the conditions of membership if all community schools subscribe.

## Costs and Method of charging for 2024/25

CLEAPSS set the pricing each year in January/February for the financial year April to March ahead. In 2023/24 the charge to schools was 17 pence per pupil including administration costs. For secondary schools who require the service of a Radiation Protection Officer (delivered by WBC Health & Safety Team) and a Radiation Protection Adviser (delivered by CLEAPSS) there are additional costs of £185 per annum for the Radiation Protection Officer and £50 per annum for the Radiation Protection Adviser totalling £235 for the RPA and RPO services.

The proposal for 2024/25 is to increase the rate per pupil to 19 pence per pupil to account for rises from CLEAPSS. As the de-delegation covers pre-16 pupils only, maintained secondary schools will need to pay the 6<sup>th</sup> form element of the fee as a separate sum.

The charges for the RPA and RPO service will be increased by £15 to cover the increase cost from CLEAPSS to £250 total.

Independent, Academies, Foundation and VA schools may purchase the CLEAPSS subscription directly through CLEAPSS.

The cost per pupil/school is shown in the table below in comparison with the cost of buying this service directly from CLEAPSS, the RPA/RPO service is not available directly from CLEAPSS.

School	Cost through local authority per pupil	Cost directly per pupil (min 200 pupils/ 350 secondary)	Radiation Protection Advisor	Radiation Protection Officer
Nursery	19p	32.5p	N/A	N/A
Primary	19p	32.5p	N/A	N/A
Secondary	19p	32.5p	£60	£190
Special	19p	32.5p	N/A	N/A
PRU	19p	32.5p	N/A	N/A
Primary Academy	19p	32.5p	N/A	N/A
Secondary Academy	19p	32.5p	£60	£190
Incorporated colleges	19p	32.5p	£60	£190

**West Berkshire Council Maintained Schools**  
**Proposal to De-Delegate Formula Funding 2024-25**  
**School Improvement Team**

## Outline of Proposed Service 2024/25

### 1. Statutory Functions

#### 1.1 From section 13A of Education Act 1996:

“Duty to promote high standards and the fulfilment of potential”

When delivering school improvement functions, LAs must also have regard to the Schools Causing Concern statutory guidance. The guidance covers “Schools Causing Concern” but also other maintained schools which the LA has serious concerns about and needs to be addressed.

To fulfil these requirements, the LA is required to have the expenditure to:

- Monitor all maintained schools (visit to schools at risk, data monitoring; categorisation of support)
- Have the resources to be able to take action where necessary to support the improvement of standards in particular, This includes issuing Warning Notices where there are concerns about standards, leadership, governance , finance or the safety of pupils.

#### 1.2 Monitoring National Curriculum Assessment Arrangements

Expenditure on monitoring NC assessment arrangements required by orders made under section 87 of the 2002 Education Act.

Under the Education (NC) (KS1 Assessment Arrangements) Order 2004, a local authority must:

- Appoint a person who has recent experience of provision of the NC in primary schools.
- LAs have equivalent duties in KS2

(Currently costed at £25k per annum)

#### 1.3 Religious Education

A local authority must:

- Set up a standing advisory council on religious education (section 390 Education Act 1996); and

- Prepare an agreed syllabus of religious education in accordance with Schedule 31, Education Act 1996. (currently costed at £4K per annum)

## 2. Other services provided free of charge

2.1 The School Improvement Team is currently funded by DSG and also the traded side of the service. There is however a significant part of the service that is provided free for all maintained schools, regardless of whether they buy into the Traded service or not.

This includes:

1. An annual **Footprint visit** – that not only bring the successes of the school together, shares updates and current links for statutory procedures but also ensures that we are able to plan bespoke training or training that multiple schools are asking for. The information gives us an accurate picture and helps put schools in touch with each other, where particularly strong practice is happening.
2. **Ofsted** support – 24/7 support from an experienced adviser from the first phone call from Ofsted to the feedback at the end of the inspection. Support for staff as and when needed and rapid support when issues need to be closed down, school end. From January 2023 we have been attending during the actual inspection if the HT has requested it. This is due to the heightened emotions and tensions surrounding the Ruth Perry tragedy and the increased stresses that an inspection creates for the school and its leaders. Issues can be raised during the inspection with the support of the School Improvement team.
3. **Safeguarding audits** – Initially conducted for all schools in the immediate window for an Ofsted Inspection. The school Improvement team would like these audits going forwards, to be more regular. These are conducted with the person responsible for the SCR and DSLs/DDSLs. SCR/responsibilities/Governor involvement. Areas include;
  - a. A visual check of the SCR, picking up any issues (if any)
  - b. Overseas checks, identity checks, Section 128 etc
  - c. Staff and governor Training and how that is recorded, DSL compliance.
  - d. KCSIE/safeguarding updates
  - e. Early help procedures
  - f. Safer recruitment training
  - g. Staff personnel files
  - h. Record keeping/system used for safeguarding
  - i. Part time timetables/CME/AP provision and checks made on the providers
  - j. Filtering and monitoring
  - k. Site security
  - l. PREVENT training
  - m. SRE
4. Supporting schools when they are making **formal complaints to Ofsted**. Meeting with the HT/Governors and compiling and producing reports to support the complaints procedure.
5. Support for schools producing evidence to the DFE for **Revocations of Academy** orders.

6. **Ofsted Meetings** – attending regular meetings with HMI and the regional director to support our schools during Inspection and ensure that issues and concerns are raised promptly and that action is taken. E.g certain inspectors were not operating within the guidelines for their Code of Conduct. These inspectors were not scheduled again within the authority.
7. **Weekly KIT emails** – to ensure that links and resources are sent in a timely manner, so that Head Teachers have current DFE and Ofsted updates and are not missing deadlines for statutory compliance.
8. **Well being support for school leaders.** Visits and signposting to ensure Leaders are supported through a whole host of issues that might be affecting them.
9. **Primary Heads Forum** – Focused presentations that share information to upskill and support Head teachers 5x across the year.
10. **Head teacher recruitment** – a School Improvement Adviser to support, sit on the Headteacher Appointment Panel, advise the panel on the process of recruitment, support with panel questions and presentations and both the adviser and Director Of Education attends the final panel.
11. **Documentation** – Any documents we produce are sent out to all schools e.g
  - (i) Templates for Deep Dives
  - (ii) Questions for middle leaders
  - (iii) Expertise knowledge and signposting in any area
  - (iv) School Led Tutoring “End of Year Statement” deadline, to ensure that school’s do not get their financial allocation taken back by the DFE.
12. Website checks on all schools in the ofsted window, against the DFE’s criteria, to support schools to ensure that they are compliant with the updated requirements.
13. **Re categorisation** –
  - a. **Outcome 3 for Section 8 Inspections** – up to 3 days further support for maintained schools that are a cause for concern.
  - b. **Support of Outcome 4 schools** – at least 3+ days of intensive support.
  - c. **Schools that have to operate a MOU** to ensure that they have a HT are supported by an experienced School Improvement Adviser.
14. **Email queries** from all school staff and leaders about all areas of school improvement.
15. **Support for schools receiving Ofsted complaints** – supporting Chairs of Governors through the complaints procedure, meeting with HTs and offering bespoke support as needed.
16. **Pupil Premium Grant/Diminishing the Difference** support for every school.

- a. Pupil Premium Grant queries – eg contacting the DFE on schools behalf.
- b. Support for schools reviewing and setting new targets within the DFE deadline of December 2023.
17. **Subsidised courses** wherever possible.
18. **New to Headship** – 3 days of free support from an experienced School Improvement Adviser and a mentor provided by the LA.
19. **The Key documents** - due to a new relationship with The Key in 2021/2022, documents are send out, saving schools the cost.
20. **Phonics Scheme** – Now a DFE validated scheme offering a reduced price to all West Berkshire Schools in the first year.
21. **Free Safeguarding Governor network** – to support this vital area within the responsibilities of the Governing Body.

### 3. Proposed Cost of Delivery in 2024/205

3.1 The School Improvement service has been funded by a grant since 2017.

3.2 In October 2021, the DFE consulted on the future funding of the service with the proposal to:

- (i) Phase out the current grant funding by the start of 2023/24
- (ii) Reduce the grant in 2022/23 to 50% of the current amount on a per school basis
- (iii) The remaining 50% funding to be de-delegated to schools in 2022/23

3.3 For the 2023/24 year & beyond the service will be wholly funded by de-delegation

3.4 The following table summarises the proposed cost of the service for 2024/25.

	2022/23 £	2023/24 £	2024/25 Proposed £	% increase
Staffing Costs	289,356	292,681	303,250	
Other Costs	11,860	15,480	15,480	
Support Service Recharges	30,122	30,816	31,873	
<b>Total Cost</b>	<b>331,338</b>	<b>338,977</b>	<b>350,603</b>	<b>3.32%</b>
Forecast grant funding	-135,769	0	0	
De-delegation underspend from 2017/18	-41,000	0	0	
Less Surplus Carried Forward		-130,000	-59,220	
<b>Amount to be De-Delegated</b>	<b>154,569</b>	<b>208,977</b>	<b>291,383</b>	<b>28.3%</b>

The overall cost of delivering the service has increased compared to 2022/23 as the carried forward value from the prior year is much lower. The £130,000 in 2023/24 was an estimate of the underspend from the DFE grant. The total underspend for 2023/24 was £189,220, of which £130,000 was already allocated, leaving £59,220 to carry into 2024/25.

This does not take into account income which will be earned from any Academies which choose to buy back this service. Any additional income received from this source will reduce the net cost and the charge to maintained schools.

### Method of charging in 2024/25

The total net cost of the service will be divided by the total number of pupils recorded in the October 2023 census to arrive at a per pupil amount for charging purposes. Using October 2022 census data, this would equate to £19.80 per pupil. Appendix A of the main report shows the indicative total amount per school.

Other Options which *may* be considered

1. The local authority offer a fully traded service (likely to increase the cost to individual schools).
2. Schools “pay as you go” either by employing/using own staff when needed or purchasing support from external providers (may include the local authority if still able to offer this service).
3. Local authority to consider an alternative (cheaper) service to offer.

## West Berkshire Council Maintained Schools

### Proposal to De-Delegate Formula Funding 2024-25

#### Statutory and Regulatory Duties - Accountancy, Audit and Pension Scheme Administration

Accountancy (Statutory Functions)
<p><b>Description of Duties:</b>            Consolidation of school accounts into Council's year end statement of accounts.            Overview of school budget submissions &amp; budget monitoring reports.            Monitoring of schools in financial difficulty/deficit.            Monitoring adherence to Scheme for Financing Schools.            Returns to Central Government – CFR, CFO grants return.            Administration of grants &amp; other funding to maintained schools eg. PPG, budget allocations &amp; adjustments.            Budgeting and accounting functions relating to maintained schools (Sch 2, 74)</p>
Cost: £54,607
0.36 FTE Accountants; 0.34 FTE Senior Accountant; 0.05 Schools Accountancy Manager; 0.12 FTE Finance Manager <b>Total FTE 0.87</b>
Pension Scheme Administration
<p><b>Description of Duties:</b>            Administration of Teachers and Local Government pension schemes in relation to staff working in maintained schools:            Amending and updating employee records in relation to pensions            Responding to queries from employees in relation to pensions            Completion of statutory monthly returns to Teachers Pensions and Local Government pension scheme, including service and pay calculations.</p>
Cost: £38,797
1.0 FTE Pensions Assistant



## Internal Audit of Schools – Statutory Requirements

### Description of Duties:

Annual internal audit of maintained schools according to level of risk - circa 10 schools are audited per year. Each audit takes on average 7 days. The audit covers Governance; financial planning and management; financial policy, processes and records; benchmarking and value for money; school fund, SFVS.

We also carry out follow-up reviews for those schools that have a weak or very weak audit report opinion.

There is provision for adhoc advice to schools/issuing the Anti Fraud Advisory Bulletins and the investigation of any financial irregularities. We also monitor compliance with submitting the SFVS returns.

We have also included an element of time for the planning and monitoring of the school visit programme, and liaising with Accountancy /governor support etc on queries when they arise.

Cost: £52,781

0.65 FTE Senior Auditor; 0.09 FTE Audit Manager

## Proposed Cost of Delivery in 2024/25

The following table summarises the proposed cost of the service for 2024/25, compared to 2023/24.

	2022/23 £	2023/24 £	2024/25 Proposed £
Accountancy	51,756	52,626	54,607
Audit	50,075	52,911	52,781
Pension Scheme Admin	36,025	35,864	38,797
<b>Total Cost</b>	<b>137,856</b>	<b>141,401</b>	<b>146,185</b>
Less income from Special and Nursery Schools and PRUs	4,194	4,302	4,460
<b>Amount to be De-Delegated</b>	<b>133,662</b>	<b>£137,099</b>	<b>£141,725</b>

## Method of charging in 2024/25

The total net cost of the service will be divided by the total number of pupils recorded in the October 2023 census to arrive at a per pupil amount for charging purposes. Using October 2022 census data, this would equate to £9.63 per pupil. Appendix A of the main report shows the indicative total amount per school.

Other Options which *may* be considered

1. The local authority offer a fully traded service (likely to increase the cost to individual schools).
2. Schools “pay as you go” either by employing/using own staff when needed or purchasing support from external providers (may include the local authority if still able to offer this service).

Local authority to consider an alternative (cheaper) service to offer.

## West Berkshire Council Maintained Schools

### Proposal to De-Delegate Formula Funding 2023-24

### Statutory and Regulatory Duties – Health and Safety

#### 1. Introduction

- 1.1 The Council has an established, professional and well regarded Health and Safety Team that already supports West Berkshire schools.

#### 2. Background and Legislative Context

- 2.1 The principal legislation in the United Kingdom for health and safety is the Health and Safety at Work etc. Act 1974. There is also a considerable amount of health and safety legislation under the Health and Safety at Work Etc Act 1974 including the Management of Health and Safety at Work Regulations etc.
- 2.2 The Management of Health and Safety at Work Regulations set out that every employer shall appoint one or more competent persons to assist him in undertaking the measures s/he needs to take to comply with the requirements imposed by the relevant statutory provisions.
- 2.3 The regulations state that the employer shall ensure that the number of competent persons appointed, the time available for them to fulfil their functions and the means at their disposal are adequate having regard to the size of the undertaking, the risks to which employees are exposed and the distribution of those risks throughout the organisation. It should be noted that the regulations do not suggest any limit or scope to the competent advice or how it should be delivered practically.
- 2.4 The regulations also state that where there is a competent person in the employer's employment, that person shall be appointed in preference to a competent person not in his employment.
- 2.5 The duties imposed by the health and safety at work Act 1974 and associated regulations apply to the Council as an employer and it would also apply to the Council in relation to Local Authority maintained schools as the Council is the employer.
- 2.6 In the case of Foundation and Voluntary Aided schools the Governors are the employer. In independent schools and Academies the Governors or the Academy Trust are the employers.
- 2.7 The Council also has the general "duty to educate", even where the Governors or an Academy Trust are the employer, there could be some limited involvement for the Council if a serious incident were to occur. See Appendix B for further information on the legal duty holders.

### 3. The Councils Health & Safety Support Service to Schools

- 3.1 The Council offers a health and safety support services to West Berkshire schools in line with the service level agreement offered to all schools included in the dedelegation system.
- 3.2 Following a decision to change the way the service operated in 2020/2021 since then all maintained schools have had the Level Two (Enhanced) service. This is a comprehensive health and safety support service and covers all aspects of health and safety management and support including necessary health and safety training.
- 3.3 The Health and Safety Team provide a compliance, advice and training role for schools and the Team continue to be heavily involved in assisting schools developing and reviewing covid secure arrangements, plans and risk assessments.
- 3.4 As the Council is the employer and therefore the principal legal duty holder (not withstanding any delegated responsibilities to a schools, Head Teachers and Governors) in relation to health and safety, it makes sense to ensure an adequate, effective and efficient health and safety service is provided to Local Authority maintained schools and then a buy-back option offered to non-maintained schools.

### 4. Update on position since last year

- 4.1 An options paper setting out a number of alternative ways that the schools health and safety service could be funded into the future was taken to the Schools Funding Forum in 2020/21. There were options to move to a uniform service level to all maintained schools funded by all maintained schools paying an equal share or to remain with the part funded and part buy-back service. Head Teachers voted to change to a system where all schools paid for the enhanced Level 2 buy-back service.

### 5. Proposals

- 5.1 The full schools health and safety service would be provided to all maintained schools, continuing on from the previous year. This will meet the requirements of the employer under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations and other related legislation.
- 5.2 Schools will pay a graduated fee based on pupil numbers for the Level 1 element of the service and a top up cost to cover the combined service. All maintained schools will need to agree to be part of this collective agreement to equitably fund the service.
- 5.3 A buy-back option would continue to be offered to schools such as academy and independent schools. Income generated from buy-back services would be invested in the service or offset to reduce costs for the schools in the collective agreement.
- 5.4 Table 1 below shows the 24/24 cost if all Local Authority maintained schools, Voluntary Controlled, Voluntary Aided and special schools agree to one equal service. Due to rising costs it is unfortunately necessary to increase the cost of the service by 6%

**Table 1**

Pupil No's	Band A 0-60	Band B 61 - 100	Band C 101-200	Band D 201-300	Band E 301-459	Band F 460+	Band G Secondary
21/22	£800.00	£1,300.00	£1,600.00	£2,000.00	£2,600.00	£4.47 Per pupil	£4.47 Per pupil
22/23	£800.00	£1,300.00	£1,600.00	£2,000.00	£2,600.00	£4.57 Per pupil	£4.57 Per pupil
23/24	£832.00	£1,352.00	£1,664.00	£2,080.00	£2,704.00	£5.89 Per Pupil	£5.89 Per Pupil
24/25	£881.92	£1,433.12	£1,763.84	£2,204.80	£2,866.24	£6.24 Per Pupil	£6.24 Per Pupil

There are no discounts based on federated schools. However, schools with infants and juniors on the same site would pay one fee based on a combined pupil total up to 485 pupil when it will be charged per pupil. Maintained nursery schools would pay Band A due to the part time nature of their pupils.

5.5 Table 2 below shows the cost of providing the enhanced service:

<b>Table 2</b>	<b>2023/24 Proposed £</b>
Staffing Costs	121,380
Other Costs	8,200
Support Service Recharges	12,960
Total Cost	142,540
De-delegated basic level one income @ £6.24 per pupil	-91,809
Remainder cost to be met by all Maintained Primary and Secondary Schools via a top up for enhanced Health & Safety package	<b>50,731</b>

## 6. Recommendation

6.1 Schools consider the option set out above to maintain the current level of service. If this is not acceptable schools should identify what system they would prefer and the financial implication can be calculated.

## 7. Conclusion

7.1 The Council recognises that safety is important but needs to be approached creatively and should not be seen as simply another legal burden or bureaucratic chore. A planned approach to managing risk should be seen as an enabler, not just to prevent accidents and work related health problems for both staff and pupils but to build a culture of sensible risk management, linked to a curriculum where teaching young people can develop their capability to assess and manage risk.

7.2 The Council will continue to support sensible and pro-active health and safety management in schools by providing a supportive infrastructure and service to schools.

## West Berkshire Council Maintained Schools

### Health and Safety Service 2024/25

#### Overview of Service

West Berkshire Council has a professional and dedicated Schools Health and Safety Team who provide support and advice to schools on all aspects of health and safety including an online safety management system incorporating accident reporting, compliance management and a resource library.

The Schools Health and Safety Team also work on policy development and effective implementation, user friendly guidance and information, support in completing risk assessments, a complete range of health and safety training, safety alerts and health and safety newsletters.

#### Schools Health & Safety Needs Assessment

Schools Health & Safety Needs Assessment are designed to measure levels of compliance with legislation and best practice. The associated action plan will help you prioritise your improvements.

The assessment is conducted using a process of objective evidence gathering including a review of safety documentation, discussions with relevant managers and staff and a tour/inspection of the site.

We have operated the current system of needs assessments for four years now and have seen schools develop their health and safety management system but continued improvement is still required.

In order to free resource time that could be better utilised helping schools improve on the areas identified in the needs assessments, we propose to continue with the needs assessments with an amended schedule and to develop topic based assessments that will enable greater depth and time to be devoted to specific topics.

We propose that we would move the needs assessment process onto re-inspection frequencies similar to Ofsted.

Schools achieving a score of 91% and above on the previous needs assessment will require a new needs assessment completed in up to 5 years. Support will be provided in intervening years on the areas identified for improvement and topic specific assessments will be completed, where required.

Schools achieving a score of 80% to 90% on the previous needs assessment will require a new needs assessment completed in up to 4 years. Support will be provided in intervening years on the areas identified for improvement and topic specific assessments will be completed, where required.

Schools achieving a score of 60% to 79% on the previous needs assessment will require a new needs assessment completed in up to 3 years. Support will be provided in intervening years on the areas identified for improvement and topic specific assessments will be completed, where required.

Schools achieving a score of 59% and below on the previous needs assessment will require a new needs assessment completed in up to 1 year. Support will be provided in intervening years on the areas identified for improvement and topic specific assessments will be completed, where required.

Schools will be able to request a new needs assessment at any time, which will be booked at the earliest mutually convenient opportunity at no additional cost to the school.

There are 20 questions in the Schools Needs Assessment, each carrying a maximum of 4 marks giving a total maximum possible score of 80. Any question marked not applicable will reduce the total maximum score possible accordingly. Terminology has been taken from Ofsted, which should make it more familiar to schools and the scoring system has been influenced by British Safety Council and RoSPA health and safety audit systems. The frequency of needs assessments discussed above has been included in Table 1 below.

**Table 1**

Benchmark	Overall Score	Description	Score Range Achieved	Frequency between needs assessments
Outstanding	91%+	Schools judged as 'outstanding' on the previous needs assessment will require a new needs assessment completed in up to 5 years. Support will be provided in intervening years on the areas identified for improvement and topic specific assessments will be completed for all maintained schools and those schools purchasing the service.	91% and above	Up to 5 years
Good	80% to 90%	Schools judged as 'good' on the previous needs assessment will require a new needs assessment completed in up to 4 years. Support will be provided in intervening years on the areas identified for improvement and topic specific assessments will be completed for all maintained schools and those schools purchasing the service.	80% to 90%	Up to 4 years
Requires Improvement	55% to 79%	Schools judged as 'requires improvement' on the previous needs assessment will require a new needs assessment completed in up to 2 years. Support will be provided in intervening year on the areas identified for improvement and topic specific assessments will be completed for all maintained schools and those schools purchasing the service.	60% to 79%	Up to 3 years
Inadequate	Up to 54%	Schools judged as 'inadequate' on the previous needs assessment will require a new needs assessment completed in up to 1 year. Support will be provided in intervening months on the areas identified for improvement and topic specific assessments will be completed for all maintained schools and those schools purchasing the service.	59% and below	Up to 1 year

**West Berkshire Council Health and Safety****Table 2**

<b>Health and Safety Enhanced Service</b>
<p><b>Summary</b></p> <p>The aim of this service is to provide schools with a named, dedicated and professional Health and Safety Adviser to provide 'on-site support and advice' to the school, guiding and prioritising the integration of an effective and efficient safety management system and documentation in support of the School's Health and Safety Policy.</p> <p>The schools dedicated Health and Safety Adviser will begin by arranging and completing a Health and Safety Audit (Needs Assessment) of the school that will help to identify the strengths and areas for</p>

improvement in the schools existing arrangements. The Schools dedicated Health and Safety Adviser will then continue to work closely with the school to help plan, develop and implement your health and safety policy and the areas for improvement you need.

The Management of Health and Safety at Work Regulations require you to appoint someone competent to help you meet your health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to manage health and safety.

West Berkshire Council, Schools Health and Safety Team will be your competent person and help ensure you meet your health and safety duties. Details of the Health and Safety service are listed below in further detail.

Service Provided	Service Standard
1) Advice	Advice and support will be provided to the school on specific questions/issues. If required the schools dedicated Health and Safety Adviser will arrange to visit the school and meet with relevant persons to ensure the enquiry is resolved.
2) Health and Safety Needs Assessment	<p>Schools will receive a health and safety needs assessment designed to assess and measure levels of compliance with health and safety legislation and best practice. The associated action plan will help you prioritise your improvement plan.</p> <p>Your dedicated Health and Safety Adviser will then arrange to assist and support the school in progressing the recommendations to ensure continual improvement.</p> <p>Health and Safety Needs Assessments will be completed for all maintained schools and those schools purchasing the service on a cycle subject to the outcome of the previous needs assessment as per Table 1 above.</p> <p>Schools will be able to request a new needs assessment at any time, which will be booked at the earliest mutually convenient opportunity at no additional cost to the school.</p>
3) School Safety Policy:	<p>Review existing against a model H&amp;S Policy that is school specific, in line with the LA Safety Policy, and conforms to appropriate local and legislative requirements.</p> <p>Ensure the Policy identifies key commitments with current signature.</p> <p>Ensure that the Policy, Organisation and arrangements are carried out and accurately reflect practice.</p>
4) Safety Organisation:	Review and provide documentation that identifies how health and safety is/shall become 'embedded' in daily operations at the school. Identify and/or nominate key staff tasked with health and safety responsibilities.
5) Planning and implementing:	<p>Review the existing arrangements; ensure the school adequately documents the standards and procedures required for a safe place of work.</p> <p>Following written review and prioritisation of issues, help the school to progress the areas for improvement by providing support and guidance. Improvement will be achieved with the schools full commitment and involvement.</p>
6) Health and Safety Risk Assessment:	<p>Provide the school with initial or refresher training to nominated persons regarding completion of <i>local</i> Risk Assessments.</p> <p>Provide on-site review of the schools risk assessments, to support their completion.</p>

	<p>Provide basic refresher training to nominated groups of key staff. Ensure a practical understanding of the training by jointly completing several specific health and safety risk assessments required by the school.</p> <p>Provide support and guidance in terms of prioritising risk assessments to be completed or reviewed etc.</p>
<b>7) Telephone/Incident response:</b>	<p>Provide general telephone health and safety advice as required.</p> <p>Please note that where the topic is of a specific nature, additional time may be required for a detailed response following the initial call.</p> <p>Whilst every endeavour is made to provide an immediate answer to health and safety queries via telephone/email, requests may require additional research time. Therefore, where it is not possible to provide an answer of sufficient depth at the time of the call, or the same day, every endeavour shall be made to provide a follow-up call the next working day.</p> <p>Should the associated risk to safety or health warrant a school visit, this shall be arranged by the Health and Safety Team.</p>
<b>8) Health and Safety Training</b>	<p>The Health and Safety Team run school specific health and safety courses. All health and safety training is included for all maintained schools and those schools purchasing the service.</p> <p>Further details of courses available and costs can be obtained from CYP Training  <a href="http://info.westberks.gov.uk/index.aspx?articleid=29858">http://info.westberks.gov.uk/index.aspx?articleid=29858</a>.</p> <p>On-site training can also be arranged at no additional cost. Much of the training offer can now be completed by attending virtual training sessions vis zoom/teams meaning costs in terms of staff availability and downtime for training are reduced.</p> <p>Pre-recorded whole school training sessions are available for some subjects free of charge to all maintained schools and those purchasing the service</p>
<b>9) Fire Management</b>	<p>Schools can request a regular site visit to complete a review of the schools Fire Risk Assessment (FRA) with their Health and Safety Advisor.</p> <p>Your advisor can also:          Complete a site inspection to verify recommendations have been implemented.          Discuss any issues outstanding and how to address these.          Your advisor will help schools to complete an assessment to ensure you have adequate numbers of appropriately trained staff to deal with fire safety issues.</p> <p>Your advisor can also provide Fire Awareness training to school staff at an agreed time and date on site.</p>
<b>10) Asbestos Management</b>	<p>Schools can request a regular site visit to complete a condition check of ACM (asbestos containing materials) with their Health and Safety Advisor.</p> <p>Your advisor can also review:          The Asbestos Management Plan          The Asbestos Register          The Asbestos Survey</p> <p>Additionally any asbestos related risk assessment you may have in place will be reviewed to ensure it is correct and relevant.</p>



	Your advisor can also provide tool box talks to your staff to allay any fears they may have regarding retained ACMs and also to highlight their responsibilities in respect of Health and Safety regarding asbestos.
<b>11) Legionella Management</b>	<p>Schools can request a regular site visit to complete a review of the legionella risk assessment with their Health and Safety Advisor.</p> <p>The advisor will also check that the school are working within the written scheme suggested and in line with the recommendations of the risk assessment.</p>
<b>12) Playground Equipment</b>	Schools can request a regular site visit to complete a playground equipment inspection with their Health and Safety Advisor. This will be a guided check to ensure staff are confident with what should be checked, what should be recorded and what action to take.

## West Berkshire Council Maintained Schools

### Legal Duty Holders for Health and Safety

England and Wales	
School type	Employer
Community schools	The local authority
Community special schools	
Voluntary controlled schools	
Maintained nursery schools	
Pupil referral units	
Foundation schools	The governing body
Foundation special schools	
Voluntary aided schools	
Independent schools	The governing body or proprietor
England	
Academies and free schools	The Academy Trust

## Dedicated Schools Grant Monitoring Report 2023/24 – Quarter Two

**Report being considered by:** Schools Forum on 16<sup>th</sup> October 2023

**Report Author:** Lisa Potts

**Item for:** Discussion **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(s)

- 2.1 1.1 That the report be noted.

**Is the Schools' Forum required to make a decision as part of this report or subsequent versions due to be considered later in the meeting cycle?**

Yes:

No:

### 3. Introduction/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 2023. 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. Supporting Information

- 4.1 The 2023/24 Dedicated Schools Grant allocation is £167.8m. This includes £52m 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 2023/24 has been built utilising the remaining grant of £115.7m
- 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 2023/24 budget, no balances were transferred.

- 4.3 The DSG expenditure budgets required for 2023/24 total £118.7m, which is £3m more than the funding available. As a result, a £3m 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 £4.761m.
- 4.5 The forecast position at the end of September is shown in Table 1. A more detailed position per cost centre is shown in Appendix A.

Prior Years			2023/24						
2020/21 Outturn	2021/22 Outturn	2022/23 Outturn	Table 1 - DSG Block forecast 2023/24	Original Budget	Budget Changes	Final Budget	Quarter 1 Forecast	Quarter 2 Forecast	Deficit/ (surplus)
£'000	£'000	£'000		£'000	£'000	£'000	£'000	£'000	£'000
			<b>Expenditure:</b>						
64,558	70,512	73,090	Schools Block (inc ISB)	76,952	0	76,952	76,952	76,952	0
10,441	9,899	10,240	Early Years Block	10,848	0	10,848	10,848	10,848	(0)
981	1,001	967	Central School Services Block	973		973	966	967	(6)
20,939	23,827	26,456	High Needs Block	29,946	0	29,946	30,125	31,531	1,585
0	0	0	High Needs Block In-Year deficit recovery	(3,065)		(3,065)	0	0	3,065
<b>96,919</b>	<b>105,240</b>	<b>110,754</b>	<b>Total Expenditure</b>	<b>115,656</b>	<b>0</b>	<b>115,656</b>	<b>118,892</b>	<b>120,299</b>	<b>4,644</b>
			<b>DSG Grant Income:</b>						
(65,700)	(70,293)	(72,937)	Schools Block	(76,952)	0	(76,952)	(76,952)	(76,952)	0
(10,229)	(9,834)	(10,102)	Early Years Block	(10,848)	0	(10,848)	(10,848)	(10,848)	0
(959)	(1,009)	(992)	Central School Services Block	(973)		(973)	(973)	(973)	0
(20,148)	(22,601)	(24,983)	High Needs Block	(26,882)	0	(26,882)	(26,882)	(26,882)	0
<b>(97,037)</b>	<b>(103,737)</b>	<b>(109,014)</b>	<b>Total DSG Income</b>	<b>(115,656)</b>	<b>0</b>	<b>(115,656)</b>	<b>(115,656)</b>	<b>(115,656)</b>	<b>0</b>
(112)		(53)	In-year adjustments						
<b>(97,149)</b>	<b>(103,737)</b>	<b>(109,067)</b>	<b>Total Income</b>	<b>(115,656)</b>	<b>0</b>	<b>(115,656)</b>	<b>(115,656)</b>	<b>(115,656)</b>	<b>0</b>
			<b>In year net deficit/(surplus):</b>						
(1,142)	219	153	Schools Block	0	0	0	0	0	0
211	65	138	Early Years Block	(0)	0	(0)	(0)	(0)	(0)
22	(8)	(25)	Central School Services Block	0	0	0	(7)	(6)	(6)
679	1,227	1,474	High Needs Block	0	0	0	3,243	4,650	4,650
		(50)	Grant adjustment (re PPG)						
<b>(230)</b>	<b>1,503</b>	<b>1,689</b>	<b>Net In-year Deficit</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>3,237</b>	<b>4,644</b>	<b>4,644</b>
1,691	1,461	2,964	Deficit Balance in reserves	4,761		4,761	4,761	4,761	4,761
		108	In year reserve movement	0		0	148	148	148
<b>1,461</b>	<b>2,964</b>	<b>4,761</b>	<b>Cumulative Deficit</b>	<b>4,761</b>	<b>0</b>	<b>4,761</b>	<b>8,145</b>	<b>9,552</b>	<b>9,552</b>

- 4.6 The Quarter Two forecast shows an in-year forecast deficit of £4.6m, against the in-year efficiency target in the High Needs Block. When added to the cumulative deficit of £4.76m, the forecast year end deficit on the DSG is £9.5m.
- 4.7 The reported overspend on the High Needs Block is £4.6m. £3m of this was set as an in-year efficiency target which remains unmet. The remaining £1.59m reflects the current pressures on top up funding in schools. £800k of this is in maintained schools covering additional EHCPs and funding awarded to schools who have children on roll who would be in a special school, if places were available.
- 4.8 The small underspend forecast on the Central School Services block is in relation to one-off staffing savings.
- 4.9 The table below shows the forecast position for the end of 2023/24 by block. The surplus balance on the Schools Block of £1.2m is supporting the forecast overspend position on the other blocks.

Reserve Balances (surplus)/deficit	1.4.2023 Actual	Change in reserves	In-year Deficit/ (Surplus)	31.3.2024 Forecast
Schools Block - growth fund	(996)	0	0	(996)
Schools Block De-delegated	(267)	148	0	(119)
Schools Block - other	(92)	0	0	(92)
Early Years Block	1,052	0	(0)	1,052
Central School Services Block	39	0	(6)	33
High Needs Block	5,070	0	4,650	9,720
Grant changes	(45)	0	0	(45)
<b>Total Deficit Balance</b>	<b>4,761</b>	<b>148</b>	<b>4,644</b>	<b>9,552</b>

## 5. Conclusion

- 5.1 The total forecast deficit on the DSG amounts to £9.5m, comprising £4.76m from previous years and a further £4.6m forecast overspend in year. The forecast position will be kept under review and updates provided to Schools' Forum.

## 6. Heads' Funding Group Recommendation

- 9.1 n/a

## 7. Appendices

- 7.1 Appendix A – DSG 2023-24 Budget Monitoring Report Month 6

## Dedicated School's Grant (DSG) 2023/2024 Budget Monitoring Month Six

Cost Centre	Description	Original Budget 2023/24	Net Virements in year	Amended Budget 2023/24	Forecast	Variance	Comments
90020	Primary Schools (excluding nursery funding)	55,688,850		55,688,850	55,688,850	0	
DSG top slice	Academy Schools Primary	0		0	0	0	
90025	Secondary Schools (excluding 6th form funding)	20,405,140		20,405,140	20,405,140	0	
DSG top slice	Academy Schools Secondary	0		0	0	0	
90230	DD - Schools in Financial Difficulty (primary schools)	0		0	0	0	
90113	DD - Trade Union Costs	57,830		57,830	57,830	0	
90255	DD - Support to Ethnic minority & bilingual Learners	186,100		186,100	186,100	0	
90349	DD - Behaviour Support Services	234,910		234,910	234,910	0	
90424	DD - CLEAPSS	3,210		3,210	3,210	0	
90470	DD - School Improvement	308,160		308,160	308,160	0	
90423	DD - Statutory & Regulatory Duties	124,230		124,230	124,230	0	
90235	School Contingency - Growth Fund/Falling Rolls Fund	0		0	0	0	
90054	De-delegated funding from reserves	-147,692		-147,692	-147,692	0	
	SSR	91,756		91,756	91,756	0	
	<b>Schools Block Total</b>	<b>76,952,494</b>	<b>0</b>	<b>76,952,494</b>	<b>76,952,494</b>	<b>0</b>	
90583	National Copyright Licences	168,090		168,090	168,090	0	
90019	Servicing of Schools Forum	45,030		45,030	45,030	0	
90743	School Admissions	189,150		189,150	189,150	0	
90354	ESG - Education Welfare	177,480		177,480	172,650	-4,830	one-off saving on staffing costs
90460	ESG - Statutory & Regulatory Duties	294,530		294,530	294,530	0	
90054	Efficiency Target	997		997	0	-997	unallocated 23/24 grant to be used to off-set reserve deficit
	SSR	98,039		98,039	98,039	0	
	<b>Central School Services Block DSG</b>	<b>973,316</b>	<b>0</b>	<b>973,316</b>	<b>967,489</b>	<b>-5,827</b>	
90010	Early Years Funding - Nursery Schools	931,080		931,080	931,080	0	
90037	Early Years Funding - Maintained Schools	2,016,590		2,016,590	2,016,590	0	
90036	Early Years Funding - PVI Sector	6,202,250		6,202,250	6,202,250	0	
90052	Early Years PPG & Deprivation Funding	218,930		218,930	218,930	0	
90053	Disability Access Fund	43,060		43,060	43,060	0	
90018	2 year old funding	724,260		724,260	724,260	0	
90017	Central Expenditure on Children under 5	339,480		339,480	339,480	0	
90287	Pre School Teacher Counselling	64,040		64,040	64,030	-10	
90238	Early Years Inclusion Fund	108,000		108,000	108,000	0	
90054	Early Years adjustment re grant funding	122,681		122,681	122,681	0	
	SSR	77,731		77,731	77,731	0	
	<b>Early Years Block Total</b>	<b>10,848,102</b>	<b>0</b>	<b>10,848,102</b>	<b>10,848,092</b>	<b>-10</b>	

## Dedicated School's Grant (DSG) 2023/2024 Budget Monitoring Month Six

Cost Centre	Description	Original Budget 2023/24	Net Virements in year	Amended Budget 2023/24	Forecast	Variance	Comments
90026	Academy Schools RU Top Ups	985,450		985,450	1,180,440	194,990	
90539	Special Schools - Top Up Funding	5,950,060		5,950,060	5,841,700	-108,360	
90548	Non WBC Special Schools - Top Up Funding	430,660		430,660	409,000	-21,660	
90554	Non WBC free schools	536,480		536,480	671,000	134,520	
90556	SEMH provision at Theale	919,000		919,000	934,530	15,530	£96k due back from Castle School for 22/23
90575	Non LEA Special School (OofA)	1,177,630		1,177,630	1,248,000	70,370	
90579	Independent Special School Place & Top Up	5,566,450		5,566,450	5,631,000	64,550	
90580	Further Education Colleges Top Up	1,212,000		1,212,000	1,465,000	253,000	
90617	Resourced Units top up Funding maintained	320,630		320,630	595,050	274,420	Westwood farm additional funding, Winchcombe has some exceptional funding
90618	Non WBC Resourced Units - Top Up Funding	119,850		119,850	106,000	-13,850	
90621	Mainstream - Top Up Funding maintained	1,142,580		1,142,580	1,583,110	440,530	More EHCP's plus additional special place funding
90622	Mainstream - Top Up Funding Academies	548,920		548,920	922,360	373,440	More EHCP's plus additional special place funding
90624	Non WBC Mainstream - Top Up Funding	180,000		180,000	140,000	-40,000	
90625	Pupil Referral Units - Top Up Funding	999,700		999,700	999,700	0	
90627	Disproportionate No: of HN Pupils NEW	65,000		65,000	140,000	75,000	
90628	EHCP PRU Placement	920,420		920,420	865,680	-54,740	
	<b>High Needs Block: Top Up Funding Total</b>	<b>21,074,830</b>	<b>0</b>	<b>21,074,830</b>	<b>22,732,570</b>	<b>1,657,740</b>	
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	36,000		36,000	36,000	0	
90552	Special Schools and PRU Teachers Pay and Pension	312,050		312,050	312,050	0	
90584	Resourced Units - Place Funding	242,000		242,000	242,000	0	
	<b>High Needs Block: Place Funding Total</b>	<b>4,900,050</b>	<b>0</b>	<b>4,900,050</b>	<b>4,900,050</b>	<b>0</b>	
90240	Applied Behaviour Analysis	226,660		226,660	261,000	34,340	
90280	Special Needs Support Team	346,350		346,350	357,350	11,000	
90281	SEND Strategy (DSG)	64,940		64,940	49,620	-15,320	
90282	Medical Home Tuition	388,730		388,730	294,730	-94,000	huge reduction in use of casual workers going forward, with emphasis on using permanent staff
90237	High Needs Contingency	200,960		200,960	200,960	0	
90286	Early Years Speech & Language	0	23,665	23,665	12,290	-11,375	
90287	Pre School Teacher Counselling	90,430		90,430	90,430	0	
90288	Elective Home Education Monitoring	34,320		34,320	34,320	0	

## Dedicated School's Grant (DSG) 2023/2024 Budget Monitoring Month Six

Cost Centre	Description	Original Budget 2023/24	Net Virements in year	Amended Budget 2023/24	Forecast	Variance	Comments
90290	Sensory Impairment	282,340		282,340	260,790	-21,550	
90295	Therapy Services	469,700		469,700	494,020	24,320	
90372	Therapeutic Thinking	58,590		58,590	50,110	-8,480	
90373	Emotional Based School Avoiders (EBSA)	134,840		134,840	127,960	-6,880	
90374	SEMH Practitioner	41,490		41,490	36,050	-5,440	
90555	LAL funding	161,690		161,690	161,690	0	
90565	Equipment For SEN Pupils	15,000		15,000	15,000	0	
90577	SEN Commissioned Provision	636,220		636,220	633,250	-2,970	
90582	PRU Outreach	61,200		61,200	61,200	0	
90585	HN Outreach Special Schools	50,000		50,000	50,000	0	
90610	Hospital Tuition	36,180		36,180	36,180	0	
90830	ASD Teachers	285,880		285,880	285,880	0	
90961	Vulnerable Children	179,400		179,400	179,400	0	
90581	Dingleys Promise	30,000		30,000	30,000	0	
	<b>High Needs Block: Non Top Up or Place Funding</b>	<b>3,794,920</b>	<b>23,665</b>	<b>3,818,585</b>	<b>3,722,230</b>	<b>-96,355</b>	
90054	Efficiency Target	-3,064,547	-23,665	-3,088,212	0	3,088,212	
	SSR	176,475		176,475	176,475	0	
	<b>High Needs Block Total</b>	<b>26,881,728</b>	<b>0</b>	<b>26,881,728</b>	<b>31,531,325</b>	<b>4,649,597</b>	
	<b>TOTAL DSG EXPENDITURE</b>	<b>115,655,640</b>	<b>0</b>	<b>115,655,640</b>	<b>120,299,400</b>	<b>4,643,760</b>	
90030	DSG Grant Account	-115,655,640		-115,655,640	-115,655,640	0	
	<b>Net In-year Deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,643,760</b>	<b>4,643,760</b>	
	<b>Deficit Balance brought forward</b>	<b>4,761,000</b>		<b>4,761,000</b>	<b>4,761,000</b>	<b>0</b>	
	<b>In year reserve movement</b>				<b>147,692</b>	<b>147,692</b>	Funding from reserves for de-delegations
	<b>Cumulative Deficit</b>	<b>4,761,000</b>	<b>0</b>	<b>4,761,000</b>	<b>9,552,452</b>	<b>4,791,452</b>	





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# Agenda Item 10

## Schools Forum Work Programme 2023/24

	Item	HFG Deadline	Heads Funding Group	SF Deadline	Schools Forum	Action required	Author
Term 2	Provisional DSG Funding Settlement Overview 2023/24	14/11/2023	21/11/2023	28/11/2023	04/12/2023	Discussion	Melanie Ellis
	Delivering Better Value Programme Update	14/11/2023	21/11/2023	28/11/2023	04/12/2023	Discussion	Jane Seymour
	Final De-delegations 2024/25	14/11/2023	21/11/2023	28/11/2023	04/12/2023	Decision	Lisa Potts
	Early Years - Deficit Recovery Plan	14/11/2023	21/11/2023	28/11/2023	04/12/2023	Discussion	Avril Allenby
	Update on HNB Invest to Save Projects	14/11/2023	21/11/2023	28/11/2023	04/12/2023	Discussion	Jane Seymour/Nicola Ponton
	School Funding Formula 2024/25	14/11/2023	21/11/2023	28/11/2023	04/12/2023	Decision	Melanie Ellis
	Budgets for Additional Funds 2024/25	14/11/2023	21/11/2023	28/11/2023	04/12/2023	Decision	Melanie Ellis
	High Needs Block Budget Proposals 2024/25	14/11/2023	21/11/2023	28/11/2023	04/12/2023	Discussion	Jane Seymour
	Scheme for Financing Schools 2023/24	14/11/2023	21/11/2023	28/11/2023	04/12/2023	Decision	Melanie Ellis
	Draft Central Schools Block Budget 2024/25	14/11/2023	21/11/2023	28/11/2023	04/12/2023	Discussion	Melanie Ellis
Term 3	Draft High Needs Budget 2024/25	14/11/2023	21/11/2023	28/11/2023	04/12/2023	Discussion	Jane Seymour
	Deficit Schools ( <i>standing item</i> )			28/11/2023	04/12/2023	Information	Melanie Ellis
	Final DSG Funding Settlement Overview 2024/25	03/01/2024	10/01/2024	16/01/2024	22/01/2024	Discussion	Melanie Ellis
	Final School Funding 2024/25	03/01/2024	10/01/2024	16/01/2024	22/01/2024	Decision	Melanie Ellis
	Final Central School Block Budget Proposals 2024/25	03/01/2024	10/01/2024	16/01/2024	22/01/2024	Decision	Lisa Potts
	Growth Fund 2023/24	03/01/2024	10/01/2024	16/01/2024	22/01/2024	Information	Melanie Ellis
	Outline Early Years Forecast 2023/24	03/01/2024	10/01/2024	16/01/2024	22/01/2024	Discussion	Avril Allenby
	DSG Monitoring 2023/24 Month 9			16/01/2024	22/01/2024	Information	Lisa Potts/Michelle Sancho
	Deficit Schools ( <i>standing item</i> )	03/01/2024	10/01/2024	16/01/2024	22/01/2024	Information	Melanie Ellis
	Work Programme 2024/25	20/02/2024	27/02/2024	05/03/2024	11/03/2024	Decision	Jessica Bailiss
Term 4	Delivering Better Value Programme Update	20/02/2024	27/02/2024	05/03/2024	11/03/2024	Discussion	Jane Seymour
	Final High Needs Block Budget 2024/25	20/02/2024	27/02/2024	05/03/2024	11/03/2024	Decision	Jane Seymour
	Final Early Years Block Budget 2024/25	20/02/2024	27/02/2024	05/03/2024	11/03/2024	Decision	Avril Allenby
	DSG Monitoring 2023/24 Month 10			05/03/2024	11/03/2024	Information	Lisa Potts/Michelle Sancho
	Deficit Schools ( <i>standing item</i> )	20/02/2024	27/02/2024	05/03/2024	11/03/2024	Information	Melanie Ellis

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### Schools' Forum - Contracts - Forward Plan

*The Schools' Forum must be consulted when the local authority is proposing a contract for supplies and services which is to be funded from the Schools Budget (Dedicated Schools Grant (DSG)) and is in excess of the EU procurement thresholds (£170,781.60).*

Contract Title	Contract Start Date	Contract End Date (initial term)	Contract End Date (Including any Extension)	Contract Term in years (in brackets maximum possible extension)	Contract Total Value (£) based on Initial Term	Contract Amount (Total Value inclusive of Contract Extension Agreed)	Supplier name	WBC Responsible Officer	Notes
Managed Cloud-based Services for Schools (WAN)	01/04/2020	31/03/2022	31/03/2024	2 (2)	£240,000	£480,000	RM Education Ltd	Thomas Ng	This contract is not funded from the DSG. Information item only.
Special Educational Needs and Disabilities (SEND) Information, Advice and Support Service (SENDIASS)	01/08/2021	31/07/2024	31/07/2024	3 (4)	£164,850	Extension value yet to be confirmed	Rose Road Association	Thomas Bailey / Thomas Ng	This contract is not funded from the DSG. Information item only. It was last brought to the Forum for information in July 2021.
West Berkshire Schools Meals Service	24/07/2020	23/07/2023	23/07/2025	3 (2)	£600000approx	£1,000,000	Caterlink	Kiki Hurford	Invoices are paid directly from schools that opted to be in the contract. The contract is centrally managed by a WBC Officer.
Education Packages for Young People with Severe Social Emotional and Mental Health Difficulties	01/09/2020	31/08/2023	31/08/2025	3 (2)	£1,674,000	£2,790,000	Engaging Potential LTD	Jane Seymour	Information on this contract was included within the High Needs Block Report brought to the Forum in March 2023.
Energy Framework - CCS framework RM6011 - Electricity	01/04/2017 (rolling contract since 2008)	01/10/2023	31/03/2025		£5,421,522		EDF (HH)	Adrian Slaughter/Sarah Wood	Schools can opt in or out of the Central Energy Contract which is procured through the Crown Commercial Service Energy Framework. We are in an 'L12' contract which relates to the number of months over which the energy is bought (12 months). There is a 24 month notice period for a school to leave the Framework.
Energy Framework – CCS Framework RM6011 - Gas	01/04/2017 (rolling contract since 2008))	01/10/2023	31/03/2025		£1,325,589		Total	Adrian Slaughter/Sarah Wood	<i>(Note, L stands for Locked and means the price is locked for the year. The number next to L represents the buying period in months over which the CCS Energy Brokers will be buying the council's energy requirements. As 'L12' the Brokers have already started buying the energy for delivery in financial year 2024/25.)</i>
Children and Young People's Integrated Therapies (CYPIT)	01/04/2023	31/08/2028	31/03/3031	5 (3)	£2,348,480	£3,757,568	Berkshire Healthcare Foundation Trust	Kiki Hurford / Thomas Bailey	A report was brought to the Schools' Forum meeting in October 2022 and the new therapy contract was agreed.

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