
Central Schools' Services Block Budget 2022/23

Report being considered by: Schools' Forum on 22nd November 2022

Report Author: Michelle Sancho & Lisa Potts

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

1. Purpose of the Report

- 1.1 To set out the budget proposal for services funded from the Central Schools' Services (CSSB) block of the DSG and to propose measures to enable the budget for this block to be balanced.

2. Recommendation

- 2.1 To balance the Central Schools Services Block by finding further cost savings, transferring funds from other blocks or setting a deficit budget.

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

3. Introduction

- 3.1 The CSSB covers funding allocated to Local Authorities (LAs) to carry out central functions on behalf of pupils in state-funded maintained schools and academies in England. All the services funded by this block are statutory and have to be carried out.
- 3.2 The provisional allocation of funding for the Central Schools Services Block for 2022/23 is £967,149, which is a £25k or 2.5% reduction on the previous year.

4. Budget Requirement for the Central Schools Services Block

- 4.1 The following table shows the budget requirement for the services that fall within the Central Schools Services Block for 2023/24 compared to 2022/23.

Central Schools Services Block (CSSB)		2022/23 Budget	2023/24 Budget Requirement	Increase/Decrease	Change
		£	£	£	%
Budget Requirement:					
1	School Admissions	215,312	224,165	8,853	4%
2	National Copyright Licences	153,504	152,398	-1,106	-1%
3	Servicing of Schools Forum	53,081	53,163	82	0%
4	Education Welfare	208,098	219,494	11,396	5%
5 Statutory & Regulatory Duties:					
a	Provision of Education Data	190,709	202,328	11,619	6%
b	Finance Support for the Education Service	78,902	84,268	5,366	7%
c	Strategic Planning of the Education Service	84,450	84,610	160	0%
Total Budget Requirement		984,056	1,020,427	36,371	3.7%

- 4.2 At the end of 2021/22 the Central School Services Block was in deficit by £64k.
- 4.3 In order to balance the 2022/23 budget, a full review was carried out on staff costs.
- 4.4 For 2023/24, staff on council pay grades have been budgeted at 4% pay award, which is where the majority of the increased costs have come from.
- 4.5 The cost of copyright licence for schools is determined by the relevant national agencies. Details of all the other services included in the Central Schools Services Block (including a breakdown of costs) is given in Appendix A.
- 4.6 The table below shows the 2023/24 shortfall on the block of £53k, arising from a £36k increase in costs and a £25k decrease in funding.

Central Schools Services Block (CSSB)	2022/23 Budget	2023/24 Budget Requirement	Increase/Decrease from 22/23	Change
	£	£	£	%
Total Budget Requirement	984,056	1,020,427	36,371	3.7%
Funding:				
Central Schools Services Block DSG	-991,948	-967,149	- 24,799	-2.5%
Grant funding towards reducing block deficit	7,892			
Total Funding	-984,056	-967,149		
Balance	0	53,278		

5. Proposals for discussion

- 5.1 Finding further cost reductions, which would have an impact on service delivery.
- 5.2 A transfer of funds from one of the other funding blocks.
- 5.3 Setting a deficit budget for 2023/24.

Details and Costs of Central Schools' Services

	Number of Posts	% Charged to CSSB	2023/24 £
School Admissions			
<u>Description of Statutory Duties covered</u>			
Administration of admissions process for maintained schools and academies			
<u>Staffing Structure</u>			
Admissions and Transport Manager	1.00	80%	
Admissions Officers	2.50	80%	
<u>Breakdown of Costs</u>			
Staff salary costs			145,150
Employee Expenses			18,700
Supplies and Services			1,320
Capita One recharge			23,981
Support Service Recharges			35,014
TOTAL ELIGIBLE EXPENDITURE FOR ADMISSIONS			224,165
Servicing the Schools Forum			
<u>Description of Statutory Duties covered</u>			
Setting agendas, minute taking, co-ordination and distribution of papers for Schools Forum and its sub groups			
<u>Staffing Structure</u>			
Head of Education	1.00	10.00%	
Schools Finance Team	1.81	10.00%	
Schools Forum Clerk			
<u>Breakdown of Costs</u>			
Staff salary costs			44,550
Room hire, consumables and members expenses			1,610
Support Service Recharges			7,003
TOTAL ELIGIBLE EXPENDITURE FOR SERVICING THE SCHOOLS FORUM			53,163

	Number of Posts	% Charged to CSSB	2023/24 £
Education Welfare			
<u>Description of Statutory Duties covered</u>			
Tracking of children who can be legally removed from the school roll.			
Monitoring of elective home education.			
Issuing and monitoring of child work permits and performance licences.			
Attendance at core group meetings for specific pupils			
Advice on keeping registers			
Progress cases to court where appropriate. Maintain up to date knowledge of legal processes and proceedings			
<u>Staffing Structure</u>			
Principal Education Welfare and Safeguarding Officer	1.00	40%	
Senior Education Welfare Officer	0.40	90%	
Education Welfare Officers	3.54	38%	
Assistant Education Welfare Officer	1.00	90%	
Administrative Assistant	0.40	90%	
<u>Breakdown of Costs</u>			
Staff salary costs			168,635
Employee expenses/car allowances			6,500
Other non staffing costs			3,030
Income from fines			-11,350
Capita One Recharges			10,660
Support Service Recharges			42,017
TOTAL ELIGIBLE EXPENDITURE FOR EDUCATION WELFARE			219,492
	Number of Posts	% Charged to CSSB	2023/24 £
Provision of Education Data			
<u>Description of Statutory Duties covered</u>			
Statutory returns to DfE			
Data analysis and reporting e.g. Exam results, performance			
School census administration and reports			
<u>Staffing Structure</u>			
Staffing	2.00	75%	
<u>Breakdown of Costs</u>			
Staff salary costs			78,850
Capita One recharge			109,472
Support Service Recharges			14,006
TOTAL ELIGIBLE EXPENDITURE FOR PROVISION OF EDUCATION DATA			202,328

	Number of Posts	% Charged to CSSB	2023/24 £
Finance Support for the Education Service			
<u>Description of Statutory Duties covered</u>			
DSG services budget preparation, monitoring, and year end			
Education services budget preparation, monitoring, and year end			
School funding formula and early years funding formula			
Administration of funding allocations to all schools for early years and high needs			
Statutory returns e.g. APT, S251, CFO deployment of DSG			
<u>Staffing Structure</u>			
Chief Mgt Accountant	1.00	5%	
Education Finance Manager	0.81	15%	
Education Senior Accountant	0.61	50%	
Education Accountant	0.50	65%	
Accountant	1.00	50%	
<u>Breakdown of Costs</u>			
Staff salary costs			63,260
Support Service Recharges			21,008
TOTAL ELIGIBLE EXPENDITURE FOR FINANCE SUPPORT			84,268
Strategic Planning of the Education Service			
<u>Description of Statutory Duties covered</u>			
Strategic planning and management of the Education service as a whole			
<u>Staffing Structure</u>			
Head of Education	1.00	55%	
Other staffing	1.00	42%	
<u>Breakdown of Costs</u>			
Staff salary costs			82,680
Other staff costs			1,930
Support Service Recharges			0
TOTAL ELIGIBLE EXPENDITURE FOR PLANNING OF EDUCATION SERVICE			84,610