



**WOKINGHAM
BOROUGH COUNCIL**

A Meeting of the **SCHOOLS FORUM** will be held in
**DAVID HICKS 1 - CIVIC OFFICES ON WEDNESDAY 28
MARCH 2018 AT 10.00 AM**

A handwritten signature in black ink, appearing to read 'Manjeet Gill', is centered on a light grey rectangular background.

Manjeet Gill
Interim Chief Executive
Published on 20 March 2018



WOKINGHAM BOROUGH COUNCIL

Our Vision

A great place to live, an even better place to do business

Our Priorities

Improve educational attainment and focus on every child achieving their potential

Invest in regenerating towns and villages, support social and economic prosperity, whilst encouraging business growth

Ensure strong sustainable communities that are vibrant and supported by well designed development

Tackle traffic congestion in specific areas of the Borough

Improve the customer experience when accessing Council services

The Underpinning Principles

Offer excellent value for your Council Tax

Provide affordable homes

Look after the vulnerable

Improve health, wellbeing and quality of life

Maintain and improve the waste collection, recycling and fuel efficiency

Deliver quality in all that we do

MEMBERSHIP OF THE SCHOOLS FORUM

Schools Representatives

Helen Ball	Primary Head - Polehampton Infant
Ali Brown	Primary Head - Nine Mile Ride Primary
Sally Hunter	Primary Head - Wescott Infant
Brian Prebble	Primary Head - Rivermead Primary
Elaine Stewart	Primary Head - Aldryngton Primary
Sylvia Allen	School Business Manager - Hawkedon Primary
Julia Mead	School Business Manager - St Sebastian's CE Primary
Carol Simpson	School Business Manager - Colleton Primary
Ginny Rhodes	Secondary Head - St Crispins
Derren Gray	Academy Headteacher - The Piggott School
Janet Perry	Academy Business Manager - The Holt School
Corrina Gillard	Headteacher - Emmbrook Infant School
Kerrie Clifford	Maintained Nursery Acting Headteacher
Jay Blundell	Pupil Referral Unit Headteacher - Foundry College
Sara Attra	Special School Head - Addington School
Ben Godber	Academy Headteacher - Bohunt
Jonathon Peck	Director of Finance and Operations - Maiden Erlegh
Keith McConaghy	School Business Manager - Oakbank
Emma Clarke	Primary Head - Farley Hill
Paul Miller	Governor - St Crispins - Chairman
John Bayes	Governor - Foundry College - Vice-Chair
Ian Head	Governor - Aldryngton Primary

Non School Representatives

Anne Andrews	Oxford Diocese
Vacancy	Roman Catholic Diocese
UllaKarin Clark	Wokingham Borough Council
Patricia Davies	Interim Assistant Director for Education
James Taylor	Wokingham and Bracknell College
Ian Morgan	Early Years Representative
Mary Parker	Early Years Representative
Gail Prewett	Early Years Representative

Observers

Funding Reform Team Education Funding Agency, Maintained Schools Division

From the Primary Representatives only 10 votes are allowed.

From the Secondary Representatives only 2 votes are allowed.

From the Academy Representatives only 5 votes are allowed.

From the Special School Representatives only 1 vote is allowed.

From the Early Years only 2 votes are allowed.

From the Pupil Referral Unit only 1 vote is allowed.

ITEM NO.	WARD	SUBJECT	PAGE NO.
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53		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Meeting held on 21 February 2018.	7 - 14
54		DECLARATION OF INTEREST To receive any declarations of interest.	
55	None Specific	EARLY YEARS 2018-19 BUDGET To receive and consider a report containing information in relation to the Early Years 2018/19 Budget.	15 - 22
56	None Specific	SCHOOL ADMISSIONS BREAKDOWN To receive a report containing a breakdown of the costs in relation to Schools Admissions.	23 - 26
57	None Specific	2018-19 SCHOOLS BUDGET To receive and consider the 2018/19 Schools Budget report.	27 - 32
58	None Specific	HIGH NEEDS BLOCK TASK AND FINISH GROUP UPDATE To receive an update on the work of the High Needs Block Task and Finish Group.	Verbal Report
59	None Specific	WOKINGHAM LEARNING PARTNERSHIP UPDATE To receive an update on the Wokingham Learning Partnership.	Verbal Report
60	None Specific	REVIEW OF SCHOOLS FORUM MEMBERSHIP To receive a report containing a review of the Schools Forum Membership.	33 - 38
61	None Specific	FOUNDRY COLLEGE UPDATE To consider a report giving details of the work undertaken by Foundry College.	39 - 40
62	None Specific	GROWTH FUND UPDATE To receive and consider a report giving an update on the Growth Fund.	To Follow
63	None Specific	SCHOOLS FORUM FORWARD PLAN To consider the Schools Forum Forward Plan.	41 - 42

Any other items which the Chairman decides are urgent

A Supplementary Agenda will be issued by the Chief Executive if there are any other items to consider under this heading.

CONTACT OFFICER

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**MINUTES OF A MEETING OF THE
SCHOOLS FORUM
HELD ON 21 FEBRUARY 2018 FROM 10.00 AM TO 11.46 AM**

Schools Representatives

Helen Ball	Primary Head - Polehampton Infant
Ali Brown	Primary Head - Nine Mile Ride Primary
Sally Hunter	Primary Head - Wescott Infant
Brian Prebble	Primary Head - Rivermead Primary
Elaine Stewart	Primary Head - Aldryngton Primary
Julia Mead	School Business Manager - St Sebastian's CE Primary
Carol Simpson	School Business Manager - Colleton Primary
Ginny Rhodes	Secondary Head - St Crispins
Derren Gray	Academy Headteacher - The Piggott School
Janet Perry	Academy Business Manager - The Holt School
Corrina Gillard	Headteacher - Emmbrook Infant School
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Ben Godber	Academy Headteacher - Bohunt
Jonathon Peck	Director of Finance and Operations - Maiden Erlegh
Keith McConaghy	School Business Manager - Oakbank
Emma Clarke	Primary Head - Farley Hill
Paul Miller	Governor - St Crispins - Chairman
John Bayes	Governor - Foundry College - Vice-Chair

Non School Representatives

UllaKarin Clark	Wokingham Borough Council
Patricia Davies	Interim Assistant Director for Education
Ian Morgan	Early Years Representative
Mary Parker	Early Years Representative
Gail Prewett	Early Years Representative

Also Present

Luciane Bowker, Democratic & Electoral Services Specialist
Coral Miller, Interim Senior Finance Specialist, Schools
Emma Slaughter, Early Years Consultant
Katherine Vernon, Case Owner, Finance

46 APOLOGIES

Apologies for absence were submitted from Sylvia Allen, Anne Andrews, Ian Head, James Taylor and Lynne Samuel.

47 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 17 January 2018 were confirmed as a correct record and signed by the Chairman, subject to the following change:

That on page 7 of the agenda the word '*pot*' be changed to 'item'.

Matters arising

The Chairman, Paul Miller stated that the Ethnic Minority Achievement Funding paper that was attached to the minutes had been submitted by Jane Winterbone, former Interim Assistant Director for Education. This paper had been requested by Schools Forum at its last meeting and was for information only.

Service Trade Charges – clarification was sought in relation to charges that were introduced part way through the year when there was no opportunity to react to it. Officers were not able to provide an answer and this item was carried forward to the next meeting. The Chairman pointed out that this was the third time that this item was carried forward.

School Admissions – Coral Miller, Interim Senior Finance Specialist for Schools informed that 98% of the allocation for School Admissions was for salaries and 2% was for running costs. Schools Forum asked for a full activity breakdown to be brought to the next meeting.

48 DECLARATION OF INTEREST

There were no declarations of interest.

49 REVENUE MONITORING

The Forum considered the Revenue Monitoring report which was set out in agenda pages 17-24.

Coral Miller explained that the forecast as at 31 January 2018 showed an overspend of approximately £1.078m. This represented an increase in expenditure of £39k on that previously reported and reflected a small movement within the High Needs Block (HNB).

During the discussion of the item the following comments were made:

- It was noted that the majority of the overspend related to the HNB;
- Coral Miller stated that a Task and Finish Group had been set up to consider options for the HNB;
- Paul Miller stated that going forward the Department for Education (DfE) would separate out the funding for schools in four lump sums (Blocks). He was interested to know how the HNB deficit would be carried forward;
- Coral Miller stated that the Task and Finish Group was looking to find a recovery plan and it was hoped that by the end of 2018/19 a balanced budget would be achieved. It would be up to elected Members and WBC senior leadership to make a decision if this was not achieved;
- Members of the Forum were sceptical that it would be possible to balance the budget in one year;
- It was noted that going forward, with four separate budget funding allocations it will be easier to contain deficit in certain areas, but it will be more difficult to recover the overall deficit in the HNB;
- Coral Miller stated that many other Local Authorities had also applied to move money from the Schools Block to the HNB and none had been approved;
- Councillor Clark stated that Wokingham's situation was not unique in the country. She informed Schools Forum that conversations had taken place with the local MP about this, and the government was being urged to take action to help the Local Authority to mitigate the deficit.

RESOLVED That: The report be noted.

50 2018/19 EARLY YEARS BUDGET

The Forum considered the 2018/19 Early Years Budget report that was set out in agenda pages 25-30.

Coral Miller explained that Schools Forum was being asked to agree to the proposal to retain 4% centrally, equating to £421k for 2018/19. This reflected the same % as retained for the current financial year, ensuring that 96% would be available to fund Early Years' providers.

Coral Miller stated that work was still ongoing to finalise the January census, and the hourly rate for providers could not be confirmed until all information was received and verified.

Emma Slaughter, Early Years Consultant stated that a 5% central retention was the maximum allowed by the government, but Wokingham was proposing 4%.

During the discussion of the item the following comments were made:

- Ian Morgan stated that Jane Winterbone used to be the senior leader for Early Years, and that there was a vacancy in the Early Years senior leadership team. He was interested to know who would be taking up this position now that Jane had left the Local Authority and what the structure was within Early Years;
- Patricia Davies, Interim Assistant Director for Education stated that she was now in post and would take over all the responsibilities that used to be Jane's;
- Emma Slaughter confirmed that she was the interim senior leader for Early Years;
- Members discussed the number of staff in Early Years at the Local Authority, and were interested to know how much of the Early Years budget was taken by the five members of staff, taking into account the vacancy in the team;
- Mary Parker stated that the new system that was brought in by the Local Authority did not give providers access to training, apart from statutory training;
- Emma Slaughter stated that mandatory training was still being provided;
- Kerry Clifford stated that the hourly rate was going up and the lump sum was going down and she worried that this was unsustainable;
- Members asked that a full breakdown of the £421k be submitted for consideration;
- Gail Prewett pointed out that providers did not receive £4.61 per hour as stated in the report and asked that this be changed;
- Coral Miller stated that once the January census was completed and the work was finalised, any money left would be given back to providers;
- Derren Gray questioned the figure of £370k for Early Years centrally retained for statutory Local Authority duties listed on page 23 of the agenda, and in particular why this had increased. Emma Slaughter explained that this related to contingencies, and it was to cover the likely increase in the uptake of the 30 hours free childcare;
- Kerry Clifford was concerned that providers would not have the capacity to meet extra uptake of the 30 hours;
- Mary Parker stated that her setting lost money for every child that took up the 30 hours;
- Ian Morgan stated that the Local Authority had enforced the graded support package to providers without consultation. Emma Slaughter stated that the Local Authority was fulfilling its obligations. She explained that because there had been no options available, it had made no sense to consult with providers;

- Members noted that providers were being penalised for performing well, and that perversely help would only be available to those dropping standards;
- Emma Slaughter affirmed that the Local Authority was delivering over and above its statutory duties, and asked Members to consider that funding was very limited;
- Kerry Clifford pointed out that given the current financial situation, providers would have to work together to achieved the desired outcomes;
- Ian Morgan stated that it was important to improve communication and re-instate the Early Years Forum.

RESOLVED That:

- 1) Schools Forum approves the Early Years centrally retained proposal of 4% for 2018/19, provided that the following clarifications are presented to the next meeting of the Forum:
 - I. Financial information on how the £421k is planned to be spent, with a breakdown of the figure;
 - II. Financial information and breakdown of the 2017/18 Budget allocation;
 - III. Clarification of the £4.61 hourly rate and the figure (£4.15) that actually arrives at school level;
 - IV. A review of the use of the Top Slice once salaries and overhead recovery have been accounted for.
- 2) Schools Forum encourages the re-instatement of the Early Years Forum.

51 HIGH NEEDS BLOCK

Coral Miller presented the 2018/19 High Needs Block Budget report which was set out in agenda pages 31- 34.

Coral Miller stated that the application to the Secretary of State to approve the application to transfer 0.5% from the Schools Block to the NHB had been rejected. This decision meant that the funds available to the HNB for 2018/19 were reduced by £498k on that previously assumed, and significantly increased the challenge to delivering a balanced budget for the coming year. Coral informed that as far as she was aware the Secretary of State had rejected all such applications from all other Local Authorities.

Coral Miller drew attention to the information in appendix A, which showed that savings of £2.4m were needed to show a balanced budget. Coral informed that Steve Nyakatawa, SEN Consultant was going to be working to achieve the savings that were necessary.

Coral Miller assured Schools Forum that Officers and elected Members were aware of the situation and were looking at the options.

Councillor Clark stated that in turning down the Local Authority's application, the Secretary of State said that they were prepared to talk, and a meeting was being organised to discuss the possibilities.

During the discussion of the item the following comments were made:

- Emma Clark stated that the number of children needing special education was due to increase. She stated that where primary schools were able to support, with difficulty, some children with special needs, she knew that these children would not be able to cope in mainstream secondary schools, and they would need special provision;
- Sara Attra stated that her school had taken five or six children over its allocated number without base funding, and that other special schools in the Borough were also full to capacity;
- In response to a question Patricia Davies stated that Steve Nyakatawa was the senior leader for SEN and that he would be looking at provisions and how to improve;
- Ginny Rhodes expressed concern that Steve Nyakatawa was holding an interim post and she worried about continuity plans;
- Jay Blundell raised the issue of Foundry College's capacity. She worried that there was no reflection in the Budget of the need to expand Foundry College's provision. She stated that she had 56 children on roll and was funded for 47, and the trend was for the numbers to increase. Also, Foundry College was taking children that should be at special schools without receiving the top slice for these children. There was a lack of physical space and staff to be able to cope with the demand;
- Councillor Clark congratulated Jay Blundell on the outstanding Ofsted report and the work provided by Foundry College. She stated that she had discussed the issue with Paul Senior, Interim Director of People Services and assured Jay that elected Members were aware of the situation and were looking at options;
- Ben Gobbler stated that it was important to involve representatives from schools, such as Jay Blundell in the process of talking to the Secretary of State and senior leaders, as the argument would be more compelling;
- Emma Clarke stated that the governors from her school had written many emails to Piers Brunning, Senior Specialist (People and Place) Strategy Commissioning, but had not received a response. Councillor Clarke asked that this email be sent to her;
- Paul Miller pointed out that a large sum from the HNB went to fund Out of Borough placements;
- Patricia Davies confirmed that there were not enough specialist provisions within the Borough;
- In response to a question Patricia Davies stated that the Resource Space Review had been submitted to the Lead Member and the senior leadership team and was going to go out for consultation. She informed that the schools that had been involved in the review had been positive about the suggestions contained in the report;
- Patricia Davies pointed out that there was only one secondary school within the Borough with specialist provision, and this was going to be full from September, the situation was challenging;
- Members of the Forum believed that the HNB Task and Finish Group would not be able to find a solution for the next financial year. It was believed that it would take two to three years to achieve a solution;
- Members pointed out that children that were in Out of Borough placements were unlikely to come back to provisions within the Borough;
- Emma Clark asked if the Local Authority held data around the number of children currently attending primary schools who were likely to need special provisions when they reached secondary school age. Patricia Davies would raise this question with Steve Nyakatawa;
- Paul Miller asked that this issue be raised at the Task and Finish Group.

Paul Miller asked Coral Miller and Councillor Clark if there was anything that Schools Forum could do to help. Coral stated that firstly she had to wait for the outcome of the meeting with the Secretary of State.

RESOLVED That the report be noted.

52 CHANGES TO SCHOOL BLOCK BUDGET

Coral Miller presented the Changes to School Block Budget report which was set out in agenda pages 35-46.

Coral Miller explained that Schools Forum was being consulted on the late adjustment to the Schools Block Budget which was caused due to the late decision made on the Council disapplication request to move money from the Schools Block to the HNB which was rejected by the DfE on 31 January 2018.

Coral Miller stated that due to this change a factor that had previously been agreed had to be changed to accommodate the additional funding added to the Schools Block Budget.

Coral Miller stated that the Local Authority had chosen to go with a positive Minimum Funding Guarantee (MFG) of 0.5%, and this had been allowed for the first time by the DfE.

Coral Miller informed that the DfE's regulations stated that any changes to the funding formula had to be consulted with all schools, academies and the Schools Forum. However, due to the late response from DfE, the Local Authority was consulting with schools and academies via this Schools Forum.

Janet Perry wished it be recorded that the increases presented in the report did not cover the increases in costs to schools. She stated that schools would have to find significant cuts in expenditure in order to be able to balance their budgets.

In response to a question about the progress toward New Funding Formula (NFF) based funding Coral Miller stated that it was not certain if there would be transition protection.

Forum members expressed concern that some schools would receive less money under the NFF. It was recognised that the Schools Block Task and Finish Group was working hard to try and find the best possible model for all the schools in the Borough.

RESOLVED That: Schools Forum agreed to the changes to the Schools Block Budget without any further consultation.

53 DE-DELEGATED ITEM EXPLANATION

The Forum considered the De-delegated update report which was set out in agenda pages 47-53.

Coral Miller presented the report and explained that de-delegated services were for maintained schools only; funding for de-delegated services must be allocated through the formula but can be passed back, or 'de-delegated' for maintained mainstream primary and secondary schools with Schools Forum approval.

Coral Miller stated that the staff costs supply cover included funding for the following: maternity leave; paternity leave; trade union cover and public duties. Coral informed that it

was possible to claw back money from staff that did not return after three months, she asked schools to inform the service when this occurs.

Kerrie Clifford asked how this was worked out for staff that worked part-time and it was confirmed that this was pro-rata. Coral Miller stated that the service used a system called Capital One modules to calculate it. Members informed that this system was used by Wokingham Borough Council only and not by schools. Coral agreed to provide clarification as to how this system worked.

Janet Perry asked why the charges to academies were different from the de-delegated charges. Jay Blundell stated that she charged exactly the same to academies as she did to the de-delegated fund.

Schools Forum considered the paper which had been provided by Dan Skinner, Specialist Finance which gave details of the insurance provided to schools. Coral clarified that academies bought indemnity and maintained schools bought insurance. Paul Miller asked Coral Miller to thank Dan for providing this explanation to the Forum.

RESOLVED That:

- 1) the report be noted and
- 2) Schools Forum was re-assured that it was getting good value for money in relation to insurance.

54 2018/19 BUDGET SUMMARY

In view of all the changes that had occurred during the year in the preparation of 2018/19 figures, Paul Miller asked that Coral Miller bring to Forum a full summary of the 2018/19 Budget.

Paul Miller stated that with the introduction of the NFF there would be four distinct lump sums (Blocks), he was interested to see the consolidated predicted outturn and the breakdown on income and expenditure by Block.

Coral Miller stated that she was working on a 2019/20 model around the new funding formula, this would be ready towards the end of the summer term. When ready Coral would present this model and the 'levers for change' to Schools Forum.

In response to a question Coral Miller stated that any remaining deficits would be allocated to the Block where they originated. She stated that the Local Authority was not allowed to carry forward a deficit in Schools Block.

RESOLVED That

- 1) the consolidated 2018/19 Budget Summary report will be submitted to Schools Forum at the next meeting;
- 2) the proposed new funding formula model Budget will be presented to Schools Forum at a meeting towards the end of the summer term.

55 FORWARD PROGRAMME

The Forum considered and noted the Forward Programme of work and dates of future meetings as set out on Agenda page 55.

The following items were added to the programme for the meeting on 28 March:

- Growth Fund update
- School Admissions activity breakdown
- High Needs Block Task and Finish Group – verbal update
- Foundry College – de-delegated behaviour support services
- Wokingham Learning Partnership update
- Review of Schools Forum membership
- Summary of 2018/19 Budget
- Early Years feedback

Paul Miller announced that Mary Parker was standing down from Schools Forum and that Ian Morgan was going to be the new Early Years representative. Paul thanked Mary for her contribution to the work of Schools Forum over the last few years.

It was confirmed that the next meeting on 28 March would be held at the Council Officer in Shute End.

Agenda Item 55

TITLE Early Years 2018-19 Budget

FOR CONSIDERATION BY Schools Forum on 28 March 2018

WARD None Specific;

DIRECTOR Interim Director of People Services - Paul Senior

OUTCOME / BENEFITS TO THE COMMUNITY

Not Applicable

RECOMMENDATION

Schools Forum is asked to note the further breakdown provided on the Early Years Team Budget.

SUMMARY OF REPORT

The report shows the 2018-19 budget allocation for the Early Years Team and a breakdown of the Centrally Retained Funding provided for the statutory requirement of this service.

2018/19 Early Years Report March 2018

.01 Purpose of the Report

This report provides the Schools Forum with details of the 2018-19 Early Years' Budget.

.02 Recommendations

The Schools Forum are asked to note the content of the report.

.03 Background

Since its introduction in April 2017, the Early Years' National Funding Formula (EYNFF) has set the hourly funding rates that each local authority is paid to deliver the universal and additional free entitlements for three and four year olds.

Local authorities are required, from 2018/19 onwards, **to pass 95%** of their three and four year old funding from Government onto Early Years' providers. This pass-through requirement ensures that the vast majority of Government funding reaches providers so that they can deliver the free entitlements.

The '5%' retained by the local authority is to fund the following types of expenditure:

- Centrally retained funding to support the administration of the Early Years' structure. These provide direct support to settings in line with fulfilling its statutory obligations, and support the specialist SEND services from the SEN Inclusion Fund;
- Any funding movement out of the Early Years' Block.

At the February 2018 meeting of the Schools Forum, a centrally retained budget of 4% was agreed, subject to a further breakdown being provided on the use of the funds.

.04 Financial Summary

Please see:

Table A – the Early Years 2018 -19 indicative Budget from the Department for Education (DfE),

Table B – the allocation of the Early Years Budget, and

Table C – a breakdown of the Centrally Retained allocation.

.05 Summary

The Schools Forum had requested additional information that has now been provided in Tables A to C.

The Early Years allocation has been increased for both 2 and 3 & 4 year olds by 24p per hour, to £5.54 and £4.39 respectively.

The team provides the following services

- Provider Agreement with Terms and Condition to all Early Years providers which includes PVis, Schools with Nursery provision, Childminders and maintained nursery.
- Direct work with settings, to support quality - ensuring that the Council meets its statutory obligations under the Early Education and Childcare Statutory Guidance document (2017)
- Training to providers
- Support to settings to ensure inclusive provision for all children
- Moderation of EYFSP data, in line with the STA's requirements
- Cluster groups to support Early Years' providers
- Presentation and briefing at Early Years' Forum
- Monitoring the termly adjustments and verifying census information from providers to enable the correct funding to go to providers.
- Financial management of supplements and free entitlement

Some of the other support to the Early Years' Team which is included in the recharges to it are:

- Leadership support;
- Finance, I.T., HR, Legal and other support costs;
- Property services etc.

Coral Miller
Interim School Finance Manager
March 2018

John Ogden
Head of Finance
March 2018

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	N/A		
Next Financial Year (Year 2)	N/A		
Following Financial Year (Year 3)	N/A		

Other financial information relevant to the Recommendation/Decision
N/A

Cross-Council Implications
N/A

List of Background Papers
N/A

Contact Coral Miller	Service Business Services (Finance)
Telephone No Tel: 07825522639	Email coral.miller@wokingham.gov.uk

Table A

2018-19 Early Years budget table - December 2017

Income from the DfE

DESCRIPTION	Estimated Numbers (PTE)	PTE hours	No. of weeks	Total number of hours	Rate	Allocation
2 year old funding	153	15	38	87,398	5.74	501,665
Early year National funding formula (EYNFF)						
3 & 4 funding	2,821	15	38	1,607,839	4.97	7,990,959
3 & 4 funding working parent	898	15	38	512,088	4.97	2,545,077
	3,719					
Other funding to EY Providers						
EY Pupil Premium						42,093
Disability Living Allowance						25,215
Maintained Nursery supplement						0
Total Allocation						11,105,010
100% Statutory allocation (EYNFF only)						10,536,037
96% Statutory allocation						10,114,595
4% Maximum amount for Centrally retained						421,441
WBC request for support to fund Early years team						421,441
Amount left for allocation to Providers						10,683,568

Please note that in 2017/18 the rate was £5.74 for 2 year olds the same as being funded 2018/19, and for 3 to 4 year olds the rate has increased by 36p from £4.61 to £4.97.

Table B						
2018-19 Early Years budget table - December 2017						
Income from the DfE						
24p increase						
DESCRIPTION	Estimated Numbers (PTE)	PTE hours	No. of weeks	Total number of hours	Rate	Allocation
2 year old funding	107	15	38	60,990	5.54	337,885
Early year National funding formula (EYNFF)						
3 & 4 funding including working parent	3,297	15	38	1,879,271	4.39	8,250,000
Maximum amount to Providers after Providers reserves	75	15	38	42,750	4.39	187,673
Teacher supplement	2,809	15	38	1,601,213	0.20	320,243
Deprivation supplement						37,328
Maintained Nursery supplement						40,000
Early year inclusion						100,000
						497,570
Other funding to EY Providers						
EY Pupil Premium						42,093
Disability Living Allowance						25,215
						67,308
Support to fund Early years team						
Recoupment from DfE having less number than estimate (see below).						421,441
2 year old	46	15	38	26,408	5.74	151,582
3 & 4 year old	422	15	38	240,656	4.97	1,196,059
						1,347,642
Total Allocation						11,109,519
Actual allocation as per DfE						11,105,010
Variance						4,509

Please see the allocation table which includes the expected “clawback” from the Department of Education (DfE). The allocation is an increase of 24p.

TABLE C		
Early Years Team		
		2018-19
EMPLOYEES		Budget
Early Years Team Manager		70,040
Early Years Adviser - Childminding Practice		39,610
Early Years Adviser - Funding		39,610
Early Years Adviser - Inclusive Practice		31,530
Early Years Adviser - Communication and Language		39,610
Early Years Adviser - Business Support		37,690
Professional Fees		100
		258,190
EXPENDITURE (NON EMPLOYEES)		
Catering - Provisions		100
Catering - Refreshments		50
Communications - Mobile Telephones		300
Equipment Purchase		500
Essential User Lump Sum		2,000
Mileage Expenses		3,200
Public Transport Expenses		300
Publications		20
Services - Internally Provided Printing		60
Services - Internally Provided Transfers		3,000
Services - Project Costs		5,000
Services - Specialist		44,470
Staff Car Parking Fees		200
		59,200
CC 40017 GRAND TOTAL		317,390
Internal Recharge		104,050
TOTAL ALLOCATION FOR EARLY YEARS TEAM		421,440
CONTRIBUTION		-421,441
VARIOUS		-1

Note – Employee costs include employer on-costs such as pension and national insurance

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Agenda Item 56

TITLE 2018-19 Schools Admission Budget

FOR CONSIDERATION BY Schools Forum on 28 March 2018

WARD None Specific;

DIRECTOR Interim Director of People Services - Paul Senior

OUTCOME / BENEFITS TO THE COMMUNITY

Not applicable

RECOMMENDATION

Schools Forum is asked to note the further breakdown provided on the Schools Admissions Budget.

SUMMARY OF REPORT

The report provides further information on the budgeted costs associated with the Schools Admission service, and the use of the 2018-19 DSG contribution of £289,000.

2018-19 Schools Admission Budget March 2018

.01 Purpose of the Report

This report provides the Schools Forum with a breakdown of the Schools Admissions Budget for 2018-19.

.02 Suggested Action

Forum is asked to note the contents.

.03 Background

Schools Forum has previously discussed the use of the £289,000 DSG contribution to the Schools Admission Service planned for 2018-19. This report provides a further breakdown on the budgeted costs associated with the service.

.04 Financial Summary

Please see Appendix A – Schools Admission Service 2018-19.

Coral Miller
Interim School Finance Manager
March 2018

John Ogden
Interim Head of Finance
March 2018

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	N/A		
Next Financial Year (Year 2)	N/A		
Following Financial Year (Year 3)	N/A		

Other financial information relevant to the Recommendation/Decision
N/A

Cross-Council Implications
N/A

List of Background Papers
N/A

Contact Coral Miller	Service Business Services (Finance)
Telephone No Tel: 07825522639	Email coral.miller@wokingham.gov.uk

APPENDIX A

Schools Admission 2018-19

	2018-19 Budget
EMPLOYEES (<i>including employer on-costs</i>)	
Senior Admissions Officer	53,490
Senior Admissions Officer	53,490
School Admissions Lead officer	40,690
3 Admissions Assistants	3 74,070
	<u>221,740</u>
EXPENDITURE (NON EMPLOYEES)	
Catering - Refreshments	1,200
TPP - Private Contractors	550
Mileage Expenses	270
Services - Internally Provided Printing	4,380
Services - Specialist	200
	<u>6,600</u>
GROSS EXPENDITURE TOTAL	<u>228,340</u>
Income – Sales	-14,170
Internal Recharge	93,110
TOTAL NET EXPENDITURE Schools Admission	307,280
Funded by:	
CONTRIBUTION from DSG	289,000
WBC GENERAL FUND	18,280
	<u>307,280</u>

Agenda Item 57

TITLE 2018-19 Schools Budget

FOR CONSIDERATION BY Schools Forum on 28 March 2018

WARD None Specific;

DIRECTOR Interim Director of People Services - Paul Senior

OUTCOME / BENEFITS TO THE COMMUNITY

Not applicable

RECOMMENDATION

Schools Forum is asked to note the 2018-19 Schools Budget.

SUMMARY OF REPORT

The report shows the 2018-19 Schools Budget including relevant passported grants.

2018-19 Schools Budget March 2018

.01 Purpose of the Report

This report provides the Schools Forum with details of the 2018-19 Schools Budget as at 28th February 2018.

.02 Suggested Action

Forum is asked to note the contents.

.03 Background

This report shows the Dedicated Schools Grant (DSG) for the financial year 2018-19 allocated in accordance with the Department of Education (DfE) Schools Guidance.

Following previous reports considered by Schools Forum on each of the DSG blocks, this report provides an overall summary for the coming financial year.

.04 Financial Summary

Please see Appendix A – Schools Budget 2018-19.

Coral Miller
Interim School Finance Manager
March 2018

John Ogden
Interim Head of Finance
March 2018

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	N/A		
Next Financial Year (Year 2)	N/A		
Following Financial Year (Year 3)	N/A		

Other financial information relevant to the Recommendation/Decision
N/A

Cross-Council Implications
N/A

List of Background Papers
N/A

Contact Coral Miller	Service Business Services (Finance)
Telephone No Tel: 07825522639	Email coral.miller@wokingham.gov.uk

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APPENDIX A - Schools Budget 2018/2019

		A	B	B-A
S251 line no.	S251 title	2018/19 Budget	2018/19 Potential Forecast	Variance of Budget against Forecast
TOTAL EXPENDITURE				
SCHOOL BLOCK				
1.0.1	Schools Block Allocation excl Academies net of de-delegated funds including HNB allocations	51,031	51,031	-
1.8.1	Academy Recoupment from Schools Block	46,318	46,318	-
Total allocated to schools		97,349	97,349	-
De-delegated				
1.1.2	School specific contingencies	107	107	-
1.6.1	Insurance	453	453	-
1.6.4	Licenses and subscriptions	147	147	-
1.6.7	Staff Costs - supply cover	299	299	-
1.4.1	Support to under-performing ethnic minority groups and bilingual learners	118	118	-
	Behaviour Support Services	269	269	-
Sub total of De-delegated		1,393	1,393	-
1.4.10	Pupil growth/ Infant class sizes	800	800	-
Total School Block Budget		99,543	99,543	-
CENTRALLY RETAINED BLOCK				
	Strategic and Regulation function	350	350	-
	SACRE	7	7	-
	School Asset Management	81	81	-
	1.6.2 Education Welfare Service	141	141	-
	Statutory IT, census and information.	72	72	-
1.4.2	School admissions	289	289	-
1.4.3	Servicing of schools forums	4	4	-
Total of Centrally Retained Block		944	944	-
EARLY YEAR'S BLOCK				
1.0.1	Early Years Block Allocation including Providers reserve fund inc exp for Education of Children under 5s in Private/voluntary/independent settings	10,641	10,641	-
1.3.1	Early years Centrally Retained for statutory LA duties	421	421	-
Total Early Year's block		11,063	11,063	-

		A	B	B-A
S251 line no.	S251 title	2018/19 Budget	2018/19 Potential Forecast	Variance of Budget against Forecast
	HIGH NEEDS BLOCK			
1.0.1	High needs academy recoupment	1,386	1,386	-
1.0.1.	High Needs Block allocations	7,427	7,444	17
1.2.1	Provision for pupils with SEN (including assigned resources)	1,819	2,212	393
1.2.4	Fees for pupils at independent special schools & abroad	5,542	6,686	1,144
1.2.1	Pupil Referral Units	470	470	-
1.2.6 & 1.2.7	Education out of school	638	638	-
	SUB TOTAL	17,282	18,836	1,554
	<i>Centrally retained high needs block</i>			-
1.2.1	Moderating Panels	150	200	50
1.2.2	Provision for pupils with SEN, provision not included in line 1.2.1	20	20	-
1.2.3	Support for inclusion - HNB	401	507	106
1.2.5	SEN transport	230	230	-
	SUB TOTAL of centrally retained	801	957	156
	TOTAL HNB	18,083	19,793	1,710
	GRANTS			
UIFSM	UIFSM Revenue / Start Up	2,227	2,227	-
1.7.4	6th form funding from EFA	664	664	-
	PE Grant - Additional school grants	2,193	2,193	-
1.0.2	Pupil Premium allocated to schools - mainstream	2,167	2,167	-
	Pupil Premium 3-4 years	42	42	-
	GRANTS TOTAL	7,293	7,293	-
	TOTAL SCHOOLS BUDGET	136,925	138,635	1,710
	FUNDED BY:			
DSG	Schools Block Allocation includes Academies	99,543	99,543	-
DSG	High Needs Block includes Academies	18,083	18,083	-
DSG	Early Years Block 3-4 year olds	11,063	11,063	-
DSG	Centrally retained block	944	944	-
	Dedicated schools Grant total	129,633	129,633	-
DFE	PE Grant	2,193	2,193	-
DFE	UIFSM Revenue	2,227	2,227	-
ESFA	Education Funding Agency 6th Form Funding	664	664	-
EFA	Pupil Premium 5-16 years	2,167	2,167	-
DFE	Pupil Premium 3-4 years	42	42	-
	TOTAL FUNDING	136,925	136,925	-
Funding	Variance between the Expenditure and Income (I & E) (surplus)/deficit	0	1,710	1,710
	Brought Forward High Needs block (surplus) /Deficit balance	-	717	717
	Total Year-end (surplus)/Deficit	0	2,427	2,427

SCHOOLS FORUM

Membership of the Schools Forum

Purpose of the Report

To review the membership of the 'schools' and 'academies' categories of Forum membership in view of the increased number of academies (and reduced maintained schools) in the borough.

To review the balance of representation between education phases for school representatives

Suggested Action

Members are asked to consider the balance of Forum membership in all categories

Members are asked to confirm views on the balance of Forum membership in all categories, in order to allow for a fully representative meeting.

Summary

The Schools Forum current membership, pupil numbers and their implications for Forum membership. The conclusion is that there should be a re-balancing between phases as well as status.

Recommendation

It is recommended that

1. Membership reflects table 3, proposal 2
2. School members all vote; non-school membership/voting remains as currently
3. Governor members may be proposed by phase/status of schools
4. 3 years terms of office apply, with rolling end dates

Supporting Information

Requirements

The membership requirements of Schools Forum are set out in the School Forum Regulations. Requirements for representation in Wokingham (given that there are schools in all these categories) are:

- academies at least 1
- schools/academies at least 2/3 in relation to non-schools members
- maintained schools at least 1 head; at least 1 secondary; at least 1 governor
- special schools at least 1
- nursery schools at least 1
- PRUs at least 1
- 14-19 partnership at least 1
- Early Years providers at least 1

The LA is *required* to secure that primary, secondary and academy schools' representation is broadly proportionate, having regard to the number of *pupils* registered at them.

The LA has a *power* to determine that the number of members representing schools in a particular category must be broadly proportionate to the total number of *schools* in that category when compared with the total number of schools.

The LA has a power to appoint non-schools members for a term of office it determines. Schools members are elected by members of the relevant group. Determination of their term of office is not specified.

Wokingham Schools Forum Constitution

Wokingham's Schools Forum comprises 29 places. 7 are for 'non-school' members, 20 for 'schools' members. Details are in Table 1, which also illustrates the agreement resulting in numbers of votes allocated by membership category. Thus the proportions of votes are 16/6, also consistent with the requirement for a two-thirds majority for schools. There is no prescription as to the size of Schools Forum.

See Table 1 Current membership

See Table 2 Show the current number on roll for each phase

See Table 3 Alternative proposals

Table 1 Schools Forum Membership

There are 29 members in total:

Maintained Primary Schools

1. Brian Prebble	Head – Rivermead Primary	10 votes allowed
2. Carol Simpson	SBM – Colleton Primary	
3. Corrina Gillard	Head – Emmbrook Infant	
4. Elaine Stewart	Head – Aldryngton Primary	
5. Emma Clarke	Head – Farley Hill	
6. Helen Ball	Head – Polehampton Infant	
7. Ian Head	Governor – Aldryngton Primary	
8. Julia Mead	SBM – St Sebastian's CE Primary	
9. Sally Hunter	Head – Wescott Infant	
10. Sylvia Allen	SBM – Hawkedon Primary	

Academy Schools

Primary	1. Ali Brwon	Head – Nine Mile Ride	5 votes allowed
Secondary	2. Ben Gobler	Head - Bohunt	
	3. Derren Gray	Head - Piggott	
	4. Ginny Rhodes	Head – St Crispins	
	5. Janet Perry	SBM - Holt	
	6. Jonathan Peck	Director of Finance – Maiden Erlegh	
	7. Keith McConaghy	SBM - Oakbank	
	8. Paul Miller	Governor – St Crispins	

Early Years

1. Gail Prewett	Early Years representative	2 votes allowed
2. Ian Morgan	EY Provider - Little Ducklings Day Nursery	
3. Kerry Clifford	Head – Ambleside Maintained Nursery	

Special School

1. Sara Attra	Head - Addington	1 vote allowed
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Pupil Referral Unit

1. Jay Blundell	Head – Foundry College	1 vote allowed
2. John Bayes	Governor – Foundry College	

Non-school Representatives

1. Anne Andrews	Oxford Diocese	1 vote each allowed
2. James Taylor	Post 16 – Wokingham and Bracknell College	
3. Patricia Davies	Wokingham Borough Council – Assistant Director for Education	
4. UllaKarin Clark	Wokingham Borough Council - Councillor	
5. Vacancy	Roman Catholic Diocese	

The balance of posts is slightly towards primary, that of votes towards secondary. The special sector appears well represented. Since the regulations require a match with both phase and status of schools by pupil numbers, an illustration of pupil numbers follows.

Table 2 – Current numbers on Roll

Current number of roll as at October 2017				
Description	Maintained	%	Academy	%
Primary	12604	53%	3,320	14%
Secondary	1601	7%	6,197	26%
Special	187	1%	41	0%
Total per Maintained and Academy	14392	60%	9,558	40%
Total number on roll			23,950	

Table 3: Suggested Forum schools representation based on current numbers

Proposal 1

	Maintained	Academy
Primary	8	2
Secondary	1	4
Special	1	0
PRU	1	

Early Years	1	2 (other)
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Including other representatives, 5, this would be 25 members

Proposal 2

	Maintained	Academy
Primary	4	1
Secondary	1	2
Special	1	
PRU	1	
Early Years	1	2 (other)

Including other representatives, 5, this would be 18 members

Should 6th Form numbers count?

Numbers above relied on all pupils including 6th form. Points made in October were noted in the minutes, around:

- EFA funding of DSG, and SFA of sixth forms;
- The position of post-16 pupils in special schools;
- The impact on pre-16 management of post-16 pressures for secondary schools;
- What regulations prescribe.

Sixth form numbers are 2741 ie slightly lower than the maintained secondary figure representing 13% of the total (table 2). Removing them would suggest a need to reduce the secondary representation by slightly less than 1 (table 1) or 0.5 (table 3), split between maintained and academy schools. That would represent a challenge worthy of Solomon, solving which would not change the overall primary /secondary balance proposed.

The requirement for 14-19 partnership representation in Forum suggests that the will of parliament was that post-16 matters should be discussed and represented at Schools Forum, as with the implications of requirements for nursery and pre-school representation. Given also the marginal effect of 6th form numbers it is proposed that they be included in the calculations.

Membership and voting numbers

Forum members share an interest in the health, including financial health, of the local schools system as a whole; they are system leaders. In that spirit, decisions by consensus have properly dominated those taken by voting. However, we need clarity about this. Members of the House of Commons, Wokingham Borough Council and Norton St Philip

Allotment Society may all vote. Not so in this Schools Forum; therefore we need to be satisfied that (a) voting numbers meet requirements for membership and balance, and (b) there is an advantage in having additional persons routinely “in attendance”. It is proposed that voting numbers reflect table 1 or a variant such as in table 3.

Governor Representation

Wokingham has an established model of governors contributing to Schools Forum; that appears to be a strength. It was noted previously that an outcome in the current membership is an anomalous representation of phases, which arguably should be considered as we review the balance of membership. Guidance steers us towards appropriate representation of the balance of pupil numbers/schools, and appears to leave the nature of representation to the bodies represented.

On that basis we should aim for phase/ status representation by heads or governors, to be determined by phase representatives, rather than governor representation per se. Where there is a difficulty in identifying a governor able to stand for the phase, then that phase determines a school employee from the phase or a governor from another phase at their discretion.

Duration of Terms of Office

No duration is currently specified. Representation is routinely limited in such a way in other fora. Forum members might wish to support a rolling 3 year term, such that changes are staggered and continuity preserved. In the first instance, and in order to secure that staggering process, existing schools members with the longest history of membership might have a one or two year term, according to their length of existing tenure.

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SCHOOLS FORUM

Foundry College Primary Behaviour Support Report

1. Purpose of the report

To demonstrate to Forum one aspect of the high quality service provided by Foundry College, the impact that this service has on schools and the broader community; whilst at the same time demonstrating value for money.

2. Suggested Actions

Forum members are asked to note the contents of this report.

3. Introduction

Foundry College was set up in September 2013 when five WBC services were drawn together to provide a more holistic approach to meeting the needs of children and families in Wokingham. Since then, the number of children and families has increased, as too have the complexities of the issues that they are facing. Over this period of time, other support services have been developed, delivered and subsequently dismantled largely due to budgetary constraints, e.g. Family Support Workers.

Over the last 5 years, Foundry College has provided a reliable specialist support service to assist schools in managing the challenges they face dealing with children and families in crisis, developing early intervention strategies and empowering staff. Our Primary Behaviour Support team intervene in the lives of children between the ages of 5 and 11 to support them through difficult issues, to hopefully minimise disruption and enable them to go on to be successful in school, becoming responsible and productive members of our community. Resolving issues before these pupils reach secondary school will reduce disruptive impact in the wider community in the years to come. Every child matters at Foundry College and it is through the patience and perseverance of our professional staff that young children are supported and safeguarded whilst they struggle to overcome their difficulties.

4. Primary Behaviour Support Provision

The Primary Behaviour Support team consists of six behavioural specialists who have extensive knowledge and experience. The team have at some point in time supported every primary school in the borough. They are supervised by an experienced Deputy Head and supported by an Inclusion Manager who specialises in Safeguarding and Child Protection. He is an active member of the Wokingham Children's Safeguarding Board, and Exploited, Missing and Risk Assessment Conference (EMRAC), supporting pupils across the borough. The last (but not least) member of the team is Honey, our therapy dog; her speciality is in de-escalation tactics and techniques. She does this for no salary, but does demand a supply of dog food and regular treats.

Our specialist team is available to support pupils and staff in schools and also to support their parents. They themselves utilise, as well as upskilling staff, in such practices as Theraplay, TeamTeach and behaviour management techniques.

Our team attend meetings across the borough to ensure that the interests of pupils and their schools are appropriately represented and that the necessary paperwork is submitted to the relevant services. Not only does this share the burden and save leadership time, but it also provides for a continuity link for pupils across the borough.



The table below demonstrates the demand for the services we provide

	Total Pupils Supported	Total schools	Maintained Pupils	Maintained Schools
Sept 2015 to July 2016	141	46	138	43
Sept 2016 to July 2017	151	49	140	43
Sept 2017 to date	147	45	135	40

To ensure that we can continue to provide this quality service, it is crucial that we retain the calibre of staff and the established networks. To maintain such a team requires the dedication of the staff and also the appropriate allocation of funding and the strict managing of such funds.

The primary behaviour support payroll costs alone in 2017-18 amount to £210,000. There are also costs incurred to include, but not limited to the following:-

- Bespoke Alternative Provision costs (on site at Foundry and other provider settings)
- Direct employee expenses (e.g. Travel)
- Training (both CPD and mandatory qualification updates)
- Subscriptions
- Supervision by Professional bodies
- IT equipment and administrative support
- Resources for interventions (e.g. Sand Tray therapy)
- Transportation costs

5. Conclusion

Our collective objective is to avoid permanent exclusion, to enable Wokingham's challenging and vulnerable children to remain in mainstream school, to thrive and reach their potential. It is our responsibility to respond to the bespoke needs of the child. Through the primary behaviour support service, Foundry College enables schools to source creative solutions to support the challenges presented.

In order to continue to provide an outreach service to meet the ever more complex needs of a significant number of children, we need confidence that sufficient funding is in place and secure. To achieve this, we need a mechanism of replacing the de-delegated process from the point that the national funding formula begins and when the centralised management of de-delegation through Schools Forum discontinues. Taking into account the plans for academisation across the borough, the number of maintained primary schools looks to drop to 29 within 2 years which would be insufficient to maintain this service at its current standard. This would bring into question the sustainability of the provision. As has happened with secondary outreach, there would then only be a very limited resource available for ad hoc commissioning.

Jay Blundell - Headteacher, Foundry College

Donna Munday – Business and Finance Manager, Foundry College

16 March 2018.

Schools Forum Forward Plan 2018

16 May	Revenue Monitoring
	Contingencies breakdown
	High Needs Block
	Carried forward deficit on centrally retained to be funding 18-19 from the school
	Out-turn report if ready (may need to defer to July)
18 July	Revenue Monitoring
	Contingencies breakdown
17 October	Revenue Monitoring
	Contingencies breakdown
12 December	Revenue Monitoring
	Contingencies breakdown

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