



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **SCHOOLS FORUM** will be held in David Hicks 1 - Civic Offices, Shute End, Wokingham RG40 1BN on **WEDNESDAY 19 JULY 2017 AT 9.30 AM**

A handwritten signature in black ink, appearing to read 'Andy Couldrick'.

Andy Couldrick
Chief Executive
Published on 11 July 2017

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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

Paul Miller	Governor - St Crispins - Chairman
John Bayes	Governor - Foundry College - Vice-Chair
Ian Head	Governor - Aldryngton Primary
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	Special School 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

Non School Representatives

Anne Andrews	Oxford Diocese
Vacancy	Roman Catholic Diocese
Vacancy	Wokingham Borough Council
James Taylor	Wokingham and Bracknell College
Mary Parker	Early Years Representative
Gail Prewett	Early Years Representative

Observers

Funding Reform Team	Education Funding Agency, Maintained Schools Division
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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 1 vote is allowed.

From the Pupil Referral Unit only 1 vote is allowed.

ITEM NO.	WARD	SUBJECT	PAGE NO.
51		APOLOGIES To receive any apologies for absence.	
52		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Meeting held on 24 May	5 - 10

2017.

53	DECLARATION OF INTEREST To receive any declarations of interest.	
54	BUDGET 2017-18 AND REVENUE MONITORING To receive and consider a report giving details of the current schools' financial position.	11 - 12
54.1	Schools Revenue Budget Monitoring	13 - 14
55	HIGH NEEDS BLOCK REVIEW AND PROJECTION To receive and consider a report giving details of the High Needs Block expenditure.	15 - 18
55.1	2016/17 Schools Final Outturn - High Needs Block only	19 - 20
55.2	Foundry College	21 - 24
56	DE-DELEGATED AND CENTRALLY RESTRAINED BUDGETS To receive and consider a report outlining the de-delegated and centrally restrained budgets.	25 - 26
56.1	De-delegated 2017-18 Budget	27 - 28
57	FORWARD PROGRAMME To consider the Forums work programme for the remainder of the municipal year.	29 - 30

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

Luciane Bowker,
Tel
Email
Postal Address

Democratic & Electoral Services Specialist
0118 974 6091
luciane.bowker@wokingham.gov.uk
Civic Offices, Shute End, Wokingham, RG40 1BN

**MINUTES OF A MEETING OF THE
SCHOOLS FORUM
HELD ON 24 MAY 2017 FROM 9.30 AM TO 10.45 AM**

Schools Representatives

Helen Ball	Primary Head - Polehampton Infant
Ali Brown	Primary Head - Nine Mile Ride Primary
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
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
Jay Blundell	Special School Headteacher - Foundry College
Sara Attra	Special School Head - Addington School
Ben Godber	Academy Headteacher - Bohunt
Jonathon Peck	Director of Finance and Operations - Maiden Erlegh
Emma Clarke	Primary Head - Farley Hill
Paul Miller	Governor - St Crispins - Chairman
John Bayes	Governor - Foundry College - Vice-Chairman

Non School Representatives

Anne Andrews	Oxford Diocese
Alison Swaddle	Deputy Executive Member for Children's Services
James Taylor	Wokingham and Bracknell College
Mary Parker	Early Years Representative
Gail Prewett	Early Years Representative

Also Present

Neil Carr, Principal Democratic Services Officer
Jane Winterbone, Interim Head of Learning and Achievement
Collette Sutton, Interim Head of Schools Finance
Katherine Vernon, Accountancy Assistant

50 MANCHESTER BOMBING

The Forum held a minute's silence to remember the victims of the Manchester bombing.

51 APOLOGIES

Apologies for absence were submitted by:

Ian Head (Governor, Aldryngton Primary);
Carol Simpson (School Business Manager, Colleton Primary);
Keith McConaghy (School Business Manager, Oakbank).

The Chairman welcomed new attendees to the Forum:

Emma Clarke (Headteacher at Farley Hill Primary);
Jonathan Peck (Director of Finance and Operations at Maiden Erlegh);
Collette Sutton (Interim Head of Schools Finance).

52 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Forum held on 29 March 2017 were confirmed as a correct record and signed by the Chairman, subject to the following amendments:

Minute 42 (Page 11) – Amend the spelling of Darren Gray to Derren Gray;

Minute 43 (Page 12) – Amend the fifth bullet point to read “Elaine Stewart stated that she felt uncomfortable with the idea of sustaining a 5% surplus of places in schools”.

53 DECLARATIONS OF INTEREST

There were no declarations of interest.

54 UPDATE ON REQUESTS RAISED AT PREVIOUS MEETINGS

The Forum considered a report, set out on Agenda pages 15 to 18, which provided an update on a number of matters arising from previous meetings. The report addressed the following issues:

- A detailed analysis of all internal recharges for 2016/17 compared to 2015/16. During the discussion the following points were raised:

The Forum requested more detail on the work of the Corporate Transport Unit including the services provided by the unit, any trends in the level of recharge and the number of families using home to school transport across the Borough.

The Forum requested more information on any significant variations in the level of other recharges between 2015/16 and 2016/17, for example in relation to operational property.

- Clarification on the process for consulting school leaders on the provision of additional school places. The report stated that the Council was committed to briefing schools on place planning. Decisions to expand a school or open a new school were made by the Council's Executive and were based on publicly circulated written reports. During the discussion the following points were made:

The Chairman stated that the Schools Forum membership contained a significant amount of knowledge and experience which could be used to inform the decision making process relating to school place planning across the Borough. To date this knowledge and experience had not been utilised.

Jane Winterbone confirmed the Council's intention to improve the levels of transparency and engagement relating to school place planning. This would include discussions with the new Executive Member for Children's Services.

Alison Swaddle (Deputy Executive Member for Children's Services), confirmed that the key messages from the Forum would be fed back into discussions about improving the decision-making process.

The Chairman referred to the EFA Schools Forum guide, specifically paragraph 13 which stated that “Consultation must take place when a local authority is proposing a

contract for supplies and services which is to be funded from the Schools Budget and is in excess of the EU procurement thresholds”.

Derren Gray referred to the report submitted to the March 2017 meeting of the Forum on Pupil Movement and Lagged/Double Funding (Minute 43 refers). The report had sought the Forum’s approval to a revised mechanism for funding primary schools for the additional cost associated with opening a new class until school formulaic funding was sufficient to make the class sustainable. It was confirmed that the Forum did not approve the proposed funding mechanism at the March meeting. The Chairman suggested that this issue be considered at the July meeting in association with the updated report on the 2017/18 Growth Fund.

- Confirmation that the 2016/17 expenditure on redundancy costs did not exceed the budget. Derren Gray requested clarification on the position of academies in relation to requests for help with redundancy costs.
- Clarification on the operation of Just Around the Corner as a registered charity but not a registered education provider. The position was noted.
- Clarification on instances where SEN transport was funded and families also received Disability Living Allowance (DLA) – DfE had confirmed that receipt of DLA did not disqualify an individual from benefitting from free transport to school. The Forum would be updated if this position changed.
- John Bayes confirmed that a report on Foundry College, requested by the Forum, had been completed and forwarded to Officers and would be circulated as part of the review of the High Needs Block funding and expenditures in July.
- Collette Sutton confirmed that the issue of recoupment of business rates was under investigation and would be reported back to the Forum.

RESOLVED That:

- 1) the report be noted;
- 2) the Forum receive a further report on Internal Recharges with more detail on the work of the Corporate Transport Unit and other significant year to year variations in the level of charges;
- 3) the Council’s commitment to improved transparency and consultation with the Forum be welcomed;
- 4) the proposed mechanism to fund primary schools for the additional costs associated with opening a new class be considered at the Forum meeting on 19 July 2017;
- 5) the Council’s responsibilities to consult with the Forum, as set out in the EFA Schools Forum guide, be noted;
- 6) clarification be sought on the position of academies seeking help with redundancy costs and be reported back to the Forum;

- 7) the report on Foundry College be considered at the July meeting of the Forum;
- 8) the potential for recouping the supplemental business rates allocated to Contingencies in 2016/17 be investigated and reported back to the Forum.

55 2016/17 OUT-TURN INCLUDING CONTINGENCIES BREAKDOWN 2016/17 AND GROWTH ANALYSIS

The Forum considered a report, set out at Agenda pages 19 to 29, which gave details of the final out-turn position for the 2016/17 Schools Budget. A series of tables gave further detail in relation to the following issues:

- Schools Opening Balances/Reserves at 1 April 2016;
- Schools Final Out-turn 2016/17 (Budget v Actual);
- Schools Final Out-turn 2016/17 (Budget/Forecast March 2017/Actual/Variance);
- Schools Final Out-turn 2016/17 – Main Movements from March 2017;
- Contingencies 2016/17;
- Growth Fund 2016/17.

The report stated that the final Out-Turn for 2016/17 showed an in-year deficit of £821k, mainly due to overspending on the High Needs Block. The closing balance (reserves) at 31 March 2017 was £1.356m which would be carried forward to 2017/18.

As discussed at the March 2017 meeting, members of the Forum had expressed serious concerns about the monitoring and reporting of the Schools Budget during 2016/17. Further concern was expressed about the significant variances reported between March and the final Out-turn report. Collette Sutton reported that, as a result of the problems identified during the year, changes had been made to reporting structures and steps were being taken to recruit permanent staff to key posts. A forensic analysis would also be undertaken to examine any errors occurring during the year.

Jane Winterbone stated that a report would be submitted to the July 2017 meeting of the Forum which reviewed expenditure against the High Needs Block in 2016/17 and a projection for expenditure in 2017/18. This was a very significant piece of work involving detailed analysis of individual cases across the Borough.

It was also hoped that the final settlement for 2017/18 would be available for the July meeting.

John Bayes suggested that a more consistent and clearer format be used in the monitoring reports, i.e. a combination of brackets and red colouring to indicate minus figures.

RESOLVED That:

- 1) the 2016/17 Schools Budget Final Out-Turn be noted;
- 2) the steps being taken by the Council to strengthen budget monitoring procedures and to recruit key members of staff on a permanent basis be welcomed;
- 3) closer monitoring and reporting of the following areas take place in 2017/18:
 - Budget variances in year;
 - High Needs Block;

- Growth Fund (more detail and clarity around academies and maintained schools' Growth Fund budgets);
 - Contingencies;
- 4) a report on the High Needs Block element of the Schools Budget be submitted to the July 2017 meeting of the Forum;
 - 5) the Council be requested to introduce a more consistent approach to minus figures within the budget monitoring reports.

56 GROWTH SPEND PROJECTION 2017/18

The Forum considered a report, set out at Agenda pages 31 to 33, which gave details of the Growth Spend in 2016/17 and an update on additional funding considered for primary school expansion. The report also gave details of arrangements for lagged funding and pupil movement funding considered at the previous meeting of the Forum.

The report stated that in 2016/17 an original budget for Growth Spend was agreed by the Schools Forum at £1.3m. During the year budget projections suggested that the final spend could be as high as £1.492m. The end of year position was £1.339m. Within the overall spend, actual spend against Montague Park and Bohunt were significantly higher than the original budget. All other schools were subject of an underspend or a small overspend.

An updated Appendix was tabled which set out the current forecast of Growth Spend for 2017/18. Jane Winterbone confirmed that meetings would be held with all new schools (Charvil, Windmill, Wheatfield, Montague Park and Bohunt) in the next few weeks in order to establish a more detailed understanding of projected costs within 2017/18. A report would then be submitted to the July meeting of the Forum which would enable a debate based on the most up to date financial information for the new schools in the Borough.

Janet Perry asked about any recent changes to the funding regime for new schools as, in her experience, start up grants were set for a five year period. It was confirmed that this would be clarified in the report to the next meeting of the Forum. The report would also include reference to the proposed mechanism for funding primary schools for the additional costs relating to opening a new class (see Minute 54 above).

RESOLVED That:

- 1) the Growth Spend Out-turn for 2016/17 and the latest Growth Spend Projection for 2017/18 be noted;
- 2) a further report be submitted to the July 2017 meeting of the Forum following discussions with the new schools in the Borough.

57 NATIONAL FUNDING FORMULA UPDATE

The Forum considered a report, set out at Agenda pages 35 to 37, which provided an update on the National Funding Formula (NFF). The report stated that the Government had created NFF in order to address problems with the current funding system, with similar schools in comparable local areas receiving very different levels of funding.

The Council's response to the NFF Stage 2 consultation stated that the proposed funding position was unfair as it did not address the Borough's current low-funded base.

In light of the upcoming General Election it was confirmed that there had been little recent Government activity relating to NFF.

The report highlighted two key issues to be addressed by the new NFF regime - support for schools in financial difficulties and the effect on growth expansion projects involving new schools rather than expansion of existing schools. Appended to the report was a table showing the impact on the Borough's schools of the NFF based on current understanding of the proposals.

Jane Winterbone reported that the Task and Finish Group, set up at the March 2017 meeting of the Forum, had not been able to meet yet, but dates were being circulated for a first meeting. Members of the Forum were invited to consider joining the Task and Finish Group.

Brian Prebble stated that the Forum had previously agreed that there would be no clawback in relation to schools with a budget surplus and sought confirmation that this was still the Forum's position. This followed communication from the Council on the subject of School Reserves and possible clawbacks.

RESOLVED That:

- 1) the update on the National Funding Formula (Fairer Funding) be noted;
- 2) schools work with the Council to achieve appropriate NFF allocations and to develop an accurate financial reporting position to ensure that any emerging deficits are addressed appropriately;
- 3) the NFF Task and Finish Group agree Terms of Reference at its first meeting and a further volunteer be sought to join the group;
- 4) the Forum's previously agreed position of no clawbacks on budget surpluses be confirmed.

58 FORWARD PROGRAMME

The Forum noted the Forward Programme and dates of future meetings as set out on Agenda page 39.

RESOLVED That:

- 1) the Schools Forum's Forward Programme for 2017/18, be noted;
- 2) the agenda for the July 2017 meeting include:
 - Revenue Monitoring;
 - Final settlement and variance;
 - Budget 2017/18;
 - High Needs Block – review and projection;
 - Growth Fund - analysis and projection;
 - Contingencies breakdown;
 - Review of resource bases.

SCHOOLS FORUM

2017/18 Schools Revenue monitoring report July 2017

1 **Purpose of the Report**

This report provides the Schools' Forum with details of the 2017-18 budget monitoring as at 31st May 2017.

2 **Suggested Action**

The Forum is asked to note the contents.

3 **Background**

This report will need to be updated as the schools have not submitted their first Quarter 1 return as these are not due until the end of the Summer term, we are therefore currently forecasting to budget.

At this stage it is anticipated that Centrally Retained and the De-delegated budgets will be fully spent by year end.

4 **Financial Summary**

As shown in Appendix A Schools Revenue Monitoring report the only variance report is a forecast overspend of £385k in the Hgh Needs Block, although the service are looking to contain this.

Coral Miller
Interim School Finance Manager

John Ogden
Head of Finance
July 2017

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APPENDIX A

Schools Revenue Budget monitoring - May 2017 Period 2

S251 line no.	S251 title	A FINAL Budget 2016/17	B First draft presented to December Forum 2017/18 Budget	C Revised 2017/18 Budget	D Revised 2017/18 Budget as at April 2017**	E Forecast - May	F Variance
		£000	£000	£000	£000	£000	£000
	TOTAL INCOME						
	Brought Forward (surplus) /Deficit balance	1,151	552	1,356	1,356	1,356	0
	DSG Schools Block Allocation includes Academies	92,979	95,385	94,864	94,864	94,864	0
	DSG High Needs Block includes Academies	17,092	17,092	17,558	18,944	18,944	0
	DSG Early Years Block 3-4 year olds	6,749	7,249	9,588	9,588	9,588	0
Passported	DSG Additional School Grants	250	250	250	0	0	0
Passported	DSG UIFSM Revenue	2,195	2,227	2,228	2,228	2,228	0
	EFA Education Funding Agency 6th Form Funding	3,191	3,258	3,258	3,258	3,258	0
Passported	EFA Pupil Premium 5-16 years	2,688	2,586	2,586	2,586	2,586	0
Passported	DSG Pupil Premium 3-4 years	56	42	40	40	40	0
	TOTAL FUNDING	126,351	128,640	131,729	132,865	132,865	0
	TOTAL EXPENDITURE						
SB	1.0.1 Schools Block Allocation excl Academies net of de-delegated funds including HNB allocations	61,492	63,628	63,057	63,897	63,897	0
HNB	1.0.1. High Needs Block allocations	6,807	6,143	5,127	5,127	5,512	385
EY	1.0.1 Early Years Block Allocation inc exp for Education of Children under 5s in Private/voluntary/independent settings	6,520	6,963	8,272	8,272	8,272	0
	1.8.1 Academy Recoupment from Schools Block	28,999	28,968	32,033	32,033	32,033	0
EY	1.3.1 Early Years Contingency	229	229	229	229	229	0
	NQT Induction	32	32	-	-	-	0
HNB	High needs academy recoupment	-	-	-	1,386	1,386	0
HNB	1.2.1 Provision for pupils with SEN (including assigned resources)	2,468	2,517	2,846	2,846	2,846	0
HNB	1.2.1 Moderating Panels	150	150	150	150	150	0
HNB	1.2.2 Provision for pupils with SEN, provision not included in line 1.2.1	20	20	20	20	20	0
HNB	1.2.8 Support for inclusion	362	507	507	507	507	0
HNB	1.2.3 Fees for pupils at independent special schools & abroad	5,262	6,119	6,619	6,619	6,619	0
HNB	1.4.11 SEN transport	230	230	230	230	230	0
HNB	1.2.7 Inter-authority recoupment	-	-	-	-	-	0
HNB	1.2.1 Pupil Referral Units	480	470	470	470	470	0
HNB	1.2.6 and 1.2.7 Education out of school	617	710	720	720	720	0
	Sub Total	113,668	116,686	120,281	122,507	122,892	385
	Centrally retained - School block						
SB	1.4.10 Pupil growth/ Infant class sizes	1,232	1,300	1,300	1,300	1,300	0
	Support costs	-	-	-	265	265	0
SB	1.4.2 School admissions	281	304	304	304	304	0
SB	1.4.13 Miscellaneous (not more than 0.1% total of net SB)	97	97	97	-	-	0
SB	1.4.3 Servicing of schools forums	4	4	4	4	4	0
	ESG Services	-	-	-	373	373	0
	Sub Total	1,614	1,705	1,705	2,246	2,246	-
	GRANT						
	1.7.4 6th form funding from EFA	3,191	3,258	3,258	3,258	3,258	
	UIFSM UIFSM Revenue / Start Up	2,195	2,228	2,228	2,228	2,228	
	PPG Pupil Premium excl Academies	2,613	2,420	2,420	2,420	2,420	
	PPGLAC Pupil Premium allocated to schools - mainstream	50	129	129	129	129	
	PPGAP Pupil Premium in non-mainstream settings	25	37	37	37	37	
	PPGEY Pupil Premium 3-4 years	56	42	40	40	40	
	Sub Total	8,130	8,114	8,112	8,112	8,112	-
1.8.1	TOTAL SCHOOLS BUDGET including grants	123,412	126,505	130,098	132,865	133,250	385
	Variance between the Expenditure and Income (I & E)	(2,939)	(2,136)	(1,631)	0	385	385

** Final settlement will be issued by the DFE in the summer.

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SCHOOLS FORUM

Date of Meeting: 19 July 2017

For: Information

High Needs Block 2018/19

Purpose of the report:

1. This report sets out our work plan to address the significant growth in the High Needs Block budget of the Dedicated Schools Grant over the last year. In 2014 there were 765 Statements or Education, Health and Care Plans (EHCP) and in June 2017 there are 835. Since 2014 the age range has been extended to include 0 to 5 and 18 to 25 year olds. This age range extension has led to a significant increase in request and trend. The spend on independent special school places has increased significantly. Measures must be taken to ensure the growth can be contained within the High Needs Block budget.

Summary / background / update:

2. The Wokingham Borough 2017/2018 High Needs Block Allocation, issued by the Department for Education (DfE) on 20 December 2016 is £17,558,483. In addition the DfE have allocated £74,000 to Wokingham Borough Council to undertake a review of the High Needs Block spend.
3. The Children and Families Act 2014 introduced the Education, Health and Care Plan (EHCP). There is growth in the population of children and young people with Special Educational Needs and Disabilities (SEND). In addition the age range has been extended to include 0-5 and 18-25 year olds. This age range extension has led to a significant increase in request and trend. In January 2014 765 children and young people had a statement or an EHCP but in June 2017 this number had increased to 835 (an increase of 9%)
4. Each plan is funded through the High Needs Block and High Needs Block funding has not increased at a similar level.
5. The EFA makes an allocation to local authorities for high needs as part of the Dedicated Schools Grant (DSG). The EFA do not specify what amounts should be spent on each area of high needs however the grant is expected to fulfil statutory functions.
6. The council is not expecting an increasing the High Needs Block based on the figures released to date. The final arrangements for 2018/19 are still out for consultation but the range of disparity between authorities in the 2017/18 settlement is significant. Nottingham was allocated 20.5% growth whilst Wokingham was allocated 7%
7. Appendix 3A highlights the 2017 / 2018 budget and forecast expenditure.

8. To address the issues the following proposals are being considered

- **Staff and Associated Costs**

This area shows net costs of £507,000 for 17/18 and a review of staffing funded by the High Needs Block is to be undertaken. This relates to services such as GRT, EY inclusion and the learning support team.

- **Special school placements including placements for looked after children who also are also SEND.**

This area shows a net cost of £6,619,494. In 2016/17 this budget came under considerable pressure with an outturn position of an over spend of £893,000. The service has a number of actions in place to ensure that our EHCP thresholds are right, that the EHCPs are of high quality and internal decision making processes and authorisation are being reviewed. A needs analysis of our SEND cohort is being undertaken so that we can also influence the market provision within Wokingham Borough. The additional residential offer at Northern House planned for September 2017 is an example of how needs might be met more locally.

- **Alternative provisions inc The Foundry and Resource Bases**

Place funding for resource bases shows net costs of £950,000 for this financial year. This includes £200,000 for The Oaks resource base at St Crispin's School that was not profiled in the HNB budget for 2017/18. A wholesale review of funding of resource bases is proposed. The six primary and two secondary bases all have different funding agreements and top ups. Some of the bases are receiving AWPU in addition to the £10,000 place funding, some are not. None of the primary resource bases have a service level agreement and whilst schools need the guaranteed Place Funding to secure the specialist staff, some resource bases are not full. The Foundry receive £470,000 but have no capacity to meet the current numbers of permanently excluded children or those at risk of permanent exclusion. Appendix 3B highlights some of the issues being faced by this provision.

- **Special Schools**

This area shows a net cost of £5,313,147 for 2017/18 which includes Place Funding and top up funding. A local agreement was entered into with Northern House to guarantee Place Funding for 69 places as part of the programme to provide stability following the inadequate inspection and conversion to an academy. This local agreement also included a clause which means that all their Top Ups are paid through our HNB with the responsibility for re coupling from other authorities laying with WBC. Current number on roll at Northern House for September is 49 with 5 pending placements.

- **Top Ups**

This area shows a net cost for 17/18 of £2.427m which included top ups in resource bases, maintained schools, academies out of borough and post 16. There is also £247,000 contingency. A wholesale review of packages within this area is proposed. The review will include recommendations on how to manage future growth.

- **Exceptional Needs Funding**

This area shows a net cost for 17/18 of £150,000. A review of the exceptional needs funding process, decision making and impact is proposed.

9. Key to all of this work is ensuring that the ambition we have for our SEND pupils, highlighted in the SEND strategy, is met. An accurate self-assessment of our work with SEND children and young people which includes an analysis of outcomes for this cohort of pupils is in draft and will shortly be circulated to key partners for their comments and inclusions.
10. A separate piece of work ensuring that we understand the historical and forecasted needs of this cohort will enable us to map their needs against current provision and enable us to review current and new commissioning decisions.
11. In summary, the SEND strategy sets out our ambition for pupils with SEND. Through analysis of our cohort data and their outcomes we can define the provision needs we have in Wokingham. This can then be tested against our current resources creating a gap analysis and from there we can build our commissioning decisions.

Jane Winterbone

Interim Head of Learning and Achievement

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APPENDIX A
SUMMARY
2017-18 High needs block budget - estimate

	Est. no. of Children	£	£	Comments	Ref.
INCOME					
2017-18 DSG allocation			17,558,483	march	
Academy Place funding	138.6		1,386,000		
Total Funding from the DFE for the HNB			18,944,483		
EXPENDITURE					
Funding given to the Academies directly from WBC HNB	138.6	1,386,000		DFE recoupment for Place funding in Academies	
RESOURCE BASES - MAINTAINED					
Place funding - Resource bases	75	750,000			1.0.1
Top up funding - Resource bases	41	201,700			1.0.1
		951,700			
The Oaks		200,000			1.2.1
MAINTAINED STATEMENTED (ehc) initial allocation	163	696,646		Top up funding	1.0.1
Wokingham Academies (ehc) initial allocation	72	296,734		Top up funding	1.2.1
Additional funding for full year		247,000		Contingency for Top up funding	1.2.1
Special school allocation		5,313,147		Includes Place and top up funding	1.0.1
PRU		470,000			1.2.1
INDEPENDENT SPECIAL SCHOOL		6,619,494			1.2.3
CENTRALLY RETAINED					
Out of Borough topups		617,000		Pre 16 maintained OOB	1.2.1
Post 16 top ups		615,000		FE college -	1.2.1
Sensory Impairment		235,000		Joint arrangement with other LA for VI HI Applied behaviour analysis	1.2.1
ABA Programme		55,000			1.2.1
Education out of school		720,000		Foundry - Medically Vulnerable Places and Berkshire Adolescent Unit plus Independent Hospital Education.	1.2.6-7
SEN staffing support		20,000		SEN Equipment budget	1.2.2
Moderating Panels		150,000		Exceptional needs funding	1.2.1
Support for inclusion		507,000		Travellers education, ICT, EY inclusion, Learning support team	1.2.8
SEN Transport		230,000		Contingency for Special needs transport costs.	1.4.11
		3,149,000			
TOTAL I & E		19,329,722	18,944,483		
Surplus (+) or deficit			-385,239	Shortfall of high needs block	

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Foundry College's Report to Schools Forum May 2017

Purpose of the Report

To provide Schools Forum with an overview of the provision and associated costs for Foundry College and to initiate a review given the following issues:

- Education delivery costs have increased year on year
- Premises operational costs have increased year on year
- Pupil numbers in borough and at Foundry College have increased
- Foundry College's base funding allocation has not increased for 6 years

Recommendations

Proposals for 2017/18:

- Wokingham Borough Council sources an alternative premises for Foundry College

Proposals for 2018/19:

Foundry College expands its provision as follows:

- 10 places commissioned for alternative provision
- 5 places for Post-16 provision are commissioned
- 5 places for SEN support pending special school placement be commissioned
- Top up funding be agreed for placements over commissioned agreement numbers

Background context

The MoU commissioned annually by the LA is funded through the HNB to meet the LA's statutory duty to provide:

"Suitable full time education for permanently excluded pupils , pupils who cannot access education due to significant identified medical and mental health issues and for those who cannot access education for other reasons."

Foundry College is a 47 place Pupil Referral Unit, funded to provide or support the education of 32 medical/vulnerable pupils and 15 permanently excluded pupils. During 2016-17, Foundry College operated well beyond capacity. The profile of pupils is given as Appendix 1. Appendix 2 shows the three year trend data.

Benchmark data suggests this is not a temporary or localized spike in need, but a changed trend. Factors that may have contributed to this increase in need include:

- constraints on the mainstream curriculum
- the demise of alternative and truly vocational opportunities
- new Ofsted framework
- new school performance measures
- strain on school budgets

It takes commitment to change lives
Headteacher: Miss Jay Blundell

- staff recruitment difficulties

Financial Reporting 2016/17 with comparative data

Foundry College's budget comprises two main funding streams:

	2014/15	2015/16	2016/17
S251 lines 1.3.1 and 1.3.3: WBC Base Funding from HNB:	£1022k	£1001k	£970k
S251 line 1.3.2 De-delegated Primary Behaviour Support	£321k	£321k	£321k

In addition, Foundry College received additional income as follows:

Pupil premium grant	£4k	£14k	£13k
Transport grant (ring fenced)	£71k	£78k	£71k
Outreach service for secondary behaviour support and staff training on an individually commissioned basis	£82k	£103k	£107k

Pupil Numbers:

Permanent Exclusions	9	6	*24
Medical Vulnerable	38	9	*27

*for 2016/17, data for part year up to 31/3/17)

Provision

In addition to the statutory provision and primary behaviour support, the additional support that Foundry College has provided in 2016/17 is as follows:

- 1:1 Targeted intervention and inclusion (subsidised cost)
- Alternative provision facilitation (subsidised cost)
- Support for Managed Moves between Wokingham schools through FAP (no cost)
- Schools representation and input into LSCB (no cost)
- Management of e-learning provision (unit costs for usage are forwarded to the home school)
- Counselling (subsidised cost)
- Application for EHCP and holding bay pending Special school placement (AWPU + PPG)
- Interim primary placements pending managed moves (AWPU + PPG)
- TeamTeach training (charged)
- Support for Wokingham's Virtual School with LAC, CME, EHE (subsidised costs)
- SLT consultancy and support for complex cases to schools, EWS, SEN (no cost)
- Examination centre for private EHE candidates (unit costs for exam entries and invigilation are charged)

Challenges

As a result of a significant increase in permanent exclusions from both primary and secondary phases (Appendix 1), the number of pupils who actually need to attend Foundry College on a daily basis is currently 32. There is neither the space nor staffing capacity to meet this need.

The consequences include:

- Increased class sizes, in addition to already having to accommodate multiple classes in each room, are leading to a significant increase in negative behaviour for learning incidents and a deterioration in the quality of learning and rate of progress

- Across primary, the need to differentiate teaching within the same lesson and classroom for pupils from years 1 to 6, who also span a broad range of ability, is having a major detrimental effect on pupil progress, as well as staff workload and morale
- Increased anxieties, leading to a reluctance to attend for the medical / vulnerable pupils who should attend Foundry for all or part of their education
- Shortened school days in attendance now have to be offered for new entrants
- Insufficient space and staffing may act to jeopardise staff and pupil safety, especially during break times
- Staffing resources available for outreach work in schools are diminished and without this in-school support, further permanent exclusions are inevitable and imminent
- Reintegration plans for pupils to return to mainstream will need to be brought forward, but if a pupil is not ready and sufficiently supported, their reintegration is likely to fail and the pupil's life chances reduced as a second permanent exclusion closes the door to future placements
- Home tutor resources are also stretched to capacity and attempts at further recruitment to date have been disappointing
- Off-site alternative provision at this stage in the year will not lead to accreditation and there are few suitable opportunities currently available
- Strain on transport resources, necessitating increase use of taxis, is escalating costs

During 2016/17 the following expenditure have been necessary to enable Foundry College to continue to meet need:

- Recruitment of a full time primary TA (seconded from St Theresa's)
- Recruitment of a part time general secondary teacher
- Expansion of the Home Tutor team
- Increased investment (£10k) in the online learning package for home learning
- Rental of an allotment as an additional teaching space
- Offsite PE activities (transport & activity cost)
- Planning permission, hire, installation and commissioning of a rollalong providing 2 additional teaching classrooms and an intervention space
- Commissioning of an additional premises (Foundry House) for summer term use

The above actions have led to significant costs being incurred which were not budgeted for. Robust financial management coupled with the postponement of planned capital development has enabled savings in revenue in 2016/17, but they are committed for 2017/18.

Appendix 1: 2016/17 profile to 31/3/17

Type	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	KS 1	KS 2	KS 3	KS 4	Total
Alternative to PEX Provision	1	1			2	1			1	4	6	2	3	1	10	16
Med / Vulnerable at Foundry									1	2	2			1	4	5
Med / Vulnerable Home tutored				1			2	1	4	4	11		1	7	15	23
Non attenders								1			2			1	2	3
Permanent Exclusion			1	1	1	1			5	8	7		4	5	15	24
Totals	1	1	1	2	3	2	2	1	11	18	28	2	8	15	43	71

Appendix 2: 3 year trend in cohort data

24

Year		Boy	Girl	Pupil Premium	High achievers	SEND	EAL	Looked After	White British	Traveller / GRT	Medical / Vulnerable	Non Attenders	Permanent Exclusion	Alternative Provision	Outreach (Guest)
2014-15	Primary	8	1	2		3		1		0					25
	Secondary	26	37	24		12		1		1					112
2015-16	Primary	3	1	0		3	0	0	2	0	0		1	1	137
	Secondary	35	46	23		8	0	0	22	1	9		5	5	158
2016-17 (to 31/3/17)	Primary	8	2	5	0	5	0	0	6	1	1	0	4	5	128
	Secondary	24	36	17	3	5	1	2	47	0	26	3	20	11	64

SCHOOLS FORUM

**2017/18 De-delegated and centrally retained budgets
July 2017**

1 Purpose of the Report

This report is to clarify the budget relating to de-delegated funds and the centrally retained budget and also the proposed use of the contingency funding. This supports the January 2017 Schools' Forum report provided for approval.

2 Suggested Actions

The Forum is asked to note the contents of this report.

3 Background

This is to confirm the funds held centrally from the school block for council services to support our maintained schools and academies. Centrally retained funds support both maintained schools and Academies, de-delegated funds support maintained schools only.

4 Financial Summary

The 2017-18 **De-delegated budget** provision for this financial year is as follows:

Table 1 – See Appendix 3A for a table of the schools that contributed.

A	B	C	D	E	F	
Contingency (school in fin. Diff and def. of closing schools)	Insurance	Licences/subscriptions	Staff costs - supply cover	Support to underperforming EMG & bilingual learners	Behaviour support services - Primary only	TOTAL
129,510	547,472	219,773	362,038	143,245	321,000	1,723,037

A) Contingency (school in financial difficulties and deficit of closing schools.)

The **contingency** is to support schools in financial difficulty not of the school's own making i.e. falling rolls, exceptional circumstances and to fund closing schools that still have a deficit.

Any school that would like to access this fund will need to state the issue and will need to meet with the School's Finance Manager, so that the situation can be assessed as an exceptional case or not. An example of a special case could be a fraudulent activity in the school, which the school are pursuing in legal procedure that has resulted in a loss of funding, and this was not due to negligence within the school.

Any decision will need the agreement of the Director of People Services and will be communicated to the Schools' Forum. This will be a standing item at all Schools' Forum meetings.

Schools that are struggling to manage their budget need to contact School Finance for support and to apply for a licence deficit if applicable.

B&C) Insurance and Licences\Subscriptions

As per last year.

D) Staff costs – supply cover

To support Trade union staff cover, maternity & paternity cover plus public duties i.e. jury service.

E&F) Support for underperforming and Behaviour support services

To support EMG in all schools and behavioural support in primary schools only.

5 The Centrally retained table to confirm the amount agreed at school forum

Table 2 – School Block Centrally Retained

Description	Amount
Growth fund	1,300,000
ESG grant now in DSG allocation	373,000
SF costs	4,000
Schools Admissions services	304,000
Support costs	265,000
Total allocated	2,246,000

Table 3 – Early Years Block Centrally Retained

Description	Amount
To support the delivery of the new Early Year structure including the administration of the 30 hours and internal recharges for early years services.	370,000

The maximum amount that the Local Authority (LA) can “topslice” from the school budget for this financial year was 7%. WBC has permission from the school forum to retain 5%, however WBC retained 4.09% from the 3 to 4 year olds allocation and retain nothing from 2 year olds allocation.

6 Conclusion

This is to confirm the funds held by the LA from the school block budget as agreed in the January 2017 Schools’ Forum meeting . The LA will provide an update forecast on all the items above which should assist Schools’ Forum in making decision on de-delegated items and centrally retained funding for 2018-19.

Coral Miller
Interim School Finance Manager
July 2017

John Ogden
Head of Finance
July 2017

APPENDIX A - DE-DELEGATED 2017-18 BUDGET

2017-18 De-delegated services to maintained school only

LAESTAB School Name	Lump Sum Total		Contingency (school in fin. Diff and def. of closing schools 1	Insurance	Licences/sub scriptions	Staff costs - supply cover	Support to underperformin g EMG & bilingual learners	Behaviour support services - Primary only	Total
	£	£	£	£	£	£	£	£	£
Total	1,723,037	1,723,037	2,491	10,528	4,226	6,962	2,755	6,551	
8722062 OAKLANDS JUNIOR SCHOOL	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722067 Nine Mile Ride Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722088 Farley Hill Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722089 Lambs Lane Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722100 Bearwood Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722101 Wescott Infant School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722105 Whiteknights Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722106 Keep Hatch Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722116 Aldryngton Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722121 Emmbrook Infant School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722130 Emmbrook Junior School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722132 Oaklands Infant	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722137 Walter Infant School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722146 WINNERSH PRIMARY SCHOOL	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722148 Gorse Ride Junior School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722149 The Colleton Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722157 Shinfield Infant & Nursery Sch	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722160 Willow Bank Infant School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722161 Willow Bank Junior School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722163 Hatch Ride Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722167 Rivermead Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722184 Westende Junior School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722227 The Hawthorns Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722232 Gorse Ride Infant School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722235 Radstock Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722237 HAWKEDON PRIMARY SCHOOL	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722238 Hillside Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722245 Beechwood Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513

8722246	Highwood Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8722247	South Lake Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8723037	St. Nicholas C.of E. Primary	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8723041	Shinfield St. Mary's CE (VA) Junior School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8723046	Polehampton C of E Infant School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8723048	Crazies Hill C. E. Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8723055	St Paul's C of E Junior School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8723056	Woodley CE Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8723057	Robert Piggott CE Infant School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8723061	Robert Piggott CE Jnr School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8723312	ST PETER'S CE PRIMARY SCHOOL	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8723315	Finchampstead Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8723319	Grazeley Parochial Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8723320	Sonning Church of England Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8723330	St Sebastians CE Primary Sch	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8723341	St Teresa's Catholic Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8723368	St Dominic Savio Catholic Schl	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8723370	Polehampton C E Junior School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8723371	Loddon Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8723372	All Saints C.E. (Aided) Primary School	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8723373	The Coombes C of E Primary	33,513	33,513	2,491	10,528	4,226	6,962	2,755	6,551	33,513
8724048	ST CRISPIN'S SCHOOL	26,962	26,962	2,491	10,528	4,226	6,962	2,755		26,962
8724049	The Emmbrook School	26,962	26,962	2,491	10,528	4,226	6,962	2,755		26,962
8724051	THE BULMERSHE SCHOOL	26,962	26,962	2,491	10,528	4,226	6,962	2,755		26,962
		1,723,037		129,510	547,472	219,773	362,038	143,245	321,000	1,723,037
								ck		1,723,037

Schools Forum Forward Plan 2017 /18

18	October	Revenue Monitoring
		High Needs Block
		Draft Proforma for Submission to EFA
		Contingencies breakdown
		Final Settlement and variance
		Growth Spend Update
		Growth Criteria Proposal 2018/19
		Update on Formula Changes

13	December	Revenue Monitoring
		Draft 2018/19 Budget
		Contingencies breakdown
		High Needs Block
		De-delegated items for 2018-19
		Centrally retained items including ESG
		Schools Block and Early Years Block
		Growth Fund

24	January	Revenue Monitoring
		Contingencies breakdown
		High Needs Block
		Proposed Schools Block Submission and the effect on schools

21	February	Revenue Monitoring
		Contingencies breakdown
		High Needs Block
		Consultation on the High needs block

28	March	Revenue Monitoring
		Contingencies breakdown

16	May	Revenue Monitoring
		Contingencies breakdown
		High Needs Block
		Carried forward deficit on centrally retained to be funding 18-19 from the school
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