



**WOKINGHAM
BOROUGH COUNCIL**

A Meeting of the **SCHOOLS FORUM** will be held in
**THE PIGGOTT SCHOOL, TWYFORD ROAD, WARGRAVE
RG10 8DS ON WEDNESDAY 18 DECEMBER 2019 AT
10.00 AM**

A handwritten signature in black ink, appearing to read 'Susan Parsonage', written in a cursive style.

Susan Parsonage
Chief Executive
Published on 10 December 2019



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	
Maintained Schools	
Carol Simpson	School Business Manager - Colleton Primary
Corrina Gillard	Primary Head - Emmbrook Infant
Emma Clarke	Primary Head - Farley Hill Primary
Sylvia Allen	School Business Manager - Hawkedon Primary
Helen Ball	Primary Head - Polehampton Infant
Brian Prebble	Primary Head - Rivermead Primary
Nick McSweeney	Headteacher - The Emmbrook School Secondary
Academies	
Ali Brown	Primary Head - Nine Mile Ride Primary
Julia Mead	School Business Manager - St Sebastian's CE Primary
Vacancy	Primary
Ben Godber	Academy Head - Bohunt School
Derren Gray	Academy Head - Piggott School
Ginny Rhodes	Academy Head - St Crispins School
Paul Miller	Governor - St Crispins - Chairman
Sian Lehrter	School Business Director - The Holt School
Shirley Austin	Academy Head - Forest School
Special Schools	
Sara Attra	Special School Head - Addington School
PRU	
Jay Blundell	Pupil Referral Unit Head - Foundry College
Non-School Representatives	
Early Years	
Kerrie Clifford	Maintained Nursery Head - Ambleside Centre
Ian Morgan	Early Years Representative
Wokingham Borough Council	
Graham Howe	Wokingham Borough Council
Sal Thirlway	Assistant Director Learning Achievement and Partnerships
Post 16 Education	
Paul Gibson	Headteacher - Maiden Erlegh School

ITEM NO.	WARD	SUBJECT	PAGE NO.
1		ELECTION OF CHAIRMAN To elect a chairman of the Forum for the 2019/20 academic year.	
2		ELECTION OF VICE-CHAIRMAN To elect a Vice-Chairman of the Forum for the 2019/20 academic year.	
3		APOLOGIES To receive any apologies for absence.	
4		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Meeting held on 16 October 2019.	7 - 14
4.1	None Specific	Update for Matters Arising	15 - 16
5		DECLARATION OF INTEREST To receive any declarations of interest	
6	None Specific	2019/20 REVENUE MONITORING To receive a report containing details of the schools' current financial position.	17 - 22
7	None Specific	2019/20 CONTINGENCY UPDATE To receive the 2019/20 contingency update report.	23 - 24
8	None Specific	DRAFT 2020/21 SCHOOLS BLOCK BUDGET To receive the draft 2020/21 Schools Block Budget report.	25 - 30
9	None Specific	GROWTH FUND UPDATE 2019/20 AND 2020/21 To received and consider the Growth Fund update report.	31 - 36
10	None Specific	2020/21 PROPOSED DE-DELEGATED BUDGET To receive and consider the 2020/21 Proposed De-delegated Budget report.	37 - 42
11	None Specific	2020/21 EARLY YEARS BLOCK UPDATE To receive and consider the 2020/21 Early Years Block update report.	43 - 44
12	None Specific	HIGH NEEDS BLOCK UPDATE To receive and consider the High Needs Block update report.	45 - 50
13	None Specific	SCHOOL ADMISSIONS UPDATE To receive a report containing an update on the School	51 - 58

Admissions service.

14

FORWARD PLAN

59 - 60

To consider the Forum's work programme.

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

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**MINUTES OF A MEETING OF THE
SCHOOLS FORUM
HELD ON 16 OCTOBER 2019 FROM 10.00 AM TO 11.40 AM**

Schools Representatives

Sylvia Allen	School Business Manager - Hawkedon Primary
Sara Attra	Special School Head - Addington School
Helen Ball	Primary Head - Polehampton Infant
Jay Blundell	Pupil Referral Unit Head - Foundry College
Ben Godber	Academy Head - Bohunt School
Derren Gray	Academy Head - Piggott School
Anne Kennedy	Academy Head - The Holt School
Julia Mead	School Business Manager - St Sebastian's CE Primary
Ginny Rhodes	Academy Head - St Crispins School
John Bayes	Governor - Foundry College - Vice-Chair
Paul Miller	Governor - St Crispins - Chairman

Non School Representatives

Graham Howe	Wokingham Borough Council
Sal Thirlway	Assistant Director for Education
Karen Edwards	Early Years Representative
Ian Morgan	Early Years Representative

Also Present

Luciane Bowker, Democratic & Electoral Services Specialist
Carol Cammiss, Director of Children's Services
Lynne Samuel, Senior Financial Specialist People Services
Katherine Vernon, Finance Specialist Schools
Alan Voyzey, Interim Senior Finance Specialist Schools

1 TO AGREE TO POSTPONE THE ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

The Chairman, Paul Miller proposed to postpone the election of Chairman and Vice-chairman to the next meeting when the new membership would be established. This was agreed by the Forum.

RESOLVED That the election of Chairman and Vice-chairman be postponed to the next meeting.

2 APOLOGIES

Apologies for absence were submitted from Ali Brown, Emma Clarke, Corrina Gillard, Stephanie Holding, Sian Lehrter, Nick McSeeney, Biran Prebble, Carol Simpson and Elaine Stewart.

3 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 10 July 2019 were confirmed as a correct record and signed by the Chairman, subject to the correction on page 11, where it said £270 it should say £270K.

4 MATTERS ARISING

Reports presentation

Paul Miller stated that the minutes made reference to various requests for the way in which information within reports is presented to be amended at the last meeting. He recognised that WBC Finance was going through a transition period due to staff changes; however, he urged that these requests be carried out going forward.

Page 9 – reference to using the underspend in the contingencies to cover the overspend in the staff cover

Lynne Samuel, Senior Finance Specialist People Services stated that she was still working through the de-delegated allocation. It was agreed that this would be discussed at the December meeting.

Page 9 – reference to the £32K reduction in funding for Foundry College

Jay Blundell asked Officers to look into this issue and report to Forum.

Page 9 – resolution 2: The 2018/19 misallocations to Central Block would be reversed as soon as possible (in this year's figures)

Lynne Samuel agreed to report back on this at the December meeting.

Page 10 – resolution 1: The contingency breakdown report will be split into two reports: one for maintained schools and one for Early Years, as standing items

Lynne Samuel agreed to include the split in future reports.

Page 12 – sharing the Primary and Secondary Schools Roll Projections report with headteachers

Carol Cammiss stated the report would be circulated with the newsletter.

Page 14- reference to informing schools of the names of new SEN staff

Carol Cammiss stated that the schools had been sent this information, she agreed to include it in the headteachers' newsletter.

5 DECLARATION OF INTEREST

There were no declarations of interest.

6 REVENUE MONITORING

Lynne Samuel presented the Revenue Monitoring report which was set out in agenda pages 19-24.

Lynne Samuel stated that the anticipated year end position had improved significantly by £1,236k, with a deficit of £2.97m forecast, mainly due to reductions in the overspend predicted in the High Needs Block (HNB).

Lynne Samuel stated that the Budget also included the additional income allocated by the Department of Education (DfE) for schools to cope with the increase in teacher's pension expected in September 2019 and another year's allocation of the teacher's pay grant from April to March 2020.

RESOLVED That the report be noted.

7 CONTINGENCIES BREAKDOWN

Lynne Samuel stated that the Contingencies Breakdown had not changed since the last meeting of the Forum.

The Chairman asked that, especially for the benefit of those not in attendance, the Contingencies Breakdown report be included even when there are no changes.

RESOLVED That:

- 1) The verbal report be noted; and
- 2) The Contingencies Breakdown report will be included in future agendas even when there is no movement.

8 FINAL 2018/19 EARLY YEARS SETTLEMENT AND UPDATE ON 2019/20 BUDGET

Lynne Samuel presented the Early Years Budget Update for 2018/19 and 2019/20 report which was set out in agenda pages 25-30.

Lynne Samuel stated that in July each year the confirmation of the previous year's financial settlement is received. The DfE used information from the January 2019 census to make appropriate budget adjustments. The 2019/20 settlement was still subject to further change and would not be finalised until July 2020.

Lynne Samuel stated that the Local Authority set up a Providers Reserve within the Early Years Block to fund growth within the sector.

Lynne Samuel stated that the Local Authority set an hourly rate for 2018/19 based on the estimated number of known children in that year, with an element of expected growth, and incorporating a provision for unknown growth which was set at £187k.

Lynne Samuel stated that the amount not used in 2018/19 from the original allocation by the DfE was £209k, however the DfE updated the 2018/19 settlement in July 2019 and this has increased the 2018/19 budget by £221k.

Lynne Samuel stated that the allocation and increased funding levels together resulted in a final allocation of £429k which was passed on to providers.

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

- Ian Morgan asked for confirmation that the Local Authority had taken a smaller contingency in 2019/20 than in 2018/19;
- Lynne Samuel stated that when making a decision on the contingency, the Local Authority had to make sure providers would not run into difficulties, but also not to over-estimate. She would double check the contingency for 2019/20;
- Paul Miller asked what happened to the money due to providers that were no longer in operation, he wondered if this money went back to the pot and was redistributed;
- Lynne Samuel agreed to check and report back to Forum. However, she believed that there were no such cases in Wokingham, Karen Edwards seemed to think that there might have been. They both agreed to liaise about this outside of the meeting.

RESOLVED That:

- 1) The report be noted; and
- 2) Finance Officers would report back to Forum about the final financial allocation to providers who were no longer operating.

9 HIGH NEEDS BLOCK UPDATE

Lynne Samuel presented the HNB update report which was set out in agenda pages 31-35.

Lynne Samuel stated that the anticipated year end position had improved significantly from that reported to Forum in July, there was now a £2.75m deficit forecast, representing a positive movement of £1.23m. The improved position was the result of both increased funding from the DfE and lower expenditure forecasts associated with ongoing scrutiny and deficit recovery plan actions.

Lynne Samuel stated that the Local Authority was waiting for feedback from DfE on the recovery plan that had been submitted. Work was ongoing to increase the capacity for places within the Borough. The situation was still very challenging and there was no scope to deal with the deficit if no additional funding from the DfE was received in future years, and there was no certainty that there would be additional funding in the future. Therefore it was important to continue to work to try and find a more permanent solution.

Lynne Samuel stated that Local Authorities were informed of the increased funding allocation for next year's Budget on the previous Friday (11 October), and not in time to be included in the report.

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

- Members asked that a further update, including any developments in the recovery plan be brought to the December meeting of the Forum;
- Jay Blundell stated that Foundry College would like to be part of the solution, however they had had a reduction of £32k in their budget, also there had been no uplifts for the last 8-9 years. She also pointed out that there were 13 pupils with Education Health and Care Plans (EHCP) currently enrolled at Foundry College; she believed that Foundry College was not the right setting for these children and the college did not receive additional funding for them. Carol Cammiss asked to speak with Jay Blundell about this situation outside of the meeting;
- Paul Miller asked that future HNB reports include a separate budget line for each of Foundry College and Addington School.

RESOLVED That:

- 1) The HNB update be noted;
- 2) The HNB update reports be presented to Forum, including separate budget lines for Foundry College and Addington School.

10 UPDATE ON 2020/21 SCHOOLS FORMULA CHANGES

Lynne Samuel presented the Update on 2020/21 Schools Formula Changes report which was set out in agenda pages 37-39.

Lynne Samuel stated that The Operational Guide for 2020/21 had now been published by the Education and Skills Funding Agency (ESFA), and was the first of several publications which set out the procedures to be followed in determining the budgets funded by the Dedicated Schools Grant (DSG). She stated that the DfE fact sheet could cause some confusion for schools as it only provided illustrative allocations whereas the final allocations for 2020/21 would be based on updated data and pupil numbers and determined by applying the authority's local allocation formula. The Task and Finish Group would be reviewing the criteria for inclusion in the local formula. Lynne Samuel went through the changes as described on page 38 of the report.

Derren Gray, who chairs the Task and Finish Group, stated that the Group had been looking at three different allocation models. The recent announcement by the DfE gave more money than had previously been thought. He stated that this reflected increased inflationary factors and additional funding recently announced by the government. There was a current national consultation on making the Minimum Per Pupil Funding levels a mandatory requirement from 2020/21.

Paul Miller stated that there were three Schools Forum representatives and four colleagues from schools in the Borough on the Task and Finish Group, who were engaged in working out the best model for Wokingham. It was helpful to have the insight of the Task and Finish Group to enable more clarity in the decision making process.

Paul Miller suggested that a similar Task Finish Group could be set up for the Early Years sector. The Early Years representatives agreed that this was a good idea and officers agreed to contact them to organise it.

Lynne Samuel stated that Forum should consider the possibility of transferring 0.5% of the Schools Block to the HNB. She acknowledged that this was previously not accepted by Forum and that in previous years the Local Authority had applied for disapplications which were declined by the DfE. However, due to the ongoing pressure on the HNB, this option should be explored. The timeline to apply for this was very tight as the disapplication would have to be submitted before the next meeting of the Forum.

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

- Derren Gray stated that the Task and Finish Group had modelled the 2020/21 Budget assuming this proposal was not approved, in view of the increased allocation in the Schools Block and the guaranteed minimum 8% increase in the HNB;
- In response to a question Derren Gray stated that there were no representatives from special schools in the Task and Finish Group;
- Members felt that it was inappropriate to make a decision on the possibility of moving 0.5% from the Schools Block to the HNB at this meeting due to the fact that this had not been on the agenda and there was no formal representation or paperwork to consider;
- Members were informed that the deadline for applying for disapplication was on 11 November;
- Paul Miller suggested the possibility of consulting with Schools Forum via email;
- Lynne Samuel stated that she was aware that there was much work to be undertaken to resolve the deficit in the HNB, however there was an opportunity to collectively do something about it;
- Some members stated that they were opposed to this proposal as it would take away money from schools;

- Some members questioned why this proposal had not been on the agenda. Lynne Samuel apologised that this was giving the wrong impression to Forum. She stated that there was a desire to be transparent with Forum, and that this was an option that needed to be considered under the current circumstances;
- Members asked if the Local Authority intended to apply for disapplication if this proposal was refused. Carol Cammiss stated that a decision had not yet been made;
- Sara Attra stated that the special schools provisions in the Borough were running in a deficit position, there had been no uplift for five years. She also stated that there should be a representative from special schools in the Task and Finish Group;
- Members felt that this information could have been shared earlier. Carol Cammiss stated that the Local Authority was still waiting for the DfE feedback, and she agreed that there was work to be done around our own special schools. She was considering other alternatives and was likely to ask for an extension to the disapplication date.

RESOLVED That the report be noted.

11 SCHOOLS FORUM MEMBERSHIP REVIEW

Paul Miller presented the Schools Forum Membership Review which was set out in agenda pages 41-45.

Paul Miller stated that this report was a continuation of the review that had started at the last meeting. The membership review sought to improve the efficiency of Schools Forum and ensure that the representation reflected the make up of schools in the Borough. He stated that Ginny Rhodes and Brian Prebble had facilitated the selection process with their respective phases.

Ginny Rhodes stated that she had discussed with secondary headteachers and it had been agreed by the Secondary Federation that seats on the Forum would be reviewed annually and confirmed by majority vote by the Federation members on the first Federetaion meeting of the year. The aim was to ensure the right balance of headteachers, governors and schools business managers.

Paul Miller stated that Brian Prebble had led on the selection of maintained school primary representatives, as described on Appendix A. There was a total number of 9 seats for primary representatives, there were still 3 primary academy representatives to be confirmed.

Paul Miller stated that it had been recognised that Early Years should hold 2 seats.

Paul Miller stated that it was proposed not to specify a duration of term of office in an effort to maintain expertise within Schools Forum. However, he stated that it was important to ensure that the skills and expertise fo the membership continued to be relevant.

RESOLVED That Schools Forum adopt the new structure with effect from the December meeting.

12 FORWARD PROGRAMME

Ginny Rhodes expressed concern that School Admissions Forum had been cancelled many times over the last two years.

Sal Thirlway, Assistant Director for Children's Service, Learning Partnerships and Achievement introduced himself to the Forum. He stated that this issue had come to his

attention and he was considering options about how to move forward with School Admissions Forum. He suggested bringing a proposal to the next meeting of the Forum.

Ginny Rhodes stated that it had been incredibly helpful to receive the numbers of school admission preferences last year and asked to be supplied with this information again.

Karen Edwards stated that this would also be helpful for Early Years to help with the children's transition into primary school. Carol Cammiss agreed to supply this information.

The Forum considered and noted the Forward Programme of work and dates of future meetings as set out on Agenda page 47.

The next meeting of the Forum will be 11 December and the following items were added:

- Election of Chairman
- Election of Vice-chairman
- School Admissions Forum review

13 ANY OTHER BUSINESS

Councillor Howe addressed the Forum and introduced himself as the Member for Remenham, Wargrave and Ruscombe. He stated that he had more experience with primary schools than secondary schools due to his role as a school governor over many years. He was looking to improve his knowledge of secondary schools by meeting headteachers.

Councillor Howe mentioned a Solar in Schools project which hoped to help to reduce energy costs, and as a result improve the money available for discretionary educational spending.

Paul Miller stated that there would be a training session before the next meeting, from 9-10am. This was primarily for new members of the Forum, but was open to any members that wished to attend.

The Chairman, Paul Miller, expressed his gratitude to members of the Forum that were standing down after this meeting. In particular Paul Miller thanked John Bayes for his contribution to Schools Forum over many years, recognising his involvement as a chairman and vice-chairman to the Forum.

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Update for Matters Arising December 2019

- 1. De-delegated contingency underspend**
For 2020/21 budget setting it is proposed that £50k be realigned from de-delegated contingency to the staff cover budget, reflecting the increased costs incurred in this area. Please see *2020/21 Proposed De-delegated Budget* report on agenda.
- 2. Funding for Foundry College**
Please see *High Needs Block update* report on agenda.
- 3. 2018/19 Central Block 'miscodings'**
A review of the transactions involved has identified that the 'miscoded' spend is all DSG related, and is in part a result of business rates adjustments. Further investigative work is underway to establish options for resolution in-year.
- 4. Early Years Block & Provider Reserve**
The schools finance team are working on the presentation of a termly reconciliation report that would provide Schools Forum with greater visibility on the Provider Reserve Fund held within the Early Years (EY) Block. This will be included in future reports.

As discussed with Forum previously, any balance on this fund is passed back to providers as part of the final allocation for the year, however it is recognised that enhanced reporting during the year is informative for EY representatives.

The reserve fund set for 2019/20 is £203k, against the £229k held in previous years.

In response to the question on what happens to final allocations for providers who have closed during the year, it has been established that during 2018/19 2 providers closed, with a total sum of £4k held in the EY block as a result. This will form part of the overall reconciliation for 2019/20.

The local authority will continue to work with the Forum's EY representatives to ensure reporting and communications are informative and proportional.

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Agenda Item 6

TITLE 2019/20 Revenue Monitoring

FOR CONSIDERATION BY Schools Forum on 18 December 2019

WARD (All Wards);

LEAD OFFICER Director of Children's Services - Carol Cammiss

OUTCOME / BENEFITS TO THE COMMUNITY

N/A

RECOMMENDATION

Schools Forum is asked to note the content of this report.

SUMMARY OF REPORT

The report shows the 2019/20 forecast income and expenditure of the Schools Budget as at 30th November 2019.

This reflects an anticipated overspend of £3.3m at year end, an increase of £350k from the October 2019 report. Further information on the High Needs Budget and associated actions is reported separately to Forum.

2019/20 Schools Revenue Monitoring Report December 2019

.01 Purpose of the Report

This report provides the Schools Forum with an update on the Dedicated Schools Grant (DSG) revenue budget position as at 30th November 2019.

.02 Recommendation

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

.03 Background

This report forms part of the regular updates to Schools Forum on the anticipated outturn for the Dedicated Schools Grant (DSG), with explanation for significant variances.

At the October 2019 Schools Forum the forecast of £2.97m, as at the end of September 2019, was reported with the pressure largely in the High Needs Block. This included the carried forward deficit from 2018/19 of £1.57m.

.04 Forecast Movement

The anticipated year end position has increased by £350k, with a deficit of £3.32m forecast. This is mainly due to an increase in the High Needs Block (HNB), largely as a result of pupil changes for the new academic year across mainstream, maintained special school and independent settings.

Further information on the HNB and associated actions is reported to Forum separately.

.05 Financial Summary

The forecast as at 30th November 2019 shows a projected overspend of £3.32m against a budget of £142.86m, represents 2.3% of the budget.

This budget also includes additional income allocated by the Department of Education (DfE) for schools to cope with the increase in Teacher's Pension Employers Contributions payable from September 2019 and a further year's allocation of the Teacher's pay grant from April 2019 to March 2020.

The future of this funding will depend on the Government's spending review but will remain payable as a separate grant for the foreseeable future.

Description	£000
Brought forward from 2018/19	£1,572
Estimated overspend in 2019/20	£1,751
TOTAL	£3,323

The total increase in the overspend since the report to School's Forum in October is £350k.

Please refer to:

Appendix A - Summary of 2019/20 School Revenue Monitoring Report.

Appendix B - Detailed breakdown of 2019/20 Revenue Monitoring.

Alan Voyzey
Interim School Finance Manager
December 2019

Bob Watson
Head of Finance
December 2019

Appendix A	As at November 2019			MONTH 8	
Summary of 1920 School revenue budget monitoring					
	A	B	C	D	E
Description	Budget 2019 - 20	Forecast September 2019-20	Forecast November 2019-20	Variance (C - B)	Variance (C- A)
	£	£	£	£	£
SCHOOL BLOCK BUDGET					
Brought Forward (+Deficit\Surplus) from previous year	-	(118)	(118)	-	(118)
School Block Budget is the allocation to school based in the number of children in the school, the areas the children live i.e. rate of deprivation, children on free school meals, school academic achievement etc. This produces a unit cost per child per school and that unit cost is times by the number of children in that school.	(104,222)	(104,181)	(104,181)	-	41
Academy Allocated budget	49,101	50,594	50,932	338	1,831
School allocated budget excluding 6th form funding	53,008	51,515	51,177	(338)	(1,831)
School block budget - De-delegated items from maintained schools to council for central services eg insurance for school, staff cover for maternity in schools etc.	1,313	1,321	1,313	(8)	1
Centrally retained activities - Growth fund.	800	800	800	-	-
TOTAL SURPLUS\DEFICIT	0	(68)	(76)	(8)	(76)
HIGH NEEDS BLOCK					
Brought Forward (+Deficit\Surplus) from previous year	-	1,399	1,399	-	1,399
High needs Block funding is for funding Special needs children in all our education establishments this includes commissioned services from other boroughs and independent schools.	(18,861)	(18,897)	(18,897)	-	(36)
High need grant allocated budget	18,861	20,248	20,606	358	1,745
TOTAL SURPLUS\DEFICIT	-	2,750	3,108	358	3,108
EARLY YEARS BLOCK					
Brought Forward (+Deficit\Surplus) from previous year	-	-	-	-	-
Early Years Block Allocation including funding for Education of Children under 5s in Private/voluntary/independent settings as well as nursery provision and Primary schools with nursery provision.	(10,235)	(10,611)	(10,611)	-	(376)
Early year including EYPP grant	9,728	10,104	10,104	-	376
Centrally retained activities for Early years statutory duties.	507	507	507	-	0
TOTAL SURPLUS\DEFICIT	-	-	-	-	(0)
CENTRALLY RETAINED BLOCK					
Brought Forward (+Deficit\Surplus) from previous year	-	291	291	-	291
Centrally Retained Block - Contribution to pay for the council's statutory duties.	(946)	(946)	(946)	-	-
Centrally retained activities for both Academies and Maintained schools like school improvement, council statutory duties etc. School admissions, School Forum costs, etc	946	946	946	-	-
TOTAL SURPLUS\DEFICIT	-	291	291	-	291
Government specific grant the the LA pass to the schools on behalf of DFE					
Estimate for other grants like PE grant (actual allocation will be announce nearer October)	(774)	(774)	(774)	-	-
UFSM Revenue / Start Up	(1,850)	(1,850)	(1,850)	-	-
Pupil Premium excl Academies	(2,175)	(2,175)	(2,175)	-	-
6th form funding from EFA for Secondary school with a 6th form.	(2,109)	(2,109)	(2,109)	-	-
Teacher Pay Grant	(296)	(512)	(512)	-	(216)
Teacher Pay Pension - Grant	-	(800)	(800)	-	(800)
Grant allocation to schools	7,204	8,220	8,220	-	1,016
TOTAL SURPLUS\DEFICIT	-	-	-	-	-
TOTAL EXPENDITURE FORECAST	141,468	145,827	146,177	350	4,710
TOTAL INCOME FORECAST	(141,468)	(142,855)	(142,855)	-	(1,387)
Various					
Surplus () Deficit +	0	2,973	3,323	350	3,323

APPENDIX B - Schools Budget 2019/2020	As at November 2019		Month 8		
	A	B	C	D	E
DSG TITLE	2019/2020 Budget	September Forecast 2019-20	November Forecast 2019-20	Variance against C-B changes from last month	Variance against C-A change against the forecasted budget
SCHOOL BLOCK					
Brought Forward School block (surplus) /Deficit balance	-	(118)	(118)	(118)	(118)
Schools Block Allocation excl Academies net of de-delegated funds including HNB allocations	53,008	51,515	51,177	(338)	(1,831)
Academy Recoupment from Schools Block	49,101	50,594	50,932	338	1,831
Total allocated to schools	102,109	102,109	102,109	-	-
De-delegated					
School-specific contingencies	107	103	101	(1)	(6)
Insurance	453	440	437	(3)	(16)
Licences and subscriptions	65	62	61	(1)	(4)
Staff Costs - maternity cover	300	342	349	7	49
Support to under-performing ethnic minority groups and bilingu	119	115	107	(9)	(12)
Behaviour Support Services	269	260	258	(2)	(11)
Sub total of De-delegated	1,313	1,321	1,313	(8)	1
Pupil growth/ Infant class sizes	800	800	800	-	-
Total School Block Budget Expenditure	104,222	104,112	104,104	(126)	(117)
Total School Block Budget Income	(104,222)	(104,181)	(104,181)	-	41
Variance	-	(68)	(76)	(126)	(76)
CENTRALLY RETAINED BLOCK					
Brought Forward Centrally retain block (surplus) /Deficit balance		291	291	-	291
Strategic and Regulation function	339	339	339	-	-
SACRE	7	7	7	-	-
School Asset Management	50	50	50	-	-
1.6.2 Education welfare service	119	119	119	-	-
Statutory I.T. , census and information.	62	62	62	-	-
School admissions	236	236	236	-	-
Servicing of schools forums	4	4	4	-	-
Licences	129	129	129	-	-
Total of Centrally Retained Block Expenditure	946	1,237	1,237	-	291
Total Centrally Retained block income	(946)	(946)	(946)	-	-
Variance	-	291	291	-	291
EARLY YEAR'S BLOCK					
Brought Forward Early Years block (surplus) /Deficit balance	-	-	-	-	-
Early Years Block Allocation including Providers reserve fund	9,690	10,063	10,063	-	373
Early years Centrally Retained for statutory LA duties	507	507	507	-	0
Pupil Premium 3-4 years	38	41	41	-	3
Total Early Year's block Expenditure	10,235	10,611	10,611	-	376
Total Early Year's block Income	(10,235)	(10,611)	(10,611)	-	(376)
Variance	-	-	-	-	-

	A	B	C	D	E
DSG TITLE	2019/2020 Budget	September Forecast 2019-20	November Forecast 2019-20	Variance against C-B changes from last month	Variance against C-A change against the forecasted budget
HIGH NEEDS BLOCK					
Brought Forward High Needs block (surplus) /Deficit balance	-	1,399	1,399	-	1,399
High needs academy recoupmnt	1,083	1,037	1,037	-	(47)
Provision for EHCPs in Wokingham mainstream schools	1,516	1,712	1,796	85	280
Provision for Resource Bases	1,293	1,442	1,442	-	149
Provision for EHCPs (including OLA and Post 16)	2,083	1,867	1,948	80	(135)
Addington (place and top-up)	4,398	4,813	4,854	41	456
Northern House (place and top-up)	990	797	799	2	(191)
Fees for pupils at independent special schools & abroad	5,657	6,731	6,881	150	1,224
Foundry College	960	960	960	-	-
Willow House	160	168	168	-	8
Education out of school - Independent Hospital Education	20	20	20	-	-
SUB TOTAL	18,160	19,547	19,905	358	1,745
Centrally retained high needs block					
Moderating Panels	150	150	150	-	-
Provision for pupils with SEN, provision not included 1.2.1	20	20	20	-	-
Support for inclusion - HNB	301	301	301	-	-
SEN transport	230	230	230	-	-
SUB TOTAL	701	701	701	-	-
TOTAL of High Need Block Expenditure	18,861	21,647	22,005	358	3,144
TOTAL of High Need Block Income	(18,861)	(18,897)	(18,897)	-	(36)
Variance	-	2,750	3,108	358	3,108
GRANTS					
Brought Forward Grants (surplus) /Deficit balance	-	-	-	-	-
UIFSM Revenue / Start Up	1,850	1,850	1,753	(97)	(97)
6th form funding from EFA	2,109	2,109	1,673	(436)	(436)
PE Grant - Additional school grants	774	774	734	(40)	(40)
Pupil Premium allocated to schools - mainstream	2,175	2,175	2,104	(71)	(71)
Teacher's Pay Grant	296	512	649	137	353
Teachers Pension		800	1,231	431	1,231
Total GRANTS EXPENDITURE TOTAL	7,204	8,220	8,144	(76)	940
INCOME					
PE Grant	(774)	(774)	(734)	40	40
UIFSM Revenue	(1,850)	(1,850)	(1,753)	97	97
Education Funding Agency 6th Form Funding	(2,109)	(2,109)	(1,673)	436	436
Pupil Premium 5-16 years	(2,175)	(2,175)	(2,104)	71	71
Teacher Pay Grant	(296)	(512)	(649)	(137)	(353)
Teachers Pension (Sept 19 to March 20)		(800)	(1,231)	(431)	(1,231)
Total GRANTS INCOME TOTAL	(7,204)	(8,220)	(8,144)	76	(940)
Variance	-	0	-	(0)	-
Summary of the Variances					
SCHOOL BLOCK	-	(68)	(76)	(8)	(76)
EARLY YEAR'S BLOCK	-	-	-	-	-
HIGH NEEDS BLOCK	-	2,750	3,108	358	3,108
CENTRAL BLOCK	-	291	291	-	291
GRANTS	-	0	-	(0)	-
Deficit\Surplus ().	-	2,973	3,323	350	3,323
TOTAL SCHOOLS BUDGET	141,468	145,828	146,101	274	4,634

Agenda Item 7

TITLE 2019/20 Contingency Update

FOR CONSIDERATION BY Schools Forum on 18 December 2019

WARD (All Wards);

LEAD OFFICER Director of Children's Services - Carol Cammiss

OUTCOME / BENEFITS TO THE COMMUNITY

N/A

RECOMMENDATION

That Forum notes that the allocation made from the contingency fund is unchanged from the last report on 10th July 2019.

SUMMARY OF REPORT

The report forms part of regular updates to Schools Forum on the contingency delegated by maintained schools in 2019/20 to the local authority to manage on their behalf.

The position on the contingency remains unchanged from that reported to the July meeting, with £77k uncommitted.

Forum has also requested that regular updates be provided on the Early Years Provider Reserve Fund, and this will be incorporated into future reports.

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Agenda Item 8

TITLE Draft 2020/21 Schools Block Budget

FOR CONSIDERATION BY Schools Forum on 18 December 2019

WARD (All Wards);

LEAD OFFICER Director of Children's Services - Carol Cammiss

OUTCOME / BENEFITS TO THE COMMUNITY

N/A

RECOMMENDATION

Schools Forum are requested to agree the recommendations of the Task and Finish Group and to confirm that a consultation paper showing the indicative school budgets for 2020/21 be issued to schools requesting feedback from all schools by 10th January. This will enable the final school budgets for 2020/21 to be considered by Schools Forum In January 2020 prior to submission to the Education and Skills Funding Agency by the specified January deadline.

SUMMARY OF REPORT

This is the Draft 2020/21 Schools Block budget for discussion and agreement prior to consultation with all schools.

**2020/21 Draft Schools Block Budget
December 2019**

.01 Purpose of the Report

This report provides the draft Schools Block Budget for 2020/21 for consideration by the Schools Forum and reflects the consensus view of the members of the Task and Finish Group.

.02 Recommendations

Forum Members are requested to confirm the recommendations of the Task and Finish Group and agree that a consultation with all schools on the proposed indicative school budgets be undertaken in early January. The views of schools will then be considered by Schools Forum at the January meeting prior to submission of the final proposals to the Funding Agency in accordance with the notified deadline.

.03 Background

The Department for Education (DfE) has, as reported at October Schools Forum, made a number of changes to the schools block funding for 2020/21 and the final funding allocation is anticipated by 20th December 2019.

The funding allocation will reflect final pupil numbers from the October 2019 schools census and updated pupil data used in the funding formula.

Schools Forum has established a Task and Finish Group to review the elements of the funding formula and make recommendations to the Schools Forum on the most appropriate formula to reflect the needs of schools in the Borough.

The members of the group are:-

Derren Gray, Head of The Piggott all-through academy (Chair)

Chris Coniam School's Business Manager, The Bulmershe maintained secondary

Carol Simpson School's Business Manager, The Colleton maintained primary

Brian Prebble Head of Rivermead maintained primary

Elaine Stewart Head of Aldryngton maintained primary

Kim Tomlin School Business Manager All Saints maintained primary

Sue Lunn School Business Manager Willowbank Infants

The Task and Finish Group met on 18th September 2019 to consider various options for funding in 2020/21 that had been prepared during the summer. However the announcement of additional national funding (£2.6bn) for 2020/21 and proposals to increase the Minimum Per Pupil Funding Levels meant that much of the initial work was by then out of date.

However the group identified the principles and factors that would be used to model the proposed formula for 2020/21. These were as follows:

- The Primary / Secondary ratio would remain unchanged at 1:1.29
- The formula factors would be inflated by 4% with the exception of free school meals which would be increased by 1.84%
- Lump sums would be modelled at £150k, £135k and £110k
- Primary Low Attainment would be increased to £800 per pupil (from £500 per pupil in the current year)
- The Minimum Funding Guarantee would be set at +1.0% to provide year on year increases in per pupil funding with a cap on gains of 6% applied.

In October 2019 the ESFA provided the Units of Funding for 2020/21: £3,954 for Primary schools and £5,093 for Secondary schools and issued a version of the modelling tool that would enable the Council to prepare initial budget projections using the above criteria. At this stage the modelling was based upon October 2018 census data but this enabled consideration of the effects of the changes above and the impact on schools of the additional funding previously announced.

.04 The Funding Options

On 5th November the Task and Finishing Group reconvened to consider the models that had been prepared. Following careful consideration of the options the group recommended the model which retained the Lump Sum at £150k thus providing some continued protection for small primary schools This rationale was favoured as the Lump Sum allocation in the National Funding Formula is moving upwards (£110,000 in the current year and £114,400 in 2020/21 and would probably stabilize at around £125,000 over the next few years).

For completeness the group requested that we produce a version of the recommended model using the MFG set at +1.84% in line with the factor used in the NFF and by reducing the capping accordingly to 5.25% - the maximum that works. Whilst this would increase most, but not all, of the primary allocations the losses to the secondary sector were considerable and deemed to be unacceptable.

Following discussions between the Chair of Schools Forum and the Chair of the Task and Finish group Appendix 1, attached, is based upon the model unanimously recommended by the Task and Finish group. This has now been updated to reflect the provisional pupil numbers from the October 2019 schools census, although final confirmation of the numbers and updated pupil data will only be available as part of the DSG settlement in December.

The Appendix provides for each school a comparison of the pupil numbers in the current year and for 2020/21 together with the budget for the current year, the indicative budget for 2020/21 and details of the increase (or decrease where there has been a drop in pupil numbers) for the new financial year.

	Primary Schools	Secondary Schools	Primary Numbers	Secondary Numbers	Total
Schools with increased pupil Nos	26	7	211	428	639
Schools with decreased pupil Nos	28	3	-211	-93	-304
Total	54	10	0	335	335

Minimum Per Pupil Funding	Primary Schools	Secondary Schools	Primary Protection	Secondary Protection	Total
Level of Protection	14	4	£553,531	£408,949	£962,480
Range of Protection	£532 to £119,537	£27,751 to £183,158			
Net effect of Capping and MFG					£43,326

.05 Financial Summary

Table A - Compares 2019/20 Budget allocated to schools with the Draft Budget for 2020/21 allocation to schools.

Description	Number on roll	Total £000	Growth fund £000	TOTAL £000
2020/21 Draft Budget	24,691	110,497	(800)	109,697*
2019/20 Budget	24,356	104,222	(800)	103,422
Increase	335			6,275

*Please note that this is the income expected using the estimated October 2019 pupil numbers that are still being validated by the DfE.

.06 Summary

This is the draft school block budget which uses the provisional October 2019 census and the new PUF, SUF and premises costs that were published by the DfE in October. These figures should be used with caution and for planning purposes only. The actual budget proposals for 2020/21 will be finalised in January 2020 for submission to the Funding Agency by the 21st January 2020.

Please see Appendix A.

Alan Voyzey
Interim Schools Finance Manager
December 2019

Bob Watson
Head of Finance
December 2019

Appendix A

URN	LAESTAB	School Type	School Name	19-20 NOR	20-21 NOR	Variance	19-20 Post MFG Budget	20-21 Post MFG Budget	Variance	% increase
Total				24,356	24,691		103,421,576	109,696,891		
109850	8722116	Primary	Aldryngton Primary School	314	311	-3	1,159,040	1,198,875	39,836	3.44%
135459	8723372	Primary	All Saints CofE (Aided) Primary School	275	269	-6	1,245,261	1,231,075	-14,186	-1.14%
109836	8722100	Primary	Bearwood Primary School	256	260	4	1,075,628	1,102,694	27,066	2.52%
109936	8722245	Primary	Beechwood Primary School	366	354	-12	1,357,085	1,372,418	15,333	1.13%
142181	8724001	Secondary	Bohunt School Wokingham	805	1047	242	3,951,384	5,237,258	1,285,874	32.54%
109983	8723048	Primary	Crazies Hill CofE Primary School	92	97	5	464,928	487,193	22,265	4.79%
144571	8723312	Primary	Earley St Peter's Church of England Primary School	484	482	-2	1,708,182	1,814,361	106,179	6.22%
109855	8722121	Primary	Emmbrook Infant School	173	177	4	736,202	756,097	19,895	2.70%
109863	8722130	Primary	Emmbrook Junior School	246	252	6	955,663	1,019,283	63,620	6.66%
140953	8722002	Primary	Evendons Primary School	346	346	0	1,224,242	1,315,701	91,459	7.47%
109829	8722088	Primary	Farley Hill Primary School	208	205	-3	803,219	820,715	17,496	2.18%
110012	8723315	Primary	Finchampstead CofE VA Primary School	114	111	-3	512,070	518,441	6,370	1.24%
142182	8722003	Primary	Floreat Montague Park Primary School	162.25	227.25	65	814,606	1,079,131	264,525	32.47%
109924	8722232	Primary	Gorse Ride Infants' School	158	142	-16	682,772	652,408	-30,364	-4.45%
109877	8722148	Primary	Gorse Ride Junior School	231	219	-12	924,779	921,233	-3,546	-0.38%
110015	8723319	Primary	Grazeley Parochial Church of England Aided Primary School	189	202	13	814,198	866,005	51,808	6.36%
145284	8722163	Primary	Hatch Ride Primary School	197	198	1	769,964	810,160	40,196	5.22%
109929	8722237	Primary	Hawkedon Primary School	628	618	-10	2,198,000	2,386,108	188,108	8.56%
131689	8722246	Primary	Highwood Primary School	269	306	37	1,152,359	1,304,194	151,834	13.18%
109930	8722238	Primary	Hillside Primary School	421	418	-3	1,554,690	1,630,476	75,786	4.87%
109840	8722106	Primary	Keep Hatch Primary School	394	388	-6	1,472,494	1,513,880	41,386	2.81%
109830	8722089	Primary	Lambs Lane Primary School	223	200	-23	896,885	859,117	-37,768	-4.21%
131192	8723371	Primary	Loddon Primary School	517	515	-2	1,812,786	1,977,338	164,552	9.08%
136637	8724053	Secondary	Maiden Erleigh School	1387	1383	-4	6,657,600	6,979,814	322,214	4.84%
145281	8722067	Primary	Nine Mile Ride Primary School	339	345	6	1,227,596	1,298,711	71,115	5.79%
138367	8724000	Secondary	Oakbank	510	509	-1	2,717,474	2,840,299	122,825	4.52%
145283	8722132	Primary	Oaklands Infant School	168	172	4	679,783	710,391	30,608	4.50%
145282	8722062	Primary	Oaklands Junior School	253	251	-2	957,353	990,598	33,245	3.47%
109981	8723046	Primary	Polehampton Church of England Infant School	170	168	-2	702,984	701,944	-1,040	-0.15%
134899	8723370	Primary	Polehampton Church of England Junior School	239	240	1	934,512	948,580	14,068	1.51%
109927	8722235	Primary	Radstock Primary School	421	394	-27	1,513,163	1,525,628	12,465	0.82%
109894	8722167	Primary	Rivermead Primary School	410	418	8	1,462,725	1,602,933	140,209	9.59%
109989	8723057	Primary	Robert Piggott CofE Infant School	106	108	2	489,726	508,375	18,650	3.81%
109993	8723061	Primary	Robert Piggott CofE Junior School	179	181	2	736,614	767,458	30,844	4.19%
145285	8723330	Primary	Saint Sebastians Church of England Primary School	146	141	-5	682,176	669,315	-12,861	-1.89%
109886	8722157	Primary	Shinfield Infant and Nursery School	268	271	3	1,122,702	1,138,817	16,114	1.44%
109976	8723041	Primary	Shinfield St Mary's CofE Junior School	356	357	1	1,350,547	1,389,811	39,264	2.91%
872999	8722004	Primary	Alder Grove Primary School	17.5	17.5	0	144,378	145,521	1,143	0.79%
110016	8723320	Primary	Sonning CofE Primary School	209	207	-2	807,811	833,032	25,221	3.12%
133383	8722247	Primary	South Lake Primary School	415	420	5	1,508,589	1,617,359	108,769	7.21%
145286	8724048	Secondary	St Crispin's School	958	983	25	4,598,400	4,950,564	352,164	7.66%
110041	8723368	Primary	St Dominic Savio Catholic Primary School	418	414	-4	1,476,276	1,560,582	84,307	5.71%
109972	8723037	Primary	St Nicholas Church of England Primary, Hurst	136	137	1	594,769	603,393	8,624	1.45%
109987	8723055	Primary	St Paul's CofE Junior School	385	384	-1	1,416,313	1,471,399	55,086	3.89%
144455	8723341	Primary	St Teresa's Catholic Academy	309	305	-4	1,126,409	1,160,810	34,401	3.05%
110062	8724051	Secondary	The Bulmershe School	959	1019	60	5,015,345	5,519,594	504,249	10.05%
109878	8722149	Primary	The Colleton Primary School	389	375	-14	1,424,205	1,451,562	27,357	1.92%
144637	8722006	Primary	The Coombes Church of England Primary School	398	418	20	1,449,401	1,582,394	132,993	9.18%
110060	8724049	Secondary	The Emmbrook School	733	761	28	3,799,323	4,113,194	313,871	8.26%
139853	8724050	Secondary	The Forest School	664	576	-88	3,337,182	3,049,292	-287,889	-8.63%
109921	8722227	Primary	The Hawthorns Primary School	426	423	-3	1,503,534	1,630,026	126,492	8.41%
136880	8724047	Secondary	The Holt School	1067	1104	37	5,121,600	5,557,908	436,308	8.52%
136891	8724505	Secondary	The Piggott School	1194.5	1220	26	5,370,576	5,718,663	348,087	6.48%
142166	8724060	Secondary	Waingels College	1031	1041	10	4,995,036	5,277,227	282,192	5.65%
109869	8722137	Primary	Walter Infant School	273	271	-2	1,031,321	1,056,519	25,198	2.44%
109837	8722101	Primary	Wescott Infant School	160	155	-5	662,309	661,507	-802	-0.12%
109899	8722184	Primary	Westende Junior School	237	237	0	934,858	975,839	40,981	4.38%
139900	8722001	Primary	Wheatfield Primary School	165.5	182.5	17	703,350	764,883	61,534	8.75%
109839	8722105	Primary	Whiteknights Primary School	419	412	-7	1,599,784	1,647,345	47,561	2.97%
109889	8722160	Primary	Willow Bank Infant School	180	181	1	723,563	745,505	21,941	3.03%
109890	8722161	Primary	Willow Bank Junior School	239	242	3	921,207	969,327	48,120	5.22%
139899	8722000	Primary	Windmill Primary School	196.5	199	3	864,262	879,518	15,257	1.77%
109876	8722146	Primary	Winnersh Primary School	443	414	-29	1,586,854	1,583,988	-2,866	-0.18%
109988	8723056	Primary	Woodley CofE Primary School	314	311	-3	1,183,532	1,223,105	39,573	3.34%
64										
			AWPU Primary				2,922	2984		
			AWPU KS3				3,944	4178		
			AWPU KS4				4,558	4924		
			MPPL				606,356	962,480		
			MFG				919,781	520,268	1%	
			CAP				-54,054	-476,942	5%	

Agenda Item 9

TITLE	Growth Fund Update 2019/20 and 2020/21
FOR CONSIDERATION BY	Schools Forum on 18 December 2019
WARD	None Specific
LEAD OFFICER	Deputy Chief Executive - Graham Ebers, Director of Children's Services - Carol Cammiss

OUTCOME / BENEFITS TO THE COMMUNITY

That there will be sufficient school places for Wokingham resident children

RECOMMENDATION

That Forum notes that the Growth Fund position is effectively unchanged from the last report on 10th July 2019, namely a balanced budget.

That Forum notes the likely need to carry forward any positive balance from 2019/20 to 2020/21.

That the Forum notes, that subject to this carry forward, the current draft budget indicates that growth needs can be met within the expected £800,000 Growth Budget.

SUMMARY OF REPORT

The planned programme of spend and contingency budget can both be funded from within the allocated £800,000 2019/20 budget.

Background

As noted in earlier reports, the growth fund exists to fund or part-fund the planned expansion of the number of school places in response to rising demand (known as Basic Need). New Academies receive diseconomy and class start-up funding funding from the Growth Fund. Funding of places is normally made through the formulaic arrangements, but using estimated rather than historic actual rolls. For other schools, for a new class in a normal year of entry, the Growth Fund is for planned additional places up until the point where formulaic lagged funding is available to a school. Where a new mid-phase class is agreed the current arrangement is that funding is provided for the gap between 95% of the planned additional capacity and the actual roll on the October census day, for the financial year after the opening of the school.

The growth fund estimates (Appendix A) includes allowances for planned spend in the period 2019/20. This includes for the expansion of six maintained primary schools, for three established primary Academy / Free Schools and one Free Secondary School and pre-opening grant payments for three new primary schools

Analysis of Issues

Analysis of Issues

Long-term support for ten growing schools continues, in line with agreed funding arrangements. This is the final year of planned support for two of these schools (Colleton and Windmill Primary schools). Rates have increased though, in line with the change in AWPU to £2,921.81 per child.

Three new schools are planned.

- The **Shinfield West Primary School** was expected to open in 2019, but due to low applicant numbers the opening was deferred until 2020. This has reduced the planned spend in 2019/20, due to reduced diseconomy, new class opening and pre-opening grant spend. The rapid pace of housebuilding in the Shinfield area and the appointment of the Keys Trust (subject to final Funding Agreement sign-off) as the Trust responsible for the school (to be known as Alder Grove CoE Primary Academy) jointly support the view that the new school will be necessary and viable in 2020. This will be reviewed in the light of applications received (closing date 15/01/2020).
- Two further new primary schools in the **North Wokingham (Matthews Green)** and **Arborfield Strategic Development Locations (SDLs)** are now planned to open in 2021. The build contracts have been re-let to Reds 10 Ltd following the failure of the previous contractor (Dawnus). Initial pre-opening grant payments will be required in the 2020/21 financial year.

Additional **mid-phase capacity** has been agreed at Highwood and Beechwood Primary Schools, helping alleviate a shortage of places in schools across the borough.

- Highwood Primary School opened a new Year 2 class earlier this year, in response to an acute shortage of Year 2 places.
- Beechwood Primary has also accelerated their expansion and 15 additional Year 4 places are now available (therefore this will also be the last year growth support is required for Beechwood Primary School).

The growth fund “bulge classes” contingency budget takes account of both the limited resources in the growth fund and the need for additional capacity to meet need across the Wokingham area. Wokingham’s birth count dropped in 2012 and as a consequence (despite very high levels of house building since that point) admissions to Reception classes in 2017, 2018 and 2019 have fallen compared to previous years.

However, the classes serving children born before September 2012 (Year 3 and above) are now full, or nearly full. The numbers of these older primary age children (in Key Stage 2) continue to grow, reflecting the impact of families moving into the borough, into new homes and established residential areas. Consequently, there is a need to be able to open new classes in older age groups to meet the Borough’s statutory duty to ensure there are sufficient school places. These classes are likely to be in new and expanded schools, with as-yet unused capacity, because of the planning permission, funding and construction challenges that expansion elsewhere entails.

Currently, there is sufficient capacity in current Reception and Years 1 and 2. These age groups are also growing in size, and additional capacity may be required in future years.

2020/21

Initial modelling of the likely programme for 2020/21 indicates that the new growth budget of £800,000 will be sufficient to meet needs, provided any positive balance from the 2019/20 year budget is carried forward.

The carry forward relates to the budget identified in the 2019/20 budget for the provision of bulge classes, if required. This is required to enable new Key Stage 2 capacity. This reflects the continued arrival of new families in the borough, leading to steady increases in all primary year groups. In Key Stage 1 the council has sufficient capacity (this year), although there is a risk that continued mid-phase growth will lead to shortfalls (in specific areas, and across the borough as a whole). However, the growth in Key Stage 2 has meant that the council is too close to having too few places to meet statutory duty, and must therefore be able to provide the financial support to enable schools to open new Key Stage 2 classes – either as early provision where expansion is already in progress or as stand-alone “bulge classes”. The financial provision is identified in the 2019/20 year budget, and it may be necessary to carry this forward, as even if new capacity opens this financial year, it will need support in 2020/21, because there will be no lagged funding for these classes generated by October 2019 rolls.

One area where additional Key Stage one capacity may be required is Woodley, reflecting a surge in births in the year feeding 2020 Reception class entry. There is an expectation that at least some of the expected growth would be accommodated in Earley Schools. The growth might not materialise, if the increase in births is counteracted by a fall in the number of children moving into the area between birth and entry to school or increased migration out of the area, but this cannot be gauged until the 2020 admissions process has advanced further.

Otherwise the modelling for 2020/21 takes account of:

- All schools where support is expected to continue into 2020/21
- New planned capacity (including Alder Grove and the initial project support for the new Matthews Green and Arborfield Primary Schools
- An allowance for up to 60 additional places in existing schools.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council continues to face severe financial challenges over the coming years as a result of reductions to public sector funding and growing pressures in our statutory services. It is estimated that Wokingham Borough Council will be required to make budget reductions of approximately £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)	£ 800,000	YES	Revenue (DSG)
Next Financial Year (Year 2)	N/A	N/A	Revenue (DSG)
Following Financial Year (Year 3)	N/A	N/A	Revenue (DSG)

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

Cross-Council Implications
N/A

Public Sector Equality Duty
Please confirm that due regard to the Public Sector Equality Duty has been taken and if an equalities assessment has been completed or explain why an equalities assessment is not required.

List of Background Papers

Contact Piers Brunning	Service Learning Achievement and Partnerships
Telephone No Tel: 0118 974 6084	Email piers.brunning@wokingham.gov.uk

Appendix A
2019-20 CM Growth fund analysis under new scheme

Table A											Changes since December 2018		2019 estimate	
Key stage 1 Awpu 2921.81 30 87654.3 Full yr 7/12th														
School	Year left	Number	Original budget	Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Estimated Total	Additions	Reason	Estimated Total
Carried forward surplus / deficit from 2018-19													0	
Colleton	2	25	57,238	2012						40,553	40,553	-40,553	Expansion complete	0
Grazeley		15	24,332	2014					24,332		24,332	1,234	Adjusted for increased AWPU	25,566
Shinfield St Marys		30	48,201	2015				48,664			48,664	-48,664	Expansion complete	0
Loddon		30	48,664	2016			48,664				48,664	2,468	Adjusted for increased AWPU	51,132
Beechwood		15	24,332	2016			24,332				24,332	26,800	Adjusted for increased AWPU	51,132
Highwood		30	48,664	2017		48,664					48,664	53,599	Additional Y2 class & Adjusted for increased AWPU	102,263
Contingency for bulge class if required**		60	102,263		24,332						24,332	176,575	Revised contingency for additional places (up to 4 additional classes).	200,907
			251,431								259,542	171,458	431,000	

Table B														
Basic need new and growing schools (funded on estimates)														
Dis-economy of scale (new cl secondary) 500 lump sum 125,000 93,000 62,000 31,000 * sliding scale														
Per Pupil funding 500 Primary 250 lump sum 80,500 67,500 54,000 40,500 27,000 31,000														
Per Pupil funding 250														
	NOR	Empty year group												
Windmill	30	0	2013							38,500	38,500			38,500
Wheatfield	30	1	2014						34,500		34,500			34,500
Montague Park	60	3	2016			84,000					84,000			84,000
Bohunt - Sec school	240	1	2016			182,000					182,000			182,000
Shinfield West	0	5	2018	51,333							51,333	-51,333	Opening delayed until September 2020	0
Shinfield West - pre-opening grant					90,000						90,000	-60,000	Pre-opening grant for Shinfield West (2020 opening)	30,000
Arborfield Primary Pre Opening Grant					30,000						30,000	-30,000	The opening is deferred until 2021, so this spend will be deferred to to the 2020/21 year.	0
Matthews Green Primary Pre Opening Grant					30,000						30,000	-30,000	The opening is deferred until 2021, so this spend will be deferred to to the 2020/21 year.	0
Total Academy											540,333	-171,333		369,000
NOTE:														
Estimated spend as at December 2019											799,875	125	800,000	
Budget Requirement										800,000	800,000		800,000	
Variance Deficit (+) Surplus (-)											-126	125	-0	

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Agenda Item 10

TITLE 2020/21 Proposed De-delegated Budget

FOR CONSIDERATION BY Schools Forum on 18 December 2019

WARD (All Wards);

LEAD OFFICER Director of Children's Services - Carol Cammiss

OUTCOME / BENEFITS TO THE COMMUNITY

N/A

RECOMMENDATION

The Schools Forum maintained school members are asked to support the following proposed de-delegated item on a line by line basis for 2020/21 budget by phases, i.e. primary representatives approve the primary de-delegated and secondary representatives, the secondary items.

SUMMARY OF REPORT

The services that the Council provides on behalf of schools needs to be approved by the maintained schools representative(s) of the Schools Forum each year.

This report provides details of the proposed services and support to be approved for 2020/21.

2020/21 Proposed De-delegation Budget December 2019

.01 **Purpose of the Report**

This report is to seek approval from the maintained primary schools and maintained secondary schools for each proposed de-delegated item, and to agree the basis of cost allocation.

.02 **Recommendation**

The Schools Forum maintained school members are asked to support the following proposed de-delegated item on a line by line basis for 2020/21 budget by phases, i.e. primary reps approve the primary de-delegated and secondary reps, the secondary items.

.03 **Background**

De-delegated services are 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.

Table A at the end of this report, shows the impact for individual schools.

The same methodology as was used for 2019/20 has been retained, where some services are charged at a fixed fee and some are more appropriately charged on a number on roll basis. Four primary schools have converted to academy in financial year 2019-20, with two more due to convert before the end of the financial year.

.04 **De-delegated items detailed summary**

The services which the Council are allowed to de-delegated for 2020/21 are listed below:

1. Contingencies (including schools in financial difficulties and deficits 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 Assistant Director for Education 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 should contact Schools Finance for support at the earliest opportunity to minimise the ongoing impact and to apply for a licence deficit if applicable.

As requested at previous meetings, the budget has been reduced.

2. Behaviour support services, service commissioned from Foundry for primary maintained schools.

3. Support to underperforming ethnic groups and bilingual learner.

4. Staff costs supply cover (for example, long-term sickness, maternity, trade union and public duties). Please see **Appendix A** for more information. As requested at previous meetings, the budget has been increased.

5. Licences and Subscriptions:

Please see table below:

Capita ONE Module name	Service Provided	Cost
Attendance	Attendance monitoring and analysis – data supplied by schools through SIMS	£3,473
Exclusions	Exclusions monitoring and analysis – data supplied by schools through SIMS	£2,947
Bases	Core info about school sites needed to support the other modules	£3,645
B2B Student	Manages the transfer of student and attendance data from SIMS to ONE	£10,693
Governors	Supports schools with Governors administration	£2,790
System & Capita tech support	Fixed costs for technical licenses and customised support (e.g. for upgrades, service packs, bug fixes)	£44,420
TOTAL		£67,968

6. Insurance. Budget for maintained schools only. Academies have indemnity rather than insurance which is underwritten by the taxpayer. The DfE doesn't allow maintained schools to be part of that scheme, therefore the council has to go out into the general market to private companies for insurance cover.

Through economies of scale, the council is able to commission more favourable rates than individual schools are likely to receive if they went out to the general market themselves. If schools source their own insurance, the council will need to approve the cover to ensure at an acceptable level to mitigate any risks for the council.

.05 Financial Summary

The proposed de-delegated budget provision for 2020/21 financial year is £1,260,219 please see Appendix B.

Alan Voyzey
Interim School Finance Manager
December 2019

Bob Watson
Head of Finance
December 2019

Appendix A

TABLE OF STAFF COSTS SUPPLY COVER

Maternity Leave	
Description	Funding
Teaching Staff	
6 weeks pay	Full pay
33 week maternity pay	Approx. £140 per week
12 weeks Occupational pay	Half pay
Support staff	
6 weeks pay	90% Full pay
13 weeks maternity pay	Approx. £140 per week
12 weeks Occupational pay	Half pay

Paternity Leave – 2 week full pay.

Trade union cover – one full time post, funding to support schools that need to cover trade union duties.

Public duties – supply cover for Jury service.

These costs for maintained schools are charged directly to the Council rather than the school.

Appendix B

TABLE A										
DE-DELEGATED 2020-21 BUDGET										
De-delegated services to maintained schools only										
School Name	NOR Oct 19	Fixed Fee		Based on Number on roll				TOTAL	19-20 Charge	Variance 20-21 and 19-20
		Contingency (school in fin. Diff and def. of closing schools)	Licences/subscriptions*	Insurance	Staff costs - supply cover	Support to underperforming EMG & bilingual learners**	Behaviour support services - Primary only			
Cost per school										
Aldryngton Primary School	311	1,541	1,837	11,439	8,838	2,359	7,050	33,064	31,304	1,760
All Saints C.E. (Aided) Primary School	269	1,541	1,837	9,894	7,645	2,040	6,098	29,054	27,913	1,142
Bearwood Primary School	260	1,541	1,837	9,563	7,389	1,972	5,894	28,195	26,261	1,934
Emmbrook Infant School	177	1,541	1,837	6,510	5,030	1,342	4,013	20,273	19,044	1,229
Emmbrook Junior School	252	1,541	1,837	9,269	7,161	1,911	5,713	27,432	25,391	2,040
Farley Hill Primary School	204	1,541	1,837	7,503	5,797	1,547	4,625	22,850	22,087	763
Finchampstead Primary School	110	1,541	1,837	4,046	3,126	834	2,494	13,877	13,914	-37
Gorse Ride Infant School	140	1,541	1,837	5,149	3,979	1,062	3,174	16,741	17,740	-999
Gorse Ride Junior School	219	1,541	1,837	8,055	6,224	1,661	4,965	24,282	24,087	195
Grazeley Parochial Primary School	201	1,541	1,837	7,393	5,712	1,524	4,557	22,564	20,435	2,128
HAWKEDON PRIMARY SCHOOL	615	1,541	1,837	22,621	17,477	4,664	13,942	62,081	58,606	3,475
Highwood Primary School	303	1,541	1,837	11,145	8,611	2,298	6,869	32,300	27,391	4,909
Hillside Primary School	417	1,541	1,837	15,338	11,850	3,162	9,453	43,182	40,608	2,574
Keep Hatch Primary School	387	1,541	1,837	14,234	10,998	2,935	8,773	40,318	38,260	2,058
Lambs Lane Primary School	200	1,541	1,837	7,356	5,684	1,517	4,534	22,468	23,392	-923
Loddon Primary School	513	1,541	1,837	18,869	14,579	3,890	11,630	52,345	48,955	3,390
Radstock Primary School	394	1,541	1,837	14,492	11,197	2,988	8,932	40,986	40,608	379
Rivermead Primary School	418	1,541	1,837	15,375	11,879	3,170	9,476	43,277	39,651	3,626
Robert Piggott CE Infant School	108	1,541	1,837	3,972	3,069	819	2,448	13,686	13,219	468
Robert Piggott CE Jnr School	181	1,541	1,837	6,657	5,144	1,373	4,103	20,655	19,566	1,089
Shinfield Infant & Nursery Sch	270	1,541	1,837	9,931	7,673	2,048	6,121	29,150	27,304	1,846
Shinfield St. Mary's CE (VA) Junior School	357	1,541	1,837	13,131	10,145	2,707	8,093	37,454	34,956	2,499
South Lake Primary School	420	1,541	1,837	15,448	11,936	3,185	9,521	43,468	40,086	3,382
St Dominic Savio Catholic Schl	414	1,541	1,837	15,228	11,765	3,140	9,385	42,895	40,347	2,549
St Paul's C of E Junior School	384	1,541	1,837	14,124	10,913	2,912	8,705	40,032	37,477	2,554
The Colleton Primary School	375	1,541	1,837	13,793	10,657	2,844	8,501	39,173	37,825	1,347
The Hawthorns Primary School	423	1,541	1,837	15,559	12,021	3,208	9,589	43,754	41,042	2,712
Walter Infant School	267	1,541	1,837	9,821	7,588	2,025	6,053	28,864	27,739	1,125
Wescott Infant School	154	1,541	1,837	5,664	4,376	1,168	3,491	18,077	17,914	164
Westende Junior School	237	1,541	1,837	8,717	6,735	1,797	5,373	26,000	24,609	1,391
Whiteknights Primary School	409	1,541	1,837	15,044	11,623	3,102	9,272	42,418	40,434	1,984
Willow Bank Infant School	180	1,541	1,837	6,621	5,115	1,365	4,081	20,559	19,653	906
Willow Bank Junior School	242	1,541	1,837	8,901	6,877	1,835	5,486	26,477	24,783	1,694
WINNERSH PRIMARY SCHOOL	414	1,541	1,837	15,228	11,765	3,140	9,385	42,895	42,520	375
Woodley CE Primary School	311	1,541	1,837	11,439	8,838	2,359	7,050	33,064	31,304	1,760
The Emmbrook School	761	1,541	1,837	27,991	21,626	5,771		58,766	51,119	7,647
THE BULMERSHE SCHOOL	1,019	1,541	1,837	37,480	28,958	7,728		77,544	65,646	11,898
Total Allocation	12,316	57,000	67,968	453,000	350,000	93,400	238,851	1,260,219	1,183,188	77,031

Agenda Item 11

TITLE 2020/21 Early Years Block Update

FOR CONSIDERATION BY Schools Forum on 18 December 2019

WARD (All Wards);

LEAD OFFICER Director of Children's Services - Carol Cammiss

OUTCOME / BENEFITS TO THE COMMUNITY

That there will be sufficient funding to provide Early Years provision for 2 year old and 3 & 4 year old children that require places in settings supported by the authority .

RECOMMENDATION

That Schools Forum notes the recent announcements made in respect of funding early year's provision for 2020/21.

SUMMARY OF REPORT

The report summarises the announcements in respect of funding for 2020/21 and identifies the timescale for providing budget allocations for 2020/21.

2020/21 Early Years Budget December 2019

.01 Purpose of the Report

This report provides the Schools Forum with details of the 2020/21 funding announcements made by The Education and Skills Funding Agency in Advance of the DSG Settlement in December 2019.

.02 Recommendations

The Schools Forum is requested to note the announcements already made by the Funding Agency.

.03 Background

Following the Chancellors announcement that the Government intends to spend a further £66m of investment in the Early Years as part of the spending review the Funding Agency have confirmed that for the vast majority of settings funding rates for 2020/21 will be increased by 8 pence per hour.

On 31st October the Funding Agency provided details of the funding rates for 2020/21 for Wokingham as follows

Hourly Funding Rates	2019/20	2020/21
2 year old funding rates	£5.74	£5.82
3 & 4 year old funding rates	£4.97	£5.05

For the early years block allocations, the national funding rate for the early years pupil premium will be 53 pence per eligible child per hour and the Disability Access Fund is £615 per eligible child per year.

Whilst a technical note for 2020/21 has been issued the early years Operational Guide will be published later in the year.

The 2020/21 initial funding allocations for all the free early education entitlements will be published in December 2019 in the Dedicated Schools Grant allocations.

Alan Voyzey
Interim Schools Finance Manager
December 2019

Bob Watson
Head of Finance
December 2019

Agenda Item 12

TITLE High Needs Block Update

FOR CONSIDERATION BY Schools Forum on 18 December 2019

WARD (All Wards);

LEAD OFFICER Director of Children's Services - Carol Cammiss

OUTCOME / BENEFITS TO THE COMMUNITY

Provide assurance on actions associated with High Needs Block financial pressures and links to SEND strategic improvements.

RECOMMENDATION

Schools Forum are asked to note the update on the High Needs Block and associated actions.

SUMMARY OF REPORT

The report provides Schools Forum with an update on the High Needs Block, associated actions and improvement programme.

**High Needs Block Update
December 2019**

.01 Purpose of the Report

This report provides the Schools Forum with an update on the 2019/20 High Needs Block of the Dedicated Schools Budget, and the action plan associated with the deficit recovery plan.

The report also provides an update on the 2020/21 budget planning process.

.02 Recommendation

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

.03 Background

Figures previously reported to Schools Forum forecast a year end deficit for 2019/20 of £2.75m on the High Needs Block. Despite significant planned investment in increased capacity in local provision, indications were that the deficit was set to continue to rise over the coming years based on projections of children and young people with an EHCP.

At the October Forum meeting it was noted that provisional funding arrangements for 2020/21 had just been received and this indicated a significant increase on funding for the coming financial year but that details were still to be worked through. At that time feedback from the Department for Education (DfE) was also still awaited on the DSG Recovery Plan submitted in July.

.04 SEND - Continuous Improvement Programme

Under the Children's services Continuous Improvement Programme the Special Educational Needs and Disabilities (SEND) Improvement programme has been established.

This seeks to bring together the actions being taken forward under the SEND Improvement Board in responding to the Written Statement of Action, with the wider strategic and financial review work reflecting the challenges within the High Needs Block.

As part of that, a review of all settings and services funded from the High Needs Block will be undertaken. Forum will be aware that some of that work has already started, with other areas currently being timetabled as part of programme planning.

The format of the revenue monitoring report has been amended to allow greater visibility of the relative spend on each setting type, with the Improvement Programme providing governance around progress and update reporting.

Resource Bases: work continues to progress on the development of a needs based framework for setting top-up rates for resource bases, to be in place for April 2020. Interim funding arrangements for 2019/20 are now in place, with funding adjustments paid over to schools.

Special Schools: as with resource bases interim funding arrangements for Addington for 2019/20 are now in place and work continues to develop new arrangements for the 2020/21 financial year. Discussions on the next steps for Northern House are also continuing, along with the joint free school proposal with Reading.

Independent Special Schools: a detailed review of independent special school placements continues, ensuring commissioning activity is focussed and co-ordinated and that tri-party funding arrangements fully reflect health needs where appropriate. As local provision increases, matched appropriately to need, savings will be targeted on a reducing profile for ISS.

Pupil Referral Unit: strategic discussions on the Foundry are now being taken forward, recognising the key role the school plays for Wokingham children and young people. A review of funding arrangements will be undertaken as part of this, to ensure sustainability of strategic priorities.

Hospital Education: Willow House, situated at Wokingham Community Hospital, is currently funded through HNB place funding as a PRU, but provides support for children and young people from across Berkshire with increasingly more complex needs. Discussion with other LA and NHS colleagues is continuing on proposals for the unit to be relocated, providing more suitable accommodation and links with other appropriate services.

Therapy Costs: work remains ongoing to review the arrangements in place to deliver speech & language therapy, physiotherapy, occupational therapy and the sensory consortium. This will ensure that appropriate costs are reflected against the High Needs Block and that value for money is delivered through these contracts and arrangements.

.05 **2020/21 Budget Planning & Deficit Recovery Plan**

The Council has now received feedback from the DfE on the recovery plan submitted in July. The feedback was clear that improved strategic direction was required to address the deficit, and that further detail was required on the cost drivers and associated savings.

A meeting with the DfE has been set for the 4th February to take forward the discussion in more detail, which will also be an opportunity to discuss the work done through the Improvement Programme since the recovery plan was submitted in July.

In preparation for that, and for 2020/21 budget setting, the 5 year financial model underpinning the recovery plan is under review, with assumptions made at that time being refreshed. Output from the Improvement Programme and associated workstreams will inform that, although it is recognised this is an ongoing process.

Following the Government announcement in August of additional SEND funding of £700m for 2020/21, provisional individual allocations have been issued, with Wokingham set to receive an additional £1.68m, an increase of 8.87% on current year funding. No assumption on increased funding was made in the original recovery plan modelling, so this provides an improved position for refreshing financial planning.

Consultation on the 2020/21 High Needs Block budget will be brought to Schools Forum in early 2020.

.06 Schools Block Transfer

At the October Schools Forum discussion was held on whether to explore the possibility of the transfer of (up to 0.5%) funding from the Schools Block to the High Needs Block, following confirmation in the operational guidance for 2020/21 (just received at that time) that this process remained open to LAs.

Following the meeting a review of the financial details of the funding settlement was undertaken and consideration was given to the implications for both individual schools and high need block funded settings. In light of that review, the Council took the decision that no request for transfer would be progressed for the 2020/21 financial year.

However, the concerns raised at Forum from both mainstream schools and SEND settings are important, and the Council is committed to work with all Forum members to increase visibility and wider understanding on the financial challenges being faced across local settings to establish an appropriate funding balance going forward.

Regular updates to Forum from the strategy work and improvement programme will bring opportunities for members to take forward cohesive financial planning to support the inclusion agenda for Wokingham.

.07 2019/20 Forecast Update

The anticipated year end position now shows a projected increase in deficit of £358k, with a cumulative year end deficit of £3.11m now forecast.

Changes from that reported previously are largely as a result of pupil changes for the new academic year across mainstream, maintained special school and independent settings.

The previous setting of those moving into a new independent placement is a variable mix of resource bases, Northern House and Foundry.

.08 Summary

This report provides Schools Forum with an update on the 2019/20 High Needs Block forecast, the provisional budget allocation for 2020/21 and the Improvement Programme underway.

A meeting with the DfE is scheduled for the 4th February to discuss the deficit recovery plan and next steps.

The assumptions in the financial model underpinning the recovery plan are currently being updated, and will inform budget proposals for 2020/21 which will be presented to Schools Forum at a future meeting.

Lynne Samuel
Senior Finance Specialist – Children’s Services
December 2019

Sal Thirlway
Assistant Director – Learning Achievement & Partnerships
December 2019

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Agenda Item 13

TITLE School Admissions Update

FOR CONSIDERATION BY Schools Forum on 18 December 2019

WARD (All Wards);

LEAD OFFICER Director of Children's Services - Carol Cammiss

OUTCOME / BENEFITS TO THE COMMUNITY
RECOMMENDATION
SUMMARY OF REPORT

Background

Analysis of Issues

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council continues to face severe financial challenges over the coming years as a result of reductions to public sector funding and growing pressures in our statutory services. It is estimated that Wokingham Borough Council will be required to make budget reductions of approximately £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)			
Next Financial Year (Year 2)			
Following Financial Year (Year 3)			

Other financial information relevant to the Recommendation/Decision

Cross-Council Implications (how does this decision impact on other Council services, including properties and priorities?)

Public Sector Equality Duty

Please confirm that due regard to the Public Sector Equality Duty has been taken and if an equalities assessment has been completed or explain why an equalities assessment is not required.

Reasons for considering the report in Part 2

List of Background Papers

Contact Sal Thirlway	Service Learning Achievement and Partnerships
Telephone No Tel: 0118 908 8238	Email sal.thirlway@wokingham.gov.uk

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TITLE	School Admissions Update
FOR CONSIDERATION BY	Schools Forum on 18th December 2019
WARD	(All Wards);
LEAD OFFICER	Director of Children's Services - Carol Cammiss

OUTCOME / BENEFITS TO THE COMMUNITY

Clear understanding of the new organisational arrangements for School Admissions and the development of task and finish group activity to inform co-produced improvement.

RECOMMENDATION

To note and support the content of the report and the actions identified.

SUMMARY OF REPORT

This report updates members of Schools Forum on the recent developments in respect of the School Admissions arrangements within the Local Authority.

The School Admissions team was transferred out of Children's Services into Customer and Localities as part of the Twenty First Century Council developments in 2016/17, and as part of these changes the nature of the roles within the team were merged with more generic roles within Customer & Localities establishments and a number of operational efficiencies were identified and implemented.

Over the course of the last two years it has become evident that whilst appropriate at the time, these changes have not delivered the intended benefits to the process of school admissions. Therefore we are currently working to transition the team back into Children's Services, (Learning, Achievement & Partnerships).

In tandem with this work we will be establishing a Task & Finish group, made up of local authority officers, head teachers, elected members and where appropriate representation from the parent & carers forum and others. It is envisioned that the Task & Finish group will assist in the detailed understanding of the current challenges faced within the process of school admissions; and co-produce solutions to these challenges.

Background

The School Admissions team was transferred out of Children's Services into Customer and Localities as part of the Twenty First Century Council developments in 2016/17, and as part of these changes the nature of the roles within the team were merged with more generic roles within Customer & Localities establishments and a number of operational efficiencies were identified and implemented.

Over the course of the last two years it has become evident that whilst appropriate at the time, these changes have not delivered the intended benefits to the process of school admissions. Therefore a decision has been made to transition the team back into Children's Services, (Learning, Achievement & Partnerships).

Demand on admissions has increased and is planned to increase further due to the continuing housing developments and expansions within the Borough. This also includes in-year transfers as people/families move into the area.

The relationship with schools and academies has suffered as a result of the capacity and process changes, and it is imperative that this is addressed. Relationship with the SEN team will also need to be re-established as the arrangements for SEND placements is confusing for schools/academies and also parents and carers.

It is understood that the resource within the team is no longer appropriate to meet the volume and needs of the service.

In addition, the School Admissions Forum of the Council, (a formal meeting of the council with representation from schools and the local authority) has not met for approximately two years which has caused further consternation. However, it should be noted that anecdotally the Forum was not felt to be particularly effective in that it received reports, commented on the content but did not have any authority to make recommendations or actions.

All of the above has combined to make the School Admissions service vulnerable to significant criticism, potential legal challenge and has seen an increase in parents seeking appeals in respect of school placements.

Analysis of Issues

In order to move things forward it has been decided to transition the team back into Children's Services, Learning, Achievement & Partnerships (LAP). A consultation is required due to the need to relocate staff to Aldergrove, as per the determination for all other LAP staff and has now commenced. This consultation will conclude on the 31st Dec 2019.

As the team come into Children's Services in January, it is intended that initially they will be managed by the AD CS LAP, but in order for this to happen a temporary acting up arrangement be put in place for the grade 6 practitioner (as management will not be transferring from Customer & Localities).

A review of final staffing needs is being undertaken within the Children's Improvement Programme and changes to the staffing structure and resource will be made at some point in the future when requirements are finalised.

In respect of the School Admissions Forum it is proposed that a Task and Finish Group is established to review the school admissions arrangements in some key areas to feed into co-produced solutions. At this time it is envisioned that the scope will include:

- Current perception/practice review
- SEND Admissions
- Fair Access and Managed Moves Protocols
- Data and forecasting

RECOMMENDATION

To note and support the content of the report and the actions identified.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council continues to face severe financial challenges over the coming years as a result of reductions to public sector funding and growing pressures in our statutory services. It is estimated that Wokingham Borough Council will be required to make budget reductions of approximately £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)	Additional c£5k	Not funded	Revenue
Next Financial Year (Year 2)	Additional £60k	Not funded – needed in growth.	Revenue
Following Financial Year (Year 3)			

Other financial information relevant to the Recommendation/Decision

Cross-Council Implications

These changes and the outcomes from the proposed task & finish group will also have further beneficial impact on our SEND Admissions arrangements

Public Sector Equality Duty

An Equalities Impact Assessment has not been undertaken at this point as the change has no direct impact on members of the public. In respect of staff any issues relating to equality and diversity resultant from the proposed change of location will be addressed as part of that consultation exercise.

List of Background Papers

None

Contact Sal Thirlway	Service Learning Achievement and Partnerships
Telephone No Tel: 01189 088238	Email sal.thirlway@wokingham.gov.uk

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Agenda Item 14

Schools Forum Forward Plan 2019/20

Note: I = Information, T = To note, C = Consultation and D = Decision

15	January	T	Revenue Monitoring
		I	Contingencies update
		D	Proposed 2020-21 Schools Block submission and effect on schools
		D	Early Years Block 2020/21 top slice consultation

4	March	T	Revenue Monitoring
		I	Contingencies update
		C	2020-21 High Needs Block consultation & update
		D	Central School Services Block 2020-21 budget consultation & approval
		T	Early Years Block 2020-21 budget update

Future Schools Forum dates (tbc):

15 July 2020

14 October 2020

9 December 2020

13 January 2021

17 March 2021

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