



**WOKINGHAM
BOROUGH COUNCIL**

A Meeting of the **SCHOOLS FORUM** will be held in
**COUNCIL CHAMBER - CIVIC OFFICES, SHUTE END,
WOKINGHAM RG40 1BN ON WEDNESDAY 16
OCTOBER 2019 AT 10.00 AM**

Susan Parsonage
Chief Executive
Published on 8 October 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

Sylvia Allen	School Business Manager - Hawkedon Primary
Sara Attra	Special School Head - Addington School
Helen Ball	Primary Head - Polehampton Infant
Robin Bertrand	Free School Head - Oakbank School
Jay Blundell	Pupil Referral Unit Head - Foundry College
Ali Brown	Primary Head - Nine Mile Ride Primary
Emma Clarke	Primary Head - Farley Hill Primary
Kerrie Clifford	Maintained Nursery Head - Ambleside Centre
Paul Gibson	Headteacher - Maiden Erlegh School
Corrina Gillard	Primary Head - Emmbrook Infant
Ben Godber	Academy Head - Bohunt School
Derren Gray	Academy Head - Piggott School
Stephanie Holding	Primary Head - Wescott School
Anne Kennedy	Academy Head - The Holt School
Nick McSweeney	Acting Headteacher - The Emmbrook School
Julia Mead	School Business Manager - St Sebastian's CE Primary
Brian Prebble	Primary Head - Rivermead Primary
Ginny Rhodes	Academy Head - St Crispins School
Carol Simpson	School Business Manager - Colleton Primary
Lou Slocombe	Primary Head - Radstock Primary
Elaine Stewart	Primary Head - Aldryngton Primary
John Bayes	Governor - Foundry College - Vice-Chair
Paul Miller	Governor - St Crispins - Chairman

Non School Representatives

Marion Standing	Oxford Diocese
Vacancy	Roman Catholic Diocese
Graham Howe	Wokingham Borough Council
Jim Leivers	Interim Assistant Director for Education
Karen Edwards	Early Years Representative
Ian Morgan	Early Years Representative
Vacancy 4	Post 16 Education Representative

Observers

Funding Reform Team Education Funding Agency, Maintained Schools Division

From the Primary Representatives only 10 votes are allowed.

From the Secondary Representatives only 2 votes are allowed.

From the Academy Representatives only 5 votes are allowed.

From the Special School Representatives only 1 vote is allowed.

From the Early Years only 2 votes are allowed.

From the Pupil Referral Unit only 1 vote is allowed.

ITEM NO.	WARD	SUBJECT	PAGE NO.
1		TO AGREE TO POSTPONE THE ELECTION OF CHAIRMAN AND VICE-CHAIRMAN To agree to postpone the election of Chairman and Vice-Chairman of the Forum for the 2019/20 academic year.	
2		APOLOGIES To receive any apologies for absence	
3		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Meeting held on 10 July 2019.	7 - 18
3.1		Matters Arising	
4		DECLARATION OF INTEREST To receive any declarations of interest.	
5	None Specific	REVENUE MONITORING To receive and consider a report outlining the schools current financial position.	19 - 24
6	None Specific	CONTINGENCIES BREAKDOWN To receive a verbal report giving details of the contingencies breakdown.	Verbal Report
7	None Specific	FINAL 2018/19 EARLY YEARS SETTLEMENT AND UPDATE ON 2019/20 BUDGET To receive and consider a report outlining the final 2018/19 Early Years settlement and receive and update on the 2019/20 Budget.	25 - 30
8	None Specific	HIGH NEEDS BLOCK UPDATE To receive a report giving an update on the High Needs Block.	31 - 36
9	None Specific	UPDATE ON 2020/21 SCHOOLS FORMULA CHANGES To receive and consider a report giving an update on the 2020/21 formula changes.	37 - 40
10	None Specific	SCHOOLS FORUM MEMBERSHIP REVIEW To consider a report containing a review of Schools Forum membership.	41 - 46
11	None Specific	FORWARD PROGRAMME To consider the Forums work programme for the 2019-20 academic year.	47 - 48

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.

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**MINUTES OF A MEETING OF THE
SCHOOLS FORUM
HELD ON 10 JULY 2019 FROM 10.00 AM TO 12.05 PM**

Schools Representatives

Helen Ball	Primary Head - Polehampton Infant
Ali Brown	Primary Head - Nine Mile Ride Primary
Emma Clarke	Primary Head - Farley Hill Primary
Brian Prebble	Primary Head - Rivermead Primary
Elaine Stewart	Primary Head - Aldryngton Primary
Corrina Gillard	Primary Head - Emmbrook Infant
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	Academy Head - St Crispins School
Derren Gray	Academy Head - Piggott School
Nick McSweeney	Academy Acting Head – Emmbrook School
Janet Perry	Academy Business Manager - Holt School
Jay Blundell	Pupil Referral Unit Head - Foundry College
Sara Attra	Special School Head - Addington School
Paul Gibson	Headteacher - Maiden Erlegh School
Paul Miller	Governor - St Crispins - Chairman
John Bayes	Governor - Foundry College - Vice-Chair

Non School Representatives

Marion Standing	Oxford Diocese
Jim Leivers	Interim Assistant Director for Education
Graham Howe	Wokingham Borough Council
Karen Edwards	Early Years Representative

Also Present

Luciane Bowker, Democratic & Electoral Services Specialist
Carol Cammiss, Director of Children's Services
Coral Miller, Interim Senior Finance Specialist, Schools
Katherine Vernon, Finance Specialist, Schools
Bob Watson, Lead Finance Specialist

52 APOLOGIES

Apologies for absence were submitted from Maggie Calagham, Ben Godber, Ian Morgan and Lynne Samuel.

53 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 13 March 2019 were confirmed as a correct record, subject to the correction that Keith McConaghy had been present, and signed by the Chairman.

53.1 Matters Arising

It was confirmed that the deadline for signing the traded services contract had been extended. However, Carol Simpson stated that schools had not been notified.

54 DECLARATION OF INTEREST

There were no declarations of interest.

55 SCHOOLS OUT-TURN REPORT 18/19

Coral Miller, Interim Senior Finance Specialist presented the report. Coral stated that the 2018/19 in-year Dedicated Schools Grant (DSG) outturn position was a net overspend of £1.05m representing 0.76% of the 2018/19 DSG budget. Given the brought forward deficit balance of £527k from 2017/18, this resulted in an overall DSG deficit balance at the end of 2018/19 of £1.57m, equivalent to 1.14% of the £136.925m 2018/19 DSG.

Coral Miller stated that this position put the local authority over the 1% threshold set up by the Department for Education (DfE), and a recovery plan was required. The majority of the overspend was in the High Needs Block (HNB) which was going to be discussed separately.

Coral Miller stated that the HNB had an in-year deficit of £872k against funding of £18.44m (4.7%). This taken with the brought forward deficit from 2017/18 of £527k put the year end position at a total HNB deficit of £1.399m.

Coral Miller stated that forecast figures previously reported to Schools Forum projected a year end deficit of £2.5m, the improvement of £1.1m was largely as a result of a reduction on spend for Independent Special Schools against that which was anticipated. This continued to be a key focus area for improvement.

Coral Miller stated that there was an overspend in the Central Block due to changes in the treatment of licensing costs that were not identified at the time of Budget setting. This overspend would be carried forward and would be addressed through ongoing planning to deliver financial sustainability for the Central Block.

Coral Miller stated that there was an overspend in staff cover and an underspend in contingencies within the Schools Block. This was being considered as part of the review of the de-delegated budgets for 2020/21 budget setting.

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

- Janet Perry pointed out that the staff supply cover budget had been overspent for the last few years and was only available to maintained schools. She asked why was this budget persistently overspent, why was this element of the de-delegated costs not increased?
- Coral Miller stated that this was part of the de-delegated money, therefore only costed to maintained schools, and it did not affect the schools' Block Budget;
- Paul Miller asked if this difference would be adjusted in future calculations, and Coral confirmed that it would;
- In response to a question Coral Miller stated that she was not allowed to change the figures in-year once the Budget had been submitted to DfE;
- Janet Perry was of the opinion that the current system was not working, with many schools converting to academies and a deficit being seen in the de-delegated budget;
- Some Members stated that the description was misleading and that it should be called additional maternity cover and not staff supply cover;
- Janet Perry stated that academies had to take insurance for maternity cover;
- Carol Simpson stated that maintained schools were not able to make a decision. She had made some enquires and she believed that she could have bought staff cover cheaper elsewhere;

- Sylvia Allen was of the opinion that the workforce was getting younger and that more maternity cover was likely to be needed in the future;
- Coral Miller stated that this issue was being considered in the planning for next year's budget, and she was in conversation with schools' business managers about it;
- Janet Perry asked for clarification on the figures on page 16 relating to '*Strategic and regulation function*', she was interested to know why there was an overspend. Coral Miller stated that she would be doing more investigation on that, however, it would not affect the Budget;
- In response to a question Coral Miller stated that the late changes were due to people charging things that they should not have against that item at a late stage. She believed that more education around this was needed. Due to illness she had not been able to 'de-pick' it for this year. However, she would go through and 'de-pick' it and reverse the values during this year;
- In response to a question Coral Miller stated that the Council was allowed to overspend in the Centrally Retained Block and carry forward as part of the DSG, it would be picked by the general fund and not by the schools;
- Paul Miller asked that Schools Forum be presented with the final numbers around this at the next meeting;
- Jay Blundell stated that the funding for Foundry College had been reduced by £32k in 2018/19, without any discussion with the school. Whilst this funding was not needed this year because the school had not yet been expanded, she wanted to know if this funding would be reinstated to the school next year. Coral Miller agreed to investigate and report back to Jay Blundell;
- Derren Gray suggested using the underspend in the contingencies to cover the overspend in the staff cover. Coral Miller stated that this was already being considered;

RESOLVED That:

- 1) The comments made during the meeting would be taken into account when preparing for next year's Budget;
- 2) The 2018/19 misallocations to Central Block would be reversed as soon as possible (in this year's figures); and
- 3) The report be noted.

56 REVENUE MONITORING REPORT

Coral Miller presented the 2019/20 DSG Revenue Monitoring report. She stated that a cumulative deficit of £4.2m was anticipated for the year, largely due to an overspend in the HNB. This included a carry forward deficit from 2018/19 of £2.50m. However, it was hoped that this figure could be improved.

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

- Paul Miller stated that it would be useful to include a line indicating the recovery figures from previous years; he also suggested adding a line splitting the maternity cover cost from the supply cover cost to make it clearer;
- Paul Miller asked that the underspend in contingencies which may be used to cover the overspend in the de-delegated budget be demonstrated in the next report to Forum;

- Derren Gray asked about the omission of (800) in column E relating 'Teacher Pay Pension – Grant'. Coral Miller confirmed that it should have been included;
- Members were concerned about the errors in the report and asked Officers to use Excel spreadsheets to produce reports. Coral Miller confirmed that Excel was used.

RESOLVED That:

- 1) The next report to Schools Forum will include the requested additional lines as discussed during the meeting; and
- 2) The report be noted.

57 19-20 CONTINGENCY BREAKDOWN

Coral Miller presented the 2019/20 Contingency Breakdown report. The report contained an update on how the Council had allocated the de-delegated schools' contingency budget to date in the current financial year.

Coral Miller stated that of the £107,095 provided for in 2019/20, one allocation of £30,000 had been made to a school with exceptional financial pressures due to long term illness of the Headteacher. The £77k left over was probably going to be used to offset the overspend in staff supply cover.

Coral Miller stated that it was very difficult to estimate the figure for staff supply cover as no-one knew how many staff were likely to get pregnant.

Coral Miller stated the DfE was offering a Schools Resource Management Advisors service for schools in financial difficulties. They only offered two advisors per local authority. Coral had already contacted two schools that may like to take the service. It was possible that the contingencies fund may be used to help these two schools.

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

- Karen Edwards asked how much was in the Early Years fund and what was this spent on. Coral Miller stated that there was around £200k left, the Early Years fund was spent on Growth. She was waiting for the final figures from the DfE to finalise calculations;
- In response to a question Coral Miller stated that the figures were based on an estimate of pupil numbers; the figures would only be confirmed in July;
- Members felt that it would be beneficial to include the contingency figures for Early Years, separately from the maintained schools reporting in future reports.

RESOLVED That:

- 1) The contingency breakdown report will be split into two reports: one for maintained schools and one for Early Years, as standing items; and
- 2) The report be noted.

58 GROWTH FUND UPDATE

Piers Brunning, Senior Specialist (People and Place) Strategy and Commissioning presented the Growth Fund update report.

Piers Brunning stated that the overall Growth Fund position had not changed since it was last reported to School Forum. There was a projected underspend of £270. The planned programme of spend and contingency budget could both be funded from within the allocated £800k. However, there had been changes to how the money was being spent.

Piers Brunning informed that Shinfield West Primary was not going to open this September, it was planned to open in September 2020.

Piers Brunning stated that Highwood Primary opened a new Year 2 class earlier in the year in response to an acute shortage of Year 2 places. Beechwood Primary also accelerated their expansion and 15 additional Year 4 places were now available, alleviating some of the pressure.

Piers Brunning stated that surplus primary places were scattered around the Borough, however it was preferable to offer local school places to families, as failing to do so caused pressures in other areas such as in the school transport budget.

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

- Derren Gray asked about the figure of 25 places for Colleton Primary. Piers Brunning explained that Colleton Primary was in the final phase of its expansion so they would cease to appear in the Growth Fund paper;
- In response to a question Piers Brunning stated that schools were funded according to the level of expansion;
- Paul Miller stated that it would be useful to include a 'variance' column to show the movement between the budget and the current expected spend;
- Paul Miller stated that where it said *Note:* in Appendix A (page 37) with a double asterisk, the sentence was incomplete;
- Piers Brunning believed that the note referred to Charvill Piggott. He stated that Charvill Piggott had had the same challenges of any new school, however the mechanism used to establish it was a change of age to the main school;
- In response to a question, Piers Brunning stated that the Council was working on a new Growth programme. Two other primary schools were planned to open in 2021, one was Matthews Green and the other was in Arborfield. The contractor for these two schools went into administration earlier this year and work stopped in those sites. It was presumed that new contracts would be let, so initial pre-opening grant payments would be required. It was expected that those schools would open in 2021. The Council was also considering expanding a local school in Arborfield;
- Piers Brunning stated that the Council was evaluating the need for extra capacity, it seemed that the number of new house builds was counterbalanced by the lower birth rate, so there was not a huge need for extra capacity for primary schools at the moment. Also a projection for the need for secondary schools was currently being considered, however he believed no extra capacity was currently needed;
- Piers stated that the next Growth Fund Budget, 2020/21 was likely to continue to be £800k and that a balanced budget was likely to be achieved.

RESOLVED That: The report be noted.

59 PRIMARY AND SECONDARY SCHOOLS ROLL PROJECTIONS

Piers Brunning presented the Primary and Secondary Schools Roll Projections report.

Piers Brunning stated that the projections indicated that there were sufficient primary school places to meet needs. However, the Council's strategy for new homes, focused on a small number of large scale developments was expected to mean that there would be a mismatch between where children lived and where schools were located. With the exception of the pressures seen in the Shinfield area (and possibly evidenced by the birth 'spike' in Woodley) there was no immediate surge in demand in areas with rapid housing growth.

Piers Brunning stated that the lower birth numbers per year after 2012 had been more important than the impact of migration related to the number of new homes built in the Borough.

Piers Brunning stated that there could be pressures in the school transport Budget if children had to be allocated to schools not within their designated area.

In relation to secondary school placements, although the primary bulge was working its way into the secondary sector, and the projections indicated that demand would outstrip the available places, the growth may not be so great as to create a requirement for a large scale expansion.

Piers Brunning stated that Wokingham's children who lived in the Wokingham Without ward traditionally attended Edgbarrow School. It was expected that children from Wokingham Without would continue to be able to attend Edgbarrow, despite some large developments currently taking place in Bracknell.

Piers Brunning stated that a new primary school would be built in Matthews Green and that discussions had started about the possibility of expanding and re-locating a primary school in Arborfield.

In response to a question Piers Brunning stated that there was currently no pressure for sixth form places. Extra capacity could be created in Bohunt School if needed. There were ongoing discussions with post 16 education providers, including with colleges.

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

- In response to a question Piers Brunning stated that Headteachers would be consulted on any proposals to expand sixth form places; however there was no indication that extra capacity at sixth form was needed;
- Janet Perry stated that it would be useful to include in the table the number of surplus places in secondary schools and sixth forms, for each school if possible;
- Janet Perry stated that it was crucial to ensure that sixth forms were financially viable for schools. She believed that schools would struggle to make their sixth forms viable in the future;
- Paul Miller asked that this report be shared with all Headteachers. Carol Cammiss, Director of Children's Services agreed to present this information at the Headteachers Briefing;
- Brian Prebble noted that the school admissions process did not seem aligned with the planning of school places.

RESOLVED That:

- 1) The report would be circulated to Headteachers for information; and
- 2) The report be noted.

60 HIGH NEEDS BLOCK UPDATE & RECOVERY PLAN

Jim Leivers, Interim Assistant Director for Education tabled the High Needs Block (HNB) Update and Recovery Plan, he apologised for the lateness of the report and stated that members could email him questions.

The meeting was adjourned for 10 minutes.

Upon reconvening Jim Leivers presented the report. He stated that the overspend in the HNB had serious long term implications for the Local Authority. Due to the fact that the deficit on the DSG exceeded 1%, the Local Authority was required to produce a recovery plan which had to be submitted to the DfE. Wokingham's position for 2018/19 year end was of a deficit of 1.14%. Jim Leivers stated that this was a huge challenge for Wokingham, and that the deficit was cumulative.

Jim Leivers stated that the demand for specialist places had increased significantly and the introduction of the 2014 Children's Act and the requirement to provide high needs education up to 25 years of age had added more pressure for places. Additionally, the Local Authority had not made provision for additional places for children with Education Health and Care Plans (EHCP).

Jim Leivers stated that by 2019/20 the deficit would be 3.8m, and the measures that were being put in place to create additional capacity would not be sufficient to tackle and recover this level of deficit.

Jim Leivers explained that the Council was allowed to carry forward deficits from grants such as the DSG. If the Council was to absorb this deficit, this would wipe out the Council's reserves and put the Council in a very dangerous position. Senior officers were concerned with the possibility that the government (given the size of the problem nationally) might change the rules around carrying forward this deficit.

Jim Leivers made the following points:

- The expansion of Addington School had been approved and would create 50 additional places, however this would take some time to be completed;
- Approval had been gained to open a new free school in partnership with other local authorities. This provision would be for 150 places, of which Wokingham would have 50. However, the site that Reading had identified for the new school was not approved by the DfE, so now Wokingham was trying to identify a suitable site. This project would also take some time to complete;
- The Northern House School was in difficulties and a new Trust was being sought for the school. There were currently 39 Wokingham children placed at the school. Once a new Trust took over the school, it was likely that the cost of placements would go up, putting further pressure in the HNB;
- Negotiations were ongoing with schools about the funding of resource centres in schools;
- He received daily emails from parents complaining that the service was failing to meet the assessment demands;
- The Council had put in an additional £250k for SEN staff;

- Two new SEN managers had been recruited;
- A recovery plan had been drafted for submission to the DfE.

Jim Leivers stated that many local authorities in the country were facing similar challenges in relation to the HNB and the rise in demand for specialist places. He believed that the central government would have to help to fund the deficit as it was not possible to fund the deficit with the local measures that were identified. He welcomed any ideas or suggestions.

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

- Jim Leivers stated that he would wait to submit the recovery plan to the DfE until 17 July to allow Schools Forum Members to comment on the plan;
- Ginny Rhodes stated that it would be useful to know the names of the new SEN staff. Jim Leivers agreed to send this information to all schools;
- Derren Gray asked if the models included income increases. Coral Miller stated that the model did not include increases because there was no expectation of any increases in funding, in fact one year the HNB had decreased;
- Bob Watson, Lead Finance Specialist confirmed that the models did not include inflation uplift, they were based on previous allocations. Additionally, a low settlement was expected;
- Bob Watson stated that the Council was mobilising resources to put pressure on the government, through local politicians, to increase the HNB funding;
- Carol Cammiss stated that she had recently attended a meeting of the Association of Children's Services Directors, and that Children's Services Directors were also lobbying the government for more funding;
- Carol Cammiss stated the Local Authority had to continue to provide for the children, however the situation was very difficult;
- In response to a question Bob Watson confirmed that a rise in demand had been included in the model. He stated that the Council was not able to absorb the HNB deficit;
- In response to a question Jim Leivers stated that the Local Authority had initially suspended new allocations to Northern House, but the suspension was now lifted.

RESOLVED That the report be noted.

HNB Update and Recovery Plan Report

61 UPDATE ON 19-20 INDICATIVE BUDGETS FOR HIGH NEEDS AND EARLY YEARS

This item was deferred to the next meeting.

62 CHANGES AND UPDATE OF SCHEME FOR FINANCING SCHOOLS

Coral Miller presented the 2019/20 Update of Scheme for Financing Schools report (for maintained schools).

Coral Miller stated that maintained schools Forum Members were asked to approve the changes suggested to the Scheme for Financing Schools, taking note of those directed by the Secretary of State, and approving those subject to local discretion.

Coral Miller stated that there were minor changes in the report. However, one of the main changes was that loans to schools now could only be for capital or investment. This made it more difficult for the Local Authority to support schools deficits.

Upon being put to the vote, the representatives from maintained schools voted in favour of the changes.

RESOLVED That the suggested changes to the Scheme for Financing Schools be approved.

63 REVIEW OF SCHOOLS FORUM MEMBERSHIP

Luciane Bowker, Democratic and Electoral Services Specialist presented the Review of Schools Forum Membership report.

Paul Miller stated that the report had been produced following a meeting with himself, Brian Prebble and Luciane Bowker.

Luciane Bowker stated that the review sought to ensure that the membership continued to fairly represent the schools' make up in the Borough. Schools Forum membership was supposed to reflect the types and phases of schools, as well as the number of pupils. Many schools had converted to academy and this should be reflected in the membership.

Luciane Bowker stated that the report proposed a reduced number of members (as described on page 4 of the supplementary agenda report), in recognition of the fact that large groups are more difficult to manage and decisions are more difficult to be made.

Some members had not seen the paper, Luciane Bowker explained that this was published as a supplementary agenda item. Copies of the report were circulated and members decided to carry on with the discussion of the item.

Luciane Bowker stated that the report proposed to continue with a non-specified duration of terms of office. It had been Forum's decision in the past that it was preferable to retain the expertise of members in the Forum.

Luciane Bower informed that the post 16 education provider representative post was now vacant and Schools Forum had to choose a new representative.

Luciane Bowker pointed out that the report proposed to eliminate the places for the Catholic and Church of England representatives. Those representations were discretionary.

Luciane Bowker also pointed out that the report proposed to reduce the Early Years representation to 1.

Luciane Bowker stated that Schools Forum was a public meeting and that anyone could attend, the change in membership affected only speaking and voting rights. In response to a question Luciane Bowker stated that the press was allowed to attend Schools Forum meeting. However, historically the press had never attended.

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

- Karen Edwards was concerned with the reduction in the number of Early Years representatives. She stated that although Kerry Clifford of Ambleside Centre was a Headteacher of a nursery school, she did not represent the private providers sector. Therefore in her opinion if the Early Years representation was reduced to 1, this should be a Private Voluntary and Independent (PVI) representative;
- It was not possible to ascertain where Ambleside School should sit in terms of the membership, given that it was partly funded by the Local Authority;
- Members asked how the places for academies were determined, whether this was per school or per trust. Paul Miller stated that the places were based on the number of pupils in schools, so the schools could choose who they sent to represent them;
- Paul Miller pointed out that representations 'belonged' to the school and not to individuals. It was preferable to have a mixture of Headteachers, Governors and Business Mangers.

Schools Forum agreed with the proposal contained in the report, subject to possible amendments and adjustments. However, it was not decided how and when this would be implemented.

RESOLVED That:

- 1) The Schools Forum membership proposal as listed in the report be approved;
- 2) Schools Forum will decide in a future meeting the best way to implement the changes.

64 SCHOOLS FORUM GOVERNANCE ARRANGEMENTS

Luciane Bowker presented the Schools Forum Governance Arrangements report.

Luciane Bowker stated that the review followed the Schools Forum self-assessment survey which was carried out earlier in the year. The survey highlighted some areas for improvement which the report sought to address. She went through the proposals:

- In relation to training, it was proposed that a training session be introduced, and that this could take place before the first meeting (9am-10am) in the new academic year, in October. This training would be delivered by the finance officers and would be an opportunity to learn about the mechanics of schools finance;
- In relation to the link to the website and availability of papers, Luciane Bowker stated that all agendas and papers were available in the Council's website. However, this information needed to be better advertised. She asked members to tell their colleagues about the links;
- Some members suggested including the link to the papers in their newsletters;
- Election of members, Brian Prebble stated that the election for primary representations occurred in clusters, however with the fact that there were now more academy schools in the Borough, this was possibly not the best way to elect members;
- Paul Miller stated that maintained primaries and secondary schools had a very distinct roles from that of primary and secondary academy schools. He suggested that Forum agreed initially on the number of representatives, based on the number of pupils per phase, and that the election process be worked out at a later stage. He suggested that this be discussed at headteachers' meetings;
- It was agreed that going forward reports would clearly indicate if they were for voting/noting or information; and if this related to maintained or academy schools;
- Voting procedure, Members were in favour of continuing with a show of hands were voting was required;

- In respect of task and finish groups, it was proposed that they would be chaired by a member of Schools Forum who would also report back to Forum.

RESOLVED That:

- 1) The improvement suggestions contained in the report be adopted; and
- 2) Headteachers would speak to their groups about the elections process and suggest options.

Paul Miller stated that this was Janet Perry's last meeting. He wished it to be recorded that Schools Forum had benefited immensely from Janet's input. He stated that there was now more transparency as a result of Janet's contributions.

Councillor Graham Howe introduced himself as the new WBC representative to Schools Forum.

65 FORWARD PROGRAMME

This report was not discussed.

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Agenda Item 5

TITLE	Revenue Monitoring Report
FOR CONSIDERATION BY	Schools Forum on 16 October 2019
WARD	None Specific
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 September 2019.

This reflects an anticipated deficit of £2.97m at year end, an improvement of £1,236k on from the July 2019 report, largely due to changes in the High Needs Block.

An update on the High Needs Budget is reported separately to Forum.

2019/20 Schools Revenue Monitoring Report October 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 September 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 July 2019 Schools Forum, the forecast as at the end of May 2019 of £4.2m 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 decreased significantly by £1,236k, with a deficit of £2.97m forecast, this is mainly due to improvements in the overspend predicted in the High Needs Block (HNB). The reduction represents more detailed work completed on independent special school placements, alongside pupil bandings for the maintained special school and resource bases.

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

.05 **Financial Summary**

The forecast as at 30th September 2019 shows the following projected overspend, against a budget of £142,855k and this represents 2.08% 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 expected in September 2019 and another year's allocation of the Teacher's pay grant from April to March 2020. The future of this funding will depend on the Government's spending review.

Description	£000
Brought forward from 2018/19	£1,572
Estimated overspend in 2019/20	£1,401
TOTAL	£2,973

The total decreased overspend from the July School's Forum report is £1,236k.

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
October 2019

Bob Watson
Head of Finance
October 2019

Appendix A Summary of 1920 School revenue budget monitoring	As at September 2019			MONTH 6	
INCOME					
	A	B	C	D	E
Description	Budget 2019 - 20	Forecast May 2019-20	Forecast September 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)	(104,222)	(104,181)	41	41
Academy Allocated budget	49,101	49,101	50,594	1,493	1,493
School allocated budget excluding 6th form funding	53,008	53,008	51,515	(1,493)	(1,493)
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	1,363	1,321	(41)	9
Centrally retained activities - Growth fund.	800	800	800	-	-
TOTAL SURPLUS/DEFICIT	0	(68)	(68)	(0)	(68)
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)	(18,861)	(18,897)	(36)	(36)
High need grant allocated budget	18,861	21,447	20,248	(1,199)	1,387
TOTAL SURPLUS/DEFICIT	-	3,985	2,750	(1,236)	2,750
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)	(10,235)	(10,611)	(376)	(376)
Early year including EY PP grant	9,728	9,728	10,104	376	376
Centrally retained activities for Early years statutory duties.	507	507	507	0	0
TOTAL SURPLUS/DEFICIT	-	-	-	(0)	(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	146,692	145,827	(865)	4,360
TOTAL INCOME FORECAST	(141,468)	(142,484)	(142,855)	(371)	(1,387)
Various					
Surplus () Deficit +	0	4,209	2,973	(1,236)	2,973

APPENDIX B - Schools Budget 2019/2020	As at September 2019		Month 6		
	A	B	C	D	E
S251 title	2019/2020 Budget	May Forecast 2019-20	September 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)
Schools Block Allocation excl Academies net of de-delegated funds including HNB allocations	53,008	53,008	51,515	(1,493)	(1,493)
Academy Recoupment from Schools Block	49,101	49,101	50,594	1,493	1,493
Total allocated to schools	102,109	102,109	102,109	-	-
De-delegated					
School-specific contingencies	107	107	103	(4)	(4)
insurance	453	453	440	(13)	(13)
Licences and subscriptions	65	65	62	(3)	(3)
Staff Costs - supply cover	300	350	342	(8)	42
Support to under-performing ethnic minority groups and bilingual	119	119	115	(3)	(3)
Behaviour Support Services	269	269	260	(9)	(9)
Sub total of De-delegated	1,313	1,363	1,321	(41)	9
Pupil growth/ Infant class sizes	800	800	800	-	-
Total School Block Budget Expenditure	104,222	104,154	104,112	(41)	(109)
Total School Block Budget Income	(104,222)	(104,222)	(104,181)	41	41
Variance	-	(68)	(68)	(0)	(68)
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	9,690	10,063	373	373
Early years Centrally Retained for statutory LA duties	507	507	507	0	0
Pupil Premium 3-4 years	38	38	41	3	3
Total Early Year's block Expenditure	10,235	10,235	10,611	376	376
Total Early Year's block Income	(10,235)	(10,235)	(10,611)	(376)	(376)
Variance	-	-	-	-	-

	A	B	C		
S251 title	2019/2020 Budget	May Forecast 2018-19	September 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 recoupment	1,083	1,083	1,037	(47)	(47)
High Needs Block allocations	7,557	8,661	8,069	(592)	512
Provision for pupils with SEN (including assigned resources)	2,722	2,722	2,562	(160)	(160)
Fees for pupils at independent special schools & abroad	5,657	7,132	6,731	(401)	1,074
Pupil Referral Units	470	470	470	-	-
Education out of school	670	678	678	-	8
SUB TOTAL	18,160	20,746	19,547	(1,199)	1,387
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	22,846	21,647	(1,199)	2,786
TOTAL of High Need Block Income	(18,861)	(18,861)	(18,897)	(36)	(36)
Variance	-	3,985	2,750	(1,236)	2,750
GRANTS					
Brought Forward Grants (surplus) /Deficit balance	-	-	-	-	-
UIFSM Revenue / Start Up	1,850	1,850	1,850	-	-
6th form funding from EFA	2,109	2,109	2,109	-	-
PE Grant - Additional school grants	774	774	774	-	-
Pupil Premium allocated to schools - mainstream	2,175	2,175	2,175	-	-
Teacher's Pay Grant	296	512	512	-	216
Teachers Pension		800	800	-	800
Total GRANTS EXPENDITURE TOTAL	7,204	8,220	8,220	-	1,016
INCOME					
PE Grant	(774)	(774)	(774)	-	-
UIFSM Revenue	(1,850)	(1,850)	(1,850)	-	-
Education Funding Agency 6th Form Funding	(2,109)	(2,109)	(2,109)	-	-
Pupil Premium 5-16 years	(2,175)	(2,175)	(2,175)	-	-
Teacher Pay Grant	(296)	(512)	(512)	-	(216)
Teachers Pension (Sept 19 to March 20)		(800)	(800)	-	(800)
Total GRANTS INCOME TOTAL	(7,204)	(8,220)	(8,220)	-	(1,016)
Variance	-	0	0	-	0
Summary of the Variances					
SCHOOL BLOCK	-	(68)	(68)	(0)	(68)
EARLY YEAR'S BLOCK	-	-	-	-	-
HIGH NEEDS BLOCK	-	3,985	2,750	(1,236)	2,750
CENTRAL BLOCK	-	291	291	-	291
GRANTS	-	0	0	-	0
Deficit\Surplus ().	-	4,209	2,973	(1,236)	2,973
TOTAL SCHOOLS BUDGET	141,468	146,692	145,828	(865)	4,360

Agenda Item 7

TITLE	Early Years Budget Update for 2018/19 and 2019/20
FOR CONSIDERATION BY	Schools Forum on 16 October 2019
WARD	None Specific
DIRECTOR	Director of Children's Services - Carol Cammiss

OUTCOME / BENEFITS TO THE COMMUNITY

N/A

RECOMMENDATION

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

SUMMARY OF REPORT

The report updates Schools Forum on the final Early Years budget settlement for 2018/19, and the in-year budget adjustments for the 2019/20 financial year.

2018/19 Early Years Budget

The report informs Schools Forum of the final adjustments in relation to the 2018/19 Early Years Budget. The original budget against the actual funding allocated provides an underspend of £209k.

In addition, the DfE has adjusted the 2018/19 budget based on the January 2019 census which shows additional growth from the January 2018 census of 61.6 additional 3 to 4 year olds and a growth of 13.5 in 2 year old children; this has resulted in an increase in the budget of £221k.

Last year the final budget was announced in July 2019, however the DfE had provided funding on estimates as they were unaware of the number of working parents who would claim the additional 15 hours. Numbers suggested that the LA had been overfunded and the LA therefore accrued for the clawback in the 2018/19 accounts.

The total additional funding due to settings has been calculated and was allocated at the end of September.

2019/20 Early Years Budget

The EY budget has been increased by £376k due to an increase in children on the January 2019 census compared with the January 2018 census. The budget is subject to further change and will not be finalised until July 2020.

Early Years Budget Update for 2018/19 and 2019/20
October 2019

.01 Purpose of the Report

This report provides Schools Forum with information on the final Early Years budget allocation for 2018/19 and the 2019/20 budget changes notified to the LA by the DfE in July 2019.

The Department of Education (DfE) has used information from the January 2019 Early Years census to make appropriate budget adjustments.

The 2019/20 budget is subject to further change, and will not be finalised until July 2020.

.02 Recommendations

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

.03 Background

The LA needs to set the Early Years budget for the new financial year by the end of February each year.

Local authorities are required to pass 95% of their three and four year old funding provided onto Early Years' providers.

The LA has set up a Providers Reserve within the Early Years block to fund growth within this sector. The DfE recommends that the Council holds an allocation of funds for future growth in numbers.

The funding for each Early Years' provider is based on the May, October and January census and the funding is therefore adjusted 3 times a year to reflect any changes in provider numbers on each census.

.04 2018/19 Final Early Years Settlement

The Council set an hourly rate for 2018/19 based on the estimated number of known children, with an element of expected growth, and incorporating a provision for unknown growth which was set at £187k for 2018/19.

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

Taking both underspend and increased funding levels together resulted in a final allocation of £429k passed on to providers.

The table below confirms the amount that has been allocated to providers:

SCHOOLS FORUM REPORT for October 2019		
Refund calculation table for 2018-19		
DESCRIPTION	£0	Comment
The Early year Providers reserve unallocated funding for 2018-19	£208,792.34	
The DfE revised the 2018-19 budget using the January 2019 census and informed the council on 18th July 2019. The DfE has confirmed that the Universal 3 to 4 years olds entitlement decreased by approx 3 children, the Working parents additional hours increased by 65 PTE children and 2 year old increased by 14 children from the January 2018 Census.	£220,570.42	Total increase in the number of children (PTE) from the January 2018 to January 2019 census is 76.
TOTAL AMOUNT AVAILABLE TO DISTRIBUTE	£429,362.76	
Number of hours available: Base on January 2019 census.	1,952,930	
Additional funding per hours	£0.22	

Confirmation of what this means for individual providers has been communicated to them, with payments following in due course.

.05 **2019/20 Early Years Budget Adjustment**

On 17th July the DfE informed the LA of the 2019/20 budget adjustments. The adjustment was based on the January 2019 Census, but the DfE will not finalise the 2019/20 budget until July 2020.

An extract from the DSG technical guidance published in July 2019 sets out how the DfE will calculate the final 2019/20 budget

“July 2020, based on five twelfths of the January 2019 census numbers (to cover the April 2019 to August 2019 period), and seven twelfths of the January 2020 census numbers (to cover the September 2019 to March 2020 period)

This means that the final allocations for each of these four funding streams will be based on $(5 \div 12 \times \text{January 2019 census numbers}) + (7 \div 12 \times \text{January 2020 census numbers})$ ”.

The four funding streams referred to above is

- Basic entitlement 3 & 4 year olds, working parent addition and 2 year olds.
- Early year’s disability access funds
- Early year’s supplementary funding for Maintained school.
- Early year’s Pupil premium.

Please see Appendix A - For the Early year's original budget

Please see Appendix B - For the Early year's new updated 2019-20 budget

.06 **Summary**

Local authorities are required to consult providers on annual changes to their local formula. Schools Forums must also be consulted on changes to local early years funding formulas, including agreeing central spend by 28 February, although the final decision rests with the local authority. Unless a disapplication is authorised by the Secretary of State, the formula cannot be changed after the financial year has started.

The approach taken ensures that providers are given budget information as early as possible for planning purposes, while minimising the risks of overprovision against the budget. Following confirmation of the final position from the DfE, any remaining funding is passed on to providers as additional funding in the following financial year.

The final 2018/19 Early Years settlement has allowed additional funding of £429k to be allocated to providers, through a combination of an underspend on the final reconciliation and additional budget allocation from the DfE.

Updated budget allocations for 2019/20 received from the DfE provide for an Early Years budget increase of approx. £376k.

Alan Voyzey
Interim School Finance Manager
October 2019

Bob Watson
Head of Finance
October 2019

Appendix A						
2019-20 Early Years budget table - use January 2018 census						
Income from the DfE						
DESCRIPTION	Estimated Numbers (PTE)	PTE hours	No. of weeks	Total number of hours	Rate	Allocation
2 year old funding	110	15	38	62,700	5.54	347,358
Support to fund Early years team relates to 2 years old						13,894
Support SEN inclusion service - 2years						25,000
						386,252
Early year National funding formula (EYNFF)						
3 & 4 funding including working parent	3,374	15	38	1,923,180	4.46	8,577,383
Maximum amount to Providers after Providers reserves	80	15	38	45,600	4.46	203,376
Teacher supplement	2,865	15	38	1,633,050	0.20	326,610
Deprivation supplement				1,923,180	0.02	33,698
Maintained Nursery supplement					0.02	50,000
Early year inclusion					0.05	100,000
						510,308
Other funding to EY Providers						
EY Pupil Premium					0.02	38,000
Disability Living Allowance					0.01	23,000
						61,000
Support to fund Early years team relates to 3&4 years old						392,959
Support EY SEN inclusion service						75,000
						467,959
Est. Expected "recoupment" June 2020						
2 year old variance	1	15	38	570	5.74	3,272
3&4 year olds	9	15	38	5,130	4.97	25,496
Total expected recoupment - DfE						28,768
Total Allocation						10,235,046
Actual allocation as per DfE						10,235,326
Variance						-279

Appendix B						
2019-20 Early Years budget table - use January 2019 census						
Estimated allocation						
DESCRIPTION	Estimated Numbers (PTE)	PTE hours	No. of weeks	Total number of hours	Rate	Allocation
2 year old funding	134	15	38	76,380	5.54	423,145
Support to fund Early years team relates to 2 years old						13,894
Support SEN inclusion service - 2years						25,000
						462,040
Early year National funding formula (EYNFF)						
3 & 4 funding including working parent	3,567	15	38	2,033,283	4.46	9,068,441
Maximum amount to Providers after Providers reserves	80	15	38	45,600	4.46	203,376
Teacher supplement	3,032	15	38	1,728,290	0.20	345,658
Deprivation supplement				2,033,283	0.02	36,700
Maintained Nursery supplement					0.02	50,000
Early year inclusion					0.05	100,000
						532,358
Other funding to EY Providers						
EY Pupil Premium					0.02	41,385
Disability Living Allowance					0.01	22,755
						64,140
Support to fund Early years team relates to 3&4 years old						392,959
Support EY SEN inclusion service						75,000
						467,959
Expecting reductions in the May and October census to balance the increase in January census						-187,086
Total Allocation						10,611,228
Actual allocation as per DfE						10,611,228
Variance						-0

Agenda Item 8

TITLE	High Needs Block Update
FOR CONSIDERATION BY	Schools Forum on 16 October 2019
WARD	None Specific
LEAD OFFICER	Director of Children's Services - Carol Cammiss

OUTCOME / BENEFITS TO THE COMMUNITY
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N/A

RECOMMENDATION

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

This report updates Schools Forum on the latest High Needs Block budget adjustments and current forecast position, and the ongoing actions associated with the deficit recovery plan submitted to the Department for Education.

An update on the 2020/21 budget process is also provided.

High Needs Block Update October 2019

.01 Purpose of the Report

This report provides the Schools Forum with an update of income and expenditure for 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 £3.9m 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 July Forum meeting consideration was given to the draft deficit recovery plan, which was subsequently submitted to the DfE. While the plan identified a longer term reduction in in-year deficit, pressures are such that opportunities to successfully deliver a balanced budget were not identified.

.04 2019/20 Forecast Update

The anticipated year end position has improved significantly from that reported to Forum in July, with a cumulative deficit of £2.75m now forecast, a positive movement of £1.23m. The improved position is as a result of both increased funding from the DfE and revised expenditure forecasts associated with ongoing scrutiny and deficit recovery plan actions.

Income Forecast

The DfE has increased Wokingham's 2019/20 High Needs Block budget by £36k due to the import and export process.

Wokingham currently imports 681 children, this means that 681 children living in other LA areas attend school in Wokingham but 782 children living in Wokingham are educated by other LAs, with a net effect of 101 more children exported than imported at a net cost of £606k deducted from the HNB. This is an increase in cost of £12k due to a further 2 children being exported that in the original budget.

Wokingham has received additional funding of £6,000 per place for those 8 children that live in Wokingham but are educated at a Special Free School provided by Windsor and Maidenhead and Reading - an increase in funding of £48k.

The following extract from the DfE explains the additional funding:

“From 2019 to 2020 onwards, funding for special free school places is included in local authorities’ high needs allocations. Funding for these places is deducted from local authorities’ high needs allocations by ESFA, and paid directly to schools, as for special academies.

We are using the basic entitlement factor, the import/export adjustment and further adjustments in the national funding formula to ensure that this change will not result in an unfunded cost for local authorities.

Local authorities with a Special Free School will receive £10,000 for every place at the free school through the formula adjustments mentioned above. Further information about these changes are set out in the published Changes to special free school funding: 2019 to 2020 guidance.” Please see the link below for more detail.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/801467/Special_free_school_revenue_funding.pdf

Summary of the import and export table for Wokingham:

Total Imports	681
Total Exports	782
Import / Export Adjustment	-101
Total Adjustment made for Wokingham	-£606,000

Exports Data

Resident LA name	Wokingham
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Row Labels	Sum of Pupils/Students
Mainstream maintained schools and academies	388
Maintained special schools and special academies	262
FE institutions	86
Non-maintained special school	28
Special Post-16 Institution (SPI)	10
Special Free Schools	8
Grand Total	782

Imports Data

Provider LA name Wokingham

Row Labels	Sum of Pupils/Students
Maintained special schools and special academies	271
Mainstream maintained schools and academies	410
Grand Total	681

Expenditure Forecast

Forecast expenditure on the 2019/20 High Needs Block has reduced by £1.2m against that previously reported to Forum. This reflects ongoing activity associated with the deficit recovery action plan to ensure resources are effectively targeted to support local children and young people with SEND.

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. In conjunction with the wider SEND improvement programme, this has provided for a reduced forecast for the current financial year, as a result of both better controlled costs on current placements, and an improved projection on further growth.

Resource Bases: at the time of budget setting it was recognised that work was ongoing to ensure sustainability and affordability of top-up rates for local resource bases. Rates had not been uplifted for a number of years and had not kept pace with price inflation. Funding arrangements for 2019/20 are now in place and included in the forecast, with work continuing to allow the 2020/21 budget to be set on an updated funding arrangement. Schools Forum will be updated as work progresses.

Maintained Special School: as with resource bases, at the time of budget setting, work was ongoing to secure a sustainable and affordable funding arrangement, given top-up rates had remained static for a number of years. Funding arrangements for 2019/20 are now in place and included in the forecast, with work continuing to allow the 2020/21 budget to be set on an updated funding arrangement. Schools Forum will be updated as work progresses.

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

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

Wokingham's deficit recovery plan was submitted to the DfE for consideration in July.

Since the submission was made the Council has responded to a number of points of clarity requested and was advised that feedback would be received by the end of September.

In August the Government announced additional SEND funding of £700m for 2020/21, to be delivered through High Needs Block allocations. Given this, the DfE has postponed providing feedback on deficit recovery plans until individual LAs are aware of their increased funding allocation, which is expected shortly.

A further update will be brought to the next Forum meeting, and will inform 2020/21 budget setting.

Alan Voyzey
Interim School Finance Manager
October 2019

Bob Watson
Head of Finance
October 2019

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Agenda Item 9

TITLE	Update on Schools Revenue Formula Changes 2020/21
FOR CONSIDERATION BY	Schools Forum on 16 October 2019
WARD	None Specific
LEAD OFFICER	Director of Children's Services - Carol Cammiss

OUTCOME / BENEFITS TO THE COMMUNITY
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N/A

RECOMMENDATION

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

The report provides Schools Forum with information on the main changes in funding formula for setting the 2020/21 schools block budget, as set out in the Operational Guidance issued by the Education and Skills Funding Agency in September 2019.

Update on Schools Revenue Formula Changes 2020/21 October 2019

.01 Purpose of the Report

This is a brief summary to inform the Schools Forum of the changes for 2020/21 in School Revenue Funding as set out in the Operational Guidance issued in September 2019 by the Education and Skills Funding Agency.

.02 Recommendation

The Forum are asked to note the contents.

.03 Background

The Operational Guide for 2020/21 has now been published by the Education and Skills Funding Agency (ESFA), and is the first of several publications which set out the procedures to be followed in determining the budgets funded from the Dedicated Schools Grant.

.04 Summary of changes

The changes proposed for 2020 to 2021 are as follows:-

- The minimum per pupil levels will be set at £3,750 for primary schools and £5,000 for secondary schools. The primary level will rise to £4,000 in 2021/22.

The Government is consulting on how to implement the minimum per pupil funding levels in the National Funding Formula on a mandatory basis in 5 to 16 school funding (Consultation launched on 10th September 2019 with responses by 22nd October 2019) This means that every local authority will have to use the factor in their local funding formula from 2020/21.

- The funding floor will be set at 1.84% in line with the GDP deflator to protect pupil-led per pupil funding in real terms. This minimum increase in 2020/21 allocations will be based on the individual school's NFF allocation in the current year.
- Schools attracting their core NFF allocations will receive a 4% increase in the formula's core factors but with the free school meals factor increased in line with inflation and premises funding allocated at local authority level in line with actual spend in the 2019/20 APT.

- There will be no NFF gains cap but local authorities will still be able to use a cap in the local formula.
- Mobility will be allocated on a new formula basis rather than on historical spend.
- Growth funding will be based upon the same methodology as last year and will have transitional protection so that no authority will lose more than 0.5% of its 2019/20 school's block allocation. There will be no capping or scaling of gains from the growth factor.
- The teacher's pay grant and the teacher's pension employers contributions grant will continue to be paid separately from the NFF in 2020/21 and the rates that determine the 2020/21 allocations will be published in due course.
- The local schools formula will be used in 2020/21 but the government has confirmed its intention to move to a single "hard" national funding formula to determine every school's budget in the future.
- In respect of the High Needs Block the funding floor will be set at 8% so all authorities can plan for an increase of at least that percentage, taking into account changes in their 2 to 18 population. This will be based on high needs allocations in 2019/20 including the additional funding of £125m announced in December 2018.

The gains cap will be set at 17% calculated on the basis of per head of population

Other changes to local authority formula arrangements in 2020/21 are:

- Local authorities will be able to set MFG in local formulae between 0.5% and 1.84% per pupil as well as to use a gains cap.
- Local authorities will continue to be able to transfer up to 0.5% of their schools block to other blocks of the DSG. A disapplication will be required for transfers above 0.5% or any amount without schools forum approval.
- The "funding floor factor" that local authorities had the option to use in 2019/20 will be removed in order to mirror the protection used in the NFF against 2017/18 baselines.

Alan Voyzey
Interim Schools Finance Manager
October 2019

Bob Watson
Head of Finance
October 2019

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SCHOOLS FORUM

Schools Forum Membership Review

1. Purpose of the Report

To continue the review the Schools Forum's membership to ensure that it reflects the current make-up of schools in the Borough.

2. Suggested Action

Members are asked to finalise the review following the discussion at the last meeting on 10 July 2019.

3. Supporting Information

Schools Forum decided at its meeting on 10 July 2019 to change the membership representation and adopt the model below:

School representatives

Maintained Primary	6
Maintained Secondary	1
Academies	9 (preferably 3 primary and 6 secondary)
Special School	1
PRU	1

Non-school representatives

Early Years	1
WBC Councillor	1
WBC	1
Post 16 education	1

Total **22**

At the last meeting a point was raised in relation to the Early Years representation, in that if only one seat is allocated to Early Years, there will be no representation either from the private sector or from the maintained nursery. In view of this, the recommendation is that the Early Years be allocated two seats, making the total number of representatives **23**.

The Wokingham Federation of Secondary Heads met recently and agreed the secondary schools representation, see appendix 1.

Brian Prebble has agreed to lead on the review and election of primary representatives.

It is proposed that the new membership structure takes effect from the December 2019 meeting of Schools Forum.

Duration of Terms of Office

No duration is currently specified. Forum has in the past decided that it was preferable to retain the expertise of members rather than limit the duration of membership and risk losing valuable contributions. Schools Forum may wish to continue with this arrangement.

Future Schools Forum Representation

It is recommended the member representation of Schools Forum is reviewed annually, in the summer of a year, to allow any changes to align to the school academic year.

Revisions to the membership representation will be evaluated by reference to the pupil and school population on 1 September (phase and type) with the 'new' members assembling at the October meeting that year.

It is also recommended that once the membership has been established, at the first meeting of the new academic year, no further changes should take place as a result of in-year academisation of schools (until the next annual review).

Jim Leivers
Interim Assistant Director for Education

Luciane Bowker
Democratic and Electoral Services Specialist

Brian Prebble presented to WPHA (Wokingham Primary Heads Association) the new membership model as agreed by Schools Forum. There are to be 6 maintained primary school representative members.

It was agreed that the representative members at School Forum, Colleton Primary (Carol Simpson) and Hawedon Primary (Sylvia Allen), would continue as members.

It was proposed that any head who would like to represent WBC maintained primary schools complete an expression of interest form, and, were there to be more than 4 expressions of interest submitted, they would be sent to the heads of maintained schools to vote for the representatives.

There were 4 heads of schools who 'expressed an interest':

- Rivermead Primary (Brian Prebble)
- Farley Hill Primary (Emma Clarke)
- Emmbrook Infant (Corrina Gillard)
- Polehampton Infant (Helen Ball)

A number of maintained primary school colleagues indicated that they would also be prepared to support Schools Forum Task and Finish groups.

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School's Forum Representation 2019



Schools Representation at Forum	Role	Person	Confirmed by consent of Secondary Federation
1. Representing Maintained Secondary School	Headteacher The Emmbrook	Nick McSweeny	As agreed between The Emmbrook and Bulmershe School
2. Representing Maintained or Academy School Post 16 rep*	Headteacher Maiden Erlegh (MAT)	Paul Gibson	By unanimous vote
1. Representing Academy Secondary School	Headteacher The Piggott (SAT)	Derren Grey	By unanimous vote
2. Representing Academy Secondary School	Headteacher St Crispin's (MAT)	Ginny Rhodes	By unanimous vote
3. Representing Academy Secondary School	Headteacher Bohunt (MAT)	Ben Godber	By unanimous vote
4. Representing Academy Secondary School	Business Manager The Forest (SAT)	Fiona Wood, The Forest fwood@forest.academy	By unanimous vote
5. Representing Academy Secondary School	Business Manager The Holt (SAT)	Sian Lehrter, S.lehrter@holt.wokingham.sch.uk	By unanimous vote
6. Representing Academy Secondary School	Governance The Circle Trust (MAT)	Paul Miller	By unanimous vote

It was agreed by the Secondary Federation which represents all Secondary Schools as well as the PRU and all Special Schools that seats on Forum would be reviewed annually and confirmed by majority vote by Federation members on the first Federation meeting of the year.

It is the intention of the Secondary Federation to ensure a balance of Headteachers, Business Managers, Governance as well as due regard to whether an academy is part of a MAT or is a SAT.

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

11	December	T	Revenue Monitoring
		C	Draft 2020/21 Schools Budget
		I	Contingencies breakdown
		D	De-delegated items for 2020-21
		I	Early Years Block 2020-21 changes updates
		D	Growth Fund update and 2020-21 request from Schools block budget
		I	High Needs Block Update

15	January	C	2020-21 High Needs Block Consultation
		T	Revenue Monitoring
		I	Contingencies breakdown Verbal update
		D	Centrally retained items including ESG
		D	De-delegated items for 2020-21
		I	Proposed 2020-21 Schools Block Submission and the effect on schools. Include impact and modelling of SB, explanation of changes from Draft budget. T&F conversation.
		D	Early years 2020-21 budget consultation and approval

18	March	T	Revenue Monitoring
		C	20-21 High needs block consultation and update
		I	Contingencies breakdown (if applicable)
		I	20-21 combined Schools budget report.

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