



**WOKINGHAM
BOROUGH COUNCIL**

A Meeting of the **SCHOOLS FORUM** will be held in
**DAVID HICKS 1 - CIVIC OFFICES, SHUTE END,
WOKINGHAM RG40 1BN ON WEDNESDAY 4 MARCH
2020 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 25 February 2020



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. |
|----------|---------------|---|---------------|
| 23 | | APOLOGIES To receive any apologies for absence. | |
| 24 | | MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Meeting held on 15 January 2020. | 7 - 12 |
| 24.1 | None Specific | Update for Matters Arising | 13 - 18 |
| 25 | | DECLARATION OF INTEREST To receive any declarations of interest | |
| 26 | None Specific | 2019/20 CONTINGENCY UPDATE To receive a report containing the 2019/20 Contingency Update. | 19 - 20 |
| 27 | None Specific | 2019/20 REVENUE MONITORING REPORT To receive a report containing details of the schools current financial position. | 21 - 26 |
| 28 | None Specific | 2020/21 CENTRAL SCHOOL SERVICES BLOCK (CSSB) To receive the 2020/21 Central School Services Block report. | 27 - 32 |
| 29 | None Specific | 2020/21 EARLY YEARS BUDGET To receive and consider the 2020/21 Early Years Budget report. | 33 - 40 |
| 30 | None Specific | 2020/21 HIGH NEEDS BLOCK BUDGET & IMPROVEMENT PROGRAMME UPDATE To receive and consider the 2020/21 High Needs Block Budget and Improvement Programme Update report. | 41 - 52 |
| 31 | None Specific | SCHOOL ADMISSIONS To receive a verbal update on School Admissions. | Verbal Report |
| 32 | None Specific | FORWARD PROGRAMME To consider the Forums work programme for the remainder of the academic year. | 53 - 54 |

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.

Luciane Bowker,
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Civic Offices, Shute End, Wokingham, RG40 1BN

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**MINUTES OF A MEETING OF THE
SCHOOLS FORUM
HELD ON 15 JANUARY 2020 FROM 10.00 AM TO 10.50 AM**

Schools Representatives

| | |
|-----------------|---|
| Carol Simpson | School Business Manager - Colleton Primary |
| Corrina Gillard | Primary Head - Emmbrook Infant |
| 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 |
| Ali Brown | Primary Head - Nine Mile Ride Primary |
| Julia Mead | School Business Manager - St Sebastian's CE Primary |
| Ben Godber | Academy Head - Bohunt School |
| Ginny Rhodes | Academy Head - St Crispins School |
| Paul Miller | Governor - St Crispins - Chairman |
| Shirley Austin | Academy Head - Forest School |
| Sian Lehrter | School Business Director - The Holt School |
| Sara Attra | Special School Head - Addington School |

Non School Representatives

| | |
|-------------|---------------------------|
| Graham Howe | Wokingham Borough Council |
|-------------|---------------------------|

Also Present

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

29 APOLOGIES

Apologies for absence were submitted from Emma Clarke, Paul Gibson, Derren Gray and Sal Thirlway.

30 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 18 December 2019 were confirmed as a correct record and signed by the Chairman, subject to the following change:

That on page 7 of the agenda, Item 22 on the third bullet point, where it says '*in school numbers*' this be changed to in '*schools budgets*'.

30.1 Update for Matters Arising

Variations in insurance cover

Lynne Samuel, Senior Finance Specialist stated that she had spoken with the insurance specialist within the Council and had been advised on the context of schools insurance, she offered to share this information with schools. There was a consultation with the Department of Education (DofE) which would indicate what the national picture was. However, the comparison between primary, secondary and academy schools was not

straight forward, it was not possible to compare like for like as the schemes were different. She proposed to wait to see what the national picture was after the consultation and bring back more information to the Forum.

Schools Forum members were interested to know more about the reasons why some insurances were more expensive than others (maintained schools compared to academy schools) and asked that this item be brought back to the next meeting with the result of the consultation.

High Needs Block and SEN provision

Carol Cammiss, Director of Children's Services stated that there were concerns over the provision of SEN services in the Borough. The department was facing difficulties in recruiting the right staff to provide the service. There were vacancies in the SEN team which consequently affected the delivery of services.

Ginny Rhodes expressed concern over the capacity issue and in particular the fact that schools did not have a named officer whom they could contact in the Local Authority. Carol Cammiss advised that if schools had any specific issues they could contact Sal Thirlway, Assistant Director for Learning, Achievement and Partnerships directly.

Carol Cammiss stated that the service was moving towards a new structure in which officers would be linked to a particular school or to a number of named children. She confirmed that there was political willingness to put in the resources that were needed to improve SEN services in the Borough. The department was seeking to recruit more officers to the SEN team, however it was important to ensure that the right people were employed.

It was agreed that the Forum would receive an update report on High Needs Block, and SEN at the next meeting in March.

School Admission arrangements update

Carol Cammiss stated that the School Admissions internal structure was changing, with this service soon returning to be under Children's Services. It was recognised that some specialism had been lost as a result of the 21 Century programme and that the service was not operating at the right level. This issue was being addressed and the Forum would receive an update report at the next meeting.

31 DECLARATION OF INTEREST

There were no declarations of interest.

32 2019/20 CONTINGENCY UPDATE

Lynne Samuel advised that there were no changes from the last time this was reported to Schools Forum.

RESOLVED That the report be noted.

33 2019/20 REVENUE MONITORING REPORT

Schools Forum considered the 2019/20 Revenue Monitoring report which was set out in agenda pages 15-20. Lynne Samuel stated that there was only one change since the last meeting, with the Foundry budget now correctly reflected at £970k, an increase of £10k on that reported previously. She confirmed that Sal Thirlway was in conversations with Jay

Blundell about outreach services offered by Foundry College, and this was not yet reflected in the figures.

RESOLVED That the report be noted.

34 FINAL 2020/21 BLOCK BUDGET

Schools Forum received the Final 2020/21 Block Budget report which was set out in agenda pages 21-24. Alan Voyzey, Interim Schools Finance Specialist presented the report.

Alan Voyzey stated that the final settlement had been received on 19 December 2019. The final allocation was very close to the indicative budget, with a variation of only £1,098. He pointed out that there were changes for individual schools depending on the school's characteristics. The variance for each school could be seen in appendix A of the report.

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

- In response to a question Alan Voyzey stated that there had been only three responses to the consultation. Officers interpreted this low level of response to mean that schools were happy with the method;
- Members asked about the reduction in funding for Bulmershe. Alan Voyzey stated that this was due to a reduction in deprivation factors. However, this was a reduction on the previously reported indicative budget for 2020/21, with the school still receiving a significant increase on the current year's budget;
- the school had seen significant increases in previous years;
- It was recognised that the Task and Finish Group had been very effective and had helped the Budget setting process.

Schools Forum members asked Officers to provide an indicative budget to schools, so that schools could start their budget planning. Officers agreed to send this indicative budget by the end of the week. It was understood and accepted by all that this was provisional at this stage of the process.

Upon being put to the vote Schools Forum agreed to recommend the submission of the Budget to the Education and Skills Funding Agency (ESFA).

RESOLVED That:

- 1) Schools Forum recommends the submission of the 2020/21 Block Budget as presented in the report to the ESFA; and
- 2) Schools would receive indicative budgets by the end of the week.

35 EARLY YEARS 2020/21 BUDGET

Schools Forum considered the Early Years 2020/21 Budget report which was set out in agenda pages 25-28.

Lynne Samuel presented the report as set out in the agenda papers. Officers were seeking Schools Forum approval to the proposed 5% centrally retained fund.

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

- Ian Morgan urged Officers to be mindful of the effect of centrally retaining 5% the on the voluntary sector. He believed that many settings were on the edge and struggling financially. He was concerned with the predicted 6% increase in the living wage and how this would impact the finances of Early Years settings;
- Ian Morgan asked Officers to reconsider the 5% centrally retained fund (which he recognised was lawful) in view of the fact that it was possible that many settings might have to close as a result of not being able to operate within their budgets;
- Ian Morgan stated that this represented an increase in funding because of the extra 1.8% AP;
- Kerry Clifford agreed that many settings were facing financial difficulties. She stated that it was important to have clarity on exactly how the 5% retained money was being used;
- The Chair stated that Schools Forum could decide not to agree to the proposed 5% retained fund;
- Lynne Samuel stated that it was not yet certain what the hourly rate would be;
- It was recognised that the 5% did not fully cover the support for the administration of the Early Years structure in the Local Authority.

After discussing the item, Schools Forum agreed that it would be important to have more information on the implications of the 5% funding retention on the hourly rate. It was agreed that the Task and Finish Group would undertake further investigations and that the item would be brought back to the next meeting for a final discussion and decision.

Kerry Clifford asked that an indicative budget be sent to Early Years settings to help with budget planning.

RESOLVED That:

- 1) The Task and Finish Group would undertake further investigations around the proposed Budget, including the impact of the 5% retained fund; and
- 2) A report containing more information, including hourly rates will be brought back to the March meeting.

36 FORWARD PROGRAMME

The Forum considered and noted the Forward Programme of work and dates of future meetings as set out on Agenda page 29.

The following items were added to the next meeting in March 2020:

- High Needs Block update
- SEN update
- School Admissions update
- Schools Insurance update
- Early Years 2020/21 Budget

Luciane Bowker, Democratic and Electoral Services Specialist stated that the next three meetings of Schools Forum were scheduled to take place in the Council Chamber due to the unavailability of David Hicks 1. She advised that Forum could be held at a school or in the Town Hall (with a small charge for the Town Hall).

Schools Forum members were asked to check their availability to host Schools Forum and liaise with Luciane Bowker directly; otherwise the Town Hall would be booked for those meetings.

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TITLE Update for Matters Arising

FOR CONSIDERATION BY Schools Forum on 4 March 2020

WARD (All Wards);

LEAD OFFICER Director of Children's Services - Carol Cammiss

OUTCOME / BENEFITS TO THE COMMUNITY

RECOMMENDATION

Schools Forum is asked to note the update.

SUMMARY OF REPORT

The report provides an update to Forum on matters arising, not covered elsewhere on the agenda.

This update covers:

- Insurance arrangements for maintained schools
- Change to previously published indicative schools budget

Update for Matters Arising March 2020

1. Insurance Scheme for Maintained Schools

Following discussion at previous Schools Forum meetings, the Department for Education (DfE) has now published the consultation on the extension of the risk protection arrangement (RPA) to maintained schools.

The consultation document can be found here:

<https://www.gov.uk/government/consultations/extending-the-academies-risk-protection-arrangement-to-la-schools>

In summary, the RPA scheme will be available to maintained schools from April 2020, however the ESFA has confirmed the following:

The rollout of the RPA to local authority maintained schools from 1 April 2020 will not apply to all schools. It will be on a voluntary, opt-in basis for those schools which have not already made arrangements for 2020 to 2021.

We understand that many local authorities will already have submitted the APT with de-delegated funds for the expectation of the unit cost of insurance for their schools.

For that reason, we acknowledge that many schools may not be able to join the RPA immediately. The roll out of RPA is not intended to break 2020 to 2021 contractual or schools forum agreements.

The RPA team at the DfE are establishing a LA engagement plan, which in part recognises that local authorities will have existing contractual terms around their insurance arrangements, often over a multi-year period.

It is therefore the intention to establish a review group during the summer term to consider the implications for both local schools and the Council, as part of early planning for the 2021/22 financial year.

Schools Forum are asked to consider the most appropriate way to engage with maintained schools as part of that process.

2. Schools Block Budget 2020/21 – Changes to Indicative Allocations

After consideration of the indicative school budget by Schools Forum at its meeting on 15th January 2020 the Authority ProForma Tool (APT) statement, detailing the proposed funding per school, was sent to the ESFA for validation and approval.

Following the ESFA review there were a few queries which have been agreed and resolved. However, one of the issues raised requires us to accelerate the number of year groups for growing schools and to increase the number of groups to also

reflect the new year groups joining in September 2020. The justification for this is that the extra pupils are there for the majority of the year (7/12).

This was not done in the APT for the current financial year and is a change of practice instructed by the ESFA for 2020/21. Response from the ESFA regarding further information on the rationale for the change, has confirmed this is due to the Minimum Per Pupil Level (MPPL) now using actual year groups in a school rather than the phase.

Changes Required

The consequence of the above change is that the number of year groups for Bohunt school were increased from 1 group to 2 groups at KS4.

This increased the funding per pupil from £4,925 to £5,000 as a consequence of the protection afforded by the new Minimum Per Pupil Funding Factor and generated additional funding for the school. To ensure that schools budgets were contained within the funding available it was necessary to adjust the values attributable to the Age Weighted Pupil Units (AWPU's).

Individual School Impact - Secondary

As a result of these change, 1 school will see an increase on their indicative 2020/21 budget while 5 schools will see a reduction.

The net change to secondary schools is nil and the budgets for Embrook, Holt, Oakbank and Maiden Erlegh remain unchanged due to their budgets protected by the Minimum Per Pupil Funding mechanism or the provisions of the Minimum Funding Guarantee.

Appendix A sets out details of funding and pupil numbers for 2019/20 and for 2020/21 for the affected schools, along with the change to the indicative budgets previously published.

There is no impact on primary schools.

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Appendix A

| | | | | A | B | B - A | | C | B - C |
|----------------------|-----------------------------|-----------------------------|---------------|---------------------------|-------------------------------------|------------------------------------|------------------------------|--|---|
| | NOR Oct 2018 | NOR Oct 2019 | Change | Budget 2019/20 | Final Budget 2020/21 | Change from 2019/20 | Percentage Change | Indicative Budget 2020/21 | Change against indicative Budget 2020/21 |
| | | | | £ | £ | £ | % | £ | £ |
| Bohunt School | 805 | 1047 | 242 | 3,951,384 | 5,315,782 | 1,364,398 | 34.5% | 5,237,258 | 78,525 |
| The Bulmershe School | 959 | 1019 | 60 | 5,015,345 | 5,416,457 | 401,112 | 8.0% | 5,457,631 | -41,174 |
| St Crispin's School | 958 | 983 | 25 | 4,598,400 | 4,950,564 | 352,164 | 7.7% | 4,961,861 | -11,297 |
| The Forest School | 664 | 576 | -88 | 3,337,182 | 3,050,748 | -286,434 | -8.6% | 3,062,909 | -12,161 |
| Waingels College | 1031 | 1041 | 10 | 4,995,036 | 5,288,510 | 293,474 | 5.9% | 5,301,338 | -12,828 |
| The Piggott School | 1194 | 1220 | 26 | 5,370,576 | 5,761,466 | 390,890 | 7.3% | 5,762,531 | -1,065 |

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TITLE 2019/20 Contingency Update

FOR CONSIDERATION BY Schools Forum on 4 March 2020

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 that reported previously.

SUMMARY OF REPORT

This 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 January meeting, with £77k uncommitted. See Forum report of 10th July 2019 for full details.

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 27

TITLE 2019/20 Revenue Monitoring Report

FOR CONSIDERATION BY Schools Forum on 4 March 2020

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 31st January 2020.

This reflects an anticipated overspend of £3.3m at year end – no movement from the January 2020 report.

2019/20 Schools Revenue Monitoring Report March

.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 31st January 2020.

.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 January 2020 Schools Forum the forecast of £3.33m is unchanged 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 is still a deficit forecast of £3.33m. There are no changes since the last report to Schools Forum.

.05 Financial Summary

The forecast as at 31st January 2020 shows a projected overspend of £3.33m against a budget of £142.86m, represents 2.3% of the budget.

| Description | £000 |
|--------------------------------|---------------|
| Brought forward from 2018/19 | £1,572 |
| Estimated overspend in 2019/20 | £1,761 |
| TOTAL | £3,333 |

Please refer to:

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

Appendix B - Detailed breakdown of 2019/20 Revenue Monitoring

**Katherine Vernon
Schools Finance Manager
March 2020**

**Bob Watson
Head of Finance
March 2020**

| Appendix A | As at January 2020 | | | MONTH 10 | |
|--|-----------------------------|--|---|-----------------------------|----------------------------|
| Summary of 1920 School revenue budget monitoring | | | | | |
| | A | B | C | D | E |
| Description | Budget 2019 - 20 | Forecast December 2019-20 | Forecast January 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) | | - | 41 |
| Academy Allocated budget | 49,101 | 50,932 | 50,932 | - | 1,831 |
| School allocated budget excluding 6th form funding | 53,008 | 51,177 | 51,177 | - | (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 | 1,313 | | - | 1 |
| Centrally retained activities - Growth fund. | 800 | 800 | 800 | - | - |
| TOTAL SURPLUS\DEFICIT | 0 | (76) | (76) | - | (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 | 20,616 | 20,616 | - | 1,755 |
| TOTAL SURPLUS\DEFICIT | - | 3,118 | 3,118 | - | 3,118 |
| 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 EY PP 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 Growth | 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) | (734) | (734) | - | 40 |
| UIFSM Revenue / Start Up | (1,850) | (1,753) | (1,753) | - | 97 |
| Pupil Premium excl Academies | (2,175) | (2,104) | (2,104) | - | 71 |
| 6th form funding from EFA for Secondary school with a 6th form. | (2,109) | (1,673) | (1,673) | - | 436 |
| Teacher Pay Grant | (296) | (649) | (649) | - | (353) |
| Teacher Pay Pension - Grant | - | (1,231) | (1,231) | - | (1,231) |
| Grant allocation to schools | 7,204 | 8,144 | 8,144 | - | 940 |
| TOTAL SURPLUS\DEFICIT | - | - | - | - | - |
| TOTAL EXPENDITURE FORECAST | 141,468 | 146,111 | 146,111 | - | 4,644 |
| TOTAL INCOME FORECAST | (141,468) | (142,779) | (142,779) | - | (1,311) |
| Various | | | | | |
| Surplus () Deficit + | 0 | 3,333 | 3,333 | - | 3,333 |

| APPENDIX B - Schools Budget 2019/2020 | As at January 2020 | | Month 10 | | |
|---|---------------------------|----------------------------------|---------------------------------|---|--|
| | A | B | C | D | E |
| DSG TITLE | 2019/2020 Budget | December Forecast 2019-20 | January 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 | 51,177 | 51,177 | - | (1,831) |
| Academy Recoupment from Schools Block | 49,101 | 50,932 | 50,932 | - | 1,831 |
| Total allocated to schools | 102,109 | 102,109 | 102,109 | - | - |
| De-delegated | | | | | |
| School-specific contingencies | 107 | 101 | 101 | - | (6) |
| Insurance | 453 | 437 | 437 | - | (16) |
| Licences and subscriptions | 65 | 61 | 61 | - | (4) |
| Staff Costs - maternity cover | 300 | 349 | 349 | - | 49 |
| Support to under-performing ethnic minority groups and bilingual | 119 | 107 | 107 | - | (12) |
| Behaviour Support Services | 269 | 258 | 258 | - | (11) |
| Sub total of De-delegated | 1,313 | 1,313 | 1,313 | - | 1 |
| Pupil growth/ Infant class sizes | 800 | 800 | 800 | - | - |
| Total School Block Budget Expenditure | 104,222 | 104,104 | 104,104 | - | (117) |
| Total School Block Budget Income | (104,222) | (104,181) | (104,181) | - | 41 |
| Variance | - | (76) | (76) | - | (76) |
| CENTRALLY RETAINED BLOCK | | | | | |
| Brought Forward Centrally retained 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 | December Forecast 2019-20 | January 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 | 1,796 | 1,796 | - | 280 |
| Provision for Resource Bases | 1,293 | 1,442 | 1,442 | - | 149 |
| Provision for EHCPs (including OLA and Post 16) | 2,083 | 1,948 | 1,948 | - | (135) |
| Addington (place and top-up) | 4,398 | 4,854 | 4,854 | - | 456 |
| Northern House (place and top-up) | 990 | 799 | 799 | - | (191) |
| Fees for pupils at independent special schools & abroad | 5,657 | 6,881 | 6,881 | - | 1,224 |
| Foundry College | 960 | 970 | 970 | - | 10 |
| Willow House | 160 | 168 | 168 | - | 8 |
| Education out of school - Independent Hospital Education | 20 | 20 | 20 | - | - |
| SUB TOTAL | 18,160 | 19,915 | 19,915 | - | 1,755 |
| 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 | 22,015 | 22,015 | - | 3,154 |
| TOTAL of High Need Block Income | (18,861) | (18,897) | (18,897) | - | (36) |
| Variance | - | 3,118 | 3,118 | - | 3,118 |
| GRANTS | | | | | |
| Brought Forward Grants (surplus) /Deficit balance | - | | | - | - |
| UIFSM Revenue / Start Up | 1,850 | 1,753 | 1,753 | - | (97) |
| 6th form funding from EFA | 2,109 | 1,673 | 1,673 | - | (436) |
| PE Grant - Additional school grants | 774 | 734 | 734 | - | (40) |
| Pupil Premium allocated to schools - mainstream | 2,175 | 2,104 | 2,104 | - | (71) |
| Teacher's Pay Grant | 296 | 649 | 649 | - | 353 |
| Teachers Pension | | 1,231 | 1,231 | - | 1,231 |
| Total GRANTS EXPENDITURE TOTAL | 7,204 | 8,144 | 8,144 | - | 940 |
| INCOME | | | | | |
| PE Grant | (774) | (734) | (734) | - | 40 |
| UIFSM Revenue | (1,850) | (1,753) | (1,753) | - | 97 |
| Education Funding Agency 6th Form Funding | (2,109) | (1,673) | (1,673) | - | 436 |
| Pupil Premium 5-16 years | (2,175) | (2,104) | (2,104) | - | 71 |
| Teacher Pay Grant | (296) | (649) | (649) | - | (353) |
| Teachers Pension (Sept 19 to March 20) | | (1,231) | (1,231) | - | (1,231) |
| Total GRANTS INCOME TOTAL | (7,204) | (8,144) | (8,144) | - | (940) |
| Variance | - | - | - | - | - |
| Summary of the Variances | | | | | |
| SCHOOL BLOCK | - | (76) | (76) | - | (76) |
| EARLY YEAR'S BLOCK | - | | | - | - |
| HIGH NEEDS BLOCK | - | 3,118 | 3,118 | - | 3,118 |
| CENTRAL BLOCK | - | 291 | 291 | - | 291 |
| GRANTS | - | | | - | - |
| Deficit\Surplus (). | - | 3,333 | 3,333 | - | 3,333 |
| TOTAL SCHOOLS BUDGET | 141,468 | 146,111 | 146,111 | - | 4,644 |
| Check | | | | | |
| Check Expenditure | 141,468 | 146,111 | 146,111 | - | 4,644 |
| Check Income | (141,468) | (142,779) | (142,779) | - | (1,311) |
| Variance | - | 3,333 | 3,333 | - | 3,333 |

Agenda Item 28

TITLE 2020/21 Central School Services Block (CSSB)

FOR CONSIDERATION BY Schools Forum on 4 March 2020

WARD (All Wards);

LEAD OFFICER Director of Children's Services - Carol Cammiss

OUTCOME / BENEFITS TO THE COMMUNITY

n/a

RECOMMENDATION

The Schools Forum are asked to support the proposed allocation of the 2020/21 Central Schools Services Block Budget (CSSB).

SUMMARY OF REPORT

The Department of Education (DfE) has set a separate block within the Dedicated Schools Grant to support the local authority in delivering educational statutory duties. The grant is a contribution to the total cost of the central statutory services which are approx. £2m.

The Central Support Services Block allocation for 2020/21 is £936k – a reduction of £10k on the current year's allocation of £946k.

The allocation proposed in this report therefore reflects a reduced contribution towards the overall cost of statutory duties funded by the Council.

2020/21 Central School Services Block (CSSB)

March 2020

.01 Purpose of the Report

This report is to request the Schools Forum to support the Council's proposed allocation of the Central School Services Block as contributory funding for the statutory education functions that must be delivered by the authority for 2020/21.

.02 Recommendations

The Schools Forum is asked to support the proposed allocation of the 2020/21 Central School Services Block.

.03 Background

The Department of Education (DfE) introduced a new block in the DSG allocation known as the Central School Services Block (CSSB) in 2018/2019, to fund local authorities for the statutory duties they hold for both maintained schools and academies.

The CSSB brought together funding previously allocated through the retained duties element of the former Education Services Grant (ESG) and funding for ongoing central functions, such as school admissions, previously top-sliced from the schools block.

The DfE has confirmed that the Wokingham allocation for 2020/21 for the CSSB is £936k reflecting an overall decrease of £10k (1%) on the funding provided in 2019/20.

This CSSB only provides a contribution to the full cost of the statutory services provided by the Council, which are approx. £2m, and consequently a significant proportion of the cost is funded from general fund budgets raised through local council tax collection.

.04 2020/21 Proposed Budget Allocation

The Council proposes to use the CSSB to fund statutory services largely in line with that approved by Schools Forum for the current financial year.

The cost of the various licences which are determined nationally and allocated centrally to local authorities have increased by £4k (3%) but the other allocations have in the main been reduced by £14k (1.5%).

The proposed allocation of the CSSB is included in Appendix A. Given there is a reduced level of funding available, and the figures do not represent the full cost of each service, the table represents an internal allocation of contributions only. The council are not proposing to reduce the service offered to schools in relation to statutory duties for 2020/21.

As part of Council restructuring, which sees School Admissions coming back into Children's Services, allocations from the CSSB will be kept under review. This includes the overhead recovery model associated with understanding the full costs of services.

There are many education services offered to schools like educational psychology, various therapies and other services which were previously funded by the Education Support Grant, that the Council continues to provide without any additional funding from the DSG.

School improvement is not included in the arrangements set out above. Local authorities receive a separate grant covering their statutory intervention functions and monitoring and commissioning of school improvement support. This grant is expected to continue into 2020/21 although individual LA allocations have not yet been confirmed. The Grant last year did not cover the full cost of this service.

.05 Summary

The Central School Services Block (CSSB) covers funding allocated to LAs to carry out central functions on behalf of pupils in both maintained schools and academies.

The 2020/21 allocation for Wokingham is £936k, a reduction of £10k received for 2019/20, which has been allocated on a similar basis. This does, however, add an additional pressure on the Council's General Fund, to ensure teams providing statutory duties are maintained.

Alan Voyzey
Interim Schools Finance Manager
March 2020

Bob Watson
Head of Finance
March 2020

| | Description of Service | Budget 2019/20 £'000 | Proposed Budget 2020/21 £'000 |
|--|---|--|--|
| Statutory & regulatory duties | Director of Children's Services, education staff and planning for the education service as a whole. | 208 | 204 |
| | Revenue budget preparation, preparation of information on income and expenditure relating to education, and external audit relating to education. Authorisation and monitoring of expenditure not met from schools' budget shares. Formulation and review of local authority schools funding formula. Internal audit and other tasks related to the authority's Chief Finance Officer's responsibilities under Section 151 of LGA 1972 except duties specifically related to maintained schools. | 119 | 117 |
| | Health & Safety | 12 | 12 |
| | Standing Advisory Committees for Religious Education (SACREs). | 7 | 7 |
| | Provision of information to or at the request of the Crown other than relating specifically to maintained schools. | 62 | 61 |
| | Education Welfare | Functions in relation to the exclusion of pupils from schools, excluding any provision for education to excluded pupils. School Attendance Responsibilities regarding the employment of children | 119 |

| | Description of Service | Budget 2019/20 £'000 | Proposed Budget 2020/21 £'000 |
|-----------------------------|--|-------------------------------------|--|
| Asset Management | Management of the Local Authority's capital programme including preparation and review of an asset management plan, and negotiation and management of private finance transactions | 40 | 39 |
| | General landlord duties for all buildings owned by the local authority , including those leased to academies | 10 | 10 |
| Other ongoing | Copyright Licences | 129 | 133 |
| | School Forum servicing | 4 | 4 |
| | School Admission – duties relating to the admissions process | 236 | 232 |
| TOTAL * | | 946 | 936 |

* Contribution towards total annual cost of statutory services, circa £2m.

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| | |
|-----------------------------|---|
| TITLE | 2020/21 Early Years Budget |
| FOR CONSIDERATION BY | Schools Forum on 4 March 2020 |
| WARD | (All Wards); |
| LEAD OFFICER | Director of Children's Services - Carol Cammiss |

OUTCOME / BENEFITS TO THE COMMUNITY

n/a

RECOMMENDATION

The Schools Forum is asked to:

- approve the centrally retained element of the 2020/21 Early Years Budget which will be used to fund the associated statutory duties of the Local Authority;
- note the proposals to increase the current hourly rates paid to all providers by 7p per hour, and to increase the quality supplement to providers employing qualified teaching staff by 5p per hour.

SUMMARY OF REPORT

The report provides an analysis of the initial 2020/21 budget allocations for Early Years announced by the DfE on 19th December 2019. The block allocations are based upon the Early Years census from January 2019 and will in due course be updated to reflect the January 2020 census data.

From the census data and budget information currently available discussions have taken place with the Early Years Task and Finish Group and the proposals put forward will allow for an increase in funding of 7p per hour for all providers supporting provision for 3 and 4 year olds and provision for 2 year olds.

Confirmation of the rates for schools with Early Years provision will be notified as soon as possible and for other Early Years providers no later than 31st March 2020.

2020/21 Early Years Budget
March 2020

.01 Purpose of the Report

This report provides the Schools Forum with details of the 2020/21 Early Years' Budget, and the proposed level of the centrally retained element used to fund the Local Authority's statutory duties.

.02 Recommendations

The Schools Forum is asked to:

- approve the centrally retained element of the 2020/21 Early Years Budget, which will be used to fund the associated statutory duties of the Authority;
- note the details of the budget allocation and proposals to increase the hourly rates payable to providers as set out in section 04 below.

.03 Background

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

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

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

Centrally retained funding to support the administration of the Early Years' structure. This provides direct support to settings in line with fulfilling the Authority's statutory obligations, and supports the specialist SEND services from the SEN Inclusion Fund;

.04 2020/21 Budget Setting

Following the Government's announcement of additional investment in the Early Years Service, hourly funding rates for 2020/21 have been increased as follows:

- 2 year old funding rates have increased from £5.74 to £5.82 per hour
- 3 & 4 year old funding rates have increased from £4.97 to £5.05 per hour

For Wokingham, the initial allocation for the Early Years Block in 2020/21 is £10,782,482 and the Authority is permitted to retain 5% of the allocation to meet its statutory duties. The proposed retention for 2020/21 is £535,678 as set in Table A which also provides a detailed analysis of the December 2019 allocation.

Finance staff and Early Years colleagues have met with the Early Years Task and Finish Group to discuss the proposals for 2020/21 and the consensus view is that we will be able to increase the rates payable to all providers supporting 3 and 4 year olds and those supporting 2 year olds by 7p per hour.

Additionally, we have been able to increase the quality supplement by 5p per hour for those providers that employ qualified teaching staff.

The Provider Reserve Fund of £206,568 will be maintained at broadly 2% of the total allocation which is consistent with the current level of provision.

The element of funding retained by the LA provides a contribution to Early Years Services. In particular, the Early Years Team provides the following services:

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

Some of the other support to the Early Years' Team which is required for the delivery of the service include:

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

05. **Financial Summary**

A summary of the Early Years Budget Proposals for 2020/21 is set out in the Tables attached.

Table A provides details of the Early Years Indicative Allocation to the Local Authority.

Table B provides a breakdown of the proposed allocation of the Early Years Budget to providers.

Table C shows the compliance funding for 3 and 4 year olds demonstrating that 96.8% of funding based on the DfE methodology has been “passed through” to Providers.

06. Members of the Task and Finish Group

| | |
|-----------------|--|
| Ian Morgan | Early Years Representative - Schools Forum |
| Kerrie Clifford | Early Years Representative - Schools Forum |
| Karen Edwards | Early Years Representative |

Alan Voyzey
Interim Schools Finance Manager
March 2020

Bob Watson
Head of Finance
March 2020

Table A
2020-21 Early Years Budget Table - December 2019 Allocation
Estimated Income using January 2019 Census

| DESCRIPTION | Estimated Numbers (PTE) | PTE Hours | No. of weeks | Total number of hours | Rate (£) | Allocation (£) | Centrally Retained Element (5%) |
|---|-------------------------|-----------|--------------|-----------------------|----------|-------------------|---------------------------------|
| 2 year old funding | 134 | 15 | 38 | 76,545 | 5.82 | 445,494 | 22,275 |
| Early years National Funding Formula (EYNFF) | | | | | | | |
| 3 & 4 year old funding | 2740 | 15 | 38 | 1,562,039 | 5.05 | 7,888,299 | 394,415 |
| 3 & 4 year old funding - with working parents | 827 | 15 | 38 | 471,242 | 5.05 | 2,379,772 | 118,989 |
| | 3567 | | | | | 10,713,565 | |
| Other funding to EY Providers | | | | | | | |
| EY Pupil Premium | | | | | | 41,385 | |
| Disability Living Allowance | | | | | | 25,215 | |
| Maintained Nursery Supplement | | | | | | 2,317 | |
| Total Allocation | | | | | | 10,782,482 | |
| WBC request for support to fund the Early Years Central Support Service | | | | | | | 535,678 |

Table B
2020-21 Early Years Budget Table

| DESCRIPTION | Estimated Numbers (PTE) | PTE Hours | No. of weeks | Total number of hours | Rate (£) | Allocation (£) | |
|---|-------------------------|-----------|--------------|-----------------------|----------|----------------|-------------------|
| 2 year old funding | 128 | 15 | 38 | 73,024 | 5.61 | 409,666 | |
| Support to fund the Early Years Team | | | | | | 22,275 | |
| Support for SEN Inclusion Service | | | | | | 25,000 | 456,941 |
| Early years National Funding Formula (EYNFF) | | | | | | | |
| 3 & 4 year old funding incl working parents | 3647 | 15 | 38 | 2,078,824 | 4.53 | 9,417,073 | 9,417,073 |
| Teacher Supplement | | | | | 0.25 | 387,554 | |
| Deprivation Supplement | | | | | 0.02 | 36,700 | |
| Maintained Nursery Supplement | | | | | 0.02 | 40,000 | 464,254 |
| Other funding to EY Providers | | | | | | | |
| EY Pupil Premium | | | | | 0.02 | 41,385 | |
| Disability Access Fund | | | | | 0.01 | 25,215 | 66,600 |
| Support to fund the Early Years Team | | | | | | 513,404 | |
| Support for SEN Inclusion Service | | | | | | 75,000 | 588,404 |
| Provider Reserve Fund (2%) | | | | | | | 206,568 |
| Estimated expected "net recoupment" July 2020 | | | | | | | 11,199,840 |
| Additional 2 year old funding | 6 | 15 | 38 | 3,420 | 5.82 | 19,904 | |
| Reduced 3/4 Year old funding | -80 | 15 | 38 | -45,600 | 5.05 | -230,280 | -210,376 |
| | | | | | | | 10,989,464 |
| Less Provider Reserve Fund (rounded) | | | | | | | 206,982 |
| Total Estimated Early Years Allocation | | | | | | | 10,782,482 |

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**Table C - shows compliance with the pass through requirements
2020-21 Early Years Budget
Checklist on funding for 3 and 4 year olds**

| Line No. | Description | Amount £ |
|----------|--|-------------|
| 1 | Anticipated Budget for Base Rate for 3 and 4 year olds | 9,417,073 |
| 2 | Anticipated Budget for MNS sums for 3 and 4 year olds | 40,000 |
| 3 | Anticipated Budget for supplements for 3 and 4 year olds: Deprivation | 36,700 |
| 4 | Anticipated Budget for supplements for 3 and 4 year olds: Quality | 387,554 |
| 5 | Anticipated Budget for supplements for 3 and 4 year olds: Flexibility | |
| 6 | Anticipated Budget for supplements for 3 and 4 year olds: Rurality | |
| 7 | Anticipated Budget for supplements for 3 and 4 year olds: EAL | |
| 8 | Anticipated Budget for supplements for 3 and 4 year olds: SEN Inclusion Fund | 75,000 |
| 9 | Anticipated Budget for the Provider Reserve Fund | 206,568 |
| | Sub Total | 10,162,895 |
| 10 | DfE initial quantum allocation for MNS supplementary funding | 2,317 |
| 11 | Planned total base rate hours for universal 15 and additional 15 hours for 3 & 4 year olds | 2,078,824 |
| 12 | Equivalent average rate to providers for entitlement hours for 3 & 4 year olds | 4.89 |
| 13 | LA EYNFF hourly rate for 3 & 4 year old (as set out in DSG Tables) | 5.05 |
| 14 | Test of meeting requirement: | 96.8% |
| | Minimum Amount | 95.0% |
| | Compliance: Positive = Compliant or Negative (Non-Compliant) | 1.8% |

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Agenda Item 30

TITLE 2020/21 High Needs Block Budget & Improvement Programme Update

FOR CONSIDERATION BY Schools Forum on 4 March 2020

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 and comment on the contents of the report.

SUMMARY OF REPORT

This report is to consult with Schools Forum on the 2020/21 High Needs Block Budget, and to provide an update on the longer term improvement programme associated with SEND services across Wokingham.

2020/21 High Needs Block Budget & Improvement Programme Update March 2020

.01 Purpose of the Report

This report is to consult with Schools Forum on the 2020/21 High Needs Block Budget, and to provide an update on the longer term improvement programme associated with SEND services across Wokingham.

.02 Recommendation

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

.03 Background

High Needs Block funding provided to local authorities through the Dedicated Schools Grant (DSG) must be spent...

“in line with the associated conditions of the grant, and the School and Early Years Finance (England) Regulations. High needs funding is also provided directly to some institutions by the Education and Skills Funding Agency (ESFA).

The high needs funding system supports provision for children and young people with special educational needs and disabilities (SEND) from their early years to age 25, enabling both local authorities and providers to meet their statutory duties under the Children and Families Act 2014. High needs funding is also intended to support good quality Alternative Provision for pre-16 pupils who, because of exclusion, illness or other reasons, cannot receive their education in mainstream or special schools. The high needs funding block provides local authorities with resources for place funding and top-up funding for institutions, and funding for high needs services delivered directly by the authority or under a separate funding agreement with institutions (including funding devolved to institutions), as permitted by regulations.”

Extract from Department for Education, High Needs Block Operational Guidance.

For 2019/20 Wokingham received £18.9m through the High Needs Block, which funds a range of settings providing support to children and young People with SEND.

Funding however has not kept pace with the number of children and young people in the borough who have an Education Health & Care Plan (EHCP) and as a result the HNB has been under increasing pressure. The projected in-year deficit on the HNB for 2019/20 is £1.7m (9%), with the anticipated cumulative deficit by 31st March 2020 currently £3.1m.

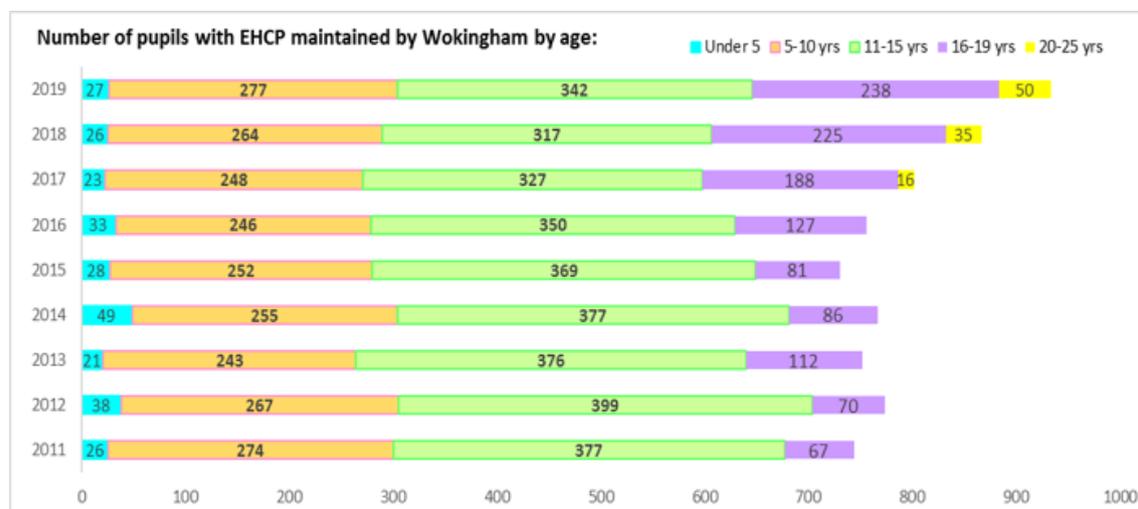
.04 High Needs Block Funding for 2020/21

In recognition of increasing pressures faced by local authorities in delivering SEND provision, additional funding was announced nationally for 2020/21. For Wokingham, this represents a £1.6m (8.6%) increase for the coming financial year which, while welcome, does not fully address the funding pressures faced locally in the face of increasing demand for services.

Appendix A provides further detail on the movement on factors underlying the net £1.6m increase.

.05 Children & Young People with SEND in Wokingham

The number of children and young people with an EHCP has risen significantly in recent years. While the main driver of this relates to the extension of duties brought about by the Children & Families Act 2014, this comes at a time when the local population is also on the increase.



There are several key contextual factors that affect WBC's ability to address the SEND agenda:

- Children and Families Act 2014 reforms with no increase in funding
- School funding pressures
- High prevalence of SEND in the population
- Housing growth - Wokingham has seen 4,784 new houses since 2015
- Migration of children into the borough with existing needs.

.06 Settings and Services Funded from the High Needs Block

The High Needs Block funds both place and top-up funding for a range of settings and services that support children and young people with SEND.

Ongoing work around the Improvement Programme informs financial modelling for both the coming financial year and a revised 5 year financial outlook.

While that work remains ongoing, initial assumptions have been made on the financial implications for the 2020/21 financial year. This will be kept under close review as work progresses.

Mainstream

Around 311 pupils in 58 local mainstream schools receive funding through the HNB to support their EHCPs.

Rates underpinning funding levels have not been reviewed for a number of years, and it is recognised that financial sustainability in this area is critical in supporting inclusion for local children and young people.

A review of funding for mainstream top-up arrangements will be undertaken during the 2020/21 financial year as part of the improvement programme underway. Figures reflect the continuation of current arrangements and will be updated as the work progresses.

Resource Bases

Around 60 pupils in 7 local resource bases receive funding through the HNB to support their EHCPs.

In September 2019 the LA implemented an interim funding model for resource bases for the 2019/20 financial year. The interim funding model acknowledged that the existing model was not fit for purpose, fair or transparent and the values had remained static since 2013/14 when they were first implemented.

The interim model was developed to enable time to complete a wider systemic review and develop a sustainable model of allocating high needs funding across specialist provision, alongside strengthening statutory and decision making process and sufficiency of provision going forward.

The key focus of the task and finish group has been to:

- Deliver a transparent and sustainable top up funding model implemented by April 2020
- Review and strengthen decision making processes such as SEN Panel to ensure robust decision making when allocating provision or resources as set out in the EHC Plan
- Service provision reviewed and shaped to meet local need including place number
- A clear service specification and scope with clear eligibility criteria, delivery and availability as well as defined levels of support services (eg therapy and EP)
- Service level agreements implemented with clear KPIs, outcomes data and regular performance management agreed

Activity and action taken September 2019 – February 2020

To date the LA has met individually with Resource Base providers to review provision being delivered, profile of the current pupils on roll, discuss issues being faced and the future development of the funding model. All providers have been active and engaged in conversations with some proposing solutions and ideas for the future.

Analysis of top up funding models in use and being developed regionally and nationally to inform the development of a local model and to provide financial benchmarking information.

Following on from the analysis and benchmarking there have been two stakeholder engagement sessions with providers to review needs led banding and matrix models. The preferred model was a matrix where needs are assessed and scored against a set of descriptors against each presenting need.

WBC has operated a self-assessment model to test the functionality of an individualised needs led banding model with our SEN Resource Base providers and to use the information to develop financial modelling, however it has not been possible to finalise the modelling and present a proposed fully costed model in time for the schools forum deadline as a result of a number of factors, including not all providers have been able to complete the self-assessment, the needs of the children do not follow the pattern we would usually expect to see within resource base provision (both higher and lower need) and this needs to be explored more fully with providers to understand this trend and how it might affect the funding allocation.

Therefore the LA are recommending that the current interim model is extended from April 2020 to August 2020 with the new model anticipated to be implemented from September 2020.

Next steps

- Hold a peer moderation event this will ensure that the assessment is consistent and equitable across all providers and will form the basis benchmarking and future moderation. Moderation will also ensure that understanding of the description of need and how to use the descriptors is consistent and will inform training and development opportunities for all stakeholders, particularly if the model is rolled out across more provision types in the future.
- Finalise the financial modelling and understand the impact of the new funding rates and look in more detail at needs analysis and how this may impact on provision development from September 2020 and beyond
- Hold another stakeholder event to look at the final proposal funding model
- Work with other professionals such as educational psychology, therapy services and specialist support services to shape the banding descriptors for local use and develop the provision that could be implemented to meet the needs of pupils with that profile
- Work with providers individually to develop a clear service specification and scope with clear eligibility criteria, delivery and availability as well as defined levels of support services (e.g. therapy and EP)

- Service level agreements implemented with clear KPIs, outcomes data and regular performance management agreed

Special School - Addington

Of 221 pupils currently at Addington School, 178 are from Wokingham. Investment by the LA to expand the school will see the roll rise to 250 by 2021. In addition to an increase in place funding due to the school expansion, a review of funding levels for top-ups has been taking place. Bandings in place at the start of the 2019/20 financial year had not been reviewed for a number of years and were recognised to be unsustainable for the school. During 2019/20 an uplift of pupils from the lowest band was agreed while work on the overall funding model continued.

Work with the school remains ongoing. Figures included in this report are based on the continuation of those arrangements for the current financial year, uplifted for increased pupil numbers. Based on work to date, implementation of the model proposed for the school could increase commitment from the HNB by a further £300k to £600k in-year. The LA is committed to working with the school to find a sustainable financial approach that supports this much valued and important local resource.

Special School - Northern House

There are 32 Wokingham pupils currently educated at North House Academy. As previously reported the existing Trust has given notice on the school and the Regional Schools Commissioner has been working with the LA to secure an alternative sponsor for the school. For the purposes of financial planning the current financial arrangements are assumed to continue for the 2020/21 financial year.

Pupil Referral Unit

Recent capital investment from the LA in Foundry College has provided for expanded and improved facilities. Annual revenue funding for the school, provided from the HNB, has however not been reviewed for a number of years. There are 47 places notionally funded at Foundry, however the actual number on roll varies significantly with 59 on roll mid-January 2020.

The LA is committed to working with Foundry as a valued local provision to ensure that future strategy for the school is aligned with financial planning. At this stage, figures reflect the existing £970k budget along with an agreed uplift for the provision of an outreach service.

Hospital Education

Willow House School, currently situated at Wokingham Community Hospital is fully funded from the HNB. It is a tier 4 CAMHS education provider, supporting pupils from across Berkshire. While the complexity and number of pupils supported by the school has increased significantly over the years, funding for the school has remained static.

In light of this, and the fact that a specific uplift of 8% was applied to the 2020/21 HNB allocation for the hospital education factor, it is planned to increase the Willow House budget to £200k for the coming financial year, an increase of 25% on the previously set budget of £160k. This still provides a financial challenge for the school given the number and complexity of pupils supported, but provides a stepped approach to a more fundamental review of funding for Willow House.

Berkshire Healthcare Foundation Trust are working with NHS England to move the school to an alternative site where the provision is co-located with other mental health provision, providing more suitable accommodation able to provide support to young people with more complex needs as well as those who require an inpatient mental health admission.

Therapy

The High Needs Block funds a range of therapies for children and young people with SEND through both the Berkshire Sensory Consortium and a small number of Applied Behaviour Analysis (ABA) arrangements.

In addition the LA has, for a number of years, funded an NHS contract for intensive therapies such as speech and language, physio and OT which delivers sessions in a number of schools. For 2020/21, it is planned to bring the cost of the Children & Young People Intensive Therapy (CYPIT) contract into the HNB, aligning it with other SEND therapies and improving visibility of financial planning in this area. A review of the contract has been undertaken by LA commissioners in light of rising costs and demand, and further detail on this will be brought to a future meeting of Schools Forum.

Transport

The Council is projecting to spend around £2m on SEND transport for the current financial year, of which £230k has historically been contributed from the High Needs Block. It is proposed that this contribution will be removed for the 2020/21 financial year, aligning all funding for Home to School Transport under Council general fund budgets. Transport will however continue to form part of overall reporting to Schools Forum as part of SEND updates.

Exceptional Needs Funding

An allocation of £150k for ENF is planned for the 2020/21 financial year, in line with that currently in place. The ENF group, drawn from both council officers and schools' representatives, has undertaken a review of process in this area, and it is proposed that further detail will be brought to Schools Forum in due course.

.07 SEND Improvement Programme & Written Statement of Action

The council has numerous actions underway to address the increase in demand and costs of providing education for pupils with SEND that include:

- Improved data capture and analysis (management information)
- Investment in the SEN Team to ensure adequate resources and efficient administration
- Stronger relationships with schools to improve partnership working.
- Reviewing and improving existing Tribunal practices
- Detailed line-by-line review of pupils placed in Independent Special Schools
- Expansion of Addington School, providing an additional 50 places by 2021
- Joint Commissioning of a Free School with Reading Borough Council to deliver 75 more places for Wokingham by 2028
- Discussions with the new Trust regarding potential changes to the operation of Northern House School
- Programme plan to track future activities to constrain costs in the face of increasing demand
- Staff training
- Visibility on process and options within borough for support to a child before EHCP is even discussed
- SENCO training and support
- Easy processes and communication
- Working with Portsmouth City Council as an improvement partner.

Exploration of a potential Forum sub-group focussing on High Needs will be considered as part of overall governance and engagement on the improvement programme.

.08 Deficit Recovery Plan

In summer 2019, Wokingham was one of 32 local authorities required to submit a deficit recovery plan to the DfE, details of which were discussed at the July Schools Forum meeting.

Following feedback on the recovery plan received in October, council officers met with DfE representatives on the 4th February to discuss the updated position and the improvement work underway locally. This also reflected on the additional funding made available through High Needs Block allocations for the coming financial year.

The meeting was largely positive, with recognition of the work that is being progressed locally to invest in SEND services in the borough, and the challenges that remain in seeking to find a sustainable financial position.

DfE colleagues confirmed that progress against the recovery plan would in the main be monitored through existing reporting arrangements with Schools Forum, with no separate year end reporting likely for the 2019/20 financial year.

The DfE has also published confirmation that from the end of 2019/20 the conditions of grant for the DSG will be changed around deficits, with the Schools and Early Years Finance (England) Regulations 2020 due to come into force this month, amending the DSG conditions of grant for 2019/20 and 2020/21.

Future accounting arrangements for dealing with year end deficits will be:

- the local authority must carry forward the whole of the deficit to the schools budget in future years
- the local authority may not fund any part of the deficit from its general resources, unless it applies to and receives permission from the Secretary of State to do so

CIPFA, MHCLG and the DfE are working together on guidance around the changes which is expected to be issued in the near future.

.09 Financial Summary

The in-year deficit on the High Needs Block for 2019/20 is projected as £1.7m. With a funding increase of £1.6m received for 2020/21 it is clear that with an increasing number of children and young people with SEND, the ability to set a balanced budget for the coming financial year is incredibly challenging.

The local authority is however required to submit a 'balanced' budget to the DfE. As in previous years, figures presented to Forum therefore include a 'budget' column and an initial indication of potential outturn for the 2020/21 financial year. See Appendix B.

The initial forecast for the 2020/21 financial year holds a large number of challenging assumptions, given the improvement and review work underway. Based on those assumptions a deficit in the region of £390k (1.9%) is projected for the coming financial year.

In addition to changes made in the financial model from ongoing review work, the 2020/21 budget allocation is expected to be updated by the DfE in summer 2020.

Sal Thirlway
Assistant Director for Learning, Achievement & Partnerships
March 2020

Lynne Samuel
Senior Finance Specialist – Children's Services
March 2020

Appendix A

| High Needs Allocation | 2020/21 | | 2019/20 | | 2020/21 | |
|-------------------------------|------------------------------|--|----------------|--|-------------------|--------------|
| | December Settlement £'000 | | Final £'000 | | Increase £'000 | % |
| Basic Entitlement | 1,318 | | 1,305 | | 13 | |
| Historical Factors | 8,421 | | 8,421 | | 0 | |
| Proxy Factors | | | | | | |
| Population | 6,272 | | 4,656 | | 1,616 | |
| Free School Meals | 437 | | 307 | | 130 | |
| IDACI | 77 | | 59 | | 18 | |
| Bad Health | 388 | | 289 | | 99 | |
| Disability | 652 | | 467 | | 185 | |
| Low Attainment - Primary | 603 | | 447 | | 156 | |
| Low Attainment - Secondary | 429 | | 327 | | 102 | |
| | 8,858 | | 6,552 | | 2,306 | |
| Additional Allocation (£125m) | 0 | | 415 | | -415 | |
| Other Adjustments | 0 | | 71 | | -71 | |
| Hospital Education | 240 | | 222 | | 18 | |
| | 18,837 | | 16,986 | | 1,851 | |
| Funding Floor | 2,260 | | 2,481 | | -221 | |
| | 21,097 | | 19,467 | | 1,630 | |
| Impprt/Export Adjustment | -570 | | -570 | | 0 | |
| | 20,527 | | 18,897 | | 1,630 | 8.63% |

Appendix B

| | | A | B | C | C - B | C - A |
|--|--------------------------------|--------------------------------|----------------------------|------------------------------|--|---|
| Category | Description | 2019/2020 Forecast £,000 | 2020/21 Budget £,000 | 2020/21 Forecast £,000 | 2020/21 initial projected variance £,000 | 2020/21 forecast against the current year position £,000 |
| High Needs Academy Recoupment | High Needs Academy Recoupment | 1,037 | 852 | 852 | - | (185) |
| Mainstream | Wokingham Mainstream Schools | 1,796 | 1,750 | 1,750 | - | (46) |
| | Other Local Authority | 88 | 90 | 90 | - | 2 |
| Resource Bases | Wokingham Resource Bases | 1,442 | 1,595 | 1,595 | - | 153 |
| | Other Local Authority | 262 | 200 | 200 | - | (62) |
| Special Schools | Maintained - Addington | 4,854 | 5,710 | 5,710 | - | 856 |
| | Academy - Northern House | 799 | 720 | 720 | - | (79) |
| | Other Local Authority | 620 | 700 | 700 | - | 80 |
| | Independent & Non-Maintained | 6,881 | 5,910 | 6,300 | 390 | (581) |
| Pupil Referral Unit | Foundry College | 970 | 1,034 | 1,034 | - | 64 |
| Further Education | Provision for EHCPs - Colleges | 665 | 600 | 600 | - | (65) |
| Hospital Education | Willow House | 168 | 200 | 200 | - | 32 |
| | Independent Hospital Education | 20 | 20 | 20 | - | - |
| Other | Therapies | 313 | 695 | 695 | - | 382 |
| | Support for inclusion - HNB | 301 | 301 | 301 | - | - |
| | SEN Transport | 230 | - | - | - | (230) |
| | Exceptional Needs Funding | 150 | 150 | 150 | - | - |
| | Other | 20 | - | - | - | (20) |
| TOTAL of Expenditure | | 20,616 | 20,527 | 20,917 | 390 | 301 |
| TOTAL - Income | | 18,897 | 20,527 | 20,527 | - | 1,630 |
| Variance between the Expenditure and Income (surplus) / deficit | | 1,719 | - | 390 | | |
| Deficit Brought Forward | | 1,399 | | 3,118 | | |
| Year End Cumulative Deficit | | 3,118 | | 3,508 | | |

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Schools Forum Forward Plan 2020/21

| | | |
|---------------------|----------|---------------------------------|
| 15 July 2020 | T | 2019/20 Revenue Outturn |
| | T | 2020/21 Revenue Monitoring |
| | I | 2020/21 Contingencies Update |
| | I | Growth Fund Update |
| | T | 2020/21 High Needs Block Update |

| | | |
|------------------------|----------|---------------------------------|
| 14 October 2020 | T | 2020/21 Revenue Monitoring |
| | T | 2020/21 Contingencies Update |
| | T | 2020/21 High Needs Block Update |
| | I | 2021/22 DSG Budget Update |

| | | |
|------------------------|----------|--------------------------------------|
| 9 December 2020 | T | 2020/21 Revenue Monitoring |
| | T | 2020/21 Contingencies Update |
| | T | 2020/21 High Needs Block Update |
| | D | 2021/22 Draft Schools Block Budget |
| | D | 2021/22 Proposed De-delegated Budget |

| | | |
|------------------------|----------|--|
| 13 January 2021 | T | 2020/21 Revenue Monitoring |
| | T | 2020/21 Contingencies Update |
| | T | 2020/21 High Needs Block Update |
| | D | 2021/22 Proposed Schools Block Budget submission |

| | | |
|----------------------|----------|--|
| 17 March 2021 | T | 2020/21 Revenue Monitoring |
| | T | 2020/21 Contingencies Update |
| | T | 2020/21 High Needs Block Update |
| | C | 2021/22 High Needs Block Budget |
| | D | 2021/22 Early Years Block Budget |
| | D | 2021/22 Central School Services Block Budget |

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