# CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **CENTRAL BEDFORDSHIRE SCHOOLS FORUM** held at Room 14 - Priory House, Monks Walk, Shefford, SG17 5TQ on Monday, 20 September 2010

# PRESENT

Jim Parker (Chairman)

School Members:	Anne Bell Mr D Brandon-Bravo		Headteacher, Willow Nursery School Headteacher, Parkfields Middle School, Toddington		
	Sharo	ey-Anne Crosbie on Ingham Robson	Headteacher, Glenwood Special School Headteacher, Hadrian Lower School Headteacher, Samuel Whitbread Collegiate		
Non-School Members:	Bill M	cCarthy	Teachers' Union Representative		
Members.	Chris	Vesey	14-19 Partnership Sector Representative		
Apologies for Absence: Ian Greenley Bill Hamilton Richard Holland Sue Howley MB Mr R V Johnson Caroll Leggatt Ray Payne Stephen Tiktin		Bill Hamilton Richard Holland Sue Howley ME Mr R V Johnsor Caroll Leggatt Ray Payne	E		
Member in Attendance:		Cllr Mrs Anit Services	a Lewis, Portfolio Holder for Children's		
Officers in Attenda	nce:	Ms J Abbott Mrs M Clampitt Mrs E Grant Dawn Hill Ms M Peaston Mrs C Piotrowsl Mr N Turner Mrs G Yates	Consultant ICT Consultant Advisor PE - Children's Workforce		
			Development Team		

# CBSF/10/85 Minutes of the previous meeting and matters arising

#### RESOLVED

that the Minutes of the meeting of the Central Bedfordshire Schools Forum held on 29 June 2010 be confirmed and signed by the Chairman as a correct record, subject to the inclusion of Justine Abbott, Head of School Improvement who was present at the meeting.

### CBSF/10/86 School Surplus Balances

The Committee received and considered a report which outlined the proposals of the Surplus Balance Sub Group for the treatment of surplus balances arising in relation to budget shares. It was noted that the Council is required to produce a financial plan to reduce the surplus below the threshold. The Sub Group could allow the surplus to remain provided the funds would be used appropriately for the benefit of the school.

The Technical Funding Sub Group were invited to attend the meetings as there was not a specific sub group for Surplus Balances. The Sub Group met on 22 July 2010 to consider the surplus balances of 35 schools out of a total 138 schools.

It was noted that in previous years schools have had the option of a further allowance of £10,000 or 1% of the School Budget Share (SBS) in addition to the 8% (Nursery, Lower and Special Schools) and 5% (Middle and Upper) allowable threshold. 17 schools were removed from consideration. It was proposed this allowance be applied to the 2009/10 balances but explain to the relevant schools that it would not be available for the 2011/12 financial year. It was agreed that all schools will receive a letter explaining the balances arising beyond 2009/10 will not be allowed the additional allowance.

The Sub Group had reviewed supporting documentation for each school and recommended that nine schools should not be subject to clawback. The extenuating circumstances had been noted for an additional school which had received significant support from the Local Authority. The Forum noted the recommendation that this school should not be subject to clawback.

Of the remaining eight schools, the deadline for additional information to be provided was 30 September 2010 and the Sub Group would re-convene in early October to consider their cases. The recommendations on these eight schools would be brought to the Forum at their meeting to be held on 1 November 2010.

# RESOLVED

1. that the latest update from the Surplus Balance Sub Group, be noted.

- 2. that the 17 schools holding balances in accordance with the additional criteria of £10,000 or one percent of the School Budget Share (SBS) be allowed to retain their surplus balances;
- 3. that a letter be sent to all schools advising that the additional allowance will not be in place for balances arising beyond 2009/10;
- 4. that the nine schools where the Sub Group accepted the information supplied in support of the Schools excess balance be permitted to retain the surplus balance, be approved.
- 5. that further information be requested from the remaining eight schools with 'minded to' clawback recommendation subject to an appeals meeting, be approved. The results would be brought back to the 1 November 2010 Schools Forum meeting.
- 6. that the school with extenuating circumstances and heavily supported by the Local Authority (LA) would not be subject to clawback, be approved.

# CBSF/10/87 Harnessing Technology

The Committee considered a report which sought to mitigate the impact of the reduction/removal of the Harnessing Technology Grant. This was a three-year funded grant which began in 2008 and was administered by Becta. The Forum meeting held on 13 March 2010 had resolved that each year 60% of the grant would be retained by the Local Authority and 40% would be devolved to schools. Becta provided annual guidance on the acceptable uses of the grant to support learning and teaching with ICT. The Harnessing Technology Grant in the last two years had been used for the following:-

- funding support for broadband revenue costs
- funding support for implementing learning platforms
- funding resources for use within the learning platform e.g. Encyclopaedia Britannica, espresso.

The new Coalition Government cut the grant firstly by 25% and then again by an additional 25% making a 50% overall cut. The Local Authority had originally expected to receive £1,121,341 for April 2010 – March 2011 but would now receive £560,670 for the same period. It was noted that the reduction in the amount of grant had been spread evenly between the LA and schools.

# Web Based MIS

It was noted that 93 schools had transferred during the summer 2010 term, in addition 7 middle schools transferred to G2. The actual cost of funding was approximately £200k. The reduction in the grant has resulted in the Local Authority (LA) having funds to support only 50% of the costs.

It was noted that the LA would cover 50% of the migration costs but and annual charge will only be charged after this year.

# Broadband

The broadband network has been subject to a renewal process to ensure all schools have a greater bandwidth. Central Bedfordshire Council covered the significant excess charges through use of the Harnessing Technology Grant carry forward from 2009/10. Schools will be expected to cover a 40% increase to their average costs from April 2011.

# **Learning Platforms**

The LA was negotiating the annual maintenance charge for learning platforms, currently £4.00 per registered pupil per year. It was noted that the full impact of the reduction of the Harnessing Technology Grant would not be known until next year.

### RESOLVED

- 1. that a reduction by 50% of the contribution for web MIS system be agreed.
- 2. that broadband costs be charged in full to schools;
- 3. that there be no change to the current charging methodology for broadband;
- 4. that the impact of the grant reduction from July 2011 on the implementing Learning Platforms and software resources be noted.
- 5. that reduction of the 40% devolved allocation to schools by 50% be agreed.

# CBSF/10/88 Educational Visits and Journeys - EVOLVE

The Forum considered a report from officers which provided an update on the use of EVOLVE and to seek agreement for the funding of the system. It was noted that EVOLVE is a system which allows schools to fulfil their statutory responsibilities in relation to risk management and monitoring, as set out in Health and Safety: Responsibilities and Powers – December 2001 DfES. It was noted that fifty five local authorities are provided with support for the safeguarding of pupils and staff offsite through EVOLVE.

The Forum noted that the former Bedfordshire County Council had not recharged schools for EVOLVE and this could not continue. It had been agreed that Central Bedfordshire would charge schools for the cost of the licence and that this would be taken from the total Dedicated Schools Grant (DSG) as a top slice rather than a charge on individual schools.

It was noted that the costs would need to be reviewed in due course and if it became necessary to apply a charge to individual schools for use of the system then a sliding scale would be considered.

#### RESOLVED

- 1) that the continued use of the EVOLVE system for the approval, monitoring and evaluation of Educational Visits and Journeys, be agreed; and
- 2) that from 2010/11 the annual costs of £5,000 should be centrally held as a legitimate Dedicated Schools Grant (DSG) expense.

### CBSF/10/89 Early Years Single Funding Formula

The Forum considered a report which provided an update on the progress towards the implementation of the Early Years Single Funding Formula (EYSFF) for April 2011. The EYSFF was to be introduced by all Local Authorities by April 2011 for all free flexible early years entitlement (FFEE) providers.

A consultation document had been created which provided a breakdown of the costing into three groups which best reflected the needs of schools and the private, voluntary and independent (PVI) sector.

Officers agreed to provide Forum members with a copy of the final consultation document, which is attached to these minutes at **Appendix A**. It was noted that two consultation evenings would be held on 3 and 8 November 2010. The consultation period concludes on 19 November 2010 and the results of the consultation would be brought to the January 2011 School Forum meeting.

Officers explained the formula was fee x per child x per hour. In response to a question, officers confirmed that nurseries were funded on the same basis as lower schools.

# RESOLVED

that the progress towards the implementation of the Early Years Single Funding Formula (EYFF) for April 2011, be noted.

# CBSF/10/90 Dedicated School Grant

The Forum considered the report of the Finance Manager which provided an update on the Dedicated Schools Grant (DSG). Individual School Budgets (ISB) were issued in March 2010 for the year 2010/11, in advance of the amount of DSG to be received by Central Bedfordshire from the Department of Education (DfE), which was issued in July 2010.

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In September 2006, the Schools Forum agreed that any shortfall would be met through the School Specific Contingency. The shortfall for 2010/11 was estimated at £309k.

It was noted that schools with foundation status are entitled to 80% mandatory relief on rates. Central Bedfordshire is actively working with the 15 foundation schools to ensure that all claims are filed which would enable a release of funds through the ISB to the Special Contingency. It is estimated that approximately £390k additional funding would be raised thus covering the shortfall.

# RESOLVED

that the update on the 2010/11 Dedicated School Grant be noted.

# CBSF/10/91 School Contingency Budget

The Forum received and considered a report which provided an update on the use of the Schools Specific Contingency Budget for 2010/11. Forum members recalled at the 8 March 2010 meeting of the Schools Forum the Specific Contingency Budget had been set at £980,728. The School Contingency carried forward from 2009/10 £873,843 which was split between General (£585,638) and SEN Contingency (£288,205).

The Forum was advised that whilst the budget showed a large balance, it had already been committed for 2010/11 and was fully committed. Approximately £800k had been allocated for anticipated redundancy costs.

It was also noted that the Local Authority was funding more out-of-area placements than was optimal. An explanation was given about the pressures on local SEN schools.

It was noted that a review of transportation requirements for students attending SEN provision would be undertaken as there could be changes in needs over a child's school career. It was noted that Bedford Borough Council was carrying out a similar review.

# RESOLVED

- 1. that the School Specific Contingency position statement as at Period 04 be noted;
- 2. that an update on the Specific Contingency position statement be brought to a future meeting.

#### CBSF/10/92 Schools Forum Budget

The Forum considered a report which provided an update on the use of the School Forum Budget for 2010/11. At the 8 March 2010 meeting of the School Forum it was agreed that a  $\pm 5,000$  budget would be established to meet the costs associated with the operation of the Forum. The budget would be reviewed annually.

It was noted that there had been an underspend during the 2009/10 budget of  $\pounds$ 2,694 which had been carried forward to the 2010/11 budget.

The Forum agreed an annual subscription of £2,000 to remain a member of the F40 Group, representing the lowest funded Local Authorities.

#### RESOLVED

#### that the School Forum Budget be noted.

#### CBSF/10/93 Outline Forward Programme

The Forum noted that its November meeting would be of considerable length due to the work agreed to be addressed.

It was noted that the School Asset Management Sub Group had invited a member of the Schools Forum to sit on their panel and be responsible for reporting any decisions taken back to the main Forum. It was agreed that a letter would be sent out to all Headteachers asking for volunteers.

It was also noted that a separate canvas for membership on the Technical Funding Sub Group would be carried out for Lower and Middle Schools as there was a lack of representation from both areas.

The Forum was advised that a Technical Funding training course would be held on 24 September 2010. It was noted that there would be no Lower School representation due to prior commitments.

#### RESOLVED

- 1. that a letter be sent to all head teachers asking for a volunteer to sit on the School Asset Management Sub Group.
- 2. that a letter be sent to the Lower and Middle Schools asking for a representative from each phase to sit on the Technical Funding Sub Group.

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#### CBSF/10/94 Correspondence to and from the Forum

The Chairman reported that no correspondence had been received since the last meeting of the Forum on 28 June 2010.

#### CBSF/10/95 Future meeting arrangements

The Forum noted that the next meetings of the Central Bedfordshire Schools Forum would be as follows:--

- 1 November 2010 at 6.00pm in Room 15, Priory House
- 24 January 2011 at 9.00am in Committee Room 1, Dunstable Offices
- 7 March 2011 at 6.00pm in Room 14, Priory House
- 21 June 2011 at 9.00am in Room 15, Priory House

# RESOLVED

that the meeting dates and times set out above be agreed.

CBSF/10/96 Close

(Note: The meeting commenced at 6.00 p.m. and concluded at 7.05 p.m.)

Chairman .....

Dated .....



# Single Funding Formula for Early Years Settings (EYSFF)

# **Consultation Document**

16<sup>th</sup> September 2010

Please note there are a few minor changes in the document regarding children aged 4+ attending Nursery Schools.

These are highlighted in red and appear on pages 4 to 8 of the document.

September 2010

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# Background

- Following the decision to allow local authorities (LAs) to defer the implementation of the Early Years Single Funding Formula (EYSFF) in April 2010, the Department for Education (DfE) requires all LAs to introduce a single local funding formula (EYSFF) for all providers of the free flexible early years entitlement from April 2011.
- 2. The EYSFF will operate within the terms of the new national "Code of Practice for Local Authorities on Delivery of Free Early Years Provision for Three-and-Four-Year Olds".
- 3. The EYSFF does **NOT** apply to children who have been admitted in the Reception Year to the main part of a lower school. However, it **DOES** apply to children attending:
  - PVI settings
  - Nursery schools (all pupils)
  - Nursery units and nursery classes in lower schools.

#### The Consultation Process, Decision Making and Timetable

- 4. Central Bedfordshire Council will decide which of formulae set out in this document will be implemented. In order to inform the decision the views of all providers and the Schools Forum are being sought. The Early Years Reference Group (EYRG) which has representation from all providers and is a Sub Group of the Schools Forum has been fully involved in developing the formulae.
- 5. The timetable for the introduction of the EYSFF is as follows:

Date	Activity
Monday 29 September to Friday 19 November 2010	Consultation period for all stakeholders
November	Information evenings for providers
November / December 2010	Outcomes of Consultation presented to EYRG, Schools Forum and Local Authority
January 2011	Local Authority decision
April 2011	Implement of EYSFF

#### Table 1

#### The Funding Stream for the EYSFF

- 6. A single funding stream of approximately £7.5 million has been identified for distribution to settings through the EYSFF. This includes:
  - Early Education Funding budget for the Private, Voluntary and Independent sector (PVI) derived from the 2010-11 Section 52 Statement
  - Nursery schools budget
  - Lower schools budget
    - Age Weighted Pupil Unit (AWPU) 3+
    - AWPU 3+ headcount
    - Social deprivation element for 3+ and 3+ headcount

- Additional Summer term funding for 3+ and 3+ headcount
- Insurance funding for 3+ headcount.

#### The Formulae

- 7. Three formulae have been developed for consultation purposes. Elements for quality and flexibility have been included following last year's consultation feedback as providers indicated their inclusion would be beneficial.
- 8. The make-up of the EYSFF Options A, B and C and rates are set out in Table 2 as follows (calculations are based on **an hourly rate per child** and are at 2010-11 funding levels):

#### Table 2

	Option A	Opt	ion B	Option C		
Base Rate	All schools and settings: • Up to 15 hours provision per week £.3.20 per hour • Over 15 hours provision £3.50 per hour	Nursery and Lower Schools - £3.45 per hour	<ul> <li>PVI settings:</li> <li>Up to 15 hours provision per week £.3.20 per hour</li> <li>Over 15 hours provision £3.50 per hour</li> </ul>	<ul> <li>All schools and settings:</li> <li>Up to 15 hours provision per week £.3.10 per hour</li> <li>Over 15 hours provision £3.40 per hour</li> </ul>		
Social Depriv- ation Quality Factor	Socia 20p per hour for th for 31-60% deprive Index o Qualified Teacher	al deprivation (3 lev ne 0-30% most deprivation ed and 0p per hour <u>f Multiple Deprivation</u> (QTS) or Early Ye arly Years Graduat Level 4 – 10p	Enhanced social deprivation using the IMD (see 9 and 12 below) ′P – 20p per hour per child			
Administr	PVI Admir	PVI Administration - £100 lump sum plus 10p per hour per child				
ation Premises	NS & PVI Rent & rates – 10p per hour Utilities – 10p per hour	Rent & rates	PVI – 10p per hour 10p per hour	NS & PVI Rent & rates – 10p per hour Utilities – 10p per hour		
Other	Nursery school lump sum - £40K	Nursery Schools, only for pupils at 4+ Reception age will be funded in the same way as Lower Schools for the factors: Summer term intake Free school meals Insurance School meals High Incidence Low Level Needs (HILLN - SEN) Plus current factors for: Conditions survey Floor area Rent and rates Lump sum		Nursery school lump sum - £40K		

	<ul> <li>Insurance lump sum</li> <li>School meals lump sum</li> <li>Threshold</li> </ul>	
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#### Breakdown of the Formulae

### 9. Option A:

Base rate:

A differential base rate for all schools and settings of £3.20 per hour for those schools and settings providing up to 15 hours provision weekly and £3.50 for those providing over 15 hours weekly

• Social deprivation:

A social deprivation factor at three levels using the Index of Multiple Deprivation (IMD) - 20p per hour for the 0-30% most disadvantaged, 10p per hour for 31-60% disadvantaged and 0p per hour for remaining 61-100%. The social deprivation element is based upon the level of disadvantage where a child lives (postcode) and follows the child to the setting they attend.

### • Quality:

A quality factor awarded at three levels 20p per hour to qualified teacher (QTS) and early years graduate with early years professional status (EYP), 15p per hour to an early years graduate without EYP and 10p per hour to a level 4. This factor will apply to the highest qualified practitioner and where two colleagues job share their total hours contact time applies

### • Administration:

Private, voluntary and independent (PVI) settings administration factor of  $\pm 100$  lump sum per year plus 10p per hour

• Premises:

Nursery schools and PVI rent and rates factor of 10p per hour and nursery schools and PVI utilities factor of 10 per hour

• Other:

A nursery school lump sum of £40,000.

#### 10. Option B:

• Base rate:

A differential base rate of  $\pounds$ 3.45 for nursery and lower schools, PVI settings as Option A

- Social deprivation:
- As Option A
- .Quality: The Qualit

The Quality factors as outlined in Option A.

- Administration:
- As Option A
- Premises:

PVI rent and rates factor of 10p per hour and PVI utilities factor of 10p per hour • *Other:* 

Nursery Schools only for pupils at 4+ Reception age will be funded in the same way as Lower Schools.

#### 11. Option C:

• Base rate:

A differential base rate for all schools and settings of £3.10 per hour for those schools and settings providing up to 15 hours provision weekly and £3.40 for those providing over 15 hours weekly

• Social deprivation:

An enhanced social deprivation factor using the IMD which places greater emphasis on the most disadvantaged with a higher level of funding following these children

- Quality:
   As Option A
- Administration:
   As Option A
- Premises:
   As Option A
- Other: As Option A.

# Distribution of funding across funding factors

- 12. **Social Deprivation -** The Index of Multiple Deprivation 2007 has been used to identify levels of disadvantage. It combines a number of indicators, chosen to cover a range of economic, social and housing issues, into a single deprivation score for each small area in England. This allows each area to be ranked relative to one another according to their level of deprivation. Model C places greater emphasis on the most disadvantaged with a higher level of funding following these children.
- 13. In the 2010-11 EYSFF model distributed approximately 1.0 % of the total funding to social deprivation. In the current nursery school and lower school budgets approximately 2.2% is apportioned to social deprivation. In line with Government thinking the social deprivation in Option C has been enhanced increased to 4.1%. Table 3 shows the distribution of the funding across all Options and Factors for the first year of the formula (2011-12).

	Year 1 (2011-12)						
	Mode	el A	Mode	el B	Model C		
	£	%	£	%	£	%	
Base Rate	5,694,262	75.3	5,882,225	77,6	5,516,317	72.5	
Flexibility	295,300	3.9	171,923	2.3	295,300	3.9	
Deprivation	72,628	1.0	72,628	1.0	314,012	4.1	
Lump Sums	170,500	2.3	174,584	2.3	170,500	2.2	
Variable Costs Administration	102,761	1.4	137,196	2.2	102,761	1.4	
Site Costs	246,676	3.3	293,324	3.9	246,676	3.2	
Quality	218,033	2.9	218,033	2.3	218,033	2.9	
Protection for schools	761,587	10.1	630,637	8.5	744,497	9.8	
Total	7,561,747	100	7,580,550	100	7,608,095	100	

# Table 3

#### The Impact of the formulae

- 14. Table 4 shows the impact of the formulae on hourly rates by setting out the typical minimum, maximum and / or average hourly rates that apply for different providers. The assumptions made include:
  - All Options the minimum rate excludes any allowance for social deprivation
  - All schools have a qualified teacher as required legally applied to both the minimum and maximum rates

- All settings meet the maximum qualification requirement of 20p per hour for EYP when applied to the maximum rate per hour
- The Nursery School Lump sum equates to 0.54p per hour
- The Lower School hourly rate only applies to the Early Years element of a school's Individual Schools Budget
- Option B due to the use of specific lump sums and rateable values average\* minimum and maximum hourly rates have been provided for nursery schools
- Option C due the way the IMD data has been provided for social deprivation average\* minimum and maximum hourly rates have been provided for nursery and lower schools and PVI settings.

Table 4

	Current hourly rate	Opti	on A	Option B		Option C	
		Min	Max	Min	Max	Min	Max
Nursery Schools	N/A	£4.04	£4.54	£4.28 average*	£5.04 average*	£4.28 average*	£5.11 average*
Lower Schools (Nursery Class)	N/A	£3.40	£3.90	£3.65	£3.85	£3.30 average*	£4.14 average*
PVI	£3.70	£3.50	£4.20	£3.50	£4.20	£3.40 average*	£4.44 average*
		Plus £100 lump sum PVI only					

- 15. Nursery and lower school budgets are currently protected to ensure a year on year increase to their pupil led funding. Nursery and lower schools need time to prepare for future reductions in their funding as a result of the EYSFF. It is proposed that they are protected at a level of 1.0% in 2011-12 and that this sum is reduced by 50% in 2012-13 with no protection in 2013-14.
- 16. Table 5 shows the distribution of overall funding across the different sectors and the level of protection to nursery and lower schools:

EY Funding Stream

#### Table 5

Model A	Model B	Model C
1,406,960	1,406,960	1,406,960
2,292,540	2,311,343	2,391,662
3,862,248	3,862,248	3,809,474
7,561,747	7,580,550	7,608,095
	1,406,960 2,292,540 3,862,248	1,406,960         1,406,960           2,292,540         2,311,343           3,862,248         3,862,248

Contribution towards nursery			
and lower schools protection	761,587	630,637	744,497

Please detached and return the completed consultation below to Karen Elkins, Office Manager, Early Childhood Intervention and Prevention, Central Bedfordshire Council, The

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Council Offices, High Street North, Dunstable, Bedfordshire, LU6 1LFor email to <u>karen.elkins@centralbedfordshire.gov.uk</u> by Friday 19 November 2010.

Thank you for your co-operation.

#### Early Single Funding Formula (EYSFF) Response

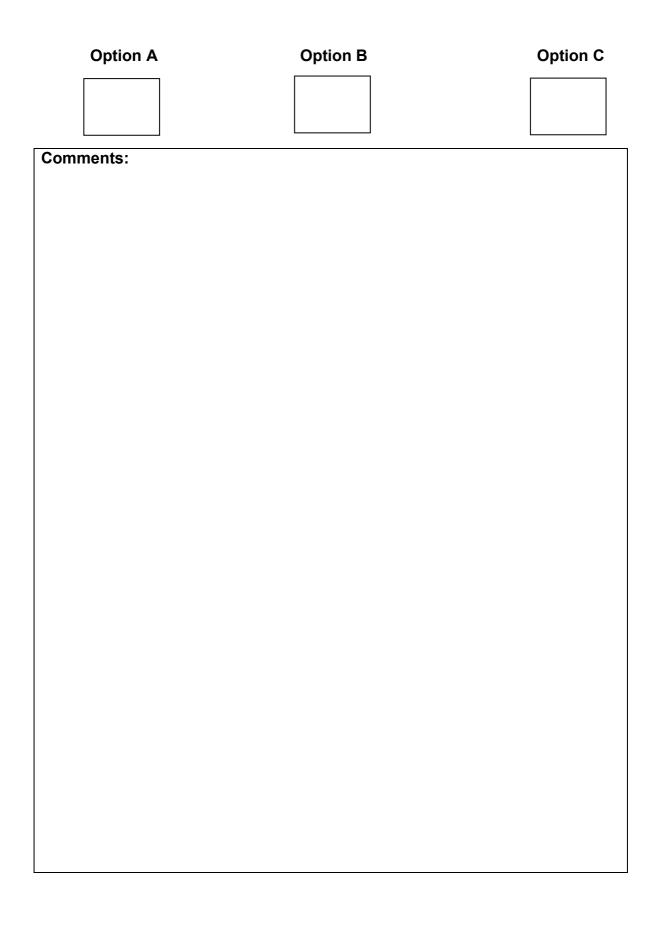
Setting name ..... Name of person making consultation response ..... Contact details .....

Please tick the relevant box for formula chosen (see below).

Option A	Ор	tion B	Option C
<ul> <li>All schools and settings:</li> <li>Up to 15 hours provision per week £.3.20 per hour</li> <li>Over 15 hours provision £3.50 per hour</li> </ul>	Nursery and Lower Schools - £3.45 per hour	<ul> <li>PVI settings:</li> <li>Up to 15 hours provision per week £.3.20 per hour</li> <li>Over 15 hours provision £3.50 per hour</li> </ul>	<ul> <li>All schools and settings:</li> <li>Up to 15 hours provision per week £.3.10 per hour</li> <li>Over 15 hours provision £3.40 per hour</li> </ul>
Soo 20p per hour for the 0- deprived and 0p pe	r hour 61-100% using Deprivation (IMD)	Dp per hour for 31-60% the Index of Multiple	Enhanced social deprivation using IMD
	Early Years Gradua Level 4 – 10	rs Graduate with EYP – 20 te - 15p per hour per child p per hour per child mp sum plus 10p per hour	
		D) //	
NS & PVI Rent & rates – 10p per hour Utilities – 10p per hour	PVI Rent & rates – 10p per hour Utilities – 10p per hour		NS & PVI Rent & rates – 10p per hour Utilities – 10p per hour
Nursery school lump sum - £40K	Nursery Schools only for pupils at 4+ Reception age will be funded in the same way as Lower Schools for the factors: • Summer term intake • Free school meals • Insurance • School meals • High Incidence Low Level Needs (HILLN - SEN) Plus current factors for: • Conditions survey • Floor area • Rent and rates • Lump sum • Insurance lump sum • School meals lump sum • Threshold		Nursery school lump sum - £40K

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# Minute Item 89



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