

Central Bedfordshire  
Council  
Priory House  
Monks Walk  
Chicksands,  
Shefford SG17 5TQ



**please ask for** Martha Clampitt  
**direct line** 0300 300 4032  
**date** 12 January 2012

## NOTICE OF MEETING

### CENTRAL BEDFORDSHIRE SCHOOLS FORUM

Date & Time

**Monday, 23 January 2012 at 09.30am**

Venue at

**Committee Room 2, Watling House, High Street North,  
Dunstable**

Richard Carr  
**Chief Executive**

To: The Chairman and Members of the CENTRAL BEDFORDSHIRE SCHOOLS FORUM:

School Members: Anne Bell, Headteacher, Willow Nursery School  
David Brandon-Bravo, Headteacher Parkfields Middle School  
Jeff Conquest, Head Teacher Woodland Middle School  
Shirley-Anne Crosbie, Headteacher, Glenwood Special School  
Richard Holland, Governor, Harlington Upper School  
Sue Howley MBE, Governor, Greenleas Lower School  
Sharon Ingham, Headteacher, Hadrian Lower School  
Vaughan Johnson, Governor, Edward Peake Middle School  
Anne Kentish, Head Teacher Kensworth Lower School  
Ray Payne, Headteacher, Henlow Middle School  
Rob Robson, Headteacher, Samuel Whitbread College  
Stephen Tiktin, Governor, Linslade Lower School  
Jeff Conquest,

Non School Members: Ian Greenley, Church of England Diocese Representative  
Ali Hadawi CBE, 14 - 19 Partnership Sector Representative  
Bill Hamilton, Roman Catholic Diocese Representative  
Caroll Leggatt, PVI Early Years Providers Representative

Observer: Cllr Mark Versallion, Executive Member for Children's Services

Please note that there will be a pre-meeting starting **half an hour before** the Forum meeting to enable technical aspects of the reports to be discussed with officers before the Forum meeting begins.

# AGENDA

1. **Apologies for absence**

To receive apologies for absence and notification of substitute members.

2. **Minutes of the previous meeting and matters arising**

To approve the minutes of the previous meeting 28 November 2011 and to receive an update on any matters arising from these.

## Proposals

<b>Item</b>	<b>Subject</b>	<b>Page Nos.</b>
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3	<b>Advanced Skills Teachers [ASTs]</b>	* 11 - 14
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To ask the Forum to note the contents of this update and the proposal to continue with AST funding arrangements for 2012/13 to enable school-to-school support to continue to be provided in line with the recommendations in the Education Act 2011.

4	<b>Dedicated Schools Grant (DSG)</b>	* 15 - 20
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To note the update on the DSG and Pupil Premium arrangements and make recommendations for the 2012/13 distribution.

## Updates and Feedback

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5	<b>Early Years Reference Group - 2011 Summary Report</b>	* 21 - 22
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Review of 2011 activities of the group

6	<b>School Contingency Budget</b>	* 23 - 26
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To provide an update on the Schools Specific Contingency Budget for 2011/12.

7	<b>School Forum Budget</b>	* 27 - 28
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To provide an update on the School Forum Budget for 2011/12.

**CENTRAL BEDFORDSHIRE COUNCIL**

At a meeting of the **CENTRAL BEDFORDSHIRE SCHOOLS FORUM** held at Room 14, Priory House, Monks Walk, Shefford on Monday, 28 November 2011

**PRESENT**

Jim Parker (Chairman)

School Members:	David Brandon-Bravo	Headteacher Parkfields Middle School
	Jeff Conquest	Head Teacher Woodland Middle School
	Shirley-Anne Crosbie	Headteacher, Glenwood Special School
	Richard Holland	Governor, Harlington Upper School
	Mrs A Kentish	Head Teacher Kensworth Lower School
	Ray Payne	Headteacher, Henlow Middle School
	Rob Robson	Headteacher, Samuel Whitbread College

Non-School Members:	Ian Greenley	Church of England Diocese Representative
	Bill Hamilton	Roman Catholic Diocese Representative
	Carol Leggatt	PVI Early Years Providers Representative

Observer:	Cllr M A G Versallion	Executive Member for Children's Services
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Apologies for Absence:	Anne Bell
	Ali Hadawi CBE
	Sue Howley MBE
	Sharon Ingham
	Vaughan Johnson
	Stephen Tiktin

Officers in Attendance:	Mrs M Clampitt	Committee Services Officer
	Mrs S Dakin	School Improvement Adviser
	Mrs E Grant	Deputy Chief Executive/Director of Children's Services
	Mrs D Hill	Senior Finance Manager - Children's Services
	Mrs H Redding	Head of SEN and Inclusion

CBSF/11/23 **Minutes of the previous meeting and matters arising**

**RESOLVED**

**that the minutes of the meeting of the Central Bedfordshire Schools Forum held on 19 September 2011 be confirmed and signed by the Chairman as a correct record.**

**CBSF/11/24 Use of Dedicated Schools Grant (DSG) for Special Educational Needs (SEN) Transport**

The Forum considered a report which requested a £400k contribution from the DSG for the Special Educational Needs (SEN) Transport in 2011/12. A report had been considered at the Schools Forum meeting held on 19 September 2011 (minute no. CBSF/11/15 refers).

The Forum had requested additional supporting information be provided before a decision would be taken. The Head of School Support and the Deputy Chief Executive and Director of Children's Services explained to the Forum that the payment request was for one year only. There had been significant savings had been made within the area of SEN Transport including a 15% reduction in the number of students attending Out of County placements. A contributing factor to the costs was the increase in petrol prices, rising ahead of inflation.

The Forum agreed that the request for £400k payment should be supported but were concerned at the cost of the transport being supplied.

**RESOLVED**

**that the use of £400k Headroom in 2011/12 be used for SEN Transport costs be agreed.**

**CBSF/11/25 14-19 Practical Learning**

The Forum received and considered a report which proposed the continuation of the present 14 – 19 funding arrangements for 2012/13 due to the potential risks to the provision arising from changes to funding.

In June 2009, the Schools Forum resolved to hold the relevant 'top slice' of DSG (£555,818 11/12) and Diploma Funding Grant (£160,335 11/12) which would mitigate against the risk that students may not be able to carry on with courses or have the option to take new courses due to the cost.

The Forum noted that Central Government paid all of the funds to the Local Authority through the DSG, which in turns returns the portion of funding for Academies through the LACSEG as they are paid direct from the YPLA.

**RESOLVED**

**that the current arrangements be maintained for 2012/13 acknowledging the amount of top slice would be reduced in line with the number of maintained schools.**

## CBSF/11/26 **Schools Specific Contingency Budget**

The Forum received and considered a report which provided an update on the Schools Specific Contingency Budget for 2011/12 and proposed a further distribution of unspent funds.

The Senior Finance Officer reminded the Forum that they had approved the following:-

- At the meeting held on 7 March 2011 a General Contingency budget was agreed of £500,000 plus an additional £1m in anticipation of redundancies in schools during 2011/12. In addition, a SEN Contingency budget of £275,670 SEN was agreed.
- At the meeting held on 19 September 2011 the DSG from Bedford Borough for sole registered PRU pupils would be transferred to the Central PRU budget and an additional £25 per statutory pupil be transferred to Schools
- The Council also received 80% rate relief for the Academy properties and this amount was included in the General Contingency Budget.

The Forum noted that the redundancies were not going to happen in 2011/12 and therefore the Contingency balance needed to be reduced. It was proposed that an additional payment of £20 per statutory pupil registered on the January 2011 census in Maintained Schools as at 1 December (26,436) be transferred to maintained schools (£529k) as a one off adjustment for 2011/12.

### **RESOLVED**

- 1. that the School Specific Contingency position statement as at 31 October 2011 be noted.**
- 2. that the proposal of an additional £20 per statutory pupil registered on the January 2011 census be transferred to Maintained Schools.**

## CBSF/11/27 **Schools Financial Value Standard (SFVS)**

The Forum received and considered a report which provided an update on the new Schools Financial Value Standard (SFVS), the replacement to the Financial Management Standard in Schools (FMSiS).

It was noted that with effect from November 2010 the FMSiS was withdrawn by the Secretary of State. The replacement process was received from the Department for Education (DfE) on 14 September 2011 and known as the Schools Financial Value Standard (SFVS). The new process was a self certification form, comprising 23 questions, to be completed by each School and signed off by their Chair of Governors.

It was noted that schools which had not attained FMSiS by March 2010 must complete and submit the SFVS to the Local Authority by 31 March 2012. There were currently 20 schools that met this criteria and have been advised of the requirement. All remaining schools must complete their SFVS by 31 March 2013 with an annual review thereafter.

The Deputy Chief Executive and Director of Children's Services informed the Forum that the statement "to the best of my ability" will be included on the SFVS form above the signatory area.

A suggestion was made that some schools may have their accounts audited and asked if the SFVS would still be required. It was confirmed that it would be but the auditing of accounts could be included on the form.

### **RESOLVED**

**that the update on the Schools Financial Value Standard be noted.**

#### **CBSF/11/28 Update on the Dedicated Schools Grant (DSG) and School Funding Reform**

The Forum received and considered a report which provided an update on the Dedicated Schools Grant (DSG) and the School Funding Reform.

### **DSG**

The estimated DSG for 2011/12 was £172.555m. This was based on 37,044 (fte number of pupils as at 01/11) multiplied by £4,568 (Guaranteed Unit of Funding (GUF)). The LACSEG deductions attributable to 15 converted schools as at October 2011 was £440k. It was expected that a further 21 schools would convert before the end of the financial year requiring a further £183k from Headroom.

### **School Funding Reform**

The Department for Education (DfE) launched a consultation on 19 July 2011 which concluded on 11 October 2011. The consultation considered the revision of the current methodology for allocating some £35bn of annual school revenue funding across 151 Local Authorities. The consultation included 47 questions. Central Bedfordshire held two sessions which were attended by Schools Forum members and Officers of the Council. Both the Schools Forum and the Local Authority responded to the consultation.

The DfE was of the opinion that the list of factors could be reduced to provide greater consistency in funding across the country and limit the degree of divergence from the national formula. The proposed list of factors were to be the following:-

- Basic entitlement per pupil (currently Age-Weighted Pupil Units)
- Funding for additional educational needs (e.g. deprivation, SEN, EAL)

- Rates
- Exceptional site factors (e.g. split site, PFI and rent)
- Lump sums for schools

The Forum supported the proposed factors as Central Bedfordshire has between 22 and 28 factors depending on the School. Officers were requested to model the reduction of formula factors for consideration at the second consultation meeting. The models 2a for Lower Schools and 2 for Upper Schools were selected. It was noted that the models did not include schools with a year Group higher than 6. It was requested that a lump sum model be run for Middle Schools. The Senior Finance Officer met with the Middle School Representatives and explained the models to them.

The Middle School Representatives thanked the Senior Finance Officer for the time and given to them to explain the process. It had been incredibly helpful and they were very grateful.

The Forum considered three different model scenarios:-

- Model 1 – factors removed and added to the AWPU – mainstreamed grants, teachers' threshold and newly qualified teachers (NQT).
- Model 2 – factors removed and added to the AWPU – mainstreamed grants, teachers threshold, newly qualified teachers (NQT), formula funding lump sum, insurance lump sum and schools meals lump sum.

For Lower Schools Model 2 assumed no lump sum and Model 2a a lump sum factor of £95k.

For Middle Schools Model 2 assumes no lump sum, Model 2a a lump sum of £47,500 and Model 2b a lump sum of £40,000. The lump sum for middle schools was included to take account of year groups 5 and 6.

- Model 3 – factors removed and added to the AWPU – mainstreamed grants, teachers threshold, newly qualified teachers (NQT), formula funding lump sum, insurance lump sum, schools meals lump sum, addition summer intake funding (Lowers only), Admissions, Free School Meals, Infant Class Size (Lowers only), Personalisation, school meals and small school protection (Lowers & Middles).

For Lower Schools Model 3 assumed no lump sum and Model 2a a lump sum factor of £95k.

For Middle Schools Model 3 assumed no lump sum, Model 3a a lump sum of £47,500 and Model 3b a lump sum of £40,000. The lump sum for middle schools was included to take account of year groups 5 and 6.

The Forum considered Model 2, 2a and 2b to be the most viable options. The Forum considered that Model 1 did not streamline the formula enough whilst Model 3 was considered to be streamlined.

Officers were asked to produce options for models 2, 2a and 2b with actual numbers to be considered via a consultation and a decision to be made at 23 January 2012 meeting. A letter would be sent by the Chairman of the Schools Forum and the Deputy Chief Executive and Director of Children's Services to all Headteachers and Governors explaining what is being proposed and why the other options have been eliminated. In addition, they would be invited to attend a workshop on the School Funding Reform.

**RESOLVED**

**that the update on the DSG and School Funding Reform be noted.**

**CBSF/11/29 School Forum Budget**

The Forum received and considered a report which provided an update on the Schools Forum Budget for 2011/12.

The Senior Finance Officer confirmed that at the date of the meeting the remaining balance for the year was £683. It was expected that the budget would be fully spent by the end of the financial year.

**RESOLVED**

**that the Schools Forum position statement as at 31 October 2011 be noted.**

**CBSF/11/30 Correspondence to the Forum**

A letter from a Lower School had been received asking about the removal of the ghost funding. It was agreed that a response would be sent from the Chairman advising that Ghost Funding was not being reviewed at this time.

**CBSF/11/31 Close**

The future meeting dates are as follows:-

- Monday 23 January 2012 at 9.30am in Watling House, Dunstable
- Monday 5 March 2012 at 5.30pm in Priory House, Shefford
- Monday 25 June 2012 at 9.30am in Watling House, Dunstable

Please note that coffee, tea and biscuits will be served at the morning meetings and a cold sandwich buffet at the evening meeting.

(Note: The meeting commenced at 6.00 p.m. and concluded at 7.30 p.m.)

Chairman .....

Dated ..... ..



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**Meeting:** Schools Forum

**Date:** 23 January 2012

**Subject:** Advanced Skills Teachers [ASTs]

**Report of:** Deputy Chief Executive and Director of Children's Services

**Summary:** To ask the Forum to note the contents of this update and the proposal to continue with AST funding arrangements for 2012/13 to enable school-to-school support to continue to be provided in line with the recommendations in the Education Act 2011.

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**Contact Officer:** Sally Dakin, Learning Services  
Watling House, Dunstable

**Public/Exempt:** Public

**Wards Affected:** All

**Function of:** Council

**Reason for urgency**  
(if appropriate)

**RECOMMENDATIONS:**

**That the current arrangement to fund Advanced Skills Teachers is maintained for 2012/13 through the allocation of £40,000 to retain this high quality support.**

**Background**

1. Advanced Skills Teacher [AST] posts were originally created to enable excellent practitioners to support colleagues in other schools. The Council has a strategic role to determine the areas of expertise/subjects for posts across the Local Authority. When posts became available, schools requested LA support for funding. Once approved potential Advanced Skills Teachers were externally assessed against national criteria. Once accredited the ASTs are deployed by the LA for one day per week.
2. Schools have also been able to create, appoint and fund their own AST posts; the schools are responsible for the co-ordination of their work both within and beyond their base school.
3. The Advanced Skills Teachers [AST] funding has been allocated to schools with LA ASTs to fund support to other schools. The deployment of ASTs was co-ordinated by National Strategy Strand Leaders up until the end of March 2011. Schools in Ofsted or LA categories of concern were prioritised to receive AST support in the first instance.

4. To ensure that all schools have access to this knowledgeable resource there has been an expectation that all ASTs offer three Professional Study Groups (PSG) each year to share their knowledge and expertise. These PSGs have been organised by Redborne Upper School as part of the LA's Service Level Agreement with the Training Schools since July 2010. The sessions are available to all schools/academies via a small subscription to help meet administrative costs. The full PSG details area available on the Learning Portal.
5. A specific number of AST posts were funded through the former Standards Fund grant which ceased to exist from August 2011. At its meeting in November 2010 the Schools Forum resolved not to change the methodology in applying funds to previous grant allocations and therefore the LA continued to support the AST programme.

### **Update**

6. The deployment of ASTs since June 2011 has been in consultation with the Advisers within the Learning Service. The ASTs are allocated to maintained schools in an Ofsted or LA category of concern in the first instance. The ASTs liaise with the Local Authority and senior leaders in schools to identify clear objectives which are documented in an AST Outreach Plan. On completion of their work an evaluation form is sent to the senior leader to evaluate the success of the AST in supporting the relevant colleague, any issues encountered and the ultimate impact on standards.
7. Funding is only released to schools at the end of each term when the relevant outreach calendars, plans and records of visits have been received by the LA.
8. Professional Study Groups are provided by ASTs and outstanding practitioners. In 2010-11 a total of 89 schools, including 7 from another LA, subscribed to the PSG programme. 70 meetings took place with 887 attendees from 125 schools. This represents a 36% increase in attendance from the previous year. In 2011-12 a total of 100 schools, including 7 from other LAs, have subscribed to the current PSG programme, again indicating an increase in demand. A proportion of the PSGs are quality assured by Central Bedfordshire Training School Partnership [CBTSB] leads, and all sessions are evaluated. The feedback is used to shape the following session. The PSG programme would not be financially viable without the contribution of LA funded ASTs.
9. The number of LA ASTs has reduced for several reasons and consequently this has led to a reduced requirement for funding. Schools with ASTs that have become academies receive their funding directly from Central Government and some academies have decided to retain the use of their ASTs within their own academy. Three academies have continued to release their ASTs to offer outreach on behalf of the LA and receive the equivalent outreach costs.

10. The LA has not recruited additional ASTs due the creation of Teaching Schools and the new posts of Specialist Leaders of Education [SLEs]. SLEs will be deployed by teaching schools to provide school-to-school support. The proposal to replace the Advanced Skills Teacher Standards with the new Masters Standards has contributed to the continued uncertainty of the future of ASTs. The ASTs have been fully briefed on the details relating to the SLE posts as soon as they have been published. It is critical that a good resource of specialist, locally recognised, tried and tested school-to-school coaches exists within Central Bedfordshire to be called upon to meet needs. ASTs will fulfil this role.

**Proposal**

11. Schools Forum is asked to provide a reduced amount of £40,000 to maintain the AST programme to provide school-to-school support until Specialist Leaders in Education posts have been created to support the work of the Teaching School.

**Appendices:**

None

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**Meeting:** Schools Forum  
**Date:** 23 January 2012  
**Subject:** Dedicated Schools Grant (DSG)  
**Report of:** Deputy Chief Executive and Director of Children's Services  
**Summary:** To note the update on the DSG and Pupil Premium arrangements and make recommendations for the 2012/13 distribution.

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Contact Officer: Dawn Hill, Technology House

Public/Exempt: Public

Wards Affected: All

Function of: Council

Reason for urgency  
(if appropriate)

#### **RECOMMENDATIONS:**

- 1. To note the update on the deployment of the 2011/12 DSG.**
- 2. To note the update on the 2012/13 DSG and Pupil Premium arrangements.**
- 3. To propose the reduction of formula factors for the 2012/13 distribution of DSG as defined in Model 2 and to include a lump sum for Lower Schools of £95K and Middle Schools £47.5K.**
- 4. To propose the extension and funding of the temporary appointment for targeted support for Academy conversions to September 2012.**

#### **Background**

1. Since the beginning of the financial year 2006/07 local authorities have received allocations of DSG to finance the Schools Budget in each authority. The full DSG received must be applied to the Schools Budget in each authority, although authorities may provide additional resources in support of the Schools Budget should they decide to do so.
2. The Schools Budgets, as set out in the Statutory Section 251 budget, comprises the following:
  - a) Individual Schools Budgets (ISB), delegated to individual schools, by phase (also known as School Budget Shares). These allocations are delegated via the local Fair Funding Formula, which the Local Authority (LA) sets, in conjunction with its Schools' Forum.

- b) Central Expenditure. This is the amount held back centrally for expenditure on pupils and includes:
- Expenditure to fund Nursery Education in non-maintained settings (Private, Voluntary and Independent Sector)
  - School Specific Contingency
  - Special Education Needs - provision for statemented pupils, pupil referral units, behaviour support units
  - Termination of Employment costs
3. Central expenditure must not increase as a proportion of the overall Schools Budget. This mechanism is known as the Central Expenditure Limit (CEL) and can only be breached in exceptional circumstances and with the specific approval of the Schools' Forum. In the case of Schools' Forum refusal the LA can ask the Secretary for State to approve the breach. The final Schools' Budget depends on the January PLASC count and is determined by the units of funding (no of pupils - FTE) multiplied by the Guaranteed Unit of Funding (GUF).
4. The Chief Finance Officer (CFO), must sign two statements annually: the Actual deployment (out-turn) and Budgeted Allocation of the DSG, confirming that it has been fully deployed in support of the School's Budget in accordance with the condition of the grant and the School Finance Regulations.

#### Deployment of DSG 2011/12

5. The budget allocation of the DSG for 2011/12 is the full time equivalent (FTE) number of pupils as at Jan 11 of 37,044 multiplied by the GUF £4,658 to give £172.555M. This amount is adjusted for Academies which open between 2008 and 2012 as known at December 2011, revising the allocation to £146,183M. The allocation is continually revised as Schools convert to academy status during the financial year. The table below represents the distribution of the final DSG based on current number of academies as at end of December 2011.

<b>DSG</b>	<b>Academies 2008/12</b>	<b>Revised DSG</b>	<b>Individual Schools Budgets</b>	<b>Central Spend</b>	<b>Headroom</b>
<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
	<b>ISB</b>				
<b>172,555</b>	<b>26,372</b>	<b>146,183</b>	<b>134,687</b>	<b>11,188</b>	<b>308</b>

6. Academies receive a Local Authority Central Spend Equivalent Grant (LACSEG) deducted from the DSG for those services that are the responsibility of the Academy but are retained centrally e.g. behaviour support, practical learning etc. it was agreed by School Forum meeting of the 7<sup>th</sup> March 2011 that the cost of LACSEG up to a £1M would be funded by Headroom for 2011/12. Any amount over this cumulative sum would be brought back to the Forum.
7. The LACSEG deductions attributable to 17 converted schools as at December 2011 is £440K. It is anticipated that a further 10 schools will convert by the end of this financial year, requiring a further £96K from Headroom leaving an estimated balance of £212K.

## 2012/13 DSG and Pupil Premium Arrangements

8. On 13 December the Department for Education (DfE) announced the details of the schools funding settlement for 2012/13. This included the level of the Pupil Premium set for 2012/13.
9. The Department will continue with the current funding system for schools. For DSG, this means a continuation of the “spend plus” methodology. In the longer term, the Government’s intention is to bring in a simpler and more transparent funding system. This should help reduce the funding differences between similar schools in different areas.
10. The main DSG arrangements for 2012/13 are:
  - flat cash Guaranteed Units of Funding (GUF)
  - a continuation, of protecting funding for three years olds at 90% of the three year old population
  - a Minimum Funding Guarantee (MFG) of **minus 1.5%**
  - a cash floor of minus 2%
11. For 2012/13 each local authority’s GUF will be the same as for 2011/12. For Central Bedfordshire this is **£4,658.10**
12. As noted above, the MFG has again been set at minus 1.5% per pupil. The School Finance Regulations will set out the formula factors which continue to be automatically excluded from the calculation, as well as those which can be excluded with the agreement of the Schools Forum. There will also be a process by which local authorities can request the dis-application of other factors.
13. Nursery and Lower schools receive early years funding for pre-statutory pupils using the Early Years Single Funding Formula (EYSFF). A separate protection mechanism was agreed for this element of the formula in September 2010 and will be continued for 2012/13.
14. A cash floor of minus 2% will be applied to the final DSG allocations, prior to academies recouplement, to protect local authorities with significant falling rolls.
15. The Pupil Premium (PP) for 2012/13 will include pupils on the January 2012 School Census known to have been eligible for Free School Meals (FSM) in any of the previous six years, as well as those first known to be eligible at January 2012.
16. The PP grant will be allocated to local authorities on the basis of :
  - £600 per pupil for each Ever 6 FSM full time equivalent (FTE) pupil aged 4 and over in Year Groups R to 11 in mainstream schools; and
  - £250 per pupil for each full time equivalent (FTE) pupil recorded on the January 2012 School Census, as a Service child aged 4 and over in Year Groups R to 11 in mainstream schools.

17. For Looked After Children the Department will allocate a provisional allocation of £600 per child for the number of children continuously looked after for over 6 months as recorded in the March 2011 Children Looked After Data Return (SSDA903) and aged 4 to 15 at 31 August 2010. This allocation will be updated and finalised in October 2012 based on the number of children continuously looked after for over 6 months as recorded in the March 2012 Children Looked After Data Return (SSDA903) and aged 4 to 15 at 31 August 2011.
18. It is for LA to determine how to distribute the Pupil Premium for each of their eligible looked after children so they can reflect the particular circumstances of a looked after child.
19. Allocations for the PP grant will be confirmed in summer 2012 once pupil number data from the January 2012 Census has been validated and agreed. Local authorities will be required to certify that they have passed on the correct amount of funding to schools or, where funding has been spent centrally, that it has been spent in line with the conditions of grant.

#### **Consultation on changes to Funding Formula for 2012/13**

20. Proposals to reduce the number of factors when distributing DSG through the Individual Schools Budget (ISB) were supported by the School Forum at their meeting in November 2011. This relates only to Lower, Middle and Upper Schools. Nursery and Special Schools will receive the same amounts as in 2011/12 amalgamated under a new heading.
21. Officers were asked to produce options using actual pupil numbers as at January 2011 for comparison purposes. These would then be considered via a consultation and a proposal brought back to the January 2012 meeting.
22. A letter was sent by the Chairman of the Schools Forum and the Deputy Chief Executive and Director of Children's Services to all Headteachers and Governors explaining what is being proposed and why the other options have been eliminated. In addition they were invited to attend a workshop on School Funding Reform which took place on 14<sup>th</sup> and 15<sup>th</sup> December 2011.
23. Concerns raised at the workshops were resolved with one Middle school requesting further details on the MFG protection. It was agreed that the Middle School representatives on the forum would be contacted if further clarification was needed. No further issues have been raised to date.

#### **Targeted support for Academy conversions**

24. It was agreed in March 2010 that £60k of DSG would be set aside to fund a temporary appointment for one year and to commission targeted support for Academy conversions. There are currently 19 schools that have converted to Academy status with a further 16 having received Academy orders. In addition five schools have confirmed a formal intention to convert and have submitted an application to the DfE.



- 25.** For schools that convert to Academy, it is clear that a dedicated programme management support is required to effectively coordinate the LA conversion process and to manage the communication relationship between the Council, converting schools and their professional consultants and legal teams.

**Recommendation:**

- 26.** To propose the following separate factors are removed from the ISB and redistributed through the Age Weighted Pupil Unit (AWPU) for the 2012/13 calculation of ISB:

Mainstreamed Grants (all, including Raising Standards)  
Teachers Threshold  
Newly Qualified teachers (NQT)  
Formula Funding Lump Sum  
Insurance Lump Sum  
Schools Meals Lump Sum

and to include a revised lump sum factor for Lower schools of £95k and Middle schools of £47.5k . No lump sum will apply to Upper Schools

It should be noted that the amount of funding per sector will be ringfenced and so where a lump sum is not provided for as in Upper Schools a higher proportion will be added to the AWPU values.

- 27.** To extend the targeted support for Academies to September 2012, requesting a further top slice of DSG of £30k for 2012/13.

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**Meeting:** Schools Forum  
**Date:** 23 January 2012  
**Subject:** Early Years Reference Group – 2011 Summary report  
**Report of:** Deputy Chief Executive/Director of Children's Services  
**Summary:** Review of 2011 activities of group

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Contact Officer: Sue Tyler, Head of Child Poverty and Early Intervention  
Public/Exempt: Public  
Wards Affected: All  
Function of: Council  
Reason for urgency (if appropriate): None

**RECOMMENDATIONS:**

**To note the programme of work of the early years reference group during 2011.**

**Update**

**1. Single Funding Formula**

After Consultations carried out during 2010 around all aspects of the Single Funding Formula, a recommendation was made as to the formula to be adopted, which was confirmed by the Schools Forum.

**2. Payment Methods**

The introduction of the Single Funding Formula (SFF) necessitated a change in payment methods. In an attempt to streamline the process the Early Years Reference Group agreed two changes over the course of the year. The first was to base the estimated payment on the previous term's figures rather than requesting an estimate from settings. A further change was proposed and the sector was consulted. The group received feedback and considered comments from the Private Voluntary and Independent (PVI) settings and agreed that a changeover should take place from September 2011 to move settings from payments twice a term, to monthly payments. This system has been implemented and is now bedding in as we approach the second term of this method of payments.

**3. Code of Practice and Local Agreement**

The Early Years Reference Group received a report in February that 100% of PVI settings had signed up to the Local Agreement September 2010 which had been necessitated by the publication of a new Code of Practice by the Dept of Education which had come into effect in September 2010.

4. The Group agreed that a new Local Agreement needed to be drawn up in the light of the introduction of the Single Funding Formula and this was sent out during the autumn term 2011.
5. At the November meeting the Group noted that the Government has issued a consultation on a new Code of Practice to come into effect in September 2012 which will necessitate at least an addendum to the current Local Agreement.
6. **Childcare Sufficiency**  
The Group commented upon the draft Childcare Sufficiency Assessment and received and approved the final version.
7. **Two Year Olds**  
The Group has a standing agenda item regarding the two year old funding. They reviewed and agreed the revised paperwork and discussed evaluation of the programme. They received a quarterly update on the numbers of two year olds taking up the offer, along with the family support that they are taking up linked with it.
8. The Group has approved the setting up of a working group on the development of additional places and will receive reports on progress in this substantial area of work.
9. **New initiatives**  
The group has been kept up to date with new initiatives and changes including the Tickell Report with proposals on changes to the Early Years Foundation Stage, the introduction of the Early Intervention Grant, and the review of the Childrens Centres.
10. The group met a total of four times during 2011.

**Recommendation:**

11. The forum note the update

**Appendices:** None

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**Meeting:** Schools Forum  
**Date:** 23 January 2012  
**Subject:** Schools Specific Contingency Budget  
**Report of:** Deputy Chief Executive and Director of Children's Services  
**Summary:** To provide an update on the Schools Specific Contingency Budget for 2011/12.

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Contact Officer: Dawn Hill, Technology House, Bedford  
Public/Exempt: Public  
Wards Affected: All  
Function of: Council  
Reason for urgency  
(if appropriate)

**RECOMMENDATIONS:**

**To note the School Specific Contingency position statement as at 31<sup>st</sup> December 2011.**

**Background**

1. The Schools Specific Contingency Budget falls under Schedule 2 of The School Finance Regulations 2008. 'Classes or descriptions of planned expenditure prescribed for the purposes of the Schools budget of a Local Authority which may be deducted from it to determine the Individual Schools Budget' (top slice Direct Schools Grant – DSG).
  2. At the Central Bedfordshire School Forum on 7<sup>th</sup> March 2011, the following budgets were agreed:
    - £500,000 General Contingency plus a further £1,000,000 in anticipation of the cost of redundancies in schools during 2011/12.
    - £275,670 SEN Contingency.
- Total Budget agreed for 2011/12 is £1,775,670.
3. The School Contingency carry forward from 2010/11, as at 31<sup>st</sup> March 2011 was £1,061,547 which is split into General (£845,708) and SEN Contingency (£215,839).

4. The General Contingency budget can be utilised to fund the following:
- Rent and Joint Use equalisation charges;
  - Rates adjustments that have arisen from re-valuations or an adjustment to original formula;
  - Lease/planning permission associated with curriculum classes;
  - Adjustment to Formula i.e. floor area, teacher threshold, NQT, additional pupil numbers;
  - DSG shortfall;
  - Closing Schools;
  - Redundancy costs where applicable
  - Funding of exceptional circumstances, the Director of Children's Services can authorise sums up to £10,000 in respect of any one school in a financial year.

### General Contingency Expenditure to Date

5. It was resolved at the School Forum meetings of the 19<sup>th</sup> September 2011 and 28<sup>th</sup> November 2011 that:-
- DSG received from Bedford Borough for sole registered PRU pupils would be transferred to the Central PRU Budget
  - An additional £45 per statutory pupil be transferred to Schools
6. The following table sets out the expenditure to date against the General contingency.

	<b>BUDGET £</b>	<b>SPEND £</b>	<b>BALANCE £</b>
Carry Forward from 2010/11	845,708		
Budget Allocation 2011/12	1,500,000		
Floor Area Adjustments		(18,195)	
Rent Adjustments		(2,309)	
Rates Adjustments		(10,038)	
Lump Sum		(7,915)	
ISB Adjustments		(1,171,666)	
Legal Fees		(753)	
EYSFF		(161,609)	
Admissions		(665)	
Early Years Extended Offer		373,607	
Redundancy		(408,998)	
Unspent Central DSG		227,276	
Misc		(30,899)	
<b>Total General Contingency</b>	<b>2,345,708</b>	<b>(1,212,164)</b>	<b>1,133,544</b>

6. The detail on the spend is as follows -
- Floor Area adjustments to the initial allocation of SBS.
  - Equalisation of Rental costs
  - Rates adjustments that have arisen from revaluations/ rates relief.
  - Lump sum adjustment as agreed by School Forum for St Vincent School
  - Individual School Budget Adjustments
  - Legal Fees – School in Financial difficulty
  - Adjustment to allocation of Early Years Funding based on May headcount
  - Admissions responsibilities
  - Funding of the Early Years extended offer for 3 and 4 year olds funded by Standards Funds
  - Redundancy payments
  - Unspent central DSG returned to contingencies
  - Miscellaneous credits bank interest, accruals, closed cost centres
7. Expected commitments to end of financial year; redundancies approx £500K, EYSFF (Schools and PVI) £35K, Adjustments to AWPU October census £316K, Rent and Rates equalisation at year end.

#### **SEN Contingency Expenditure to Date**

8. The SEN Contingency has been agreed to fund :
- A growth in Behavioural Emotional and Social Difficulties (BESD) provision
  - Revised formula for Special Schools
  - Additional and alternative models of specialist provision within mainstream schools
  - Additional support to mainstream schools:-
    - i. Specialist support services and BESD services
    - ii. Special Schools Outreach
    - iii. Commissioned support
9. It was resolved at the School Forum meeting of the 19<sup>th</sup> September 2011 that the balance of SEN Contingency would be set aside to contribute to the cost of Central Bedfordshire children attending other Local Authority schools for 2011/12.
10. The following table sets out the expenditure to date against the SEN contingency.

	<b>BUDGET £</b>	<b>SPEND £</b>	<b>BALANCE £</b>
Carry Forward from 2010/11	215,839		
Budget Allocation 2011/12	275,670		
Out of County Placements		(200,000)	
Outreach		(137,161)	
Closing School		(£8,663)	
<b>Total SEN Contingency</b>	<b>491,509</b>	<b>(345,824)</b>	<b>145,685</b>

11. Expected commitments to the end of financial year include Outreach schools £64K, Language Provision £20K, Down's syndrome £7K.
12. The budget will be fully spent by the end of the financial year.

**Appendices:**

None



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**Meeting:** Schools Forum  
**Date:** 23 January 2012  
**Subject:** School Forum Budget  
**Report of:** Deputy Chief Executive and Director of Children's Services  
**Summary:** To provide an update on the School Forum Budget for 2011/12

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**Contact Officer:** Dawn Hill, Technology House, Bedford  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Council  
**Reason for urgency**  
(if appropriate)

**RECOMMENDATIONS:**

**To note the School Forum position statement as at 31<sup>st</sup> December 2011.**

**Background**

1. The School Forum Budget falls under Section 2 of The School Finance Regulations 2008. 'Classes or descriptions of planned expenditure prescribed for the purposes of the Schools budget of a Local Education Authority which may be deducted from it to determine the Individual Schools Budget' (top slice Direct Schools Grant – DSG) – 'establishment and maintenance of, and consultation with, schools forums'.
2. It was agreed at the School Forum meeting of the 7<sup>th</sup> March 2011 that a budget of £3,000 will be available for costs associated with the operation of the Forum e.g. venue hire, expenses and clerking costs, of which £2,000 be set aside and delegated to the Chairman of the Schools Forum to fund the commissioning of consultancy and administration support. The level of the budget will be reviewed annually.
3. The School Forum budget under spend from 2010/11, as at 31<sup>st</sup> March 2011 was £3,650, which was carried forward to 2011/12.

**Expenditure to Date**

4. It was resolved at the School Forum meeting of the 7<sup>th</sup> March 2011 that Central Bedfordshire would remain a member of the F40 Group, representing the lowest funded Local Authorities. It was further resolved at the June 2011 meeting that the School forum budget would also provide training and feedback to the National School Funding Consultation.
5. The following table sets out the expenditure to date against the School Forum Budget.

	<b>BUDGET £</b>	<b>SPEND £</b>	<b>BALANCE £</b>
Carry Forward from 2010/11	3,650		
Budget Allocation 2011/12	3,000		
F40 Subscription		(1,000)	
Room Hire/Hospitality		(511)	
Professional Consultancy/Training		(4,528)	
<b>Total</b>	<b>6,650</b>	<b>(6,039)</b>	<b>611</b>

6. It is anticipated that the budget will be fully spent by the end of the financial year.

**Appendices:**

None