

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



please ask for Martha Clampitt
direct line 0300 300 4032
date 23 February 2012

NOTICE OF MEETING

CENTRAL BEDFORDSHIRE SCHOOLS FORUM

Date & Time

Monday, 5 March 2012 at 6.00p.m.

Venue at

Council Chamber, Priory House, Monks Walk, Shefford

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 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 Jim Parker, Headteacher, Manshead Upper School Ray Payne, Headteacher, Henlow Middle School Rob Robson, Headteacher, Samuel Whitbread College Stephen Tikin, Governor, Linslade Lower School
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 M A G 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 23 January 2012 and to receive an update on any matters arising from these.

Proposals

Item	Subject	Page Nos.
3	Support for Vulnerable Pupils at Key Stage 2 To ask the Schools Forum to provide funding for allocation to maintained middle schools and primary schools with Year 5 pupils to support vulnerable pupils in Key Stage 2.	* 13 - 14
4	Special Educational Needs The report outlines how the centrally retained DSG is used to support SEN functions, and sets out future direction of travel.	* 15 - 18
5	Ethnic Minority and English as an Additional Language The report proposes to Schools Forum that funding previously allocated to schools through the now discontinued Ethnic Minorities Achievement Grant (EMAG) be allocated to schools for the financial year 2012-13 through a top-slice of the Dedicated Schools Grant (DSG), in the same way as it was allocated in 2011/12.	* 19 - 20
6	Trade Union and Professional Associations To seek approval for the continuation of DSG funding for facilities release time for trade unions and professional associations.	* 21 - 26
7	Dedicated Schools Grant (DSG) To note the update on the DSG arrangements and make recommendations for the 2012/13 distribution.	* 27 - 32

- 8 **School Specific Contingency Budget** * 33 - 36

To update the Schools Forum on the use of the Schools Contingency Budget for 2011/12 and recommend the Budget for 2012/13.

- 9 **Schools Forum Budget** * 37 - 38

To update the Schools Forum on the use of the School Forum Budget for 2011/12 and recommend the Budget for 2012/13.

Updates and Feedback

Item	Subject	Page Nos.
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| 10 | Pupil Referral Unit | * 39 - 42 |
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The report outlines the arrangements for the use of Central Bedfordshire's Pupil Referral Unit in the Academic Year 2011/2012, and proposals for the future.

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| 11 | Capital allocations 2012/13 | * 43 - 50 |
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To advise the Forum of the total Department for Education capital allocations to schools and the Council for 2012/13 and to invite the Forum to comment on the proposed use of the Council level allocations.

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| 12 | Schools Forum Membership Review | * 51 - 54 |
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The report details the changes which will be made to the composition of the Schools Forum from 1 April 2012.

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CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **CENTRAL BEDFORDSHIRE SCHOOLS FORUM** held at Committee Room 2, Watling House, High Street North, Dunstable on Monday, 23 January 2012

PRESENT

Jim Parker (Chairman)

School Members:	Anne Bell	Headteacher, Willow Nursery School
	David Brandon-Bravo	Headteacher Parkfields Middle School
	Shirley-Anne Crosbie	Headteacher, Glenwood Special 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
	Sue Lourensz	Headteacher Alameda Middle School
	Ray Payne	Headteacher, Henlow Middle School
	Stephen Tiktin	Governor, Linslade Lower School
	Rob Watson	Headteacher Stratton Upper School
Non-School Members:	Ali Hadawi CBE	14 - 19 Partnership Sector Representative
	Bill Hamilton	Roman Catholic Diocese Representative
	Caroll Leggatt	PVI Early Years Providers Representative
Observer:	Cllr M A G Versallion	Executive Member for Children's Services
Apologies for Absence:	Jeff Conquest	
	Mrs E Grant	
	Ian Greenley	
	Richard Holland	
	Rob Robson	
Officers in Attendance:	Mrs M Clampitt	Committee Services Officer
	Mrs S Dakin	Commissioning and Partnerships Manager / School Improvement Adviser
	Mrs D Hill	Senior Finance Manager - Children's Services
	Mrs S Tyler	Head Child Poverty and Early Intervention & Prevention

CBSF/11/32 **Minutes of the previous meeting and matters arising**

RESOLVED

that the minutes of the meeting of the Central Bedfordshire Schools Forum held on 28 November 2011 be confirmed and signed by the Chairman as a correct record.

CBSF/11/33 **Advanced Skills Teachers [ASTs]**

The Forum received and considered a report which provided an update and sought agreement to the proposal to continue with Advanced Skills Teachers (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.

It was noted that the ASTs are allocated to schools in an Ofsted or LA category of concern in the first instance. They also offer at least three Professional Study Groups (PSGs) each year to share their knowledge and expertise more widely. Redborne Upper School has been organising the PSGs since July 2010. The Learning Portal contains all the relevant information.

ASTs will be replaced by Specialist Leaders of Education (SLEs) in the future, SLEs will be deployed by Teaching Schools to provide school to school support. It is anticipated that ASTs will become SLEs following additional training.

It was requested that the Schools Forum approve a reduced amount of £40,000 to maintain the AST programme until SLE posts have been created to support the work of the Teaching School.

RESOLVED

that the current arrangement to fund Advanced Skills Teachers be maintained for 2012/13 through the allocation of £40,000.

CBSF/11/34 **Dedicated Schools Grant (DSG)**

The Forum received and considered a report which provided an update on the Dedicated Schools Grant (DSG) and Pupil Premium arrangements and to make recommendations for the 2012/13 distribution.

Deployment of the DSG 2011/12

The DSG for 2011/12 was £172.555m. This was based on 37,044 (fte number of pupils as at 01/11) multiplied by £4,658 (Guaranteed Unit of Funding (GUF)). The LACSEG deductions attributable to 17 converted schools as at December 2011 was £440k. It was expected that a further 10 schools would convert before the end of the financial year requiring a further 96k from Headroom.

Noted the update on the deployment of the 2011/12 DSG.

DSG and Pupil Premium Arrangements

On 13 December 2011 the Department for Education (DfE) confirmed that the main DSG arrangements for 2012/13 would be:-

- Flat cash Guaranteed Units of Funding (GUF)
- A continuation, of protecting funding for three year olds at 90% of the three year old population
- A Minimum Funding Guarantee (MFG) of **minus 1.5%**
- a cash floor of minus 2% (local authority protection)

It was noted that the GUF would be the same as 2011/12 i.e. £4,658.10 for Central Bedfordshire. In addition, the Early Years Single Funding Formula (EYSFF) would continue for 2012/13.

The Pupil Premium (PP) grant would be allocated to local authorities as follows:-

- £600 per pupil for each Ever 6 Free School Meal (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.
- £600 provisional allocation per pupil for each Looked After 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.

It was requested that all sections of Social Services be made aware PP funding does not pass to special schools but is held centrally.

Noted the update on the 2012/13 DSG and Pupil Premium arrangements.

Consultation on changes to Funding Formula for 2012/13

The Forum noted that two workshops had been held to explain to schools the new funding formula and in particular the model 2, which was selected at the 28 November 2011 Schools Forum meeting (Minute no. CBSF/11/28 refers). The Funding Formula was being reduced from the current 27 factors down to a more manageable amount. Concerns had been expressed by both the Lower and Middle Schools who would be receiving less funds than under the current arrangements. It was agreed that a lump sum of £95k would be paid to Lower Schools and £47.5k to Middle Schools. The attendees of the workshop were reassured to see the breakdowns which had been prepared by Officers for each school.

RESOLVED

that the reduction of formula factors for the 2012/13 distribution of DSG as defined in Model 2 and the inclusion of a lump sum for Lower Schools of £95k and Middle Schools of £47.5K be agreed.

This was unanimously supported by the Forum.

Targeted support for Academy conversions

The Forum noted that £60k of DSG was set aside to fund the temporary appointment for one year for targeted support for Academy conversions at the March 2011 Schools Forum meeting (Minute No. CBSF/10/121 refers). It has been noted that 19 schools are currently in the process of conversion, 16 additional schools have received Academy Orders and a further 5 schools have confirmed a formal intention to convert and have applied to the DfE.

The Forum were being asked to provide an additional £30,000 from the DSG to be set aside to continue the funding of the temporary appointment until September 2012. The Officer would continue to provide dedicated programme management support and coordination of the LA conversion process and to manage the communication relationship between the Council, converting schools and their professional consultants and legal terms. The Forum did agree to the budget being set aside but again expressed concerns at the reduction in available funding for the non converting schools. In addition, the Forum expressed concerns that the Government had established a process without providing adequate funding for the demands on the Local Authorities.

RESOLVED

that the extension and funding of the temporary appointment for targeted support for Academy conversions to September 2012 be agreed.

This was passed with a vote of: In favour 8, Against 2 and Abstain 4

CBSF/11/35 Early Years Reference Group - 2011 Summary Report

The Forum received and considered a report which provided a review of the 2011 activities of the Early Years Reference Group. The Reference Group met on four occasions.

Single Funding Formula

The Head of Child Poverty and Early Intervention reminded the Forum that the Single Funding Formula (SFF) had been adopted by the Forum at their September 2010 meeting for implementation from April 2011.

Payment Methods

It was noted that the implementation of the SFF had resulted in a change of payment methods. The process had been streamlined following two changes:-

- The estimated payment was based on the previous term's figures rather than estimated from settings; and
- From September 2011 settings from payments twice a term, to monthly payments. The process is bedding in well.

Code of Practice and Local Agreement

The Department of Education had published a new Code of Practice which came into effect in September 2010. A report confirmed that 100% of the PVI settings had signed up to the Local Agreement. A new Local Agreement had been drawn up following the introduction of the Single Funding Formula. In November it was noted that Government had gone out to consultation on a new Code of Practice which would take effect from September 2012. The Local Agreement would require an addendum.

Childcare Sufficiency

It was noted that the Reference Group had commented on the draft Childcare Sufficiency Assessment and were pleased to confirm that the final version was available on the Council's website. A link to the document would be circulated in Central Essentials.

Two Year Olds

It was noted that the number of spaces being provided for two year olds to receive 15 hours a week pre school was to be increased by Central Government by between 20% - 40% dependent on whether Nationally or Locally increased. The Reference Group had established a working group to review the provision of the additional spaces and what would be required to provide the additional places.

New Initiatives

The Reference Group had kept up to date on the following:-

- 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.

RESOLVED

that the update be noted.

CBSF/11/36 School Contingency Budget

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

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.
- The final figures for redundancies was awaited for 2011/12, which may now happen.
- At the 28 November 2011 meeting it was agreed that any underspend in the SEN budget would be used to pay for Central Bedfordshire children attending other Local Authority schools for 2011/12.

The expected end of year Schools Specific Contingency Budget was approx. £200k. It was noted by the Forum that the carry forward to 2012/13 would be significantly smaller than the carry forward for 2011/12. The Senior Finance Officer explained to the Forum that the new school payment would include most of the one off payments made this year as part of the base payment.

RESOLVED

that the School Specific Contingency Budget position statement as at 31 December 2011 be noted.

CBSF/11/37 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 £611. It was expected that the budget would be fully spent by the end of the financial year.

It was noted that only 1 travel claim had been received for the 2011/12 year. Members of the Forum were reminded that they could submit claims for mileage travelled to attend the meetings.

RESOLVED

that the Schools Forum Budget position statement as at 31 December 2011 be noted.

(Note: The meeting commenced at 9.30 a.m. and concluded at 11.00 a.m.)

Chairman

Dated

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Meeting: Schools Forum
Date: 5 March 2012
Subject: Support for Vulnerable Pupils at Key Stage 2
Report of: Deputy Chief Executive and Director of Children's Services
Summary: To ask the Schools Forum to provide funding for allocation to maintained middle schools and primary schools with Year 5 pupils to support vulnerable pupils in Key Stage 2.

Contact Officer: Sylvia Gibson, Head of Learning (Interim)

Public/Exempt: Public

Wards Affected: All

Function of: Council

Reason for urgency
(if appropriate)

RECOMMENDATIONS:

that the Schools Forum agrees to allocate £90,000 to maintained middle schools and primary schools with Year 5 pupils identified as not making sufficient progress towards their Key Stage 2 targets.

Background

1. Standards at Key Stage 2 in 2011 dropped significantly. 66% of Central Bedfordshire pupils achieved Level 4 or above compared with 74% nationally and 76% for our statistical neighbours. This places Central Bedfordshire with the second lowest attainment in the country in 2011. The Council is committed to supporting schools in raising the standards of those pupils at risk of not achieving their targets at Key Stage 2, and has developed and is implementing a programme to raise standards for identified Year 6 pupils. The programme involves 19 maintained middle schools and primary schools with Year 6 pupils.
2. The Year 6 programme is as follows:
 - Schools reviewed performance data at the end of Year 5 and identified Year 6 pupils at risk of not achieving end of year targets and/or two levels of progress. This information was submitted to the Council.
 - £150 of targeted funding per pupil was then allocated to schools pro rata, together with a lump sum payment of £1,000 to cover administrative and other costs. Funding was allocated to maintained schools for the Autumn Term 2011 and the Spring Term 2012. Schools were encouraged to work with other local schools to maximise the funding available.

- Headteachers were asked to exercise their professional judgement in determining the most appropriate use of the funding, but schools were advised that funding could be used for 1-1 support, for small group work or to pay for additional teaching support.
- Schools are expected to account to the Council for the use and impact of this additional funding. Half termly progress data for identified pupils is sent to the Council and this data is analysed to show whether pupils are on track to achieve their targets using the following RAG rating:
 - Green - on track
 - Amber - at risk of under achievement
 - Red - significant risk of targets not being met
- Council staff meet with headteachers and senior curriculum managers at the start of each half term to discuss the use and impact of the funding and to review overall data for Years 5 and 6.

Proposal

3. It is proposed that the approach described above for Year 6 pupils is extended to Year 5 pupils to give schools sufficient time to implement targeted programmes to improve the progress of identified pupils.
4. With some maintained schools currently seeking academy status it is expected that 15 schools would be eligible for funding. Assuming similar percentages of pupils requiring additional support in Year 5, this would generate an estimated overall cost of **£90,000**.
5. A report would be provided to the School's Forum on the use and impact of this funding.

Appendices:

None

Meeting: Schools Forum
Date: 5 March 2012
Subject: Use of centrally retained Dedicated Schools Grant (DSG) to support Special Educational Needs (SEN) and school support
Report of: Edwina Grant, Deputy Chief Executive and Director of Children's Services
Summary: The report outlines how the centrally retained DSG is used to support SEN functions, and sets out future direction of travel.

Advising Officer: Edwina Grant, Deputy Chief Executive and Director of Children's Services
Contact Officer: Helen Redding, Head of School Support
Public/Exempt: Public
Wards Affected: All
Function of: Council

RECOMMENDATION(S):

The Schools Forum is asked to:

- 1. note how the centrally retained DSG is used to support provision for vulnerable pupils**
- 2. agree to unspent DSG in 2011/12 being distributed to maintained schools as a one off payment based on degree of incidence of low level needs.**

Services funded by DSG

Early Years Children With Disabilities Team (£228,394).

1. The team consists of 2 teachers and 4 support staff (3 of whom are Nursery Nurses). The team are currently supporting 121 children and work as 2 teams, one based in Biggleswade and 1 in Dunstable. Numbers can change frequently as children come onto caseload or have their support increased or decreased or come off caseload. The majority of support takes place in the child's home or in their Early Years setting.
2. Of those receiving support 21 have a statement of SEN, 76 have a higher level need (i.e. are highly likely to require statutory assessment before their 5th birthday) and 24 are at Early Years Action+ of the SEN Code of Practice (and may go on to require statutory assessment before their 5th birthday).

3. The team work within the framework of Early Support. As such initial assessments of all new referrals are completed within 8 weeks of being allocated. This is monitored via the Early Years Allocation Meeting which meets fortnightly. In addition, the team are required to complete Educational Advice within a 6 week timeframe as part of the statutory assessment process.
4. It is intended to commission this service in the future, at which point the DSG required to run this service will be transferred to the successful tender.

Advisory Support Teachers retained within the Psychology and Advisory Support Team (146,772)

5. This supports 2 Area Special Educational Needs Coordinators who support Early Years settings in meeting the needs of children with SEN and Disabilities, and an Advisory Teacher for pupils with Autistic Spectrum Disorders (ASD). Until June 2011 when the post was made redundant as part of the staffing restructures it also supported the Advisory Teacher for Speech and Language Needs (SALN). As the postholder of the Advisory teacher ASD has been on maternity leave, this work has been commissioned from Glenwood and Ivel Valley Special Schools during much of 2011/12.
6. It is intended to commission the Advisory Teacher role for ASD during 2012/13, at which point the DSG will be transferred with the successful contract.

Sensory Impairment Teams (£482,736)

7. This budget supports the peripatetic and management function of the hearing impaired and visually impaired services and the delivery of Music Therapy.
8. The hearing impaired service has been subject to a commissioning process and the contract has been awarded to the Harlington Area School Trust (HAST) with effect from 1 April 2012. £124,539 of the DSG will be allocated from 1 April 2012 via the Individual Schools Budget (ISB) to the schools within HAST along with the budget they are already allocated through the ISB for hosting the hearing impaired provisions.
9. The visual impairment team consists of 2 teachers, 2 specialist support staff and a specialist resource Technician. They work with pre school and school age children within their local context, advising families, schools and settings, and providing direct support to blind and severely visually impaired children and young people. It is intended to commission the service for visually impaired during 2012/13, at which point the DSG that supports this service will be transferred with the successful contract.
10. Since February 2012 Music Therapy has been commissioned against assessed need where appropriate. This budget has supported the salary costs of therapists until this date. A proportion of this budget has been moved for 2012/13 to support the costs of the most complex pupils in Out of Authority placements.

Other SEN Functions supported by DSG

11. *Therapies*: £100,000 is used to support therapies such as Speech and Language Therapy and Occupational Therapy where it has been specified as an assessed need on a Statement of SEN that therapy is required on a more regular basis than can be accessed through Health Services. This is a needs led budget.
12. *Statements*: DSG is used to fund new statements in all schools across the year.
13. *High Cost pupils*: £451,325 supports the additional needs of the most complex pupils in our special schools who have evidenced assessed needs that requires additional support to maintain them in our local special school provision (for example additional TA support for our most challenging pupils). It also supports a Therapeutic Intervention project at Oak Bank School that enables staff to work with families and provide counselling and other support for the most challenging young people. This is supporting pupils to remain accessing education locally. The outcomes of this are monitored on a termly basis. This is a needs led budget.
14. *Recoupment*: £316,891 has been used to fund the gap between income received for pupils from other Authorities in our schools, and expenditure related to the cost of our pupils in other Authorities' schools. At the time of the disaggregation from Bedford Borough, Central Bedfordshire had a large number of pupils in Bedford special schools. These numbers have been reducing year on year, which is closing the gap between income and expenditure.
15. *Hospital Recoupment*: £91,375 is allocated to pay invoices from other Authorities that provide education through their hospitals when our pupils are in hospital (including our Looked After Children living in other Authorities). Some of these are short stay, but some pupils are in hospitals such as Addenbrooks and Great Ormond Street for long periods. This is invoiced retrospectively and is needs led, but we are not always alerted by schools to a pupil being in hospital. We are reviewing our processes for gathering this information in advance. This is a needs led budget.
16. *Out of County Placements*: £1,795,466 is allocated to fund Out of Authority Specialist Placements. Some of these pupils have been placed as we have been unable to meet needs locally, and some are at the direction of the SEN and Disability Tribunal (SENDIST). Numbers of pupils placed out of Authority have reduced in the last three years.
17. *Additional Pupil Support*: £219,050 is allocated to support pupils with additional needs for fixed periods of time. Many of these pupils are undergoing statutory assessment and this budget supports schools in supporting these pupils needs until the end of this process. A significant number of pupils who require this support are at risk of exclusion. These pupils will always have involvement from other agencies. This is a needs led budget

18. *Access and Inclusion*: £222,066 supported the costs of a number of staff prior to staffing reductions during the summer term. This included the Behaviour Support Team, the remainder of whom transferred to the Jigsaw Centre in September 2011. The DSG for this team now supports the budget for the Jigsaw Centre, and the full year costs of £414,645 will be allocated through the ISB for Hawthorn Park Lower School from April 2012. The remainder currently supports the managing exclusions function of the Council.
19. *School Admission*: £261,278 is allocated to support the School Admissions Service, which is currently a shared service with Bedford Borough, but will be delivered by Central Bedfordshire from April 2012.

Conclusion and Next Steps

20. All spending using DSG is carefully monitored to ensure it is spent appropriately and in line with the requirements that are set out in The Schools Finance Regulations, 2012.
21. Services funded by DSG are increasingly being commissioned to be run through schools. This will continue to be the Council's approach in the coming year.
22. In the past unspent DSG from these areas have been redistributed to schools on the basis of incidence of low level need. This is how the Council intends to distribute unallocated funds in 2011-12.

Meeting: Schools Forum
Date: 5 March 2012
Subject: Use of Dedicated Schools Grant (DSG) to support activities aimed at closing the gap for Ethnic Minority (EM) and English as an Additional Language (EAL) pupils
Report of: Edwina Grant, Deputy Chief Executive and Director of Children's Services
Summary: The report proposes to Schools Forum that funding previously allocated to schools through the now discontinued Ethnic Minorities Achievement Grant (EMAG) be allocated to schools for the financial year 2012-13 through a top-slice of the Dedicated Schools Grant (DSG), in the same way as it was allocated in 2011/12.

Advising Officer: Edwina Grant, Deputy Chief Executive and Director of Children's Services
Contact Officer: Helen Redding, Head of School Support
Public/Exempt: Public
Wards Affected: All
Function of: Council

RECOMMENDATION(S):

that the Schools Forum agree to a £118,104 top-slice of DSG for the continuation of the funding to replace the discontinued EMAG grant

Background

11. The EMAG grant was part of the Standards Fund until 2010/11. Standards Funding has now been discontinued and been subsumed within the Dedicated Schools Grant (DSG).
12. The purpose of the EMAG grant was to support schools to narrow achievement gaps for EM (ethnic minority) and EAL (English as an additional language) pupils.
13. In 2011 -12 the total top-sliced DSG of £118,104.00 was distributed to maintained schools on the basis of the number of EM (ethnic minority) units at a school (as identified through the School Census Feb 2011 data).

14. Allocations for each Unit have been:
 - (a) £30 per lower school unit;
 - (b) £21 per middle school unit;
 - (c) £28 per upper school unit.
15. The rationale for this was to focus on early years and the need to improve KS4 results. Results indicate that gaps narrowed to some extent in the EYFS and at GCSE but widened at KS2. It would therefore be sensible to widen the frame to include a KS2 focus in 2012-13.
16. All schools, including special schools, were allocated a minimum of £200. Schools with less than 8 EM units were allocated the basic £200.
17. The remaining surplus was used in 2011/12 to support a small Travellers' project at Stanbridge Lower School.
18. Schools are expected to use the grant in the following ways to secure enhanced levels of achievement for targeted pupil groups and greater educational and social inclusion.
 - (a) fund specialist teaching and non-teaching posts;
 - (b) provide supply cover costs to release staff for relevant training;
 - (c) fund training courses;
 - (d) purchase suitable teaching resources and materials;
 - (e) fund the provision of translators.
19. The Council no longer has an Ethnic Minority and Traveller Achievement Service so there is now a greater emphasis on schools supporting EM/EAL pupils through their own resources.

Conclusion/next steps

20. Should the Schools Forum agree to the recommendation to continue to top slice DSG as previously, it may wish to comment on the manner in which it has been allocated in the past and to make recommendations as to how it would wish to see funding allocated in the future.
21. Schools Forum may wish to agree a mechanism/timescale for the allocation/distribution of this funding.

Meeting: Schools Forum
Date: 5 March 2012
Subject: Trade Union and Professional Associations
Report of: Deputy Chief Executive and Director of Children's Services
Summary: To seek approval for the continuation of DSG funding for facilities release time for trade unions and professional associations.

Contact Officer: Vikki Oakes, Head of HRBP's and Programmes / Catherine Jones, Head of HR Policy and Development, Technology House, Bedford
Public/Exempt: Public
Wards Affected: All
Function of: Council
Reason for urgency (if appropriate)

RECOMMENDATIONS:

To approve the continued funding for facilities release time for Trade Unions and Professional Association for 2012/13

Background

1. Trade union representation is required by law and there is a need for schools to consult with the trade unions in accordance with School Teachers Pay and Conditions. Union representatives also have a statutory right to reasonable paid time off from employment to carry out trade union duties and to undertake trade union training. (Trade Union and Labour Relations (Consolidation) Act 1992)
2. It is recognised that trade unions and professional associations make a significant contribution to the smooth running of schools, both locally and nationally. The funding system for schools should include full recognition of school workforce trade unions and should enable the effective engagement of school workforce trade unions in local consultation and collective bargaining.

3. The School Finance Regulations Schedule 2 allows an amount of funds to be retained centrally to fund expenditure in making payments to, or in providing temporary replacement for, persons:
 - § carrying out trade union duties or undergoing training under section 168 and 168A of the Trade Union and Labour Relations Act 1992
 - § taking part in trade union activities
 - § performing public duties under Section 50 of the Employment Rights Act 1996
 - § jury service
4. The Facilities Agreement details the volumes and eligibility of Trade Unions and Professional Associations to claim payment in order that Schools be able to adequately cover staff time lost. Seven Trade Unions and Professional Associations are formally recognised as part of this agreement. Associated costs for 2012/13 are set at £97k per annum (see spreadsheet attached at Appendix B). Recovery of up to 0.25fte (£8532) costs associated with UNISON facilities time will be made from unallocated funding. The balance will be returned to the DSG.
5. £80,234 of the £97k funding for the financial year 2011/12 has been allocated, there is unallocated funding of £16,766.

It should be noted that the NUT had no representative(s) for the period 1st April to 31st August 2011 and only one during September 2011.

The ACSL is only likely to make limited claims during the 2011/12 financial year

6. At present, Union and Association representatives submit claims to confirm their time spent on facilities and seeking reimbursement to relevant schools budgets. This is facilitated through HR.
7. Not all representatives claim monthly or at regular intervals and therefore spend against budget is sporadic.
8. It is requested that the Schools Forum continue to agree to support the work with Trade Unions and Professional Associations by continuing the allocation of DSG funds for 2012/13.
9. The Facilities for Representatives of Recognised Unions and Professional Associations (Teacher and School based Staff) is due for review in 2013. It is proposed that a review take place before this time with a view to establishing the future requirements for DSG funding in light of the changing environment in Central Bedfordshire Council.

Appendices

- A** Facilities for Representatives of Recognised Unions and Professional Associations (Teachers & School Based Staff).
- B** Volumes and Eligibility of Trade Unions and Professional Associations

Appendix A

Central Bedfordshire – Facilities for Representatives of Recognised Unions and Professional Associations (Teachers & Schools Based Staff)

1. Introduction

It is recognised that trade unions and professional associations, governing bodies and the Council have joint responsibility for ensuring a well-ordered system of trade union organisation and employee relations.

The unions and professional associations make a significant contribution to the smooth running of schools, both locally and nationally.

2. Practicalities

Central Bedfordshire Council has, therefore, agreed the following with the teacher's professional associations and would expect Governing bodies, where it is within their power, to adhere to these agreements. Those areas of responsibility of the Council and those with the responsibility of the governing body have been clearly marked.

The professional associations are to be provided each September with a list of newly appointed teachers in the preceding 12 months in order to facilitate direct communication between teacher's associations and new teachers.	Council
They are to have reasonable use of accommodation for organisation meetings both locally and at Council level. The Council would be prepared to bear responsibility for area and county wide meetings and governing bodies would be responsible for local meetings. The use of such accommodation shall be regarded as a concessionary (free) letting.	Council/Governing Bodies
Head teachers are to be notified of the names of accredited representatives in their schools.	Unions
Notice boards are to be provided for professional associations.	Governing Bodies
Representatives are to be given for use of a telephone with reasonable privacy (if available); outgoing calls being paid for by the organisation concerned.	Governing Bodies

<p>Representatives are to be given use of appropriate IT and copying equipment (where available) materials being paid for by the organisation concerned at the internal school rate.</p>	<p>Governing Bodies</p>
<p>Local officers of the associations are to be provided with documents setting out pay, conditions of service and terms of employment.</p>	<p>Council</p>
<p>Accredited representatives are to be allowed time to carry out their duties. The figures set out below represent the maximum time allocated to the teacher representatives (not being paid officials) of recognised professional associations, to be used as days of paid leave of absence and distributed at the discretion of each organisation for carrying out their duties as Council Officers of these organisations.</p> <p>These figures are based on the formula of 2 days per month for meetings plus 1 day per month for every 100 members and are reviewed every four years and will be next due for review in 2013.</p> <p>NUT – 11 days per month</p> <p>NASUWT – 9 days per month</p> <p>ATL – 8 days per month</p> <p>NAHT – 4.5 days per month</p> <p>VOICE – 3 days per month</p> <p>ACSL – 2.5 days per month</p>	

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Meeting: Schools Forum
Date: 5 March 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 arrangements and make recommendations for the 2012/13 distribution.

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 deployment of the 2011/12 DSG**
- 2. To propose the 2011/12 unspent DSG for the Private, Voluntary and Independent (PVIs) providers is Earmarked and carried forward to 2012/13**
- 3. To note the allocation of Central Expenditure (CE) for 2012/13**
- 4. To propose £550K DSG is set aside for the Local Authority Central Spend Equivalent Grant (LACSEG) in 2012/13**
- 5. To propose an additional £167,698 is added to the Condition Survey factor.**
- 6. To propose any shortfall in funding for sixth form SEN to be funded from unallocated DSG**
- 7. To propose any residual DSG arising from the calculation of the Schools Individual Schools Budgets for 2012/13 is deployed through the Age Weighted Pupil Unit.**

Background

1. Since the beginning of the financial year 2006/07 local authorities (LA) 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. After taking advice from the Director of Children's Services, 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.
5. 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.
6. The DfE will continue with the current funding system for schools for 2012/13. 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.

Deployment of DSG 2011/12

7. 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 in 2008 to 2012 as at January 2012, revising the allocation to £145,744M. 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 January 2012. (Please see recommendation 1)

DSG	Academies ISB 2008/12	Revised DSG	Individual Schools Budgets	Central Spend	Headroom
£'000	£'000	£'000	£'000	£'000	£'000
172,555	26,811	145,744	134,634	11,018	91

8. 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 at the School Forum meeting on the 7th 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 for a decision on allocation.
9. The LACSEG deductions attributable to 19 converted schools as at January 2012 is £467K. It is anticipated that a further 6 schools will convert by the end of this financial year, requiring the approximate balance remaining in Headroom. Should a balance remain it will be added to the School Contingency and carried forward into 2012/13.

Private Voluntary and Independent (PVI) Sector

10. The allocation of DSG set aside for the PVI sector for 2011/12 is £5.261M. This was based on modelling the requirements of the new Early Years Single Funding Formula implemented for the first time in April 2011. The budget assumed estimated hours based on funded hours as at January 2011, adjusted for each termly headcount. As at January 2012, £4.083M had been spent with a further £798K estimated for the remainder of the year, leaving a balance of £380K. It is proposed that the balance is carried forward to 2012/13. (Please see recommendation 2)

Central Services funded by retained DSG for 2012/13

11. The table below shows the Initial allocation for 2011/12, revisions during the year and the proposed centrally retained DSG for 2012/13 (assuming individual proposals are agreed*). (Please refer to recommendation 3)

Area		Initial Allocation 2011/12	Revised Allocation as at January 2012	Proposed Allocation 2012/13
Director of Children Services	Director of Children's Service	126	0	0
AD Learning & Strategic Commission	Learning & Strategic Commission	145	0	0
AD Children's Services Operation	AD Children's Services Operations	134	0	0
Quality Assurance CRS Service	Q A - Conference & Reviewing	5	5	5

Youth Service	Early Years - Child Information	70	43	70
School Support Services	Hearing Impaired	0	125	0
	Music Therapy	746	169	0
	Visual Impairment	0	189	188
	SEN Transport	0	400	0
	Health & Education Partnership	65	0	0
	EMTAS	156	0	0
	Behaviour Support Team	308	0	0
	Learning Support and Teachers	149	0	0
	Academy Statementing	371	401	0
	Academy Early Years	63	63	0
	Early Years	0	228	225
	Psychology - Teacher Advisory	225	147	156
	Early Years SEN Funding	112	165	150
	Administration	53	52	24
	Therapies	100	100	105
	Statementing	450	94	450
	Therapy & High Cost Pupils	451	451	451
	Special Recoupment	110	317	317
	Hospital Recoupment	92	92	92
	Out of County Provision	1,100	1,795	1,737
	SENAdd Pupil Support	219	219	219
	Access and Inclusion	47	222	96
	PRU	1,757	1,729	1,336
	School Support Commissioning	0	0	400
School Admissions	262	261	260	
Ethnic Minority	118	118	118	
		6,952	7,339	6,324
Other School Budgets	Schools Specific Contingency	1,500	193	500
	SEN Contingency	276	76	276
	Schools Forum	3	3	3
	Lunch Grant	218	183	0
	Audit	38	38	0
	Headroom	1,091	91	0
	Advanced Skills Teachers	256	256	40
	Official Duties	97	97	97
		3,479	937	916
School Improvement	Virtual School	233	328	328
	14-19 Practical Learning	716	581	168
	Yr5 Strand	0	0	90
		950	909	587
School Organisation & Capital	Management Support	60	60	30
Central Overheads	DSG contribution to Central Support	1,817	1,817	1,817
Total Children's Services		13,740	11,110	9,748

12. The Schools Finance Regulation 2012 governs the operation of the Central Expenditure Limit and ensures central expenditure does not increase as a proportion of the overall Schools Budget. The CEL can only be breached in exceptional circumstances and with the specific approval of the Schools Forum.

13. The proposed allocation of DSG for Central services has reduced from 2011/12 reflecting services increasingly being commissioned to be run through schools. The reduction and 'flat cash' settlement means the CEL has not been breached.

LACSEG for 2012/13

14. It was agreed by School Forum in March 2011 that the DSG 2011/12 LACSEG deduction would be funded from unallocated DSG (Headroom), up to £1M with any amount over being brought back to School Forum for approval. (Please refer to recommendation 4)
15. The LA recognises the increased pressure on Schools budgets with a flat cash settlement, the increased number of Academy schools and the need for DSG to be delegated to schools. The 2012/13 Local Authority budget proposes a contribution of £550K to the Schools Block (Section 1 of the statutory Section 251 Statement) for the pressure arising from the deduction to DSG for LACSEG.
16. The estimated DSG LACSEG deduction for Academies for 2012/13 is approximately £1.1m.

School Budgets 2012/13

17. School Budgets will be distributed during week commencing 19th March 2012 with guidance notes posted on the Schools portal. Details of Schools 'Ever6' which represents pupils on the January 2012 School Census known to have been eligible for Free School Meals (FSM) in any of the previous six years will be used for the calculation of the Pupil Premium. Details are available from the DfE's 'Key to Success' website which can also be accessed from a link on the Schools portal.
18. It should be noted that the FSM factor in the Individual Schools Budget will be calculated in the same way as in 2011/12 using the FSM pupil numbers as January 2012 and not 'Ever 6' FSM.
19. The Condition Survey factor in the formula is a fixed figure for each phase and does not increase based on the condition of the buildings. Data is provided by the Asset Management team and the 'fixed amount' redistributed according to the school ranking of condition. In 2012/13 the ranking has changed significantly. To ensure that schools receive a minimum amount as per the 2011/12 allocation the allocations for each phase will need to be increased as follows:

	£
Lower	144,656
Middle	14,628
Upper	4,686
Special	889
Nursery	2,839
	167,698

(Please refer to recommendation 5)

20. Pupils in mainstream schools with a designated 'Statement of Special Educational Needs' has increased in 2012/13 by £126K. This will be funded by previously held DSG set aside for School Support Services. Any residual will be funded from DSG.
21. Funds received from the Young People Learning Agency (YPLA) specifically for sixth form students SEN for 2011/12 amounted to £1.150M. £720K contributed to the Special Schools ISB and £430K is held centrally in support of SEN. The allocation for 2012/13 is not yet known. (Please refer to recommendation 6)
22. It is anticipated that due to the considerable reduction in DSG held for Central Services (paragraph 11) and increase in pupil numbers that after all factors have been considered, there will be a residual amount of DSG to be distributed which will be of considerable support to schools. (Please refer to recommendation 7)

Recommendation

1. **To note the deployment of the 2011/12 DSG.**
2. **To propose unspent DSG for 2011/12 arising from the PVI sector be Earmarked and carried forward for that purpose in 2012/13.**
3. **To note the 2012/13 allocation of DSG to Central Services, which reflects a £4M shift from LA to School budgets. There is no breach of the Central Expenditure limit.**
4. **To propose £550K DSG is set aside for the LACSEG deduction to DSG for 2012/13, with any amount over being brought back to School Forum with further proposals.**
5. **To propose an additional £167,698 is added to the Condition Survey Factor.**
6. **To propose any shortfall in funding for sixth form SEN to be funded from unallocated DSG.**
7. **To propose any residual DSG arising from the calculation of the Schools Individual Schools Budgets for 2012/13 is deployed through the Age Weighted Pupil Unit.**

Meeting: Schools Forum
Date: 5 March 2012
Subject: Schools Specific Contingency Budget
Report of: Deputy Chief Executive and Director of Children's Services
Summary: To update the Schools Forum on the use of the Schools Contingency Budget for 2011/12 and recommend the Budget for 2012/13.

Contact Officer: Dawn Hill, Technology House, Bedford

Public/Exempt: Public

Wards Affected: All

Function of: Council

Reason for urgency
(if appropriate)

RECOMMENDATIONS:

- 1. To note the School Specific Contingency position statement as at January 2012.**
- 2. To propose the General Contingency Budget to be set at £500,000 and the SEN Contingency £275,670 for 2012/13.**

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 (ISB)' (top slice Direct Schools Grant – DSG).
2. At the Central Bedfordshire School Forum on 7th 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 School Contingency Budget agreed for 2011/12 is £1,775,670.

3. The School Contingency carry forward from 2010/11, as at 31st 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 19th September 2011 and 28th 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.

	BUDGET £	SPEND £	BALANCE £
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		20,714	
Lump Sum		(7,915)	
ISB Adjustments		(1,190,971)	
Legal Fees		(753)	
EYSFF		(196,913)	
Admissions		(665)	
Early Years Extended Offer		373,607	
Redundancy		(504,540)	
Unspent DSG supporting Central Services		455,200	
4% Threshold Pupil Numbers		(323,363)	
Misc		(30,322)	
Total General Contingency	2,345,708	(1,426,425)	919,283

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 October 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
 - Increase in Pupils numbers above the 4% threshold
 - Miscellaneous credits bank interest, accruals, closed cost centres
7. Expected commitments to end of financial year; redundancies approx £500K, EYSFF (Schools and PVI) and Rent and Rates equalisation at year end. Any unspent DSG will be Earmarked and carried forward to 2012/13.

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 19th 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.

	BUDGET £	SPEND £	BALANCE £
Carry Forward from 2010/11	215,839		
Budget Allocation 2011/12	275,670		
Out of County Placements		(200,000)	
Outreach		(137,594)	
Closing School		(£8,663)	
Total SEN Contingency	491,509	(346,257)	145,252

11. Expected commitments to the end of financial year include Outreach schools £62K, Language Provision £20K, Down's syndrome £7K, any balance being carried forward to 2012/13.

2012/13 Budget Proposal

12. An additional £1M budget provision was set aside for 2011/12 in anticipation of an increase in redundancy payments. This is not expected to continue into 2012/13 and therefore the budget requirement can revert to that set in 2010/11, increasing the amount delegated to schools through the ISB for 2012/13.

Appendices:

None

Meeting: Schools Forum

Date: 5 March 2012

Subject: School Forum Budget

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

Summary: To update the Schools Forum on the use of the School Forum Budget for 2011/12 and recommend the Budget for 2012/13.

Contact Officer: Dawn Hill, Technology House, Bedford

Public/Exempt: Public

Wards Affected: All

Function of: Council

Reason for urgency
(if appropriate)

RECOMMENDATIONS:

1. To note the School Forum position statement as at January 2012.
2. To propose the School Forum Budget be set at £3,000 for 2012/13, with the continued membership of the F40 group and £2,000 delegated to the Chair of the School Forum.

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 7th 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 31st 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 7th 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 on and feedback to the National School Funding Consultation.
5. The following table sets out the expenditure to date against the School Forum Budget.

	BUDGET £	SPEND £	BALANCE £
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)	
Total	6,650	(6,039)	611

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

2012/13 Budget Proposal

7. The carry forward from 2011/12 is considerably less than that in 2010/11 however it is not anticipated that spend on professional consultancy will be required in 2012/13. The work in relation to the DfE response to the National Consultation and issuing of a 'shadow settlement' for 2012/13 will be carried out by LA Officers. It is also anticipated that the F40 subscription will remain at £1,000 for 2012/13.

Appendices:

None

Meeting: Schools Forum
Date: 5 March 2012
Subject: Central Bedfordshire Pupil Referral Unit (PRU)
Report of: Deputy Chief Executive and Director of Children's Services
Summary: The report outlines the arrangements for the use of Central Bedfordshire's Pupil Referral Unit in the Academic Year 2011/2012, and proposals for the future.

Advising Officer: Edwina Grant, Deputy Chief Executive and Director of Children's Services
Contact Officer: Helen Redding, Head of School Support
Public/Exempt: Public
Wards Affected: All
Function of: Council

RECOMMENDATION(S):

To take note of the current position of the PRU and support proposals for the future (as is required for provision that is funded through DSG).

Background

1. At its meeting on 15 February 2011, the Executive agreed that the Deputy Chief Executive/Director of Children's Services, in consultation with the Portfolio Holder for Children's Services (now Executive Member Children's Services) takes forward detailed work on the future delivery of PRU provision in Central Bedfordshire from 2012 onwards to take account of the commissioning strategy, any new and relevant legislation and any changes to school funding arrangements.
2. On 31 March 2011, the Service Level Agreement with Bedford Borough Council regarding the operation of the Pupil Referral Unit as a shared service ended. On 1 April 2011 60% of the staff transferred to Central Bedfordshire. Transition arrangements were put in place for the Summer term and Central Bedfordshire PRU was formally registered with the DfE on 1 September 2011.
3. Provision for primary age pupils was successfully commissioned to a partnership of 3 Lower Schools in Dunstable and Houghton Regis from 1 September 2011. The secondary age aspect was retained by Central Bedfordshire while detailed work was carried out to plan future delivery of the provision.

National changes since February 2011

4. The regulatory landscape has changed since February 2011.
5. A PRU was initially required to have a delegated budget in 2012/13, but this has now been deferred until 2013/14, pending the outcome of the consultation on School Funding Reform which was completed in October 2011. The outcome of this national consultation is not yet known.
6. Section 3 of the Children, Schools and Families Act 2010 extended the duty in the Education Act 1996 to provide a full time education for all children who, for reasons related to illness, exclusion or otherwise, would not receive suitable education unless arrangements were made for them. At the time of the 2010 Schools White Paper 'The Importance of Teaching' the provisions in section 3 had not been commenced. The Department for Education (DfE) made a Commencement Order which brought this duty into force from 1 September 2011.
7. Emergent guidance from the DfE suggests that increasingly, schools should be collectively responsible for providing for the needs of excluded pupils and the future financial framework is expected to support this aim.

Summary of work carried out to date, and use of the Dedicated Schools Grant

8. The budget for the PRU in 2011/12 was £1,757,334 to reflect the cost of the service in its disaggregated form, and in 2012/13 is £1,335,552
9. A consultation on a new staffing structure to meet Central Bedfordshire's needs was initiated and concluded in the Summer Term, and was fully implemented on 1 January 2012. Some staff opted to take early redundancy.
10. The cost of the disaggregated staff in April 2011 was £1,678,252 per annum.
11. The cost of the current staffing structure is £1,021,242 per annum. It consists of:
 - (a) Medical Needs Team: 1 Coordinator Medical Needs Provision, 6 teaching staff (one covering the Primary age range), and 1 administrator. Supply teachers are utilised when numbers of pupils requiring teaching are higher.
 - (b) Excluded Pupils: 1 Teacher in Charge, 1 Deputy Teacher in Charge, 1 Coordinator Behaviour, Attendance and Reintegration, 6 teachers (including Maths English and Science), 6 Specialist TAs and 1 administrator. 1 teacher and 1 IT Technician left at Christmas and are being replaced with 2 additional TAs.
12. Some alternative curriculum provision, the Exams Officer function and IT support are bought in from the colleges and other providers.
13. A Management Committee has been set up and operates according to national regulations and is meeting regularly to oversee the governance of the PRU. It has representatives from all phases of schools.

14. Staff have been provided with high quality training on managing behaviour, and pupils are now set clear expectations regarding their behaviour.
15. The learning environment has been improved, and there is a detailed plan of further improvements.
16. As of February 2012, there are 40 excluded pupils on roll, 28 of whom have been excluded since September. 31 pupils are in Key Stage 4, and 9 in Key Stage 3 (6 of whom are Year 9). 11 pupils have a second permanent exclusion.
17. Since September 4 pupils have been reintegrated into schools, and 5 more are in the process of being reintegrated.
18. As of February 2012 the Medical needs team are teaching 45 pupils.

Future Plans

19. The Upper Schools, working as a Consortium, came forward in June 2011 expressing a desire to take responsibility for provision for pupils through a bid for a Free School Alternative Provision. They have also shared their vision and proposals with middle school colleagues to gain their view and input, and there is now a Middle School Representative on the Steering Group. Since then representative headteachers, alongside the headteacher of Oak Bank special school, the Teacher in Charge of the PRU and a Children's Services representative have been exploring national examples of good practice in order to inform future proposals. The bid is due to be submitted by 24 February 2012.
20. An alternative model of delivery through a commission is being developed alongside the schools bid as an alternative model, should this bid not be successful.

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Meeting: Schools Forum
Date: 5 March 2012
Subject: Capital allocations 2012/13
Report of: Deputy Chief Executive and Director of Children's Services
Summary: To advise the Forum of the total Department for Education capital allocations to schools and the Council for 2012/13 and to invite the Forum to comment on the proposed use of the Council level allocations

Contact Officer: Rob Parsons

Public/Exempt: Public

Wards Affected: All

Function of: Council

Reason for urgency
(if appropriate)

RECOMMENDATIONS:

The Forum is invited to :

- (i) note the overall Department for Education allocations for 2012/13 and to comment on the proposed use of the Council's allocations.**
- (ii) confirm that in future the minutes of the Schools Asset Management Sub-Group be referred to the Forum for information and comment.**

Background

1. On 13 December 2011, the Department for Education set out its capital allocations to schools and Local Authorities for the next financial year 2012/13. This is another 1 year allocation pending further consideration of the recommendations of the James Review which may then influence future allocations from 2013/14 onwards. Neither do the allocations include the additional £600m for Basic Need allocated to the Department in the autumn statement.
2. For Central Bedfordshire, the allocations amounted to a total of £10,677,624. A breakdown of the allocations including schools DFC is set out at **Appendix A**.
3. Of note is that this is a significant reduction on the 2011/12 allocation which stood at £17,934,872. However, the reduction in grant funding to the Council is a reflection of two significant changes to the DfE methodology for determining allocations.

4. In terms of the grant allocation for Strategic Capital Maintenance, this reflects a total reduction of 45% but has been adjusted for 2012/13 to reflect the anticipated numbers of pupils within the area who will, as at April 2012 be expected to be accommodated in Academies. The grant funding therefore relates only to LA maintained schools. Academies will have access to separate centrally held funding through the YPLA/EFA.
5. For 2012/13, based upon the highest priority maintenance needs of schools from previous and updated condition surveys, a draft Strategic Maintenance programme has been drawn up set against the category D1, D2, C1 and C2 works which can be afforded within the available £3,454,789 grant allocation with a focus on the external fabric of the buildings and on heating systems i.e. the need to keep the property watertight and warm. The latest draft 2012/13 programme is attached at **Appendix B** although this will still be subject to further accuracy checks prior to final commitment.
6. As a consequence of major changes in the DfE methodology for calculating Basic Need, this funding to meet the growth in pupil numbers across all schools has reduced by approximately 40%. We have raised concerns with DfE officials over this to understand how the 2012/13 figure has been calculated and are awaiting a full response. Clearly, and assuming this reduced level continues over the rest of the MTFP period, this will have a significant financial impact on the Council's obligation to meet the need for places in the future. A separate "school places" report has recently been presented to the Council's Children's Services Overview and Scrutiny Committee and will be considered at the Council's Executive meeting on 27 March 2012 which sets out the anticipated capital requirements over the next 5 years to meet the need for places.
7. However, the DfE have also retained a total of £44m nationally for Basic Need funding for additional places for 16-19 year olds in schools, Academies and sixth form colleges in areas which are subject to demographic growth. This funding will also support the provision of new places for students with learning difficulties and disabilities in mainstream settings, including colleges. More details on the conditions surrounding bids for this additional funding are being sought and we will work with Post 16 providers where applicable to seek extra capital to support this particular need.
8. As in 2011/12, there is the continuation of the shift away from support to individual schools to Authority level allocations resulting in a similar level of schools DFC in 2012/13 as in 2011/12. As with the Strategic Maintenance funding, this is for LA maintained schools only and Academies will receive their funding direct from the EFA.
9. Finally, there is a separate allocation of capital funding for the VA sector through the Locally Controlled VA programme (LCVAP) with a grant allocation of £665,480 (£739,442 at 100% levels). This represents a 10% reduction from 2011/12 which may represent the number of pupils in "modernised" schools, a factor which was not considered in the 2011/12 allocations. At a recent meeting with the respective Dioceses, the LCVAP for 2012/13 was provisionally agreed and this is attached at **Appendix C**.

DfE/Other Consultations which may have capital implications

10. During 2011/12, there have been two major DfE consultation exercises which could have implications for the delivery and future use of capital allocations and projects. The mechanism used to formulate a response on behalf of the council to the consultations has been through referral and discussion with the Schools Asset Management sub-group which consists of a cross section of school Governors, Headteachers and Business Managers from CBCs Upper, Middle and lower schools and specialist CBC Officers.
11. In autumn 2012, a response was forwarded to the DfE with regard to the formal consultation on proposals in connection with the James review. More recently there has been consideration of the DfE consultation on proposals to make significant amendments the School Premises Regulations and associated guidance and Building Bulletins.
12. Over the coming months, the sub group will also be asked to consider issues arising from and the potential implications of the expected DECC consultation on Carbon Reduction Commitments and proposed penalties. This will link with the role of the sub-group in terms of its overseeing and monitoring the implementation of the schools carbon reduction action plan.
13. Given its key role in supporting and developing policy for the schools estate, the Forum is asked to consider whether it would wish in future to receive copies of the minutes of the Sub-group for its information and comment.

Recommendations

The Forum is invited to:

- (i) note the overall Department for education allocations for 2012/13 and to comment on the proposed use of the Local Authority allocations.
- (iii) confirm that in future the minutes of the Schools Asset Management Sub- Group be referred to the Forum for information and comment.

Appendices:

Appendix A – Schools Capital Allocations

Appendix B – Draft 2012/13 school Strategic Maintenance Programme

Appendix C – Draft LCVAP 2012/13

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Appendix A

Schools Capital Allocations 2012/13

Central Bedfordshire: 823

	2012/13 Capital Grant (£)
Devolved Formula capital	
LA Maintained (Community, Foundation, Voluntary Controlled)	614,781
Voluntary Aided schools	124,426
Total DFC	<u>739,207</u>
LA Level Allocations	
LA Maintained Strategic Maintenance	3,454,789
VA Capital Maintenance	665,480
Basic Need	5,818,149
Total LA level allocations	<u>9,938,418</u>
Total Capital (DFC and LA Level)	<u>10,677,625</u>

DFC calculations: These remain at 2011/12 levels, i.e.

Lump sum/school - £4,000 + £11.25/pupil (primary), £16.88/pupil (secondary),
£33.75/pupil (special/PRU)

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Central Bedfordshire

Appendix C

LCVAP Commitment 2012/13

DfE Ref	School	Project	LCVAP Commitment 2012/13
		St Mary's Lower School, Caddis Fire Alarm	769.00
		St Vincents Lower School (RC) Boiler	2,007.11
		St Vincents Lower School (RC) Staff Room	2,364.46

2011/12 Programme Commitments

		St Mary's Lower School, Caddis Fire Alarm	769.00
		St Vincents Lower School (RC) Boiler	2,007.11
		St Vincents Lower School (RC) Staff Room	2,364.46

2012/13 Programme New Starts

		All Saints Lower School, Clifton Fire Alarm	9,000.00
		Ashton Middle School (CofE) Classroom Refurbishments Phase 3	140,000.00
		Holywell Middle School (CofE) Classroom Refurbishment	20,000.00
		John Donne Lower School (CofE) Condition Works - Heating, Fire Alarms	90,000.00
		Manshead Upper School (CofE) Boiler	40,000.00
		Manshead Upper School (CofE) Building Block Refurbishment	148,191.73
		Meppershall Lower School (CofE) Phase II Boiler/Pipework	45,000.00
		Pulford Lower School (CofE) First Aid Area	50,000.00
		St Leonards Lower School (CofE) Extension	90,000.00
		St Vincents Lower School (RC) Extension	80,000.00
		Schools Access Initiative	22,090.12

Sub-Total 739,422.42

Sub-Total

Allocation 2012-13 739,422.42
 Total Allocated for 2012-13 739,422.42
 Available to allocate 0.00

Meeting: Schools Forum
Date: 5 March 2012
Subject: Schools Forum Membership Review
Report of: Deputy Chief Executive and Director of Children's Services
Summary: The report details the changes which will be made to the composition of the Schools Forum from 1 April 2012.

Advising Officer: Edwina Grant, Deputy Chief Executive and Director of Children's Services
Contact Officer: Martha Clampitt, Committee Services Officer
Public/Exempt: Public
Wards Affected: All
Function of: Council

RECOMMENDATION(S):

To implement the Schools Forum Membership Review and agree the changes which will take effect from 1 April 2012.

Background

1. The current membership of the Schools Forum came into effect on 1 April 2009.
2. Membership lasts for three years until 31 March 2012, so elections are required to elect members for 2012/13 to 2015/16. At such time it is appropriate to review the composition of the Forum.
3. The rules are as follows:-

A Schools Forum must have a minimum of 15 members, composed of:-

- School members and academy members who must make up at least two thirds of the membership of the forum and include:-
 - 1 nursery representative
 - 1 special schools representative
 - Primary school, other than nursery, representatives
 - Secondary school representatives
- Non-school members are as detailed below
- Academy representatives – the number of which must be proportionate to the number of academies within the area.

4. The current composition of the Schools Forum is 17 members comprised of the following:-

Schools members* (12)

2 Lower School Headteachers
 2 Lower School Governors
 1 Nursery Headteacher
 2 Middle School Headteachers
 1 Middle School Governors
 2 Upper School Headteachers
 1 Upper School Governor
 1 Special School Headteacher

* of these the existing membership now has 5 academy representatives, due to recent conversions.

Non-School members (5)

1 Roman Catholic Diocese Representative
 1 Church of England Diocese Representative
 1 Private, Voluntary or Independent sector Provider Representative
 1 Local Authority 14 – 19 partnership representative
 1 Trades Union Representative

The Lead Member has observer status by right and the Director of Children's Services, or her nominee has the right to advise the panel.

5. Since 2009, a number of schools have converted to Academies. The breakdown is as follows:-

Type of Schools	No. of Schools 2009	Expected No. of Schools at 31/03/12	No. of Academies 2012	Suggested No. of Academy Reps
Nursery	4	4	0	0
Lower	97	89	8	1
Middle	24	15	9	1
Upper	10	3	7	2
Special	5	4	1	0
Totals	140	115	25	4

Conclusion

6. It is proposed that the composition for 2012/13 to 2015/16 be as follows:-
- School members 11 representatives
 - Non-school members 5 representatives
 - Academy members 4 representatives comprising:-
 - 1 representative for lower schools
 - 1 representative for middle schools
 - 1 representative for upper schools

7. The following factors were taken into consideration when determining the representation:-
- Upper schools are currently at 70% converted to Academies with a further 10% (one school) due to convert this year. This will leave two Upper schools as non Academy. One of the two remaining has voted to explore Academy partners.
 - Academy representatives are voting members. **
 - Finance Officers provided a breakdown of the number of schools in each band (i.e. nursery, lower, middle, upper and special) and the number of students in each band.
 - The Academies were identified and put into a separate listing.
 - The percentage of schools which had converted for each band were determined and then the number of representatives for the percentage calculated. It was felt that the lower schools had a small conversion percentage (8%) and should have an Academy representative.
 - There is a representative of Central Bedfordshire College which is not now funded according to the local funding formula, however; there will be a University Technical College (UTC) in September 2012 which will take school age children. UTC funding arrangements to be confirmed. It is recommended that the College place be reallocated to the Principal of the UTC.

** Mr K Howkins at the Department of Education confirmed on 15 February 2012, that Academy Members had full voting rights.

8. There is nothing within the regulations which would indicate that an Academy member could not be elected Chairman, as they are a full voting member.
9. In view of the suggested changes to the composition of the Forum, it is recommended that there is a search for new representatives in every category. i.e. start again.

Appendices: None

Background Papers: (open to public inspection) Committee Services, Priory House

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