

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

**This meeting may
be filmed.***



**Central
Bedfordshire**

please ask for Martha Clampitt
direct line 0300 300 4032
date 8 January 2016

NOTICE OF MEETING

SCHOOLS FORUM

Date & Time

Monday, 18 January 2016 at 9.00 a.m.

Venue at

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

Richard Carr
Chief Executive

To: The Chairman and Members of the SCHOOLS FORUM:

School
Members:

Ali Brabner, Governor, Cranfield Academy
David Brandon-Bravo, Headteacher, Parkfields Middle School
Paul Burrett, Headteacher, Studham CofE Lower School and Pre-School
Shirley-Anne Crosbie OBE, Headteacher, The Chiltern School
James Davis, Governor, Leighton Middle School
Richard Holland, Governor, Harlington Upper School
Sue Howley MBE, Governor, Greenleas Lower School
Sharon Ingham, Headteacher, Hadrian Academy
John Street, Academy Middle School Representative
Stephen Tiktin, Governor, Beaudesert Lower School
Rob Watson, Headteacher Stratton Upper School

Non School
Members

Mr M Foster, Trade Union representative
Mrs M Morris, Catholic Diocese Representative
Mrs S Mortimer, Vice Principal, Curriculum & Strategic Partnerships, Central Bedfordshire College

Observer: Cllr M A G Versallion, Executive Member for Education and skills

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.

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AGENDA

1. **Apologies for absence**

To receive apologies for absence and notification of substitute members.

2. **Chairman's Announcements and Communications**

To receive any announcements from the Chairman and any matters of communication.

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

To approve the minutes of the previous meeting 21 September 2015 and to receive an update on any matters arising from these.

Proposals

Item	Subject	Page Nos.
4	<p>Dedicated Schools Grant (DSG) 2015/16 Early Years Block: Use of reserves 2016/17 Early Years Block - Funding Allocation</p> <p>To consider the Early Years Reference Group and Technical Sub Group report relating to funding allocation.</p>	
5	<p>Trade Union and Professional Associations</p> <p>To seek approval for the continuation of funding for facilities release time for Trade Unions and Professional Associations. This would be through de-delegation (where appropriate) for maintained Lower, Primary, Middle and Secondary Schools. Nursery and maintained Special Schools would be invoiced directly, subject to their agreement to release funds for this purpose.</p>	13 - 22
6	<p>Dedicated Schools Grant (DSG) Update and 2016/17 Funding Allocations</p> <p>This paper provides an update on the DSG and Growth Fund allocation for 2015/16. It asks Schools Forum to note and approve the 2016/17 DSG allocations for Growth Fund and School Forum. It asks Schools Forum to consider and approve £31 per pupil de-delegation for maintained schools only for the purpose of contingencies (schools in financial difficulties and deficits of closing schools).</p>	23 - 34
7	<p>Dedicated Schools Grant (DSG) Admissions</p>	35 - 40

This report sets out the need to increase the staffing structure of the School Admissions Team due to increased workload and the need to improve resilience within the team which is a front line, customer facing service with statutory timescales and deadlines to adhere to. The report seeks the Forum's approval for an increase in the annual DSG allocation to the team, subject to an application to the Secretary of State.

Update

Item	Subject	Page Nos.
8	<p>High Needs Block of the Dedicated Schools Grant (DSG) Contracts for Services that Support Children and Young People with Special Educational Needs and Disabilities (SEND)</p> <p>This report sets out the SEND contracts funded by the High Needs Block and provides feedback agreed by the High needs Block Technical Sub Group regarding contracts that will need to be varied in terms of contract price for 2016/2017.</p>	41 - 46
9	<p>Dedicated School Grant Contingency Budgets</p> <p>To provide an update on the use of the School Contingency Budgets for 2015/16.</p>	47 - 50
10	<p>Update on Special School Place Planning</p> <p>To receive a verbal update.</p>	
11	<p>School Forum Budget</p> <p>To provide an update on the use of the School Forum Budget for 2015/16.</p>	51 - 52

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **SCHOOLS FORUM** held at Room 15, Priory House, Monks Walk, Shefford on Monday, 21 September 2015

PRESENT

Jim Parker (Chairman)

David Brandon-Bravo (Vice-Chairman)

School Members:	Ali Brabner Paul Burrett Shirley-Anne Crosbie OBE Sue Howley MBE Sharon Ingham John Street Stephen Tiktin	Governor, Cranfield Academy Headteacher, Studham CofE Lower School and Pre-School Headteacher, The Chiltern School Governor, Greenleas Lower School Headteacher, Hadrian Academy Academy Middle School Representative Governor, Beaudesert Lower School
Non-School Members:		Trade Union Representative
Observer:	Cllr M AG Versallion	Executive Member for Children's Services
Apologies for Absence:	James Davis Mr M Foster Mrs M Morris Mrs S Mortimer Rob Watson	
Officers in Attendance:	Mrs M Clampitt Ms D Hill Miss H Redding	Committee Services Officer Senior Finance Manager - Children's Services Assistant Director School Improvement

CBSF/15/15. Chairman's Announcements and Communications

The Chairman welcomed everyone to the meeting.

The Chairman asked the Forum for agreement on how the Election of Forum members would be carried out in future years. It was agreed that one half of the Forum will be elected at a time, ensuring there are some consistent representatives from each area.

From the next meeting, the agenda will include an information section for future agenda items.

CBSF/15/16. **Minutes of the previous meeting and matters arising**

RESOLVED

That the minutes of the meeting of the Central Bedfordshire Schools Forum held on 15 June 2015 be confirmed and signed by the Chairman as a correct record, subject to the following points of clarification:

CBSF/15/4 – The last sentence of the minute should read:

The Forum indicated that it did not support the proposal and requested that alternatives be considered and if necessary a special meeting be called.

[Note: At the request of a Forum member it was noted that no further discussions were held between the Schools Forum and the Local Authority. No special meeting was requested.]

CBSF/15/6 – The Early Years Reference Group should have been referred to as the Early Years Technical Sub Group. Forum members were unhappy that no meetings had been called to date.

[It is expected that the Group will meet before January 2016 and an update will be provided at the 18 January 2016 meeting.]

CBSF/15/17. **Revisions to the Scheme for Financing Schools**

The Forum considered the report which clarified the directed revisions to the Scheme for Financing Schools and were asked to approve the Local Authority (LA) proposed revisions to the Scheme for Financing Schools.

The Department for Education (DfE) directed revisions to the scheme are not subject to consultation with Schools Governing bodies or head teachers, however they do require Schools Forum approval.

The DfE are considering the following two revisions:

Section 2.9 – Register of business interest: The directed revision requires the additional of; “Details of any other educational position is that they govern, any relationship between school staff and members of the governing body” and “The governing body should keep the register up to date and publish the register on a publicly accessible website”.

Section 3.6 – Borrowing by schools: The directed revision requires the addition of: “The Secretary of State’s general position is that schools will only be granted permission for borrowing in exceptional circumstances” and “Schools are permitted to use any scheme that the Secretary of State has said is available to schools without specific approval (i.e. Salix scheme)”.

The Local Authority (LA) consulted between the 22 June and 17 July 2015 on the proposed changes. Schools received a letter dated 19 June and were advised that the consultation was available via the Schools learning portal. 16 schools responded out of 87 schools, which is a low response. The

breakdown is as follows: 12 lower schools, 3 middle schools and 1 upper school. 14 schools disagreed with the proposals to the required budget submission date change.

The LA proposed amendments to the following sections:

Section 2.3 – Submission of budget plans – changing the deadline for budget submission from 31 May to 1 May.

Section 2.10 – Purchasing, Tendering and Contracting Requirements add: “for contracts over £60,000 schools should seek LA’s Procurement personnel countersignature”.

Section 4.2 – Control and Surplus Balances – reference to uncommitted balances add: “The LA will monitor schools that have build up significant uncommitted balances, and challenge schools seeking reasons for holding these balances”.

Section 4.9 – Licensed Deficit – amend the rate of interest charged: Form “7 day London Interbank Bid Rate” to “Bank of England Base Rate”

The Forum noted that the date when the LA has been required to issue the Schools budgets has been brought forward as follows:

Prior to 2012/13 – no later than 31 March

2012/13 – no later than 15 March

2013/14 – no later than 15 March

2014/15 – no later than 27 February

The LA continues to issue budgets early when possible.

During this time the date of submission has remained as 31 May for submission of an approved budget. This is now being brought forward to the 1 May.

The Forum expressed concerns that this might cause difficulties for some schools. The general concensus was that if the change was to be made better to get it done now. It was noted that 8 months notice was being given to the Schools so that there is time for adjustments to their meetings to be arranged.

The Forum next noted that the Council had taken the opportunity to align the Council’s Scheme with the DfE’s statutory guidance for local authorities. There were seven main changes as detailed in paragraph 11 of the report.

The Forum noted that attached at Appendix A to the report was the track changed version of the Asset Loan Scheme. The changes would enhance the assessment criteria for asset loans and add clarity on the affordability of such loans. The Forum raised a query to paragraph 26 which references credit rating as detailed in paragraph 11. Paragraph 11 does not reference credit ratings. Officers have agreed to get clarification and amend paragraph 26 accordingly.

RESOLVED

- 1. That the amendments to the Central Bedfordshire's Scheme for Financing Schools in line with the Department for Education (DfE) directed Revisions be adopted.**
- 2. That the Local Authority (LA) proposed amendments to Central Bedfordshire's Scheme for Financing Schools be approved.**
- 3. That the Scheme has been amended numerically to align with the Department for Education's statutory guidance for LA's be noted.**
- 4. That the LA proposed amendments to Central Bedfordshire's Asset Loan Scheme be approved, subject to paragraph 26 being clarified.**

(The maintained schools only could vote on these items)

CBSF/15/18. Dedicated School Grant Contingency Budgets

The Forum considered a report which provided an update on the use of the School Contingency Budgets for 2015/16. It was noted that the Dedicated Schools Grant since 2013/14 has been split into three notional blocks: Schools, High Needs and Early Years and each holds its own contingency budget.

Schools Contingency

The Forum noted that £500k had been ringfenced for the three schools which were closing through applying to the Secretary of State to disapply the regulations.

The carry forward of £208,413 is split between de-delegated ring fenced funding for maintained schools only of £171,572 and £36,841 for all schools.

High Needs Contingency

It was proposed that a request is made to the Secretary of State for £500k of unspent DSG be transferred in year to Capital for specialist provisions. It is anticipated that another request to the Secretary of State for a transfer of the balance of High Needs Block will be made at the end of the financial year but the Secretary of State will not allow an estimated amount to be approved. It must be done at the relevant time.

Early Years Contingency

The current balance of the contingency is £369,233.

RESOLVED

1. That the Dedicated School Grant (DSG) Contingency spend to 31 August 2015 be noted.
2. That the transfer of £500k unallocated High Needs Block DSG to support capital development in specialist provisions/special schools from 2015/16 be approved.
3. That the transfer of any further unspent revenue High Needs Block funding to support capital development in specialist provisions/special schools be approved.

CBSF/15/19. Dedicated Schools Grant (DSG) Update

The Forum received a report which provided an update on the 2015/16 Dedicated Schools Grant (DSG) and Growth Fund allocation. In addition, the Forum were asked to note the 2016/17 funding arrangements and the F40 group update.

From 2013/14, the DSG would be split into three notional blocks: Early Year, High Needs and Schools.

The Minimum Funding Guarantee (MFG) was set at negative 1.5% **per pupil** for 2015/16.

It was noted that the Chief Finance Officer (CFO) is no longer required to complete two statements annually instead the DfE have now requested one annual outturn statement, confirming that the DSG received by the Authority was fully deployed in support of the school budgets in accordance with the conditions of the School Regulations. In addition, it will also include a Non Maintained Special School (NMSS) statement and Fraud cases reported in school statement.

The DSG allocation for 2015/16 is £192.114(M).

The **Schools Block** is calculated using the school block unit of funding (SBUF). For 2015/16 the SBUF is £4,289.09 (after the CRC deduction of £7.51) an increase of £144.62 from 2014/15. There has been an increase of 718 pupils to 35,866 based on the October 2014 census data.

The DfE has transferred £353k for Central Bedfordshire University Technical College (UTC) for the 2015/16 formula base multiplied by the October census data uplifted by the Minimum Funding Level (MFL) increase.

The **High Needs Block** for 2014/15 has been carried forward plus:

- Increase in places for academic year 2015/2016
- Additional top-up of £47m (Nationally) distributed based on the 2 – 19 aged population in each LA. For CBC this is £233k in 2015/16.

The **Early Years Block** for 2015/16 is comprised of 3 elements:

- Three and four year old entitlement - £3,979.80 (same as 2014/15 rate) multiplied by the January 2014 census for the provisional allocation. This is updated for January 2015 pupil numbers.
- Early years pupil premium (EYPP) – the hourly rate of 53p per child per hour (for each eligible child that takes up the full 570 hours with them). The indicative allocation for CBC is estimated at £171k. Following an autumn survey to check take-up adjustments will be made in January 2016.
- Funding for disadvantaged two year olds – CBC allocation is £1.64m. This is allocated based on the number of eligible participating children.

The licences listed in paragraph 18 of the report includes four new contracts which are centrally paid. The Senior Finance Officer agreed to check the list to ensure no licences have been removed.

The Forum noted the breakdowns of the distribution of the DSG, in paragraph 20 and the centrally retained DSG in paragraph 23.

The 2015/16 Growth Fund is for the use of expanding schools and not for falling roles. The Fund included an adjustment of £248k which was for payments made to Academies.

Funding Announcement for 2016/17

The DfE announced that the SBUF for 2016/17 and confirmed that the extra £390m fair funding uplift would continue in base-line budgets for 2016/17 and beyond.

The anticipated SBUF for 2016/17 is £4,294.39 (an increase of £5.30 for the former Non-Recoupment Academies (UTC)).

The Forum were advised that the LA would be approaching the Secretary of State with a request for another top slice of £500k for the three schools which are closing. The Forum expressed concerns that a third request would be required if spending continued.

The Senior Finance Officer confirmed that the closing schools were being encouraged to bring in as balanced a budget as possible. It was noted that one school should have a balanced budget. The Forum asked that the school be congratulated for their work.

The Forum considered the F40 group and the lobbying work being carried out for its members and their low funding levels. It was agreed that the Forum and Councillors would write requesting additional funding.

It was noted that the funding models provided by the F40 could result in a net increase to CBC budgets with only the High Needs Block being adversely impacted in one model. However, funds are able to be moved between blocks. Forum members were reminded that these were the latest F40

models, and that some F40 Las were negatively impacted by these models, and therefore should note these figures with caution.

RESOLVED

- 1. That the update to the 2015/16 DSG allocations be noted.**
- 2. That the update to the 2015/16 Growth Fund be noted.**
- 3. That the 2016/17 funding announcement be noted.**
- 4. That the F40 Group update be noted.**

CBSF/15/20. High Needs Technical Sub Group Update

The Assistant Director School Improvement provided the Forum with an update on the High Needs Technical Sub Group, which had met two weeks before this Forum meeting.

It was noted that the next meeting would be in November. A meeting had been scheduled for 23 September but due to outstanding information relating to contracts, it was agreed that it would be better to meet in November when all relevant information would be available for consideration.

The Technical Sub Group had determined that three papers would be considered by the Forum rather than the one long paper previously reported. The papers would cover the following areas:

- Contracts
- Distribution to schools, including commissioning of special school places
- Centrally retained DSG for specialist services

The Technical Sub Group had found the discussions interesting and identified a lack of understanding on High Needs provision and costs. The meeting had demystified the High Needs provision process. It was understood how it could take 2 or 3 people to work with an individual whereas a mainstream school/academy may only need 1 person to oversee a number of students.

It was noted that not all Upper schools were carrying out the work which had been agreed to be provided.

A bench marking exercise would be carried out in relation to top up payments and EHB plans. The last benchmarking exercise had been in 2009.

CBSF/15/21. School Forum Budget

The Forum received and considered a report which provided an update on the Schools Forum Budget for 2015/16.

The Senior Finance Officer confirmed that as at 31 August 2015 the remaining balance for the year was £5,316 of which £3,316 had been carried forward from 2014/15. It was noted that any unspent budget would be

carried forward to the next year. It was noted that the budget for 2015/16 was £3,000, with the continued membership of F40.

The Forum considered running a training event for members of the Forum and also use the opportunity as a possible recruitment event. The Forum also considered and rejected asking potential members to attend the Technical sub groups as the information would be very sensitive. It was agreed that the remaining vacancies would again be advertised in hopes of getting new members.

Members of the Forum were reminded that they could submit travel claims for attending the Forum meetings.

RESOLVED

That the Schools Forum Budget position statement as at 31 August 2015 be noted.

CBSF/15/22. Work Programme

The Forum considered the Work Programme for 2015/16.

Members were reminded that should they have any issues to be raised at a meeting to please contact the Committee Services Officer for inclusion on the Work Programme.

Due to lack of business it was agreed that the November meeting would not occur and the next meeting would be the 18th January 2016.

RESOLVED

That the Outline Forward Programme be noted.

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

Chairman

Dated

Meeting: Central Bedfordshire Schools Forum
Date: 18 January 2016
Subject: Trade Union and Professional Associations
Report of: Director of Children's Services
Summary: To seek approval for the continuation of funding for facilities release time for Trade Unions and Professional Associations. This would be through de-delegation (where appropriate) for maintained Lower, Primary, Middle and Secondary Schools. Nursery and maintained Special Schools would be invoiced directly, subject to their agreement to release funds for this purpose.

Contact Officer: David Waller, Policy & Implementation Manager Priory House, Bedford
Public/Exempt: Public
Wards Affected: All
Function of: Council

RECOMMENDATION(S):

The members of the School's Forum who are entitled to vote are asked:

- 1. To agree to de-delegate funding from the Lower/Primary School Phase for the use of Trade Union facilities time, £2.64 per pupil.**
- 2. To agree to de-delegate funding from the Secondary School Phase (Middle & Upper) for the use of Trade Union facilities time, £2.64 per pupil.**
- 3. To continue to allocate the per pupil funding cost of Trade Union facilities time equally across all phases.**

Background

1.

Union representatives 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). There is also a need for schools to consult with the trade unions in accordance with School Teachers Pay and Conditions.

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. During the current period of facilities funding the Trade Unions have entered into collective consultation in relation to the following:
 - school policies and processes with officers of the Council;
 - the representation of staff in the consultation for the closure of three middle schools and subsequent consultations during the on-going structural reviews of the schools that are to close;
 - the TUPE transfer of schools to Academy status and service provision TUPE transfers both into schools and out of schools;
 - ongoing support and representation of members relating to school based matters.
4. From 2013/14 the Dedicated Schools Grant (DSG) was split into three notional funding blocks:
 - Schools Block
 - Early Years Block
 - High Needs Block
5. The Schools Block includes the delegated budgets of Lower, Middle and Upper Schools. Funding within the Schools Block that is currently retained by the Authority must be delegated to schools. However the following exceptions, applicable to Central Bedfordshire, are area's where decisions regarding the de-delegation of funding may be made.
 - a) Contingencies (including previous amounts for schools in financial difficulties)
 - b) Staff costs – supply cover (Facilities Time for Union Duties)
6. The decision relating to de-delegation within each phase is to be determined by those members of Schools Forum who represent maintained schools.
7. It is not possible to de-delegate funding from Nursery and Special Schools therefore Maintained Nursery and Special schools will be invoiced for the associated costs on an equivalent cost per pupil basis of £2.64 per pupil.
8. In 2014/15 it was agreed by the members of Schools Forum that the costs would be divided equally across all phases. It is recommended that this arrangement continues for 2016/17 so that the costs are proportioned across the phases.

2015/16 Facilities Time Budget Update

9. The following table sets out the expenditure to 31 December 2015.

	BUDGET £	SPEND £	BALANCE £
Budget Allocation 2014/15	53,694		
VOICE		0	
ASCL		0	
NUT		7,764	
NASWUT		3,479	
ATL		6,262	
NAHT		2,220	
Unison		5,716	
GMB		8,497	
Total	53,694	(33,938)	19,756

The expected spend to the end of the year is £49,188. Any balance remaining may be carried forward to the following funding period as with any other centrally retained budget, and can be used specifically for this service.

Cost of Facilities Funding 2016/17

10. The estimated total cost for facilities funding for 2016/2017 for Maintained Primary and Secondary phases is £53,694 and the estimated cost per pupil is £3.31. The estimated total cost for Nursery and Maintained Special Schools is £2,386 and the estimated cost per pupil is £3.31. The estimated total cost has been calculated by multiplying the actual cost per pupil rate for 2016/17 (£3.31) by the October 2015 pupil numbers census .
11. A remaining balance of £11,000 from the 2014/15 funding period was carried forward to the 15/16 funding period and therefore the remaining balance of £11,000 has been off set against the estimated 16/17 facilities funding for Maintained Primary, Secondary, Nursery and Special Schools. The following table sets out the estimated costs as a result of the off set of remaining balance.

Estimated total facilities funding 2016/17 Maintained Primary and Secondary	Cost per pupil	Remaining balance 2014/15 for maintained Primary, Secondary nursery and special schools	Estimated adjusted total facilities funding for 2016/17 Maintained Primary and Secondary	Revised cost per pupil 2016/17 (All phases)	
£53,620	£3.31	£11,000	£42,854	£2.64	

12. The estimated total cost for facilities funding for Maintained Primary and Secondary Phases including the off set of 2014/15 remaining balance is £42,854 which equates to £2.64 per pupil. The remaining balance of funds of £11,000 for 2014/15 has been offset against the 2016/17 facilities period only.
13. The number of pupils in schools maintained by Central Bedfordshire Council has been based on the October 2015 census.
14. It is important to note that the overall cost and cost per pupil is also affected by Trade union membership numbers. These are currently based on 2015/16 Figures provided by the Trade Unions based on membership as at 31 July 2015
15. Appendix A provides a frequently asked questions document for all schools regarding the statutory responsibilities that they need to comply with should the school elect not to de-delegate funding for Facilities time. These statutory responsibilities are contained within employment legislation and also the Teachers Conditions of Service (Burgundy book) and NJC Conditions of Service (Green book).

Trade Union Facilities Agreement – Schools

16. The facilities agreement provides detail on the membership numbers and eligibility of trade unions and professional associations to claim payment in order that schools be able to adequately cover staff time lost. Eight Trade Unions and Professional Associations are formally recognised as part of this agreement.
17. Members of the Schools Forum are requested to continue to support the work with the Trade Unions and Professional Associations by continuing to agree funding for 2016/17 as recommended in this report.

Appendices:

- A** Retained Facilities Funding Frequently Asked Questions Document

Background Papers: (open to public inspection) None

Frequently Asked Questions – Facilities Time and De-delegation of funding	
Author:	David Waller, CBC Policy & Implementation Manager
Date:	January 2016

1. Introduction

In light of the changes to the schools’ funding formula, with effect from 1st April 2013 those schools that have voted to retain the allocation of monies for facilities time for Trade Union Representatives (not to de-delegate), or due to the schools block their phase is in is unable to vote to de-delegate the monies, must consider how each school will comply with its statutory obligations for the provision of facilities time for trade union representatives within school.

The following questions and answers document sets out the current legal position and highlights areas for Headteachers and Governing Bodies to consider to ensure that each school within the phase meets its legal obligations.

The content of the report is based on both national legislation in respect of trade union duties and the statutory provisions contained in the School Teachers Conditions of Service (Burgundy Book) and NJC Conditions of Service (Green Book) and the regulations with respect to the school’s formula funding.

Q1. What is the legal position in relation to trade union facilities time and representation?

Union representatives have had statutory rights to reasonable paid time off from employment in order to carry out trade union duties and to undertake trade union training since the Employment Protection Act was issued in 1975. Union duties must relate to matters covered by collective bargaining agreements between employers and trade unions and relate to the union representative’s own employer.

In general terms this means that properly appointed trade union representatives are entitled to paid time off to undertake the following activities:

Type of union representative	Rights
Union representatives appointed to engage in collective bargaining on behalf of their members. TULR(C)A, 1992	<ul style="list-style-type: none"> • Paid time off to carry out their duties • Paid time off for training • Protection against dismissal or detriment
Union learning representatives appointed to promote learning. TULR(C)A 1992	<ul style="list-style-type: none"> • Paid time off to carry out their duties • Paid time off for training • Protection against dismissal or detriment
Health and safety representatives appointed by trade unions in workplaces where unions are recognised. Safety Representatives and Safety Committees Regulations 1977	<ul style="list-style-type: none"> • Paid time off to carry out their duties • Paid time off for training • Facilities to help them perform their duties • Protection against dismissal or detriment
Information and consultation representatives.	<ul style="list-style-type: none"> • Paid time off to carry out their duties • Protection against dismissal or detriment

Type of union representative	Rights
Information and Consultation of Employees Regulations, 2004	
Pension representatives elected for the purpose of consultation over changes to pension arrangements. Occupational and Pensions Pension Scheme Regulations, 2006	<ul style="list-style-type: none"> • Paid time off to carry out their duties • Protection against dismissal or detriment
TUPE representatives, where a trade union is recognised for collective bargaining purposes. TUPE, 2006 as amended.	<ul style="list-style-type: none"> • Paid time off to carry out their duties • Paid time off for training • Facilities to help them perform their duties • Protection against dismissal or detriment
Collective redundancy representatives where a trade union is recognised for collective bargaining purposes. TULR(C)A, 2006.	<ul style="list-style-type: none"> • Paid time off to carry out their duties • Paid time off for training • Facilities to help them perform their duties • Protection against dismissal or detriment

Q2. What Other documents should I refer to?

A In addition to the statutory position on paid time for trade union representatives and the ACAS Code of Practice, the Conditions of Service for School Teachers (Burgundy Book) and NJC Conditions of Service (Green Book) also provide regulations on this issue.

Appendix III – Agreement on Facilities for Representatives of Recognised Teachers’ Organisations of the Conditions of Service for Teachers (Burgundy book) sets out the collective agreement on facilities for representatives of recognised teachers’ organisations.

Part 2, Section 18 of the NJC Green Book (Non Teachers) outlines the requirement to provide paid time off for trade union representatives to carry out their functions. These documents provide the framework on which all local authorities are required to base local arrangements for facilities time. Both the Burgundy and Green Book conditions are set out in Annex 1 of this document.

Copies of the relevant sections can be requested from human resources whose contact details are provided at the end of this document.

Q3. Which Trade Unions and Professional Associations are recognised by Central Bedfordshire Council?

A. The following are recognised by CBC for trade union activities and collective bargaining purposes (but not all receive an allocation):-

NUT, ATL, VOICE, NAHT, NASUWT, ASCL, GMB, UNISON, UNITE

Q4. What paid time off is a union representative entitled to?

A. The ACAS Code of Practice on Time Off for Trade Union Duties and Activities, 2010,

which is relied upon in Employment Tribunal hearings, state a reasonable employer will provide paid time off for union representatives for the following activities:

- Collective bargaining
- Working with the management side
- Communicating with union members
- Liaising with the trade union
- Handling individual disciplinary and grievance matters on behalf of employees.

Q5. What is 'collective bargaining'?

A. ACAS advises that the term 'collective bargaining' includes the following activities:

- Negotiating terms and conditions of employment, including hours of work, pay, holidays, sick pay, pensions, learning, equality and diversity, notice and the working environment
- Matters relating to recruitment, HR planning and redundancy or dismissals for whatever reason, including redundancy
- Allocation of work or the duties of employment including job grading, job evaluation, job descriptions, flexible working practices and work/life balance
- Matters relating to discipline
- Representation of members at hearings
- Participation in the negotiation or consultation for an employer and/or multiple employers.

Q6. What are the current arrangements within the Central Bedfordshire Council?

A CBC has a Facilities Agreement (Schools) with the recognised Trade Unions which sets out the agreements reached in order for them to discharge their roles. A copy of the current Facilities Agreement (Schools) can be found on the CBC Schools Portal.

Q7. Do the trade union representatives in CBC come from the workforce?

A. Yes, a paid official may be based in any school within the county and can be called on to represent union members across the sector, for example a union representative working in a secondary school could represent a teacher in a maintained primary school and vice versa.

Q8. Does the employing school of a representative receive re-imburement?

A. Yes, the school where the trade union representative is based receives reimbursement from the de-delegated facilities time budget to cover his/her time spent on trade union duties.

Q9. What duties are undertaken and funded in Central Bedfordshire?

A.

- regular attendance at formal consultation and negotiating meetings with officers and/or elected members e.g. Education Employee Relations (EER) Working Party etc;
- attendance at policy development meetings with officers e.g. to develop the model HR policies used in schools (recent examples include the sickness absence policy; the paternity, maternity and shared parental leave policy etc);
- Attendance at case work meetings with head teachers, governors and others in schools e.g. disciplinary hearings, redundancy consultations, TUPE meetings, etc.

Q10. What are the options in relation to the de-delegation of facilities funding?

A. Under the latest reforms to the school funding formula, from April 2013 onwards schools have the following options in relation to trade union facilities budgets:

- a) retain facilities funding in individual school budgets;
- b) de-delegate the funding and assign it to the local authority to hold on behalf of schools.

Q11. If my school wishes to request de-delegation will we retain the current facilities arrangements with access to county representatives and collective bargaining?

A Yes, representatives would continue to work with schools and support their members in schools with employee relation case work e.g. disciplinary hearings, redundancy consultations, TUPE meetings, etc. For all maintained schools consultation on HR policy and practice is undertaken at county level which avoids the need for each school to consult on every issue. Under this approach, model policies and working practices are discussed and agreed with the recognised trade unions, which are then notified to schools and their personnel providers.

Governing Bodies are advised to adopt the collectively negotiated policies and procedures to ensure consistent practice in schools across the council.

Q12. What if my school chooses not to de-delegate?

A Experienced local representatives/ branch secretaries would not attend case work Meetings.

Each recognised trade union of CBC represented in a school could decide to appoint a local 'steward', who would be entitled to paid time off to carry out trade union duties. In practice, this could result in an overall increase in the monies paid to the trade unions due to the loss of economies of scale through the work of the county representatives and may lead to inconsistencies emerging in practice between schools.

It is likely that regional officers of the trade unions may wish to attend to particular casework, particularly where locally appointed officers are inexperienced. Therefore, Headteachers and Governors will need to be aware that this may lead to delays in managing the timing of disciplinary, grievance and capability hearings, as regional officers from the trade unions will have limited availability to attend school hearings.

This is also likely to affect discussions over TUPE transfers, school restructures and

reductions in staffing, which often require an early response in order to meet teacher notice dates.

It is advised therefore that the setting of meetings or planning of consultation processes in relation to the above will need to be arranged in advance of current timescales in order to ensure appropriate representation in accordance with the law is afforded to all employees and trade unions.

You are strongly advised to speak to your HR provider before deciding not to de-delegate.

Q13. Will each school which chooses not to de-delegate be required to enter into a facilities agreement with the recognised trade unions?

A. The current funding for facilities time and therefore the facilities agreement that is currently in place will remain until 31st March 2017. Schools whose funding is not dedelegated back to the Council should consider how they plan to manage the facilities time for trade union representatives within their school.

It is also advised that schools consider a facilities agreement with the recognised trade unions ahead of the 1st April 2016 when the current arrangements in place with county representatives would come to an end.

Q14. Where can my school receive further advice on this matter?

A It is advised you contact your HR provider to obtain further advice and guidance in relation to consulting with the recognised trade unions on a bespoke facilities agreement for your school. Should you wish to discuss the information contained within the questions and answers document please e-mail David Waller, Policy & Implementation Manager at david.waller@centralbedfordshire.gov.uk or telephone 0300 300 6053.

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Meeting: Schools Forum
Date: 18 January 2016
Subject: **Dedicated Schools Grant (DSG) Update and 2016/17 Funding Allocations**

Report of: Director of Children's Services

Summary: This paper provides an update on the DSG and Growth Fund allocation for 2015/16. It asks Schools Forum to note and approve the 2016/17 DSG allocations for Growth Fund and School Forum. It asks schools Forum to consider and approve £31 per pupil de-delegation for maintained schools only for the purpose of contingencies (schools in financial difficulties and deficits of closing schools).

Contact Officer: Dawn Hill, Priory House, Shefford

Public/Exempt: Public

Wards Affected: All

Function of: Council

RECOMMENDATIONS:

- 1. To note and comment on the update to the 2015/16 DSG.**
- 2. To note and comment on the update to the 2015/16 Growth Fund.**
- 3. To approve the 2016/17 DSG allocation for Growth Fund to be set at £2M.**
- 4. To approve the 2016/17 DSG allocation for School Forum to be set at £3k.**
- 5. To approve £31 per pupil de-delegation (for maintained primary and secondary) for the purpose of school contingencies.**
- 6. To note the Department for Education (DfE) funding announcement for 2016/17.**

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. From 2013/14 the Dedicated School Grant is split into three notional blocks; Early Years, High Needs and Schools.
2. The School and Early Years Finance (England) Regulations 2014 define the local authority education budgets (the non-schools education budget, the schools budget, the central expenditure and the Individual Schools Budget (ISB)). The regulations set out how local authorities are to allocate funding from the ISB to maintained schools and private, voluntary and independent providers of free early years provision (relevant early years providers) through a locally determined formula.
3. The Regulations give effect to the decisions made to reform the school funding system through simplified local formulae, greater delegation to schools and new arrangements for funding pupils with high needs.

4. The Minimum Funding Guarantee (MFG) for schools has been set at negative 1.5% per pupil for 2015/16. The calculation has been simplified compared with previous years and the Regulations set out the factors which are excluded from the calculation.

Local Authority Assurance Statement

5. The Department has decided that it is no longer necessary to collect two assurance statements for the DSG. LAs will now only be required to submit an annual outturn statement, confirming that the DSG received by the authority was fully deployed in support of the schools budgets in accordance with the conditions of the grant and The School and Early Years Finance (England) Regulations 2014. However, the statement has now been expanded to include a Non Maintained Special School (NMSS) statement and Fraud cases reported in schools statement. Submission of the statement usually takes place in October each year.
6. The NMSS statement requires confirmation that based on the LAs work in reviewing Individual Placement Agreements for high needs pupils/students within NMSS, nothing has come to their attention that causes them to believe that the learners reviewed were not correctly defined as high needs students.
7. The Fraud cases statement requires the confirmation of the number and value of fraud cases reported in schools and the number of those that have been investigated and where appropriate action taken.

Consultation and Revision to the Scheme for Financing Schools

8. Following consultation and approval in September 2015 for revisions to Central Bedfordshire's Scheme for Financing Schools, further queries have been raised with regards Section 12 – *Responsibilities for Repairs and Maintenance*.

The LA is proposing to consult with schools during January 2016 to add further clarity to ensure governing bodies are aware of their responsibility for the maintaining of school buildings to a reasonable standard, ensure identified Health and Safety issues are addressed and to make proper financial provision from within their delegated budget to achieve this. This is not a change to a school's responsibility and is in line with the guidance provided by the DfE.

2015/16 DSG Budget Allocation

9. On 16 July 2015, the DfE announced details of the updated DSG for 2015 to 2016. The DSG remains split into three blocks; School, High Need and Early Years.

Schools Block

10. The Schools Block is calculated based on school block unit of funding (SBUF) announced in July 2014 plus a cash transfer to bring non-recoupment academies into LAs overall budget calculation. For Central Bedfordshire Council (CBC) the SBUF is £4,289.09 (this after the CRC deduction of £7.51) an increase of £144.62 from 2014/15. CBC's pupil numbers based on October 2014 census data has increased by 718 pupils to 35,866.
11. The DfE has made a cash transfer (£353k) for Central Bedfordshire's University Technical College (UTC) and this is based on what the UTC would have received in the 2015/16 formula based on the pupil numbers in the October 2014 census, uplifted by the Minimum Funding Level (MFL) increase for relevant authorities

12. To protect schools from significant budget reductions, the MFG is continuing to ensure that no school sees more than a 1.5% per pupil reduction in 2015/16 (excluding sixth form funding) compared with 2014/15.

High Needs Block

13. The High Needs Block for 2014/15 has been carried forward plus:
- Increase in places for academic year 2015 to 2016
 - Additional top-up of £47m distributed based on the 2-19 aged population in each LA.

Early Years Block

14. The Early Years Block includes:
- The three and four year old entitlement – set at the same per pupil rate as in 2014/15 (for CBC £3,979.80). This has been updated for January 2015 and July 2016 pupil numbers based on 5/12ths of the January 2015 pupil numbers (to cover the April 2015 to August 2015 period) and 7/12ths of the January 2016 pupil numbers (to cover the September 2015 to March 2016 period).
 - The early years pupil premium (EYPP) will pay early years providers an additional £300 per year for each eligible child that takes up the full 570 hours with them. This equates to an hourly rate of 53p per child per hour. The allocation for CBC is £171k. The Department will conduct a survey in the autumn 2015 to check take-up of the EYPP. Any adjustments required to allocations following the survey will be made in January 2016.
 - Funding for disadvantaged two year olds for which the hourly rate was announced in October 2014 (for CBC at £5.03). The DfE has announced the actual allocation for 2015/16, which for CBC is £1,644k. The allocations is based on number of eligible children **participating** (instead of demographic information) in early education as recorded in the January 2015 early years census and school census (344 pupils). The DfE will offer local authorities an opportunity in the autumn term of 2015 to report any significant increases in participation since January 2015 via a voluntary data collection. Allocations will be adjusted in January 2016 to reflect these increases. A local authority's initial 2015/16 allocation will not be adjusted at this point if local authorities choose not to submit an autumn count.

15. The table below illustrates the updated DSG revenue allocation for 2015/16.

Block		2015/16 Allocation (M)
Schools	Schools Block	153.833
	Cash Transfer (UTC)	0.353
Early Years	3&4 year olds funding	10.554
	3&4 year olds adjustment (Jan Census)	0.151
	Indicative EYPP	0.171
	2 Year Olds funding	1.644
High Needs	2014/15 HN base line	24.905
	2015/16 Growth & Place Review	0.216
	Additional top-up	0.233
NQT		0.054
Total Updated Allocation		192.114

16. As in 2014/15 the DSG will include funding for the cost of monitoring and quality assuring of NQT induction. The CBC's allocation for 2015/16 is £54k.
17. Following the Department for Energy and Climate Change's consultation in 2012, schools were removed from the main scheme in 2014/15. LAs are no longer required to administer the Carbon Reduction Commitment (CRC) on behalf of schools. For 2015/16, a simple deduction of £7.51 per pupil has been made to DSG allocations. The CRC deduction for 2015/16 is £269k.
18. As in previous years, to protect LAs with falling pupil numbers, a cash floor of minus 2% has been applied to the DSG allocations. This will ensure that no authority will lose more than 2% of its budget in cash terms.
19. The Department has agreed with the following agencies to purchase a single national licence managed by the Department for all state-funded schools in England:
 - Christian Copyright Licensing International (CCLI) (**new for 2015/16**);
 - Copyright Licensing Agency (CLA);
 - Education Recording Agency (ERA);
 - Filmbank Distributors Ltd. (for the PVSL);
 - Mechanical Copyright Protection Society (MCPS) (**new for 2015/16**);
 - Motion Picture Licensing Company (MPLC);
 - Newspaper Licensing Authority (NLA);
 - Performing Rights Society (PRS) (**new for 2015/16**);
 - Phonographic Performance Limited (PPL) (**new for 2015/16**); and
 - Schools Printed Music Licenses (SPML)
20. This takes into account the four additional national licences, the rise in the number of pupils; the fact that local authority maintained nursery schools will now be covered for their relevant licences, and the inclusion of non-recoupment academies. For 2015/16 this is £242k.
21. The following table represents the distribution of the 2015/16 DSG based on the Academy conversions as at December 2015 (50 including the Free schools and UTC).

	DSG £'000	ISB Academies £'000	Revised DSG £'000	ISB Schools £'000	Central Spend	
					LA £'000	Academies £'000
Schools	154,240	86,408	67,832	64,551	3,281	0
EY	12,520	0	12,520	9,303	2,462	755
High Needs	25,354	3,357	21,997	8,461	10,085	3,451
Total	192,114	89,765	102,349	82,315	15,828	4,206

22. The centrally retained DSG of £20M is further analysed in the table below.

Services	DSG £'000
Special Education Needs (Inc Post 16)	9,331
Academies Statements/Early Years	4,206
Two Year old Funding	1,644
Ey Pupil Premium	171
Growth Fund	2,248
DSG Contribution to Central Overheads	719
School Admissions	260
School Contingency	527
DSG central adjustment (CLA)	242
Teachers Unions & Professional Associations	53
Early Years Contingency	630
School Forum	3
Total CE	20,034

23. The 2015/16 Growth fund includes £248k recoupment adjustment for growth fund paid to academies for period April14 to August14.

2015/16 Growth Fund

24. The School and Early Years Finance (England) Regulations, Schedule 2, prescribes expenditure that may be deducted from the schools budget before determining the ISB and held centrally. Growth Funding falls into this category and is for the purpose of expenditure due to significant growth in pupil numbers as a result of the LA's duty under section 13(1) of the 1996 Act to secure that efficient primary and secondary education are available to meet the needs of the population and in order to make provision for extra classes in order to comply with the School Admissions (Infant Class Sizes) Regulations 2012.
25. Local Authorities are required to produce criteria on which any growth funding is to be allocated, and set out the circumstances in which a payment could be made and a basis for calculating the sum. The School Forum regulations requires the agreement of the School Forum for both the central spend on and the criteria for allocating funds.
26. The following table sets out the expenditure to 31 December 2015.

	Budget £	Spend £	Balance £
2015/16 Allocation	2,247,730		
2014/15 B/F balance		(428,470)	
Growth Fund:			
Alameda Academy		63,408	
Church End Lower		48,448	
Clipstone Brook Lower		75,927	
Cranfield Academy		147,764	
Edward Peake Middle		89,548	
Etonbury Middle		204,870	
Fairfield Park Lower		45,004	
Greenleas Lower		64,915	
Holywell		43,204	
Leedon Lower		48,034	
Redborne Academy		63,408	
Robert Bloomfield		39,118	
Roecroft Lower		81,534	
Russell Lower		58,080	
Shefford Lower		46,313	
Silsoe Lower		60,410	
St Andrews Lower		262,218	
St Marys Stotfold		29,024	
Stratton Upper		106,202	
Total Growth Fund	2,247,730	(2,005,900)	(241,830)

27. The revised School and Early Years Finance Regulations 2014 allows LAs to carry over any unspent money from the 2014/15 growth and infant class size funds to be used for the same purpose in 2015/16. Any balance remaining in 2015/16 will be added to the 2016/17 allocation for Growth Fund and used for the same purpose.
28. Where an LA makes a growth fund payment to an academy for the period April to August, the DfE will make an appropriate recoupment adjustment. Growth fund adjustments will not be made for “diseconomies of scale” or “start-up” funding. The final pro-forma to be submitted to the Education Funding Agency (EFA) will include a request to adjust the recoupment. Any adjustment approved by the EFA will be added back to the Growth fund for 2016/17.

Schools Funding Settlement 2016/17

29. On 17 December 2015, the DfE announced details of the DSG for 2016/17. The DSG remains split into three blocks: Schools, High Needs, Early Years.

Schools Block

30. The Schools Block is calculated based on the schools block unit of funding (SBUF) as published in July 2015. The 2016/17 SBUF have been adjusted to incorporate the funding added for the former Non-Recoupment Academies (NRAs). It means that in 2016/17 the LAs will receive funding for NRAs within their schools block allocation on the same basis as other mainstreamed maintained schools and academies, i.e. by multiplying their SBUF by the schools block pupil count.

31. For CBC the 2016/17 SBUF is £4,294.39 and increase of £5.30 for the former NRA (UTC). Central Bedfordshire's pupil numbers based on October 2015 census data has increased by 777 pupils to 36,643.

Early Years Block

32. The Early Year Block will include:
- **The 3&4 year old entitlement** – set at the 2015/16 per pupil rate of £3,979.80. The initial 2016/17 allocation has been based on pupil numbers from the January 2015 early years census (2,652 FTEs). This will be updated based on January 2016 pupil numbers.
 - **Participation funding for disadvantaged two year olds** – set at the 2015/16 per pupil rate of £4,778.50, this has been calculated by multiplying the amount per pupil by pupil numbers from the January 2015 early years census (344 FTEs) to produce a provisional allocation. The allocation will be updated in July 2016 and July 2017 to take into account early years census for January 2016 and January 2017.
 - **Early Years pupil premium** – set at 2015/16 per hourly rate (for CBC £5.03). The allocation will be updated in July 2016 and July 2017 to take into account early years census for January 2016 and January 2017.

High Needs Block

33. The 2016/17 High Needs Block will include:
- The High Needs Block base line for 2015/16 plus:
 - Additional top-up of £92.5M allocated on the basis of the 2-19 aged population projections for 2016 in each LA.
34. The table below illustrates the indicative DSG revenue allocation for 2016/17.

Block		2015/16 Allocation (M)	2016/17 Allocation (M)
Schools	Schools Block	154.186	157.359
Early Years	3&4 year olds funding	10.554	10.554
	3&4 year olds adjustment (Jan Census)	0.151	Tba (Jul 16)
	2 Year olds funding	1.644	1.644
	Indicative EYPP	0.171	0.171
High Needs	Base line	24.905	25.335
	Additional top-up	0.449	0.460
NQT		0.054	0.054
Total Indicative Allocation DSG		192.114	195.576

35. As in 2015/16 the DSG allocation will include funding for the cost of monitoring and quality ensuring of NQT induction.
36. As in previous years, to protect LAs with falling pupil numbers, a cash floor of minus 2% has been applied to the DSG allocations. This will ensure that no authority will lose more than 2% of its budget in cash terms.

37. The Department has agreed with the following agencies to purchase a single national licence managed by the Department for all state-funded schools in England:
- Christian Copyright Licensing International (CCLI)
 - Copyright Licensing Agency (CLA)
 - Education Recording Agency (ERA)
 - Filmbank Distributors Ltd. (for the PVSL)
 - Mechanical Copyright Protection Society (MCPS)
 - Motion Picture Licensing Company (MPLC)
 - Newspaper Licensing Authority (NLA)
 - Performing Rights Society (PRS)
 - Phonographic Performance Limited (PPL)

For 2016/17 the amount charged to CBC will be £245k an increase of £3k from 2015/16.

De-delegated services

38. Funding for de-delegated services must be allocated through the formula but can be de-delegated for maintained mainstream primary and secondary schools with schools forum approval. De-delegation is not an option for academies, special schools, nurseries or PRUs. In the case of special schools and PRUs, the funding to buy such services will be included in any top-up payments.
39. Schools forum members for primary maintained schools and secondary maintained schools must decide separately for each phase whether the service should be provided centrally and the decision will apply to all maintained mainstream schools in that phase. Funding for these services will then be removed from the formula before school budgets are issued. The services which may be de-delegated are:
- contingencies (including schools in financial difficulties and deficits of closing schools)
 - behaviour support services
 - support to underperforming ethnic groups and bilingual learners
 - free school meals eligibility
 - insurance
 - museum and library services
 - licences/subscriptions staff costs supply cover (e.g. long-term sickness, maternity, trade union and public duties)
40. The School and Early Years Finance Regulations state that “expenditure on the schools specific contingency” is central expenditure deducted for the purpose of ensuring that monies are available to enable an increase in a school’s budget share after it has been allocated and where it subsequently becomes apparent that a governing body have incurred expenditure which it would be unreasonable to expect them to meet from the school’s budget share which may include expenditure in relation to:
- (i) schools in financial difficulty,
 - (ii) the writing-off of deficits of schools which are discontinued, excluding any associated costs and overheads,
 - (iii) new, amalgamating or closing schools, or
 - (iv) other expenditure where the circumstances were unforeseen when initially determining the school’s budget share.”

41. In 2015/16 the LA sought School Forum approval to de-delegate £500k for schools specific contingency. Following discussions and concern from Forum members that this would impact maintained schools only, the LA formally applied to the Secretary of State (SoS) to disapply the School and Early Years Finance Regulations, to allow the LA to centrally retain £500k from all schools. This was due to deficits arising from the closing schools being mainly as a result of schools transferring to Academy status and changing their age range.
42. The SoS approved the request to disapply the finance regulations, allowing the LA to specifically retain £500k as a topslice across all maintained and academy budgets to support schools in financial difficulty. This specifically applied to 3 middle schools which were to be closed and were at risk of closing with deficits.
43. In September 2015 the LA repeated the 2015/16 application to disapply the finance regulations to allow a further £500k to be centrally retained for schools specific contingency. The SoS has refused the 2016/17 application. School contingency is a de-delegated central expenditure only applicable to maintained schools.
44. The LA have challenged the decision but have subsequently been advised that requests are considered on a case by case basis. The decision was made by the Minister which is in line with current movement in policy to not retain central 'contingency funds' out of DSG. They recognise that this has not been approved when it has been in previous years however do state that approvals are for the single year only and LAs cannot expect decisions to be repeated.
45. The LA are requesting approval from the Schools Forum to de-delegate £500k for school specific contingencies for 2016/17. This would equate to approximately £31 per pupil for both secondary and primary maintained schools.
46. A separate paper will be presented to Schools Forum to agree the 2016/17 de-delegation for Trade Unions duties.

Centrally retained services

47. Funding for some services can be centrally retained before allocating the formula, with the agreement of the schools forum. A number of these services are subject to a limitation of no new commitments or increases in expenditure from 2015 to 2016 and schools forum approval is required each year to confirm the amounts on each line. The services which can be retained centrally include:
 - Funding for significant pre-16 pupil growth, including new schools set up to meet basic need, whether maintained or academy
 - Funding to enable all schools to meet the infant class size requirement
 - Admissions (limitation of no new commitment)
 - Servicing of schools forum (limitation of no new commitment)
48. When using funding held centrally within DSG, other than funding that has been de-delegated by maintained schools, the authority must treat maintained schools and academies on an equivalent basis. Funding may be carried forward to the following funding period and can be used specifically for growth if the authority wishes.

Growth Fund

49. Central Bedfordshire is an area that will see significant growth in school aged children over the coming years, triggered by the increase in birth rate (which is impacting now and for at least the next five years), and by the rate of local housing development that is forecast over the next 25 years. The Council's School Organisation Plan outlines the pattern of this growth across phases and its New School Places Programme establishes an investment strategy for major projects to ensure that the council continues to meet its statutory obligations to provide sufficient high quality school places.
50. LAs are required to produce criteria on which any growth fund is to be allocated and to consult with schools forum on the total sum to be top-sliced. This was agreed in principle to enable the proforma Authority Proforma Tool (APT) return, required at the end of October 2015, to be submitted to the EFA. The EFA has subsequently checked and agreed the criteria as compliant with the regulations.
51. The LA formally proposes the centrally retained budget for Growth and Infant Class Size requirements for 2016/17 as £2M.

Admissions

52. The 2015/16 budget for Admissions is £260k. A separate paper will be presented to Schools Forum to agree the 2016/17 budget.

School Forum

53. The LA proposes that the 2016/17 budget for servicing the school forum remains at the 2015/16 level of £3k. The budget funds the subscription to the F40 group, currently £1k, meeting expenses and training/ travel costs for members.

Pupil Premium Grant

54. The DfE has announced that a premium is payable for each pupil who has been eligible for free meals at any time in the last 6 years, or is looked after / adopted from care, or who has been a service child in the last four years (including children whose parents had died in service and who are in receipt of pensions under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)).

Allocation is based on the spring census preceding the financial year.

Rates for 2016/17 are the same as in 2015/16:

- £1,320 Primary age pupils
- £ 935 Secondary age pupils
- £1,900 Looked-after children / adopted from care
- £ 300 Service children

Pupil premium allocations for the financial year 2016/17 will be published in June 2016 following the receipt of pupil number data from the spring 2016 schools census.

Education Service Grant (ESG)

55. As in 2015/16 the grant will be allocated to local authorities on a per-pupil basis. The ESG General Funding Rate for local authorities in 2016/17 is £77 per pupil in mainstreamed schools a reduction of £10 from 2015/16. The funding rate for pupil in PRUs will be £327.25 reduced by £42.50 and for pupils in special schools the rate will be £288.75 a reduction of £37.50.

56. October 2015 census data will be used to calculate the General Funding pot for 2016/17. For CBC the initial allocation for 2016/17 will be £1.46m a reduction of £180k from 2015/16. The allocation will be adjusted on a quarterly basis during 2016/17 financial year to take into account academies opening after 30th November 2015.
57. There will be a flat rate of £15 per pupil allocated to local authorities for the statutory duties that do not transfer to academies, known as retained duties. The total ESG retained duties funding pot is £15 multiplied by the number of pupils aged 3 to 19 in maintained schools and academies. For CBC the indicative Retained Duties funding pot for 2016/17 will be £618k, an increase of £10k due to increased pupil numbers.
58. There will be no top-up for academies in the academic year 2016/17. However, the final arrangements will provide details of protection arrangements which will be applied in order to prevent large reductions in academies budgets.

Universal Infant Free School Meal Grant (UIFSM)

59. This funding is available to provide all infant – age pupils with a free school meal. For 2016/17 revenue funding will be based on a rate of £2.30 for each meal taken by pupils who will become newly eligible for a FSM as a result of the UIFSM policy.

Individual Schools Budgets (Schools Block)

60. The table below reflects the distribution of the DSG to Individual School Budgets over the last three years:

Factor		Actual 2014/15	Actual 2015/16	Indicative 2016/17
A basic per pupil entitlement – age weighted pupil unit (AWPU)	Primary AWPU	£2,959	£3,086	*£3,061
	KS3 AWPU	£4,221	£4,348	*£4,323
	KS4 AWPU	£4,930	£5,057	*£5,032
Deprivation	IDACI Band 2 &3	£554	£554	£554
	IDACI Band 4	£1,108	£1,108	£1,108
	IDACI Band 5	£1,662	£1,662	£1,662
	IDACI Band 6	£2,216	£2,216	£2,216
Looked After Children		£468	£468	£468
Prior Attainment		£0	£0	£0
EAL		£0	£0	£0
Lump Sum		£120,000	£120,000	£120,000
Split Site		£120,000	£120,000	£120,000
Rates		Based on actual	Based on actual	Based on actual
PFI		£0	£0	£0
Pupil Mobility		£0	£0	£0
Post -16		n/a	n/a	n/a
Exceptional Premises factors	Joint Use	£98,330	£98,330	£98,330
	Rent	£40,060	£40,060	£40,060
Sparsity		£0	£0	£0
Growth Fund		£1,000,000	£2,000,000	£2,000,000
Falling Roles Fund		£0	£0	£0
School Admissions		£260,490	£260,490	TBA
School Forum		£3,000	£3,000	£3,000
Copyright Licenses		£142,240	£241,612	£244,937

61. *The indicative AWPU for 2016/17 have been reduced by £25 per pupil. This takes into account the one off increase in 2015/16 of £42 per pupil funded from unspent DSG from previous years. An increase of £17 has then been applied to take into account centrally retained contingencies from 2015/16 that have not been approved for 2016/17 (£14 per pupil) and the distribution of unallocated DSG (applicable to all schools) held in Schools Specific Contingency (£3 per pupil). The final AWPU values for 2016/17 will be advised to schools in February 2016.
62. When applying the local formula the LA will use the school-level data that has been made available to LAs in the prepopulated section of the APT.
63. The DfE have updated the 2016/17 dataset to use the October 2015 census data. The most significant change is the use of the recently published 2015 IDACI values. As it is five years since the dataset was last updated, there will be a significant degree of movement of pupils between bands at an individual school level. Using the updated IDACI data indicates that there will be winners and losers resulting in a reduction of total Social Deprivation allocated to all schools by £303k. The £303k will be redistributed partly to fund any increase on MFG and the remaining balance will be allocated through increase of AWPU.

Appendices:

None

Meeting: Schools Forum
Date: January 2016
Subject: Dedicated Schools Grant (DSG) Admissions

Report of: Director of Children’s Services

Summary: This report sets out the need to increase the staffing structure of the School Admissions Team due to increased workload and the need to improve resilience within the team which is a front line, customer facing service with statutory timescales and deadlines to adhere to. The report seeks the Forum’s approval for an increase in the annual DSG allocation to the team, subject to an application to the Secretary of State.

Contact Officers: Rob Parsons, Head of School Organisation, Admissions and Capital Planning

Lydia Braisher, Admissions Manager

Public/Exempt: Public

Wards Affected: All

Function of: Council

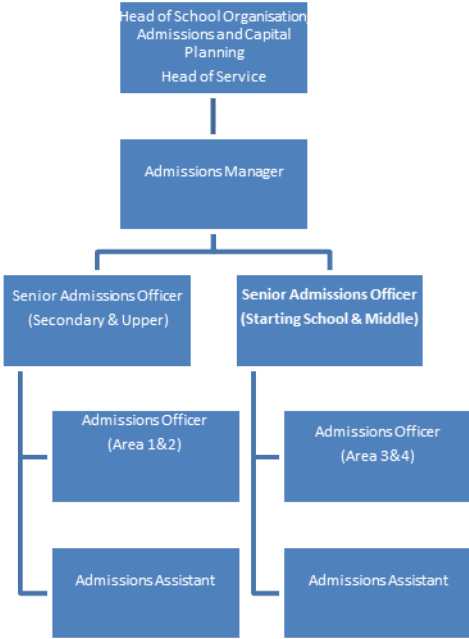
RECOMMENDATIONS:

- 1. To note and comment on the content of the report.**
- 2. To approve an increase of £52,514 in DSG funding from 2016/17 for the School Admissions Team, subject to an application to the Secretary of State for the disapplication of The School and Early Years Finance Regulations.**

Background

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|----|--|
| 1. | The School Admissions Team is part of the School Organisation, Admissions and Capital Planning Service, which also includes the Council’s School Organisation and Capital Planning teams. The Service is responsible for all school organisation matters, including the planning and delivery of new school places across the area where forecasts of demographic growth require the Council to commission them. |
| 2. | The teams within the School Organisation, Admissions and Capital Planning Service work together to provide a coordinated approach to school organisation and admissions arrangements to ensure effective support for parents, schools and other stakeholders in a very technical and complex service area. |
| 3. | The Admissions Team is comprised of 7 full time members of staff who support and co-ordinate the admissions process for the 129 Academies and Schools within Central Bedfordshire. The Team is responsible for the delivery of a range of statutory duties. |

4.	<p>These duties include:</p> <ul style="list-style-type: none"> • Implementing and co-ordinating the admissions process for all academies and schools in the area and co-ordinating with other local authorities as required for starting school, middle transfer and secondary and upper transfer. • Processing in-year applications for Community and VC schools (and processing in-year applications for other maintained schools and academies who wish to opt in to this service). • Consulting on admission arrangements for Community and Voluntary Controlled schools. • Monitoring the admission arrangements of own admission authorities in the area. • Preparing and presenting appeals for community and voluntary schools. • Administering and clerking appeals for maintained schools. • Providing information to parents via the Admissions Booklet, information leaflets, application forms and advertising of the starting school, middle, secondary and upper transfer rounds and letters to parents to inform them of the outcome of their application.
5.	<p>The School Admissions Team is funded by the Dedicated Schools Grant, centrally retained from the Schools Block unit of funding. This has been set at the 2013/14 level of £260,490, in line with the School and Early Years Finance Regulations which is subject to a limitation of no new commitments or increases in expenditure.</p>
6.	<p>The School Admissions Team also offers a range of buy back services to academies and own admission authority schools for the following services:</p> <ul style="list-style-type: none"> • Point of entry: all admission authorities are responsible for checking and assessing which criteria an application meets and ranking these before allocations are made. The School Admissions Team offers this as a service for those academies and own admission authority schools who wish to buy this service back. • School Admissions Appeals: Where an applicant is refused a place at any of their preferred schools, they are offered the right of appeal in line with the Schools Standards and Framework Act 1998. The Local Authority is responsible for preparing and presenting the case at an appeal hearing for Community and Voluntary Controlled schools and academies and own admission authority schools can buy this service back if they wish to purchase for a senior member of the team to undertake this duty for them.
7.	<p>The level of income received from these traded services funds the salary costs and associated overheads of staff undertaking the various elements of the buy back services offered. This is approximately £35,000 per year.</p>

8.	<p>The current staff structure is shown below:</p>  <pre> graph TD A["Head of School Organisation Admissions and Capital Planning Head of Service"] --> B["Admissions Manager"] B --> C["Senior Admissions Officer (Secondary & Upper)"] B --> D["Senior Admissions Officer (Starting School & Middle)"] C --> E["Admissions Officer (Area 1&2)"] C --> F["Admissions Assistant"] D --> G["Admissions Officer (Area 3&4)"] D --> H["Admissions Assistant"] </pre>
9.	<p>The School Admissions Team has undergone review and restructuring since 2013 to ensure that it can continue to provide an efficient service, within the budget available. As a result of review an additional Admissions Assistant post was added to the team to assist with the high volume of calls the School Admissions helpline receives and to undertake administration duties the team requires in terms of inputting application forms and handling all incoming mail. The additional cost of this post is offset by the income from the Traded Services set out above.</p>
<p>Service and Team pressures</p>	
10.	<p>The Council's School Organisation Plan provides the pupil place planning forecasts which support the Council's new school places programme of capital investment required to maintain the optimum number of school places within Central Bedfordshire. Many of these new places are provided through expansions of schools on existing or new sites, adding to the complexity of admission arrangements in the area.</p>
11.	<p>Since 2013 the pupil population in Central Bedfordshire has increased by just over 2.5% from 37,749 in January 2013 to 38,757 in January 2015. Total pupil numbers are expected to rise further by approximately 6,757 to 45,457 pupils in 2020. This comprises a 20% increase in school population in Central Bedfordshire since 2013 when the School Admissions Team budget was originally fixed.</p>
12.	<p>Naturally the size of cohorts for admissions have increased in line with the increasing population, which has resulted in a year on year increase seen for the starting school admissions round of nearly 15% from 2917 applications in 2013, 3178 applications in 2014 and 3429 applications in 2015. For the 2016 admissions round, the team is expecting to process 3452 applications for CBC children.</p>
13.	<p>As a result of the commissioning of new school places the team now has additional academies/schools to co-ordinate and liaise with and admission arrangements which can often change year on year. Growing communities also lead to an enhanced focus on the team to provide absolute clarity and transparency of admission arrangements to inform parental demand as families move into the area and understandably want their child to attend their local or preferred school.</p>

14.	Notwithstanding the population increase, the School Admissions Team has experienced further demand due to the increased number of schools who have become their own admissions authority, mainly through the academy route.
15.	The ambition of the Government for schools to convert to Academy status in the new style of converter academies saw a huge increase of schools in Central Bedfordshire going through the conversion process and since May 2010, 51 schools in Central Bedfordshire have converted to Academy status. 10 of these have converted since 2013. 57% of all pupils in Central Bedfordshire schools are now accommodated in an Academy.
16.	Although academies are independent from the Council, the School Admissions Team is still responsible for co-ordinating the admissions process for these and all admission authorities in the area, including Voluntary Aided and Foundation Schools and provides advice and guidance on a wide range of admission issues. The monitoring of admission arrangements of all own admission authorities, is also one of the Council's statutory admission duties and this has to be overseen on an annual basis.
17.	Section 3.2 of the School Admissions Code places a requirement for Local Authorities to refer arrangements which it views or suspects as unlawful to the Schools Adjudicator. As a result the increase in own admission authorities in Central Bedfordshire has also brought a greater focus to this specific duty which it had to comply with recently resulting in the Office of the Schools Adjudicator upheld the Council's objections.
18.	In addition to being reactive to national developments and embracing new ways of working, the School Admissions Team has had to be responsive to very local demands such as academies and schools who wish to change their age range. The Dunstable and Houghton Regis area has seen the majority of schools change their age to be within a two tier system. This has increased complexity within the admissions process and impacted on the team's work providing additional support to parents and to academies and schools to ensure the admissions process is effective and transition arrangements are robust.
Revised service structure	
19.	As illustrated in this report, this increase in complexity and in population growth has placed additional pressure on the School Admissions Team which was originally configured and budgeted to manage service demand at 2013 levels.
20.	The School Admissions Team is committed to continuing to provide a good quality service to parents and to academies and schools and being responsive to national and local demands. The service pressures can no longer be mitigated through review and restructuring within the budget available and in order to maintain the service the team needs to expand its staffing structure by 2 additional staff.
21.	An increase of £52,514 in the Admissions DSG budget would fund 2 additional staff and provide the additional capacity required to deal with the number of applications received for both the annual admissions rounds and in-year admissions. The team would be able to respond to the demands of an increasing population, the complexity of the admissions system and maintain its high standards of customer care for parents, carers, academies and schools.
Conclusion	

22.	The LA proposes, with the School Forum's agreement, to apply to the Secretary of State for a disapplication of the School and Early Years Finance regulations to allow an increase of £52,514 in the annual amount held centrally for the School Admission team. This would allow an increase in staff capacity to provide the team with 2 more Admission Officers to deal with the increasing workload from the team's statutory responsibilities. This would equate to approximately £1.46 per pupil of school block funding based on October 2014 census, however this will reduce and be based on a higher pupil number as at October 2015 census.
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Appendices:

None

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Meeting: Schools Forum
Date: January 2016
Subject: High Needs Block of the Dedicated Schools Grant (DSG) Contracts for Services that Support Children and Young People with Special Educational Needs and Disabilities (SEND)

Report of: Director of Children’s Services

Summary: This report sets out the SEND contracts funded by the High Needs Block and provides feedback agreed by the High needs Block Technical Sub Group regarding contracts that will need to be varied in terms of contract price for 2016/2017.

Contact Officers: Helen Redding, Assistant Director School Improvement

Public/Exempt: Public

Wards Affected: All

Function of: Council

RECOMMENDATIONS:

- 1. That the Schools Forum consider the update regarding central spend on High Needs Block funded contracts, and comments on actions being taken following Technical Sub Group Meetings to inform variation to contracts if required in 2016/2017.**

Background

1.	The Schools forum powers and responsibilities 2015 to 2016 were amended in March 2015 and now include additional functions in relation to the High Need Block as set out in paragraphs 2, 3 and 4.
2.	<p>The Local Authority must consult annually and ask the Schools Forum for a view on financial issues relating to:</p> <ul style="list-style-type: none"> • Arrangements for pupils with SEN, in particular the places to be commissioned by the Local Authority and schools and the arrangements for paying top-up funding; • Arrangements for use of pupil referral units and the education of children otherwise than at school, in particular the places to be commissioned by the LA and schools and the arrangements for paying top-up funding. <p>The Schools Forum should inform governing bodies of all consultations</p>
3.	The Local Authority can propose and the Schools Forum decides on central spend on special education needs transport costs. The DfE adjudicates where schools forum does not agree the Local Authority proposal.

4.	The Local Authority decides central spend on children and young people with high needs. The Schools Forum has no powers or responsibilities in relation to this, but it is good practice to inform the forum.
5.	At the Schools Forum meeting of 26 January 2015 the complexity of services and functions supported by High Needs Block was recognised and it was agreed to set up a High Needs Block Technical Sub Group. Terms Of Reference were agreed at the next Schools Forum Meeting on 15 June 2015. School Forum Members who put themselves forward for this group were Shirley Crosbie, Sue Howley, Sarah Mortimer, Peter Cohen, John Street, David Brandon-Bravo and Ali Brabner. Convenient dates for members could not be identified in the summer term, and so the group has met twice since September 2015. It is meeting again in February 2016.
6.	The contracts were considered at the High Needs Block Technical Sub Group at their meeting on 7 December 2015. The contract monitoring reports were shared and the data on caseloads considered
7.	<p>The planned central spend in 2015/2016 as set out in the 26 January 2015 High Needs Block Report on the following contracts which provide services to schools and families was:</p> <ul style="list-style-type: none"> • The Peripatetic Service for Children and Young People with Hearing Impairments (£195,000); • The Peripatetic Service for Children and Young People with Visual Impairments (£252,576); • The Early Years Children With Disability Service (£270,548); • The Medical Needs Service (£643,890); • The Jigsaw Centre (£464,731); • The Academy of Central Bedfordshire (£726,000). <p style="text-align: center;">Total: £2,552,745</p>
Hearing Impairment (HI) Service	
8.	The HI Service has been managed by Harlington Area School Trust (HAST) since 2011. The contract was extended in 2014 to 31 August 2018.
9.	<p>In January 2015 Schools Forum agreed:</p> <ul style="list-style-type: none"> (a) £195,000 centrally retained High needs Block for the peripatetic element of the service to reflect the revised staffing requirements of an additional part time peripatetic teacher and a Speech and Language Therapy Assistant, plus (b) £10,000 plus £12,538 top up per place for 20 places (£22,538) (total £450,760) plus (c) Top-up funding for Central Bedfordshire pupils or vacant places at the Specialist Provision provided by the schools of £2,491 per place for places at Toddington St George, £3,249 per place for pupils at Parkfields and £4,320 per place at Harlington Upper. <p>Parts (b) and (c) are funded through the schools' budgets</p>
10.	In 2011 when the contract was approved there were 81 pupils on the caseload. 21 pupils were in specialist provisions in Toddington St George Lower School, Parkfields Middle School and Harlington Upper School, and 60 pupils were on the peripatetic caseload, of which 9 were of pre school age.
11.	In July 2014 there were 142 pupils on caseload. 55 were classified as having a mild hearing loss, 38 a moderate hearing loss, 11 a severe hearing loss, 4 a profound hearing loss, 12 a unilateral hearing loss, and 3 with statistical anomalies and bilateral perforations.

12.	In July 2015, there were 173 pupils on the caseload. 68 were classified as having a mild hearing loss, 55 a moderate hearing loss, 18 a severe hearing loss, 6 a profound hearing loss, 19 a unilateral hearing loss, and 7 with statistical anomalies and bilateral perforations. 11 of these pupils have cochlear implants. Regularity of monitoring visits is set out in the National Sensory Impairment Partnership (NatSIP) Eligibility Framework.
13.	In addition the National Deaf Children's Society (NDCS) Quality Standards regarding electroacoustic testing of hearing aids in the field are being reviewed following a consultation initiated in July 2015. The current standard sets out that electroacoustic testing of hearing aids should be carried out by the education service every 6 weeks (in between paediatric audiology hearing aid reviews. We are currently unable to meet this standard (although it is understood that other areas are also not meeting this standard). The outcome of this consultation will inform the review of the peripatetic service.
14.	The High Needs Block Technical Sub Group agreed that the Assistant Director School Improvement should work with HAST to review the peripatetic element of the contract for 2016/2017 to reflect the increased caseloads and the NDCS standards. The Autumn 2015 contract monitoring report is expected at the beginning of January and will inform the increased peripatetic requirements.
Visual Impairment (VI) Service	
15.	The Visual Impairment Service has been managed by HAST since January 2014 and will need to be reviewed for 31 August 2018. The contract price was agreed at £252,576.
11.	Caseloads remain at similar levels to the start of the contract when they were at 104, with 18 being babies/pre school age. In the summer term 2015, there were 97 children on caseload with 17 children being under 4 years of age.
12.	Regularity of monitoring visits is set out in the National Sensory Impairment Partnership (NatSIP) Eligibility Framework.
13.	The High Needs Block Technical Sub Group agreed that this contract did not need to be varied.
Early Years Children With Disability Service	
14.	The contract is jointly held by Chiltern Area Special School and Ivel Valley Area Special School. The contract price is currently £270,548.
15.	The numbers on caseload in the 2 areas of Central Bedfordshire that this contract covers have increased significantly but at different rates and mirror the areas of housing growth.
16.	The High Needs Block Technical Sub Group agreed that the Assistant Director School Improvement in discussion with the headteachers from the 2 schools would look to separate the contract into 2 separately costed contracts that reflect the changing demographic and its impact on caseload.
Medical Needs Service	
17.	The Medical Needs Service has been managed by HAST since April 2013. The contract was extended in April 2015 until 31 August 2018 and the contract price was amended following Schools Forum in January 2015 to £643,890. This was to reflect the change in requirements of delivery of the service as set out in DfE Guidance.
18.	As at October 2015, caseload was at 50, with 33 of those being in years 10 and 11 and only 1 pupil in the primary years. This is consistent with previous patterns of caseload. 29 pupils have mental health difficulties.

19.	It is usual for caseloads to increase across a school year and we are expecting an updated performance report early in January 2016.
20.	Pupils who are signed off from school due to their medical needs now fall under the remit of the Revised SEND Code of Practice (2015) where appropriate. Some of these pupils may undergo an Education Health and Care (EHC) Assessment.
21.	The High Needs Block Technical Sub Group has requested a break down of the needs identified under the heading 'Mental Health'.
22.	Contract Monitoring reports to not indicate a requirement to review this contract at the present time.
Jigsaw Centre	
23.	The Jigsaw Centre contract was one of the first service contracts to be awarded, and in January 2015 the Schools Forum agreed to amend the contract price from £414,645 to £464,731 in line with the methodology used to calculate more recent contract prices. An error in this calculation was identified in 2015, and this was corrected to £477,331.
24.	Contract monitoring reports demonstrate a significant increase in caseload for early intervention work, but also an increase in the number of children requiring placement at the Centre itself.
25.	The Assistant Director School Improvement has met with the Steering Committee and the new Headteacher who starts on 1 January 2016. It was agreed that the service should look at staffing structures and income generation to inform future contract price.
26.	This information will be brought back to the High Needs Block Technical Sub Group and inform a further update paper for the march Schools Forum meeting.
Academy of Central Bedfordshire (ACB)	
27.	Demand for Group 1 places (commissioned by the Local Authority) at the ACB continues to be high which has led to the need to commission an additional 10 places for the Autumn and Spring term 2015 at a cost of £76,271 (although the cost of a place is £10k per place plus top up of £8005, £4,930 of the top up is transferred from the schools). This is being reviewed for Spring term as admissions are still increasing.
28.	There are still significant numbers of students going to the ACB who require an EHC Assessment. The Governing Body of the ACB which comprises of all the secondary and upper heads plus a middle school head representative have been reminded that the EHC Assessment process should be initiated at the appropriate time for a student, and that the ACB should not be a holding place for students who require more specialist provision.

29.	<p>The ACB is now fully functional as a school, and following discussion at the High needs Block technical Sub Group it is proposed that for Group 1 places it is funded and places planned in the same way as we do for special schools and specialist provisions in mainstream schools. This would mean:</p> <ul style="list-style-type: none"> • the ACB would receive its place element as it does now from the Education Funding Agency (EFA); • the Local Authority would fund the top up element for its commissioned places at £8005 for group 1 places • The Local Authority would centrally retain the subsidy for Group 2 places and pay this to the ACB, taking into account a reduction that equates to the AWPU allocation moved from schools to the ACB in year.
30.	<p>The Assistant Director School Improvement is having further meetings with the ACB Executive Head in January 2016. This will be modelled and presented to the High Needs Block Technical Sub Group and inform the review of the contract with the ACB.</p>
Conclusion	
29.	<p>The following contracts will be reviewed and updates reported to the Schools Forum in March 2016:</p> <ul style="list-style-type: none"> • Hearing Impairment Service • Early Years Children With Disability Service • Jigsaw Centre • Academy of Central Bedfordshire

Appendices:

None

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Meeting: Schools Forum
Date: 18 January 2016
Subject: Dedicated School Grant Contingency Budgets
Report of: Director of Children's Services
Summary: To provide an update on the use of the School Contingency Budgets for 2015/16.

Contact Officer: Dawn Hill, Priory House, Shefford

Public/Exempt: Public

Wards Affected: All

Function of: Council

RECOMMENDATIONS:

- 1. To note the Dedicated School Grant (DSG) Contingency spend to 31 December 2015.**

Background

1. From 2013/14 the Dedicated School Grant is split into three notional blocks; Schools, High Needs and Early Years with each block holding its own contingency budget.

School Block

2. The Schools Specific Contingency Budget falls under Schedule 2 (Part 5) of The School and Early Years Finance (England) Regulations 2013; '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)'. Part 5 relates to items that may be removed from Maintained Schools' Budget Shares by way of de-delegation. De-delegation is not an option for Academies, special schools, nurseries or PRUs.
3. Expenditure on the Schools Specific Contingency is central expenditure deducted for the purpose of ensuring that monies are available to enable an increase in a school's budget share after it has been allocated; and where it subsequently becomes apparent that a governing body have incurred expenditure which it would be unreasonable to expect them to meet from the school's budget share which may include expenditure in relation to:
 - schools in financial difficulty
 - the writing off of deficits of schools which are discontinued, excluding any associated costs and overheads
 - new, amalgamating or closing schools, or
 - other expenditure where the circumstances were unforeseen when initially determining the school's budget share

High Needs Block

4. Contingencies are held centrally to fund the writing off of deficits of special schools which are discontinued. At the School Forum meeting in January 2015 it was agreed that as the High Needs Block settlement for 2015/2016 will not be received from the DfE until March 2015, the balance will be held in contingency and applied where it is required in 2015/2016. The following issues will be taken into account
- The resource implications of changes in SEND provision through the implementation of the Children and Families Act in 2014 is determined.
 - The development of the Hub and Spoke model for the Jigsaw Centre.
 - The implications of the development of Central Bedfordshire’s vision for Special Schooling and Specialist Provision, including capital costs.
 - How the EFA plans to top slice Local Authorities and whether that will impact on the initial settlement.
 - How the EFA plans to apply growth in 2015

Early Years Block

5. Early Years provision is funded based on predicted total number of hours’ attendance of registered pupils. The LA must review the budget share when further information on actual hours of attendance is available, in accordance with Part 3 of The School and Early Years Finance (England) Regulations 2013. The Early Years Contingency budget has been set aside to fund the headcount adjustment that is allowable within the regulations.

Update

School Contingency

6. De-delegation from the Schools Block did not take place in 2015/16. However, the LA did apply to the Secretary of State to disapply the regulations to allow a £500k top-slice to DSG across all maintained schools and academies. This was to support schools in financial difficulty and would specifically apply to three closing middle schools which are at risk of closing with a deficit balance. The saving to DSG once the schools are closed would be applied to all schools.
7. The following table sets out the expenditure to 31 December 2015:

	BUDGET £	SPEND £	BALANCE £
Carry Forward from 2014/15	208,413		
Budget Allocation 2015/16 (ring-fenced)	500,000		
Unallocated DSG (All Schools)	1,460		
Academy Recoupment Adjustment	25,985		
VAT Reimbursement CLA		40,269	
Total School Contingency	735,858	40,269	776,127

The balance of £776,127 is split between de-delegated ring fenced funding for Maintained schools only of £671,572 and £104,555 for all schools. The de-delegated funding will be applied to the closing school deficits. The remaining balance will be redistributed to schools in 2016/17 via the age weighted pupil unit.

High Needs Contingency

8. It was agreed at the School Forum meeting of the 26 January 2015 that unallocated 2014/15 High Needs Block funding would be redistributed to schools. £1M has been transferred to the Schools Block and distributed to maintained schools and academies on a one-off basis via the age weighted pupil unit (AWPU) for 2015/16 and the balance of £129k has been transferred to support capital development in specialist provisions.

In addition, at the meeting of the 21 September 2015 it was agreed to further support the capital development in specialist provisions by the sum of £500k. The Secretary of State approved the additional on 21 October 2015.

9. The following table sets out the expenditure to 31 December 2015:

	BUDGET £	SPEND £	BALANCE £
Carry Forward from 2014/15	1,129,263		
Transfer to ISB		(1,000,000)	
Transfer to capital for development in specialist provisions		(129,263)	
Unallocated HN Block 2015/16	1,145,590		
HN Block adjustment for growth		290,230	
Further transfer to capital		(500,000)	
Transfer to ISB (top-up funding)		(5,517)	
HN Block in year overspend		(81,572)	
Total SEN Contingency	2,274,853	(1,426,122)	848,731

Early Years Contingency

10. It was previously agreed that £500k would be transferred to the Schools Block and distributed to maintained schools and academies on a one-off basis via the age weighted pupil unit (AWPU) and the remainder used for the termly census adjustments.
11. The following table sets out the expenditure to 31 August 2015:

	BUDGET £	SPEND £	BALANCE £
Carry Forward from 2014/15	1,154,191		
Transfer to ISB		(500,000)	
Budget Allocation 2015/16	156,510		
EY Block adjustment for growth in FTEs (Jan14 – Jan 15)		409,687	
January 2015 census adjustment		(92,263)	
May 2015 census adjustment		(758,892)	
October 2015 census adjustment		629,790	
Total Early Years Contingency	1,310,701	(311,678)	999,023

Appendices:

None

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Meeting: Schools Forum

Date: 18 January 2016

Subject: School Forum Budget

Report of: Director of Children’s Services

Summary: To provide an update on the use of the School Forum Budget for 2015/16.

Contact Officer: Dawn Hill, Priory House, Shefford

Public/Exempt: Public

Wards Affected: All

Function of: Council

RECOMMENDATIONS:

- 1. To note the School Forum spend to 31 December 2015.**

Background

1. The School Forum Budget falls under Schedule 2 of The School and Early Years Finance (England) Regulations 2013. ‘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’ – ‘establishment and maintenance of, and consultation with, Schools Forums’. Any deduction must not exceed the amount deducted for the previous funding period.
2. A budget of £3,000 for 2015/16 has been set for costs associated with the operation of the Forum, with the continued membership of the F40 group and £2,000 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.

Expenditure 2015/16

3. The following table sets out the expenditure to 31 December 2015.

	BUDGET £	SPEND £	BALANCE £
Carry Forward from 2014/15	3,316		
Budget Allocation 2015/16	3,000		
F40 Subscription		(1,000)	
General Travel Expenses		(33)	
Total	6,316	(1,033)	5,283

Any balance remaining at year end will be carried forward to 2016/17.

Appendices: None

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