

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

**This meeting
may be filmed.***



**Central
Bedfordshire**

please ask for Sharon Griffin
direct line 0300 300 5066
date 4 June 2018

NOTICE OF MEETING

SCHOOLS FORUM

Date & Time

Monday, 11 June 2018 3.00 p.m.

Venue at

Room 15, Priory House, Chicksands

Richard Carr
Chief Executive

To: The Chairman and Members of the SCHOOLS FORUM:

School Members:

Ali Brabner, Cranfield Academy
Oliver Button, Queensbury Academy
Pete Cohen, Weatherfield Academy/Oak Bank School
Leigh Davies, Willow Nursery School
Caren Earp, Henlow Middle Academy
Karen Hayward, Sandy Upper School
Sue Howley MBE, Fairfield Park Lower School
James Hughes, Beecroft Academy
Lisa Leonard, The Chiltern School
Alexia Moyle, Greenleas Lower School
Joanna New, Flitwick Lower School
David Penfold, Cranfield CofE Academy
Joe Selmes, Weatherfield Academy
John Street, Etonbury Academy
Sue Teague, Caddington and Slip End Lower School
Stephen Tikin, Beaudesert Lower School
Sally Wells, St Andrew's Lower School

Non School Members	Paul Burrett, Church of England Diocese Representative Ali Challis, Early Years Private, Voluntary and Independent (PVI) Provider Representative Martin Foster, Trade Union Representative Mary Morris, Catholic Diocese Representative Sarah Mortimer, Post 16 Education Representative Cllr Ken Ferguson, Chairman of Children's Services Overview and Scrutiny Committee	
Observer:	Cllr Steven Dixon, Executive Member for Education and Skills	
Current Vacancies	Secondary maintained head teacher Secondary maintained school governor	
Officers	Mr P Ball	Senior Finance Manager Transformation & Corp Res/ Business Partnership and Community Engagement
	Mr P Fraser	Committee Services Officer
	Ms S Griffin	Director of Children's Services
	Mrs S Harrison	Interim Head of School Improvement
	Mr C Kiernan	

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.

***Please note that phones and other equipment may be used to film, audio record, tweet or blog from this meeting. No part of the meeting room is exempt from public filming.**

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AGENDA

1. Apologies for absence

To receive apologies for absence and notification of substitute Members.

2. Election of Chairman and Vice-Chairman for the municipal year 2018-19

To elect a Chairman and Vice-Chairman for the municipal year 2018-19.

3. Minutes of the previous meeting and matters arising

To approve the minutes of the previous meeting held on 12 March 2018 (copy attached) and to receive an update on any matters arising from these.

4. Chairman's Announcements and Communications

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

5. Schools Forum powers and responsibilities

To note the Schools Forum powers and responsibilities summary document issued by the Education Funding Agency (copy attached).

6. Sub-Groups of Schools Forum

To receive an update from the Sub-Groups of Schools Forum on the work being undertaken.

Sub Group	Meetings held since last meeting of the Forum	Lead Officer	Update report attached
Early Years	N/A	Sue Tyler	-
High Needs	N/A	Leo Jones	-
Growth Fund	19.04.18	Victor Wan	-
School Block	N/A	Dawn Hill	-

Proposals

Item Subject

7 Growth Fund update

To seek approval from School's Forum for the award of additional Growth Fund payments made under the exceptional claims clause as recommended by the sub technical group.

Information

- | Item | Subject |
|-------------|---|
| 8 | Membership of Schools Forum and Sub - Groups

To provide an update on progress made in the first phase of the reconstitution of the Schools Forum. |
| 9 | High Needs Block of the Dedicated School Grant (DSG)

To provide an update on the final spend of DSG for 2017/2018, updated information for 2018/19. |
| 10 | Early Years Block

To provide an update on the final spend of Early Years Block allocation for 2017/2018, updated information for 2018/19 including Early Years SEND, a range of draft proposals for 2019/20, and additional information regarding aspects of Early Years funding which are not part of the DSG. |
| 11 | DSG update

To provide an update on the DSG and Growth Fund for the financial year 2017/18 and funding arrangements for 2018/19. |
| 12 | School Forum Budget

To provide an update on the use of the School Forum Budget for 2017/18. |
| 13 | Dedicated School Grant Contingency Budgets

To provide an update on the use of the School Contingency Budgets for the financial year 2017/18. |
| 14 | School Finance Update

To provide an update on the Schools Forum on the 2017/18 Schools out-turn position. |
| 15 | Work Programme
To consider the work programme for the Central Bedfordshire Schools Forum. |
| 16 | Date of the Next Meeting

17 September 2018. |

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CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **SCHOOLS FORUM** held at Room 15, Priory House, Chicksands on Monday, 12 March 2018

PRESENT

Miss K Hayward (Chairman)
Mrs S Howley MBE (Vice-Chairman)

School Members:	Mrs A Brabner	Governor
	Mr D Brandon-Bravo	Headteacher
	Mr P Burrett	Headteacher
	Mr O Button	Principal, Queensbury Academy
	Mr P Cohen	Executive Headteacher
	Mrs L Davies	Headteacher
	Mrs L Leonard	Head of School
	Ms A Moyle	School Business Manager
	Mr J Street	Academy Middle School Representative
	Mr S Tiktin	Governor, Beaudesert Lower School
Observer:	Cllr K Ferguson	Chairman of Children's Services Overview and Scrutiny Committee
Apologies for Absence:	Mrs A Challis	
	Cllr S Dixon	
	Mr M Foster	
	Mrs S Mortimer	
	Ms S Rymell	
	Mrs S Tyler	
Officers in Attendance:	Mr P Ball	Senior Finance Manager, Children's Services
	Ms S Griffin	Committee Services Officer
	Mrs S Harrison	Director of Children's Services
	Ms D Hill	Head of Financial Support
	Mr G Jones	Deputy Director Safeguarding and Early Help
	Mr L Jones	Assistant Director for Education and Transformation
	Mr C Kiernan	Interim Head of School Improvement
	Ms F Nnanyere	Interim Head of Service

CBSF/17/19. **Minutes of the previous meeting and matters arising**

RESOLVED

that the minutes of the meeting of the Central Bedfordshire Schools Forum held on the 20 November 2017 and 29 January 2018 be confirmed and signed by the Chairman as a correct record, subject to the following amendments:

20 November 2017

Mr P Cohen be added to the attendance.

29 January 2018

CBSF/17/8 Schools Forum and Technical Sub Group membership
Mr D Brando-Bravo be amended to Mr D Brandon-Bravo.

Matters Arising / Actions from Schools Forum

9 January 2017

CBSF/16/18 High Needs Block DSG update report

Alternative Ways to fund the ACB – considered by the High Needs Technical Sub Group – to be removed.

CBSF/16/29 Dedicated Schools Grant

An update on the DSG funding costs requested for the Schools Admissions team had been provided at the meeting on the 20 November 2017 – to be removed.

6 March 2017

CBSF/16/46

- Inclusion for High Needs – an update would be provided at the June meeting of the Forum.
- Special Schools Outreach work was ongoing.
- DSG contribution to Central Overheads had been flagged as a Children's Services Pressure as part of the MTFP process for 2018/19– to be removed
- Special Schools banding – an update would be provided at the June meeting of the Forum.

12 June 2017

An update on the review of Special Needs and Inclusion spend carried out in Early Needs would be provided at the June 2018 meeting of the Forum.

18 September 2017

CBSF/17/13

An explanatory note about LAG funding had been sent to all schools in the Sandy area – to be removed.

CBSF/17/14 Chairman of the Sub-Groups of the Schools Forum

An update of the review of the membership of Schools Forum and sub-groups would be provided at the March meeting of the Forum – to be removed.

CBSF/17/17 Vacancies, training and Terms of Reference

An update on the Terms of Reference would be provided at the March meeting of the Forum. The training needs of members of the Forum would be revisited when the review of membership of the Schools Forum had been completed – to be removed.

CB/17/19 Growth Fund Responses

A review of the pilot year of the Growth Fund payment arrangements would be added to the work programme – to be removed.

CBSF17/20 School Finance update

An update on the excess surplus balances held by schools would be provided at the March meeting of the Forum – to be removed.

CBSF/17/21 DSG update

- A briefing note explaining the process for reviewing and consulting on the pre-16 funding formula 2018-19 had been sent to all schools – to be removed
- The proposed response to the consultation had been reported at the November meeting of the Forum – to be removed.
- A survey about the consultation on the pre-16 funding formula 2018-19 had been sent to all schools and stakeholders – to be removed.

CBSF/17/22 Dedicated School Grant Contingency Budgets

An update had been provided at the Forum meeting on the 29 January 2018 – to be removed.

CBSF/17/24 High Needs Block, budget monitoring and next steps

An update would be provided at the March meeting of the Forum – to be removed.

20 November 2017

CBSF/17/30 Membership of Schools Forum

An update would be provided at the March meeting of the Forum – to be removed.

CBSF/17/31 - update on the National Funding Formula

The three options for Blocks had been presented to schools – to be removed.

CBSF/17/35 Schools Admissions Team

An annual report on the work delivered by the School Admissions team, performance nationally and changes in demand volumes would be added to the work programme.

29 January 2018

CBSF/17/8 Schools Forum and Technical Sub-Group membership

An update would be provided at the March meeting of the Forum – to be removed.

CBSF/17/11 Early Years Block

An update would be provided at the June 2018 meeting of the Forum.

CBSF/17/14 High Needs Block spend and proposed 2018/19 budget

An update would be provided at the June meeting of the Forum.

RESOLVED

that an appendix indicating the number of Education, Health and Care Plans (EHCP) and associated year groups be added as a standing item to the High Need Block update reports (Interim Head of Service).

CBSF/17/20. Chairman's Announcements and Communications

The following announcements and communications were made:

Mr D Brandon-Bravo was stepping down from the membership of the Forum after eight years. Thanks were given to Mr Brando-Bravo for his dedication and for the work he had undertaken on behalf of the Schools Forum.

Mr G Jones, Deputy Director Safeguarding and Early Help would be leaving Central Bedfordshire Council to take up the role of Director of Children's Services at Leicester City Council. The Chairman thanked Mr Jones for the work he had undertaken on behalf of the Schools Forum and wished him success in his new appointment.

CBSF/17/21. Schools Forum powers and responsibilities

NOTED

The Schools Forum powers and responsibilities summary document issued by the Education Funding Agency in September 2017.

CBSF/17/22. Central Bedfordshire Schools Forum and Technical Sub Group membership, elections and Terms of Reference

The Schools Forum considered a report setting out the proposed Constitution and Terms of Reference for the Schools Forum, consistent with the requirements of the Local Government Act 2002 and subsequent regulations and statutory guidance.

Points and comments included:

1. Annex 3 of the report included the proposal that the representation of School Members of the Forum was open to all school sectors (lower, primary, middle, secondary or upper).
2. The inclusion of the descriptor 'middle school' in the proposed constitution of the Forum reflected the view of the working group that it was important

- for the membership to include representation from middle schools as some areas of Central Bedfordshire operated a 3 tier education system.
3. The membership of the Forum should include the flexibility to allow a Business Manager to attend meetings on behalf of a Head Teacher when necessary.
 4. The membership of the Forum should include representation from each sector / group, including Special School Academies.
 5. What was the rationale of the increase from two Lower Schools head teachers and two Lower School Governors in the current constitution to three Primary maintained school head teachers or representatives in the proposed constitution as school numbers had not changed?
 6. The current Non-school membership needed to be revisited to ensure regular attendance at meetings of the Forum.
 7. An effective mechanism for the dissemination of information from the Schools Forum to all school sectors needed to be identified.

RESOLVED

1. **that the Constitution of the Schools Forum as set out in Annex 3 of the report be agreed subject to the amendments:**
 - 3 primary maintained school governors (lower or primary)
 - 1 special school academy head teacher
 - Maintained 1 upper and 1 x middle
 - Academy – 1 x upper 1 x middle
2. **that the role of the Chairman of the Children's Overview and Scrutiny be amended from observer to Non-School Member.**
3. **that the appointments process as set out under paragraph 2.5 and in paragraphs 2.7, 2.8 and 2.9 of the report be agreed.**
4. **that the Terms of Reference and powers of the Schools Forum as set out in section 3 of this report, specifically in paragraphs 3.1, 3.2, 3.3, 3.4 and 3.7 be agreed.**
5. **that the role of the local authority as set out in paragraphs 3.5, 3.6 and 3.8 be agreed.**
6. **that the Interim Head of School Improvement would arrange for the the current membership vacancies of the Schools Forum to be advertised in Central Essentials.**
7. **that the Interim Head of School Improvement would circulate a spreadsheet separating schools into maintained and academies.**

CBSF/17/23. Dedicated Schools Grant update

Members considered an update on the 2017/18 DSG and Individual School Budgets for 2018/19.

Points and comments included:

- The main fundamental change for 2018/19 related to the distribution of funding via the deprivation factor which had now been combined with Free School Meals (FSM) and FSM6.
- The lump sum for 2018/19 was £110,000 (a reduction of £10,000 in comparison to 2017/18 funding)
- The rate revaluations had resulted in a reduction in the 2018/19 AWPU rate of £14.40.

NOTED

the update to the 2017/18 Dedicated School Grant (DSG) and Individual school budgets for 2018/19.

CBSF/17/24. **School Contingency**

Members considered an update on the use of the School Contingency Budgets for the financial year 2017/18.

Points and comments included:

- The School Contingency balance as at 26 February 2018 was £219,574.
- The total Early Year Contingency balance was currently £458,264. It was anticipated that following the January 2017 census adjustment and costs from the additional 15 hours free childcare that this balance would be spent.

NOTED

The Dedicated School Grant (DSG) Contingency spend for the financial year 2017/18.

CBSF/17/25. **Schools Forum Budget**

Members considered an update on the use of the School Forum Budget for 2017/18.

Points and comments included:

- The current balance of the School Forum Budget as at 31 January 2018 was £6,893.
- Further costs were expected prior to the end of the financial year.

NOTED

The Schools Forum spend to 31 January 2018.

CBSF/17/26. Update on Surplus Balances

Members received an update on the outcomes of the review of schools with high levels of balances at the end of 2016/17 and the intended use of these balances.

Points and comments included:

- The schools finance team had reviewed the returns from maintained schools and excess budgets committed against agreed criteria and had been challenged as appropriate.
- Acceptable responses had been received from all schools concerned showing how their balances would be used for capital and revenue funding.

NOTED

the report providing Schools Forum with the outcomes of the review of schools with high levels of balances at the end of 2016/17, and the intended used of these balances.

RESOLVED

that an appendix summarising the name of the school and the reason for the excess uncommitted balances be provided at the June meeting of the Forum.

[the meeting was adjourned 16.15]

[the meeting was reconvened 16.25]

CBSF/17/27. High Needs Block 2018/19 budget and investment proposals

The Schools Forum considered an update on the current projected spend against budget for the current financial year for the High Needs Block, the initial projections of the spend for 2018/19 and the proposals regarding the investment of 0.5% into the High Needs Block to support early intervention.

Points and comments included:

1. The report contained some very helpful scenarios and proposals but none were short term and there were no associated costings.
2. Further modelling was needed in order for members of the Forum to ratify the proposed recommendations about funding.
3. In response to the question raised of how the forecast overspend this year was going to be addressed, the Deputy Director for Education and Transformation explained that once the investment and key principles had been agreed, work would take place to cost areas where impact could be made in this and the next financial year and to identify in year indicative savings.

4. Because of budgetary pressures and having to target certain areas, some of the proposed investments such as clusters might not be possible for all schools. Work undertaken needed to include the recognition that any investment needed to benefit all schools.
5. Members of the Schools Forum had been made aware of the pressures on the High Needs block at least 12 months ago. At what stage did the Council's Executive become involved in order to mitigate the shortfall?
6. In response to concern expressed about some services being decommissioned, the Deputy Director for Education and Transformation explained that the review of current commissioned services being undertaken by the Commissioning Team linked in with the proposed work to try and mitigate the pressure on the High Needs Block.
7. Areas of work included identifying more innovative ways of the funding services, where the most impact could be made with the funding available and where earlier intervention could take place to prevent needs escalating.
8. Some representatives felt that family support workers were key in addressing the duplication of some service areas with the same small group of families in terms of the provision of early intervention and signposting. A possible solution could be to set up clusters and share pupil premium funding for the provision of family support workers.
9. The content of the tables on pages 6 and 7 of report were not consistent making it difficult to compare the lines of expenditure and figures.
10. In response to the question where would savings be made taking into account that the figures in table on page 7 of the report showed an Indicative Budget of £500,000 for 2018/19 for EHC Plans in comparison to the forecast spend of £561,000, the Interim Head of Service explained that a number of Plans had been underfunded and that some Plans were funded low level pre 16. Forecasting showed that a number of EHC Plans would be ceased in 2018/19.
11. Concern was expressed that the outturn forecast did not include the figures for Individual Schools Budget.
12. Some members of the Forum felt that the recommendation of the transfer of 0.5 per cent of the Schools Block into the High Needs Block in the financial year 2018/19 was in direct contrast to paragraphs 20 and 21 of the High Needs report presented at the Schools Forum meeting on the 29 January, which set out the proposal of allocating approximately half of the investment from the High Needs Block into immediate support to schools that could help to reduce some of the spend areas for 2018/19 and the other half of this investment being held initially, in contingency, given the existing known pressure of the overall block.

NOTED

- 1. the update on the High Needs Block spend for the financial year 2017/18.**
- 2. the potential pressures and actions to mitigate such pressures for 2018/19 against budget.**

RESOLVED

1. to move forward with the proposed investment proposals following the Head teacher review detailed in Appendix A of the report with regular updates provided to the Forum.
2. that costs for the proposed 0.5% investment would be reported at the June meeting of the Forum.
3. that the lines of expenditure be aligned in the table indicating the Initial budget for the centrally retained High Needs Block, actual expenditure and forecast expenditure and the table indicating Forecast spend for 2017/18, indicative budget for 2018/19 and projected spend without mitigating action being taken.
4. that the High Needs Technical Sub Group would meet in April 2018 to discuss the options to take this work forward and priorities.

CBSF/17/28. Work Programme

The Forum considered its Work Programme.

RESOLVED

that the Work Programme for the Central Bedfordshire Schools Forum be agreed subject to the addition of the following:

- **an update on Early Years spend, the impact of the potential 15 hours additional places be provided at the June meeting of the Forum.**

CBSF/17/29. Date of the Next Meeting

Monday 12 June 2018.

(Note: The meeting commenced at 3.05 p.m. and concluded at 5.26 p.m.)

Chairman

Dated

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Actions from Schools Forum

Agenda item	Action	Lead Officer	Date required
6 March 2017			
CBSF/16/46 Inclusion for High Needs	Clarification that the Early Years Team would support children with additional needs who become 5 in the Reception year 4 to the end of Year 5 in conjunction with the School SENCo where appropriate would be included in Central Essentials. An update is to be given at the June 2018 meeting of the Forum.	Assistant Director Children's Services Business and Resources	October 2017 June 2018
Para 30 – Special Schools - banding	Banding values are to be re-visited and considered by the High Needs Technical Sub Group. An update is to be given at the June 2018 meeting of the Forum.	Deputy Director Safeguarding and Early Help/ Fiona Nnanyere	October 2017 June 2018
12 June 2017			
Matters Arising	A full review of Special Needs and Inclusion spend carried out in the Early Years as part of the bigger review of High Needs spend would be reported back to the Schools Forum in autumn 2017. An update is to be given at the June 2018 meeting of the Forum.	Assistant Director Children's Services Business and Resources	January 2018 June 2018
20 November 2017			
CBSF/17/35 School Admissions Team	An annual report on the work delivered by the School Admissions Team, performance nationally and changes in demand volumes would be provided to the Schools Forum. To be added to the Work Programme for the Forum.	Head of School Organisation & Capital Planning (Interim)	November 2018
29 January 2018			
CBSF/17/11 Early Years Block	An update on the Early Years Block would be given at the June 2018 meeting of the Schools Forum.	Deputy Director of Education and Transformation	June 2018
CBSF/17/14 High Needs Block spend and proposed 2018/19 budget	An update on the High Needs Block 2018/19 budget and investment proposals would be given at the March meeting of the Forum. An appendix indicating the number of Education, Health and Care Plans (EHCP) and associated year groups would be added as a standing item to the High Needs Block update reports.	Interim Head of Service	March 2018

12 March 2018			
CBSF/17/22 Central Bedfordshire Schools Forum and Technical Sub Group membership, elections and Terms of Reference	The role of the Chairman of the Children's Overview and Scrutiny Committee would be amended from observer to Non-School Members.	Committee Services Officer	March 2018
	The current membership vacancies of the Schools Forum would be advertised in Central Essentials.	Interim Head of School Improvement	March 2018
	A spreadsheet separating schools into academies and maintained schools would be circulated to Members of the Forum.	Interim Head of School Improvement	March 2018
CBSF/17/26 Surplus Balances	An appendix summarising the name of the school and the reason for the excess uncommitted balances would be provided at the June meeting of the Forum.	Senior Finance Manager-Children's Services	March 2018
CBSF/17/27 High Needs Block 2018/19 budget and investment proposals	Regular updates on the proposed investment proposals would be provided to the Forum. The costs for the proposed 0.5% investment would be reported at the June meeting of the Forum. The information in the table indicating the Initial Budget for the centrally retained High Needs Block, actual expenditure and forecast expenditure and the table indicating Forecast Spend for 2017/18, Indicative Budget for 2018/19 and Projected Spend without mitigating action being taken, would be aligned. The High Needs Technical Sub Group would meet in April 2018 to discuss options to take the High Needs Block investment proposals forward and to identify priorities.	Deputy Director, Education and Transformation Children's Services	June 2018 March 2018 April 2018
CBSF/17/28 Work Programme	An update on Early Years Spend, the impact of the potential 15 hours additional places would be provided at the June 2018 meeting of the Forum.	Assistant Director Children's Services Business and Resources	June 2018



Addition

Amendment

Schools forum powers and responsibilities

A summary of the powers and responsibilities of schools forums.

Function	Local authority	Schools forum	DfE role
Formula change (including redistributions)	Proposes and decides	Must be consulted (voting restrictions apply). See schools forum structure document that informs the governing bodies of all consultations	Checks for compliance with regulations
Movement of up to 0.5% from the schools block to other blocks	Proposes	Decides	Adjudicates where schools forum does not agree LA proposal
Contracts (where the LA is entering a contract to be funded from the schools budget)	Proposes at least one month prior to invitation to tender, the terms of any proposed contract	Gives a view and informs the governing bodies of all consultations	None

Function	Local authority	Schools forum	DfE role
Financial issues relating to: <ul style="list-style-type: none"> • arrangements for pupils with special educational needs, in particular the places to be commissioned by the LA 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 • arrangements for early years provision • administration arrangements for the allocation of central government grants 	Consults annually	Gives a view and informs the governing bodies of all consultations	None
Minimum funding guarantee (MFG)	Proposes any exclusions from MFG for application to DfE	Gives a view	Approval to application for exclusions
De-delegation for mainstream maintained schools for: <ul style="list-style-type: none"> • contingencies • administration of free school meals 	Proposes	Maintained primary and secondary school member representatives will decide for their phase. Middle schools are treated	Will adjudicate where schools forum does not agree LA proposal

Function	Local authority	Schools forum	DfE role
<ul style="list-style-type: none"> insurance licences/subscriptions staff costs – supply cover support for minority ethnic pupils/underachieving groups behaviour support services library and museum services School improvement 		according to their deemed status	
<p>General Duties for maintained schools</p> <ul style="list-style-type: none"> Contribution to responsibilities that local authorities hold for maintained schools (please see operational guide for more information) 	Proposes	Would be decided by the relevant maintained school members (primary, secondary, special and PRU).	Adjudicates where schools forum does not agree LA proposal
<p>Central spend on and the criteria for allocating funding from:</p> <ul style="list-style-type: none"> funding for significant pre-16 pupil growth, including new schools set up to meet basic need, whether maintained or academy 	Proposes	Decides	Adjudicates where schools forum does not agree LA proposal

Function	Local authority	Schools forum	DfE role
<ul style="list-style-type: none"> funding for good or outstanding schools with falling rolls where growth in pupil numbers is expected within three years 			
Central spend on: <ul style="list-style-type: none"> early years block provision funding to enable all schools to meet the infant class size requirement back-pay for equal pay claims remission of boarding fees at maintained schools and academies places in independent schools for non-SEN pupils admissions servicing of schools forum Contribution to responsibilities that local authorities hold for all schools 	Proposes	Decides	Adjudicates where schools forum does not agree LA proposal
Central spend on: <ul style="list-style-type: none"> capital expenditure funded from revenue: projects must have been planned and decided 	Proposes up to the value committed in the previous financial year and where expenditure has already been committed.	Decides for each line	Adjudicates where schools forum does not agree LA proposal

Function	Local authority	Schools forum	DfE role
<p>on prior to April 2013 so no new projects can be charged</p> <ul style="list-style-type: none"> contribution to combined budgets: this is where the schools forum agreed prior to April 2013 a contribution from the schools budget to services which would otherwise be funded from other sources existing termination of employment costs (costs for specific individuals must have been approved prior to April 2013 so no new redundancy costs can be charged) prudential borrowing costs – the commitment must have been approved prior to April 2013 	<p>See table four page 31 to 35 for Information on historic commitments. Read establishing local authority DSG baselines for more information.</p>		
<p>Central spend on:</p> <ul style="list-style-type: none"> high needs block provision central licences negotiated by the Secretary of State 	<p>Decides</p>	<p>None, but good practice to inform forum</p>	<p>None</p>
<p>Carry forward a deficit on central expenditure to the next year to be funded from the schools budget</p>	<p>Proposes</p>	<p>Decides</p>	<p>Adjudicates where schools forum does not agree LA proposal</p>

Function	Local authority	Schools forum	DfE role
Any brought forward deficit on de-delegated services which is to be met by the overall schools budget.	Proposes	Decides	Adjudicates where schools forum does not agree LA proposal
Scheme of financial management changes	Proposes and consults the governing body and Head of every school	Approves (schools members only)	Adjudicates where schools forum does not agree LA proposal
Membership: length of office of members	Decides	None (but good practice would suggest that they gave a view)	None
Voting procedures	None	Determine voting procedures	None
Chair of schools forum	Facilitates	Elects (may not be an elected member of the Council or officer)	None

CENTRAL BEDFORDSHIRE SCHOOLS FORUM

Date of Meeting: 11 June 2018

Growth fund – Exceptional circumstances

Responsible Officer: Victor Wan

Email: victor.wan@centralbedfordshire.gov.uk

Advising Officer: Jessica Mortimer-Wabel

Email: Jessica.mortimer@centralbedfordshire.gov.uk

Meeting status: public

Summary

This report seeks Schools Forum's approval for the award of additional Growth Fund payments made under the exceptional claims clause as recommended by the sub technical group.

RECOMMENDATIONS

Schools Forum board is recommended to:

- 1 Approve the additional payments claimed under 'exceptional circumstances' as recommended by the Growth Fund Sub Technical group for three of the five claims.**
- 2 Note the technical sub groups recommendation not to award additional funds under 'exceptional circumstances' to two of the five claims.**

Purpose of the report

1. This report sets out the claims made by schools, under the exceptional circumstances clause, commissioned by the local authority under the new school places programme

Growth Fund

2. At Schools Forum meeting in March 2017, members agreed to the proposal that a standardised payments package was implemented to ensure equity, transparency and consistency of payments across all schools eligible for growth funding.

3. Schools Forum agreed that the process should be simplified and where there were 'exceptional circumstances', usually out of the school's control, these should be considered by the Growth Fund sub technical group, and a recommendation from the group would be made to the Schools Forum for approval.

Sub technical group meeting

4. The sub technical group met with CBC officers on 19 April 2018 to review the claims received from schools and academies, awarded growth fund payments, for additional funds due to exceptional circumstances. In attendance were:

- Chair of group: Ali Brabner (Chair of Governors at Cranfield Academy)
- Sue Howley MBE (Governor at Fairfield Park Lower School)
- Karen Hayward (Principal at Sandy Upper School)
- Paul Burrett (Headteacher at Studham Lower)
- Phil Ball (Senior Finance Manager, Children's Services at Central Bedfordshire Council)
- Victor Wan (Head of School Organisation, Admissions and Capital Planning at Central Bedfordshire Council)
- Jessica Mortimer-Wabel (Admissions Manager at Central Bedfordshire Council)

Claims received for additional funding due to exceptional circumstances

5. The details of the claims received from the schools and academies are summarised in Appendix A. The following five schools made claims:
 - a. Clipstone Brook Lower
 - b. Fairfield Park Lower
 - c. Cranfield Academy
 - d. Leighton Middle
 - e. Henlow Academy

Sub Technical group's recommendations

6. The panel reviewed each claim and proposed the following recommendations for School Forum to determine:

School/Academy	Claimed	Recommendation	Rationale
Clipstone Brook Lower	£32,020	Agree in full	Expected pupil numbers have not been admitted to the school. New Head teacher is restructuring staff to efficiently organise classes, but this cannot be implemented until Sep 18.
Fairfield Park Lower	£34,572	Agree in full	School has incurred costs through delay in the build programme
Cranfield Academy	£9,006	Reject	Funding is only provided for the first year of each new cohort, subsequent years are paid from the school census.
Leighton Middle	£1,233.49	Agree in full	School has incurred costs through delay in the build programme
Henlow Academy	£35,400	Reject	Pupil led funding has been paid, all schools have premium funding lag which varies according to each cohort. Forward funding pupil premium may incur double funding.

Finance

- The total sum recommended for approval by the sub technical group to Schools Forum is £67,825.49. This is claimed under exceptional circumstances for the three schools.

8. The balance of the Growth Fund is as follows

2018/19 budget:	£2,000,000
Allocated to date:	£1,582,976 ¹
Balance:	£417,024

Conclusion

9. Schools Forum is asked to approve the recommendations made by the Sub Technical group for the additional funding under exceptional circumstances to the relevant schools/academies and note the schools unsuccessful with their claims.

¹ Appendix B: Schools receiving Growth Fund

Appendix A

**Central Bedfordshire Council
Schools Forum – Growth Fund Sub technical group meeting to review additional
request for funding from schools
Meeting date: Thursday 19 April 2018**

Exceptional claims to consider for additional growth fund payment:

1. Clipstone Brook Lower
2. Fairfield Park Lower
3. Cranfield Academy
4. Leighton Middle
5. Henlow Academy

1. Clipstone Brook Lower (1FE expansion)

Growth Fund awards for current and previous financial year

	2017/18 award	2018/19 award
Year of programme	3 of 5	4 of 5
Pupil led funding	£45,033	£44,829
Staffing costs	£750	£750
Recruitment	£1,696	£1,696
One off costs (governance and project management costs)	£0	£0
Extending curriculum resources	£5,000	£5,000
Total	£52,479	£52,275

Background

The school was expanded in 2015 by CBC by an additional 1FE, increasing the school's admission number from 45 to 75, to provide additional lower school places in the south of Leighton Buzzard. Another local lower school was also expanded by 1FE at the time to meet the deficit of lower school places in the area. The school has not received the anticipated number of applications and as such the low number of pupils on roll has a negative impact on the school's budget.

Current class organisation: Numbers on roll

Year R: 33/75
Year 1: 46/75
Year 2: 62/75
Year 3: 40/45
Year 4: 32/45

Ten classes organised as follows:

Key Stage	Foundation		Key Stage 1					Key Stage 2		
Class	Yr R	Yr R	Yr 1/2	Yr 1	Yr 2	Yr 2	Yr 2	Yr 3	Yr 3/4	Yr 4
NOR	14	19	25	23	20	22	18	22	27	23
Total pupils in KS	33		108					72		

Following the previous Headteacher's retirement in July 2017, the school has appointed a new Headteacher who came into post in September 2017. As a result of the school's budget issues they are in the process of restructuring staff and classes for the new academic year.

Class organisation for September 2018: Projected numbers on roll

Year R: 30/75*
Year 1: 33/75
Year 2: 46/75
Year 3: 62/75
Year 4: 40/45

*In the on time Starting School 2018 allocation 30 pupils have been offered places at Clipstone Brook Lower, however there are a small number of late applications received to date and therefore the number of pupils for Year R will be above 30. Due to infant class size legislation, the school will need to run a second Year R class to ensure class sizes are no larger than 30.

Nine classes -

Key Stage	Foundation		Key Stage 1			Key Stage 2			
Class	Yr R	Yr R	Yr 1/2	Yr 1/2	Yr 1/2	Yr 3/4	Yr 3/4	Yr 3/4	Yr 3/4
NOR	18*	18*	26	27	26	26	26	25	25
Total pupils in KS	36*		79			102			

In light of the school's budget issues the new Headteacher is restructuring staff at the school and reorganising classes for the new academic year to ensure the school is operating more efficiently. Moving forward the school will consider projected pupil numbers for the next academic year when considering class organisation and staffing levels.

Amount claimed: £32,020 (5/12ths of pupil led funding for 2017/18 academic year)

As the Headteacher will reorganise both staffing and class organisation at the school for the 2018/19 academic year, and as all Key Stage 1 and 2 classes will operate with at least 25 pupils there will not be a need for future ghost funding.

2. Fairfield Park Lower (1FE expansion onto second site)

Growth Fund awards for current and previous financial year

	2017/18 award	2018/19 award
Year of programme	1 of 5	2 of 5
Pupil led funding	£45,033	£44,829
Staffing costs	£21,583	£750
Recruitment	£1,746	£1,696
One off costs (governance and project management costs)	£12,512	£0
Extending curriculum resources	£6,000	£5,000
Total	£86,874	£52,275

Background

The school is being expanded by CBC onto a second site to meet the need for lower school places in the village as a result of considerable housing development. The second site was due to be completed and handed to the school ready for pupils to attend in September 2017. Ahead of the expansion the school admitted an additional class in September 2016 and September 2017 due to the need for places in the area. Issues with the build programme has resulted in the delay in opening the second site to September 2018. As a result, the school is currently accommodating the additional 2 classes in temporary classrooms on the original school site. For the last 2 years the school has accommodated these additional classes with no expansion of: staff/parent parking; playground spaces; hall spaces re dining, collective worship and PE; Wrap Around Care facilities.

Allocation requested: **£34,572**, please see below for the formula used

Monitoring activities:

2 a term x 3 terms = 6 days cover x 3 teachers = 18 days cover

Supply Teacher = £103 per day x 18 days = **£1,854**

Standards dialogues, monitoring and meetings with teachers – additional leader appointed this year

An additional 1 day a week £31.23 x 39 = **£1218**

Ad-hoc meetings + email follow up and associated tasks:

6 hours x £25.24 (Business Manager) = £151.44 x 10 per year = **£1515**

Resourcing/Site Visits re FF&E:

6 hours x £15.33 (Site Manager) = £91.98 x 13 (1 term) = **£1,196**

Monthly 1/2 day build meetings + follow up emails and associated tasks:

6 hours x £32.01 (DHT) = £192.06 per month x 12 = **£2,305**

Weekly design meetings + follow up emails and associated tasks:

6 hours x £32.01 (DHT) = £192.06 x 4 per month = £768.24 x 12 = **£9,219**

Ad-hoc meetings + email follow up and associated tasks:

6 hours x £32.01 (DHT) = £192.06 x 10 per year = **£1,921**

Resourcing/Site Visits re FF&E:

6 hours x £32.01 (DHT) = £192.06 x 26 (2 terms) = **£4,994**

Supply Teacher cover (MPS 2) 1 day a week = **£9,450**

Unqualified Teacher Cover 2 days a week until end of Summer Term = **£900**

Total of £34,572

Headteacher	Impact on school / potential loss to the school community
<ul style="list-style-type: none"> • Attend build related meetings – progress meetings monthly / design meetings – average fortnightly / additional meetings – ad hoc (with council officers, emergency meetings, Developer, Value Engineer, handover of staff, new stakeholders added); weekly many emails and communications to discuss designs, agree RFIs to move dialogue on with the build and all have to be timely as CBC have 5 days to response in the contract, resolve issues etc • Contributed to meetings during holidays and when sick as conference calls • Deal with emails – on average 12/14 a week at times more frequent emails than the average figure e.g.: 40 emails this week and last week • Head leading on action plans and schedules to manage ordering / transition activities with staff, pupils, parents and the community / logistics • Head leading on services and facilities – reviewed all current providers in line with new site development • Setting up additional class on the current site to manage the year delay in the school build/ moving classes around the school site to ensure classes are fit for purpose and age appropriate (temporary solution) • Head leading on the operational management of growth, resourcing, and recruiting to operate an additional site. Additional time with governors, interviews, meetings designers for FFE with build and school spend 	<p>DHT has had to lead in key areas that the Head would normally manage:</p> <ul style="list-style-type: none"> • Lead on monitoring and evaluating (M&E tasks related to checking on standards, including organising, modelling, observing and giving feedback. Range of Middle Leaders have aided the DHT in this role • Day to day management of staff and parents, dealing with anxieties, concerns and complaints / reputation of the school • Day to day management of behaviour across the school / supporting staff in their professional development • Day to day visual representation of the Head to the parent community – before and end of the day, events etc • Stood in at last minute notice to cover Heads assemblies, special awards super citizen activities, school meetings, staff meetings etc • Safeguarding and Child Protection, dealt with pupils and staff, liaised with agencies, Social Care, attended Child In Need meetings, took Relay calls and updated records. (not the DSP lead) • Increased responsibility for teacher, support staff Appraisals. Range of Middle leaders and class teachers have aided the DHT in this role. • Increased responsibility for timetables, rotas, planners, action planning, SDP, staff meeting agendas, M&E schedules (normally a shared responsibility) • School tours increased related to recruitment and admissions / much higher proportion of parents visiting the school due to 90 PAN and higher proportion out of catchment area and not attending our school nursery • Business Manager and Site Manager attend with Head re site meetings, DHT, Office Manager and SLT to stand up in staff absence • Head would normally lead and have 1-1 professional teaching and learning dialogues: • Appointed Leader for an additional day this year to manage change to work with Recently Qualified Teachers (RQTs) across the school

	<p>to manage standards (this is 50% of our teacher population a natural product of our fast growth)</p> <ul style="list-style-type: none"> • Additional non-contact time given to Middle Leaders to support the DHT in her increased roles above. Leading to an additional cost for Cover Supervisors to stand in for teachers out of class/ DHT out of class could have supported that strategy, not able to due to Head being out school more
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3.Cranfield Academy (1FE expansion onto second site)

Growth Fund awards for current and previous financial year

	2017/18 award	2018/19 award
	1FE expansion plus Year 3/4 class	1FE expansion plus Year 4 class
Pupil led funding	£90,066	£89,658
Staffing costs	£1,500	£1,500
Recruitment	£1,892	£1,892
One off costs (governance and project management costs)	£0	£0
Extending curriculum resources	£10,000	£10,000
Total	£103,458	£103,050

Background

The school is being expanded by CBC onto a second site in 2016 to meet the need for lower school places in the village as a result of considerable housing development. Expansions usually take place over a five-year period as the additional class moves through the school, however additional 'in year' classes were commissioned by CBC ahead of this to meet the additional number of pupils moving to the village.

Information provided by Headteacher:

Growth Fund Applied for...March 2017 from on the day school numbers...

Year 1: 10 children x £3088, Year 2: 20 children x £3088 and Year 3 & 4 mixed: 25 children x £3088

Spring 2017 Census:

Reception: 73 (12 children less than should have been applied for)

Year 1: 71 (14 children less than should have been applied for)

Year 2: 70

Year 3/4: 25

Academy was awarded AWPU for 50 children, which is 5 children less than applied for.

Award for numbers given should be 12 + 14 + 20 + 25 = 71

Pupil numbers per year group – 90 in EYFS and KS1 96 in KS2; 3 classes per year group

	Class 1	Class 2	Class 3	Total pupils
Reception Year	24	23	26	73
Year 1	28	28	15	71
Year 2	30	30	5	65

Mixed Year 3/4 class commissioned by CBC for September 2017.

Claim: £9,006 (7/12ths x 5 x £3,088 (2017/18 AWPU))

4. Leighton Middle School (1FE expansion)

Growth Fund awards for current and previous financial year

	2017/18 award	2018/19 award
Year of programme	2 of 4	3 of 4
Pupil led funding	£45,033	£44,829
Staffing costs	£750	£750
Recruitment	£2,196	£2,169
One off costs (governance and project management costs)	£0	£0
Extending curriculum resources	£5,000	£5,000
Total	£52,979	£52,775

Background

The school was expanded by CBC in 2016 by an additional 1FE, increasing their admission number from 120 to 150. Issues with the school build and the contractors has resulted in the school accruing additional costs for which they are seeking reimbursement.

Claim – £1,233.49 (site agent timesheets)

5. Henlow Academy

Growth Fund awards for current and previous financial year

	2017/18 award	2018/19 award
Year of programme	1 of 2	2 of 2
Pupil led funding	£90,066	£89,658
Staffing costs	£1,500	£1,500
Recruitment	£2,392	£2,392
One off costs (governance and project management costs)	£8,940	£0
Extending curriculum resources	£10,000	£10,000
Total	£112,898	£103,550

Background

CBC commissioned a two-year bulge of 2 additional classes in Year 5 at Henlow Academy for 2017 and 2018 to meet a deficit of middle school places in the area. The school's PAN is 140, however 65 additional places were commissioned for 2017 (total 205 places in Year 5) and 70 additional places for 2018 (total 210 places in Year 5).

Claim: £35,400 (forward funding of the pupil premiums)

Information provided by Headteacher

The pupil premium profile of the expanded year is very different to the outgoing year upon which the funding is based. I have below provided two tables showing what this has meant for Henlow Academy this year. The first table relates to the fact that our current year 5 group has 15 children in receipt of Free School Meals and in the second you are able to see that only 2 pupils in last year's year 8 were in receipt of this funding.

Narrowing the gap is a shared priority across our cluster community and our plans for our pupil premium pupils are ambitious. At the moment in light of the funding concern we have been unable to engage in the staff training we have identified that we need and the family liaison we would like to commission has been postponed until we are able to fund it.

Premium	Year 5 (17/18)	Funding	Year 8 (16/17)	Funding
FSM	15	£19,800	2	£1,870
FSM6	5	£6,600	13	£12,155
PLAA	3	£5,700	0	£0
CLA	0	£0	0	£0
SGO	0	£0	1	£1,900
SCE	8	£2,400	10	£3,000
SCE6	3	£900	2	£600
Total	34	£35,400	28	£19,525

Appendix B

Schools receiving Growth Fund

School	Pupil led funding	Staffing	Recruitment	One off costs	Classroom resources	Total
Alameda	£44,829	£750	£2,196	£0	£5,000	£52,775
Arnold	£44,829	£750	£2,196	£0	£5,000	£52,775
Biggleswade	£44,829	£750	£1,696	£0	£5,000	£52,275
Church End	£44,829	£750	£1,696	£8,940	£5,000	£61,215
Clipstone Brook	£44,829	£750	£1,696	£0	£5,000	£52,275
Cranfield	£44,829	£750	£1,696	£0	£5,000	£52,275
Cranfield	£44,829	£750	£196	£0	£5,000	£50,775
Edward Peake	£44,829	£750	£2,196	£0	£5,000	£52,775
Etonbury	£379,398	£4,500	£3,176	£0	£30,000	£417,074
Fairfield Park	£44,829	£750	£1,696	£0	£5,000	£52,275
Henlow	£89,658	£1,500	£2,392	£0	£10,000	£103,550
Holywell	£44,829	£750	£2,196	£8,940	£5,000	£61,715
Leighton	£44,829	£750	£2,196	£0	£5,000	£52,775
Leedon	£44,829	£750	£1,696	£0	£5,000	£52,275
Roecroft	£44,829	£750	£1,696	£0	£5,000	£52,275
Russell	£44,829	£750	£1,696	£0	£5,000	£52,275
Silsoe	£44,829	£750	£1,696	£0	£5,000	£52,275
St. Andrew's	£134,487	£2,250	£2,088	£0	£15,000	£153,825
St. Mary's	£26,897	£750	£1,696	£0	£5,000	£34,343
Stratton	£63,233	£750	£2,196	£0	£5,000	£71,179
					Total	£1,582,976

CENTRAL BEDFORDSHIRE SCHOOLS FORUM

Date of Meeting: 11 June 2018

Schools forum – new constitution and appointments

Responsible Officer: Chris Kiernan

Email: leo.jones@centralbedfordshire.gov.uk

Advising Officer: Chris Kiernan

Email: chris.kiernan@centralbedfordshire.gov.uk

Public

Purpose of this report: the report updates schools forum members on progress made in the first phase of its reconstitution. In summary, using the new constitution, there were nine vacancies. An appointments exercise has been carried out, resulting in appointments of **six** new members, with **a further member** (to represent primary academy head teachers) to be appointed in the week beginning 4 June by lottery following a tied vote. There remain **two** vacancies on schools forum (for a secondary head teacher and governor). The new constitution is consistent with the requirements of the Local Government Act, 2002, and subsequent regulations and statutory guidance.

RECOMMENDATIONS

Schools Forum board is asked to note the:

- 1 new appointments.
- 2 arrangements for the second phase of the appointments process

1 Background – roles, duties and responsibilities of all parties

- 1.1 Schools forums are required in every upper tier council (except the City of London and the Isles of Scilly). The purpose of schools forum is to advise the council on matters relating to its schools budget.
- 1.2 Representatives from schools and academies make up schools forum. There is also some representation from non-school organisations, such as nursery and 16-19 education providers.
- 1.3 School forum members agreed at its meeting on 11 March 2018 to reconstitute in line with the requirements of the 2002 Act and subsequent regulations and statutory guidance.

2 Constituting Central Bedfordshire's schools forum

- 2.1 Regulations following the Act state that the LA shall:
 - appoint persons to represent the different groups;
 - identify bodies appropriate for representation on schools forum ('non-school members'), seek nominations from, and appoint representatives of, those bodies; and
 - ensure that schools forum is constituted as per the allocations in the annex to this report.
- 2.2 The appointment of **head teacher** or representative members shall be determined by the head teachers of all the schools of each category of schools as set out in its constitution.

- 2.3 The appointment of **governor** members shall be determined by an elective process, administered by the clerk of schools forum in accordance with membership requirements.
- 2.4 In appointing non-school members the authority shall seek nominations from the non schools bodies as listed in annex 1 to this report.
- 2.5 The membership structure of school members on schools forum reflects most appropriately the profile of schools across the authority and ensures that there is no in-built bias toward any one group.

3 Appointments and elections for vacant school places

3.1 There were a total of nine vacant positions:

primary maintained school head teachers or representatives	2 vacancies;
primary maintained school governors	1 vacancy;
secondary maintained head teachers or representatives	1 vacancy;
secondary maintained school governor	1 vacancy;
primary academy head teachers or representatives	1 vacancy;
primary academy governor	1 vacancy;
secondary academy head teacher	1 vacancy
special school academy head teacher or representative	1 vacancy

3.2 In the following three school member categories, only one head teacher or school representative nominated themselves, and were appointed in the appropriate category without an election. These were:

- special school academy head teacher or representative **Joe Selmes;**
- primary academy governor **David Penfold;**
- secondary academy representative **Caren Earp.**

3.3 In the following five categories (six vacancies), there were more nominations that places:

- primary maintained head teachers (2 vacancies);
- primary maintained school governors (1 vacancy);
- secondary maintained head teachers (1 vacancy);
- secondary maintained school governors (1 vacancy);
- primary academy head teachers (1 vacancy);

3.4 Following elections, for which ballot forms were send to all head teachers of schools in the relevant categories, and chairs of governors in relevant categories, the following head teachers and governors have been appointed to schools forum, for a three year period commencing June 2018:

- **Sue Teague** (primary maintained head teacher);
- **Joanna New** (primary maintained head teacher);
- **Sally Wells** (primary maintained school governor);
- **James Hughes** (primary academy head teacher).

3.5 Before the recent appointments, there were 12 school members. In only one case is there an audit trail confirming the appointment date (and this member's term of office has expired). Therefore the local authority has determined to run an appointment process in the summer term 2018, for appointment at the first meeting in the autumn term for six members, chosen by random; and in the autumn term for appointment at the first meeting in the spring term 2019.

4 Financial and risk implications

4.1 The dedicated schools grant is a council budget, and it is the responsibility of the council to set the schools budget annually. Therefore, it is imperative that schools forum is constituted appropriately, and has terms of reference that set out clearly and unambiguously its duties and powers.

4.2 The recommendations of the report that were agreed by schools forum ensures that appropriate representation from all relevant sectors, in line with the government's statutory guidance. This helps the local authority mitigate its financial and legal risks.

5 Governance and delivery implications

5.1 The local authority, as the convening body for schools forum, must have assurance that appropriate governance arrangements, in particular with regard to the proper constitution and clear terms of reference are in place.

5.2 The agreement of current schools forum members to the recommendations will ensure schools forum is convened and operates consistently within the legal framework set out in the relevant legislation, regulations and guidance.

6 Equalities implications

6.1 The PSED requires public bodies to consider all individuals when carrying out their day to day work in shaping policy, in delivering services and in relation to their own employees. It requires public bodies to have due regard to the need to eliminate discrimination, harassment and victimisation, advance equality of opportunity, and foster good relations between in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

6.2 The constitution proposed will ensure equitable representation of the groups on schools forum, and terms of office that are clear. There will be reconstitution of schools forum on the expiry of members' terms of office.

7 Implications for work programme

7.1 There are no implications for the work programme.

8 Conclusion and next steps

8.1 The next steps are the completion of the reconstitution of schools forum, with the places of all members not elected or appointed in 2018 being opened for nomination in two tranches – June 2018 for six new members from the autumn term 2018, and November 2018 for six new members from the first meeting of the spring term, 2019; and

9 Appendices

9.1 List of categories and members of schools forum

10 Background papers

10.1 The following background papers, not previously available to the public, were taken into account and are available on the Council's website:

Local Government Act, 2000

The Education Act, 2002.

Schools forums operational guidance and good practice guidance (2015) – DfE

Schools forum powers and responsibilities

Schools forums structure

Schools forum guidance (Norfolk, Hampshire, North Tyneside, Nottingham)

Central Bedfordshire schools forum - membership with effect from June 2018

school members	name	school	TOO start	
primary maintained school head teacher	Alexia Moyle	Greenleas lower	unknown	expired - new election due
primary maintained school head teacher	Sue Teague	Caddington Village primary	6.2018	
primary maintained school head teacher	Joanna New	Flitwick lower	6.2018	
primary maintained school governor	Stephen Tiktin	Beudesert / St George's lower	unknown	expired - new election due
primary maintained school governor	Sue Howley MBE	Fairfield Park lower	12.2009	expired - new election due
primary maintained school governor	Sally Wells	St Andrew's Lower	6.2018	
nursery school head teacher	Leigh Davies	Willow nursery	unknown	expired - new election due
secondary maintained head teacher	Karen Hayward	Sandy upper	unknown	expired - new election due
secondary maintained head teacher	VACANT			
secondary maintained school governor	VACANT			
maintained special school head teacher	Lisa Leonard	The Chiltern	unknown	expired - new election due
special school academy head teacher	Joe Selmes	Weatherfield academy	6.2018	
primary academy head teacher	Ali Brabner	Cranfield C of E academy	unknown	expired - new election due
primary academy head teacher	James Hughes	Beecroft academy	6.2018	
primary academy governor	David Penfold	Cranfield C of E academy	6.2018	
secondary academy head teacher	Oliver Button	Queensbury upper academy	unknown	expired - new election due
secondary academy head teacher	Caren Earp	Henlow C of E academy	6.2018	
academy secondary governor	John Street	Etonbury academy	unknown	expired - new election due
PRU / AP academy head teacher	Peter Cohen	Weatherfield / Oakbank	unknown	expired - new election due
non-school members				
Roman Catholic diocese representative	Mary Morris		1.2014	
Church of England diocese representative	Paul Burrett		1.2014	
PVI sector provider representative	Ali Challis	Clever Kidz	11.2016	
LA 14-19 partnership representative	Sarah Mortimer	Central Bedfordshire college	1.2014	

Central Bedfordshire schools forum - membership with effect from June 2018

trades union representative	Martin Foster	GMB branch secretary	1.2012
CBC scrutiny chair	Cllr. Ken Ferguson		6.2018

Meeting: Schools Forum
Date: 11th June 2018
Subject: High Needs Block of the Dedicated School Grant (DSG)
Report of: Director of Children's Services
Summary: This paper provides an update on the final spend of DSG for 2017/2018, updated information for 2018/19
It also highlights the potential pressures on the budget based on the total spend from High Needs Block and identifies area's where pressures require revision

Contact Officer: Louise Bartos

Public/Exempt: Public

Wards Affected: All

Function of: Council

RECOMMENDATIONS:

- 1. The Schools Forum note the 2017/2018 outturn position of the High Needs Block**
- 2. To note potential pressures and actions to mitigate such pressures for 2018-2019 against budgets**

Background

- The purpose of this report is to outline the full year outturn spend in regard to the High Needs Block (HNB) for 2017/18, highlight potential spend pressures for 2018/19 and the proposed use of the 0.5% investment into the block for this financial year.
- There have been a number of factors that have contributed to further pressure in the HNB this year, with the biggest factor being the significant increase of children who require an Educational Health and Care Plan. In depth analysis of our local demand has been completed, which has demonstrated a 20% increase in the number of children subject to Education, Health and Care Plans over the last 2 years. This has also resulted in an increase in the rate of children who transfer to special schools since 2014. This pattern follows a national trend.
- It is in this context that schools forum agreed – subject to LA officers bringing forward appropriate investment proposals – a transfer of 0.5% of the schools' block into the high needs block (HNB) in the financial year 2018/19. This transfer will generate c.£835k for investment.

Update on spend

The table below shows the year end outturn for each centrally retained HNBF budget

Description	17/18 Budget Allocation £	Year End Spend £	Variance £
Therapies	40,000	34,287	-5,713
EHC Plans (funded post April)	500,000	331,689	-168,311
Special School Outreach & High Cost Pupils	500,000	420,498	-79,502
Out of County Placements (Pre-16)	950,000	819,066	-130,934
SEN & Additional Pupil Support	200,000	267,129	67,129
High Needs Post 16	2,300,000	2,218,056	-81,944
Access & Inclusion	100,000	100,000	0
Virtual School	283,210	273,715	-9,495
Other Local Authority SEND Top Up Payments	850,000	1,269,298	419,298
SDG Contribution to Central Overheads	719,280	719,280	0
Commissioned Contracts:			0
Hearing Impaired (peripatetic)	195,000	195,000	0
Visual Impairment	252,576	252,576	0
Medical Needs	643,890	643,890	0
Jigsaw Centre	450,000	423,580	-26,420
Academy of Central Bedfordshire	1,200,000	1,200,000	0
Early Years Children with Disability	270,548	270,548	0
Contingency to fund additional special school places/top up	400,000	441,528	41,528
Other HN Contingency	311,172	146,674	-164,498
Academy EHC Plans	2,334,145	2,417,188	83,043
Total	12,499,821	12,444,002	-55,819

Special School Funding & EHCP Funding

Description	17/18 Budget Allocation £	Year End Spend £	Variance £
Special School Maintained	6,327,918	6,327,918	0
Maintained School Statements/EHCP (incl ISB)	2,635,813	2,635,813	0
Special School Academy	1,505,875	1,505,875	0
Recoupment	4,446,000	4,941,821	495,821
Total	14,915,606	15,411,427	495,821

The Total spend for 2017/2018 was £27,855,429 against a total budget of £27,415,427 leaving an overspend of £440,002, funded from unspent Growth Fund.

Indicative High Needs Block Budget for 2018/19

Description	18/19 Budget Initial Allocation £	Forecast spend £
Therapies	40,000	40,000
EHC Plans (funded post April)	500,000	500,000
Special School Outreach & High Cost Pupils	388,166	388,166
Out of County Placements (Pre-16)	887,750	887,750
SEN & Additional Pupil Support	200,000	200,000
High Needs Post 16	1,484,921	2,677,000
Access & Inclusion	100,000	100,000
Virtual School	283,210	283,210
Other Local Authority SEND Top Up Payments	1,055,376	1,055,376
DSG Contribution to Central Overheads	719,280	719,280
Commissioned Contracts:		
Hearing Impaired (peripatetic)	195,000	195,000
Visual Impairment	252,576	252,576
Medical Needs	643,890	643,890
Jigsaw Centre	450,000	450,000
Academy of Central Bedfordshire	1,200,000	1,200,000
Contingency to fund additional special school places/top up	400,000	400,000
Early Years Children with Disability	270,548	270,548
Maintained Special Schools	6,676,727	6,849,839
Academy Special Schools	1,230,626	1,230,626
Statemented Pupils (incl Maintained schools ISB)	2,331,434	2,331,434
EHCP Funded Pupils	3,140,110	3,140,110
Recoupment	5,168,012	5,168,012
TOTAL	27,617,625	28,982,816

Total High Needs Block Allocation for 2018/19 £27,617,625

Total High Needs Block Initial Forecast spend without mitigation £28,982,816

Predicted potential shortfall £1,365,191

Explanation of potential pressures in the block for 2018/19

- The Local Authority has worked with Special School Headteachers to review and reform the Banding Allocations for Special Schools. The LA has concluded this review and has carried out the proposed financial modelling. We will be meeting with the Special School heads in June 2018 to look at the model. This will have impact on the budget 2019 -2020. The proposal will be presented to Schools Forum on the 17th September.

The following areas of pressure have been identified: -

OLEA Recoupment charges

- Looking at the budget it can be seen that some OLEA's are charging Central Bedfordshire Council the placement cost of £10k as well as the top up funds. We will be contacting the OLEA's to advise that there is not a requirement for us to pay the placement charge and therefore we would see a reduction in the charges that will have an impact on 2018-2019 projections.

High Needs Post 16

- We have a total of 115 Pupils in Post 16 colleges with an EHC Plan that is un resourced and therefore the plan is no longer required. Senior SEN officers are working through the summer term to review these plans with a view to ceasing to maintain them, whilst at the same time ensuring that pupils that have plans that have the appropriate funds to meet needs. As part of the banding review for Special Schools, we will then move to introducing a banding system for the Post 16 colleges rather than them dictating the cost of the placement and support.

Independent Placement

- We have seen an increase in SEND Tribunals where parents are requesting independent out of county placements. A more robust procedure will be put in place by end of summer term 2018 to ensure that we have a strong case to defend the use of local facilities, thereby reducing the out of county costs.

Provision

- The total number of children in our special schools will increase unless schools take mitigating action next year, as will the total required payments for top up fees. In 2017/18 we saw an increase of 32 places from the previous year. It is predicated that there will be similar increase in 2018/19 unless earlier support is offered to some of these children. There are similar predicted pressures for top up payments in other authority schools.

- Current projections therefore demonstrate that, without further mitigations, the overall budget will continue to be under pressure for 2018/19.

Future Mitigation to spend pressure

HNBF Project

At a focus group there was priorities identified principles and objective set (please see appendix 1). Identified outcomes required from this project are;

- a reduction in the number of children whose needs escalate resulting in them going on to require a statutory education, health and care plan;
- a reduction in the number of children who transfer from mainstream to special school by supporting mainstream schools better;
- a reduction in the total additional costs of specialist provision and wrap around support;
- an increased number of jointly funded arrangements with the CCG;
- a reduction in the number of fixed term and permanent exclusions and associated costs; and
- a reduction in the number of out of area independent placements

Potential Projects

- To recruit on fixed term contracts one teacher and two additional support staff to work with Years 7&8 through Jigsaw offering targeted support for individual pupils in middle and secondary schools. To build capacity of two piloted middle / upper / secondary schools to deliver a sustainable nurture programme to support Year 7 and 8 students
- To implement a programme of restorative practice to all middle schools led by an expert
- To implement an outreach programme focusing on communication and interaction needs led by Ivel Valley and Chiltern Vale to support mainstream schools with children with additional needs – speech and language therapists and specialist teachers per schools. This is aimed at developing a more collaborative practice between special and mainstream schools.
- To implement a lower school programme on emotional literacy and an improved understanding of the causes of poor behaviours
- Implementation of a programme of therapy building capacity within nurseries, lower and primary schools
- To extend the remit of the Early Years' Service to go into Reception classes and support children through this transition. To pilot the use of 'temporary funding' as opposed to EHCPs being the only mechanism for these very young children

- To recruit 5 assistant EPs (one for each locality) in discussion with the PEP to support with early intervention for cognitive and communication / interaction difficulties

Next Actions

- A Meeting is taking place on Thursday 24th May to look at how schools will access the provision and ensure that there is an identified professional lead for each project. The Head of Service SEND will oversee the Projects with the SEND Manager being the operational lead.
- Recruitment is in process for the Assistant Educational Psychologists and the Teachers for the Jigsaw project.
- Early Years Team to consider the funding required for pupils for September 2018 rather than going through the EHC needs assessment process.
- Information for schools of the provision available and how they can access this to be available for September 2018.
- A feedback mechanism for reporting to the Schools forum will be devised.

Conclusion and recommendations

- Without key mitigating actions, the HNB will continue to be under significant pressure in 2018/19. The investment proposals are necessary to support the LA and schools in bringing down pressure in this area, providing sufficient early support for schools to identify and respond to needs to prevent them escalating wherever possible. We will be monitoring the spend and will be updating the Schools Forum at each meeting.

Meeting: Schools Forum
Date: 11th June 2018
Subject: Early Years Block
Report of: Director of Children's Services

Summary: This paper provides an update on the final spend of Early Years Block allocation for 2017/2018, updated information for 2018/19 including Early Years SEND, a range of draft proposals for 2019/20, and additional information regarding aspects of Early Years funding which are not part of the DSG.

Contact Officer: Sue Tyler
Public/Exempt: Public
Wards Affected: All
Function of: Council

RECOMMENDATIONS:

- 1. The Schools Forum note the 2017/2018 outturn position of the Early Years Block**
- 2. The Schools Forum note the information regarding Early Years SEND funding and consider the request to create an Early Years SEND fund for joint monitoring (para 8d)**
- 3. The Schools Forum consider the risks and possible outline options for 2019/2020 Early Years spend as outlined in para 13 to enable detailed modelling and a full options analysis to come to a future meeting.**

1. Background

The School and Early Years Finance (England) Regulations 2017 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.

2. **Early Years Block**

The Early Years block funding consists of a number of different tranches:

- Funding for the **universal 15-hour entitlement for all 3 & 4-year olds**. This is based on payment by the DfE to the authority of a fixed hourly rate of £4.30 ph. The 2018/19 rate is at the same level as 2017/2018.
- Funding for the **additional 15 hours for 3 & 4-year olds of eligible parents**. This is also calculated at £4.30 per hour. The allocation in 2018/19 covers a full year. (The allocation for 2017-2018 covered the seven months following its introduction in September 2017.)
- Funding for the **15-hour entitlement for disadvantaged 2-year olds**. The hourly rate paid to the authority continues to be paid at £5.39.
- Funding for the Early Years Pupil Premium (EYPP) at a rate of £300 p.a. per eligible pupil.
- Funding for the new **Disability Access Fund (DAF)**. This is paid to Early Years Settings at a one-off rate of £615 p.a. if a 3 & 4-year-old child receiving free nursery education is in receipt of child disability living allowance.
- In addition, there is **Supplementary funding for maintained nursery schools**. This is set at £195,221 in 2018/19 which is the same as the amount revised in October 2017 for the year 2017/2018.

3. The table below illustrates the allocation for Early Years Block funding for 2018/19, against the updated amounts in 2017/18.

Early Years Block Funding	2018/19 Initial Allocation £M	2017/18 Updated Allocation £M
3&4-year olds universal funding	10.598	10.598
3&4-year olds additional 15 hours	3.600	2.024
2-year-old funding	1.629	1.629
EYPP	0.091	0.091
DAF	0.059	0.059
Supplementary Funding for Maintained Nursery Schools	0.195	0.195
Final DfE adjustment (16/17)		(-0.169)
TOTAL	16.173	14.428

4. **Actual Spend of Early Years Block by end of March 2018**

	Spend	Allocation
Payments to providers (3& 4-year-old universal)	9,925,527	10,598,000
Payments in Autumn term for additional 15 hours for 2 terms	1,462,981	2,024,000
Early Years Support Team incl admin (formerly funded from High Needs Block)	240,360	
Early Years Inclusion funding	121,221	
Spend on 2-year olds	1,582,712	1,629,000
Spend on EYPP & DAF	133,458	150,000
Nursery school payments	195,000	195,000
In year Adjustments made		(169,000)
Total	13,661,529	14,427,000
Underspend on Early Years Block		765,471

5. The majority of the underspend has been generated by lower take-up of the additional hours as part of the 30 hours offer. £561,019 of the original allocation has not been spent.

There is a risk that this underspend will be clawed back as part of in-year adjustments made. It should therefore be retained as a ring-fenced sum.

6. The balancing figure is an underspend of £204,452.
7. The Early Years National Funding Formula requires that in 2017/2018 93% of the allocation is 'passed-through' to providers. £13,421,169 has been passed through which represents exactly 93%.

8. **2018/2019**

As reported at the Schools Forum in January the national formula for all aspects of funding for 3 and 4-year olds as well as the different rate for 2-year olds has not changed for 2018/19 in the allocations from the Department for Education. The overall increase in the Early Years Block is solely dependent on the additional allocation for the 30 hours offer.

It was agreed at that meeting that there would be no changes to the rates paid to all sectors.

At present the base-rates are £3.70 per hour for schools and PVI's receive £4.05 per hour.

The 'Pass-through' requirement of the Early Years Funding Formula for 2018/19 is 95%. It is anticipated that this figure will be met.

The agreed allocations are shown in Paragraph 3. Spend will be monitored and reported on throughout the year.

9. **Early Years Special Needs Inclusion Funding**

- a. In 2016 a dedicated £250,000 of the Early Years Block was transferred to the High Needs Block and then set aside to support inclusion for settings, against specific children who are aged 3 & 4 and attend for the government funded hours. Until September 2017 this was a maximum of 15 hours per week, from September 2017 up to 30 hours per week. The money is allocated to provide some additional staff time to work with children who are showing an additional need. In the main only a proportion of hours are funded. In exceptional cases where a child would not be able to attend the setting without this support, full time staff support is funded.
In 2017/18 the spend against this budget was £366,945 and overspend of £116,945.
- b. In the Early Years Block a notional £40,000 has been set aside for a number of years to fund inclusion for children who are too young to receive 3 & 4-year-old funding or who need support in the hours over and above the funded 15 (now 30 hours). This includes 2-year olds.
The spend in 2017/2018 was £121,221. The spend in this area increased partly due to the equalisation of rates with the funding listed in para a. above
The money is allocated in the same way, using the same criteria and forms as the money listed in para a above.
- c. In summary – across the two blocks there is £290,000 set aside for early years inclusion and spend in 2017/18 was £488,166, a total shortfall of £198,166. The underspend in the Early Years Block not related to the additional hours payment could be used to cover this underspend. (Para 6 above refers).
- d. It is proposed that the £250,000 and the £40,000 be combined into a single Early Years SEN Support fund positioned in and monitored through either the High Needs or Early Years Block. This will fulfil the requirements in the National Early Years Funding Formula.
- e. The operational guidance for the Early Years Funding Formula states that Local authorities are required to have SEN inclusion funds, using funding from either or both the High Needs and Early Years blocks. This should be used to target low level and emerging SEN. The requirement only covers 3 and 4-year olds, but Central Bedfordshire has always supported younger children as part of its Early Intervention strategy. If this is approach by the forum is agreed, then consultation on allocation will take place as part of the SEN 'Local Offer'. Children in the Early Years with an EHCP should be supported via the High Needs Block.
- f. During 2017/18 the funding rates, criteria and processes were streamlined across both tranches of money and it is therefore proposed that these are applied to the new Early Years SEND Fund if this is agreed, along with an appeals procedure.
- g. At present there are 15 EHC Plans for children in the Early Years.

Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF)

The Early Years Pupil Premium is a sum paid to settings at the rate of £300 p.a. paid to settings for eligible children.

The eligibility criteria are:

- Children are 3 or 4 years old and receiving government-funded Free Entitlement in any OFSTED registered childcare provider and their parents are in receipt of one or more of the benefits used to access eligibility for free school meals namely: Universal Credit, Income Support, Jobseekers Allowance, Employment and Support Allowance, support under Part VI of the Immigration and Asylum Act 1999, the guaranteed element of State Pension Credit, and some aspects of Working Tax Credit or if they have been:
- looked after by the local authority for at least one day
- have been adopted from care in the local authority
- have left care through special guardianship; and subject to a child arrangement order setting out with whom the child is to live (formerly known as residence orders) in Central Bedfordshire

The overall object of the funding is to improve the outcomes of these children.

Suggestions made to the settings for appropriate spend is e.g. training sessions for staff to meet child's needs i.e. Lift off to Language training; purchasing additional resources to support the child's development; home learning bags; additional sessions to support the family; parenting training; extra curricula activities; support from other professionals/training.

Settings are encouraged to identify and record the need by identifying this in partnership with the parents/key person how they will spend the money and to then monitor the impact for the child/family. When Childcare Development Officers /staff from the Virtual School visit settings they check how settings are measuring the impact and discuss with them how they have used the money. Ofsted usually track at least one EYPP child during their inspections and discuss with the setting how the money is being used.

The number of children eligible for EYPP fluctuates from term to term. In the Spring term of 2018 there were 418 children for whom payments were made in 123 different settings.

The Disability Access Fund was introduced in April 2017. Providers with children aged 3 & 4 who are in receipt of Disability Living Allowance are able to claim £615 per child per year, to enable them to make reasonable adjustments to their settings and/or buildings for the child in question or for the setting as a whole.

The number of payments for DAF in the Spring Term of 2017 was 22 children over 17 settings.

10. **SEND Support For Early Years Settings**

Historically there have been two teams providing support to settings and some families as part of the SEN provision in Central Bedfordshire. These were the Early Years Advisory Teacher Team and the Early Years Support Service.

In April 2017 the costs of providing for the Early Years Advisory Teacher Team was transferred from the High Needs Block to the Early Years Block. The Early Years Support Service has been commissioned through the Special Schools. Funding for this service comes from the High Needs Block.

The Early Years Advisory Teacher Team was originally established as part of the Childcare Strategy from 1997 and carried out the function of Area SenCo's specifically with the Private, Voluntary and Independent Sector. Initially the team supported settings through the delivery and evaluation of continuing professional development in order to support the inclusion of children with additional needs, and to support the identification and assessment of children and advise on the provision for children as defined by the Code of Practice for SEND. They would also hold a caseload of children at Stages 1 & 2.

The Early Years Support Team was originally established as part of the Specialist Child Development Centre based in Kempston. Following disaggregation of Bedfordshire County Council, the team which moved into Central Bedfordshire worked from two locality bases (Ivel Valley in Biggleswade and the Icknield Centre in Dunstable). They were managed centrally as part of the Council Psychology & Specialist Support Service. In 2012 the work was commissioned through Chiltern and Ivel Valley Special Schools. The work of this team generally focused on specific children with identified complex needs who may already have Education, Health & Care Plans (EHCs) aged 18 months to 5 years. They also carried out targeted interventions for children with significant needs at stage 2 who through early intervention could have their needs met without requiring an EHC Plan. The work was carried out with families, carers and settings and schools depending on the age of the children. Eligibility for work with the team was generally an age of 18 months plus.

As the Childcare and Early Years landscape has changed with more children attending settings from an earlier age, with 40% provision funded for two-year olds, and more recently the extension to 30 hours free childcare and education for three and four-year olds, the separate roles of the teams have gradually merged. This has increasingly led to confusion amongst settings and other professionals and created a much greater risk of duplication of work, and certainly some settings would receive visits from members of the different teams supporting different children.

From April 1st 2018 the commission with the Special Schools has ended and the external team brought in-house and combined with the Early Years Advisory Teacher Team. The team is now known as the Early Years SEND Team.

The team consists of 5 teachers and 6 Early Years Specialist Practitioners. The Team is working on a Locality basis. They are regularly visiting settings they are all supporting settings to enable a stronger Early Intervention Approach, so that more of the low-level and emerging needs can be worked on at setting level. The input for the complex needs will also be dealt with locality by locality.

Settings are already reporting more clarity in this approach.

The funding is jointly paid for from the Early Years and High Needs Blocks, as it was prior to the ending of the contract.

11. Non DSG funding applicable to the Early Years and aspects of Childcare

There is considerable funding for other aspects of the Early Years which is not DSG funded shown in the table below.

This supports:

(i) The Childcare Development Team which works to support Early Years settings and Childminders.

(ii) The Business Support Team who gather in all the information and data to enable the payment of funding for 2, 3 and 4-year olds and the pupil premium and ensure appropriate returns are made to the DfE. This team also supports the requirement in the 2006 Childcare Act to provide information on childcare and other services, facilities or publications which may benefit parents, prospective parents, children or young people and, where appropriate, they must also provide additional advice and assistance to parents on childcare in their area through a brokerage service for parents finding it difficult to identify suitable care.

(iii) The Childcare Act 2006 requires local authorities to ensure that there is sufficient high quality integrated early years provision and childcare for parents locally; to work with local private, voluntary and independent sector providers to meet local needs; and to manage the market. In order to assist with these duties a limited sum of core budget is available to assist settings with the development of new places or the sustainability of existing ones. This funding is allocated via an Early Years Funding Panel.

Funding is available for new and existing providers, to accommodate additional Children for either Early Years or Childcare and must be used to support start-up costs which may include the purchasing of new or additional resources / equipment. It can also be used to pay for minimum numbers of staff before a setting has reached break-even.

Projects are only supported where a need for new or additional places has been identified. At present there is a particular focus on areas of proposed large housing developments along with additional places needed to meet the needs of the 30 hours Free Childcare Offer. New childcare which may undermine existing provision will not be supported, but consideration of need and parental choice will be taken into account. Funding is also available to sustain Childcare and Early Years settings which are in danger of closing. Priority for this funding is given to: settings in areas of deprivation and highest need and settings based in areas where closure would result in the Local Authority not meeting its statutory obligations in maintaining sufficient childcare places for 2, 3 and 4-year olds.

(iv) Inclusion funding not available through the Early Years or High Needs Block – mostly Special Needs Holiday Schemes (but also After School) for school age children are also funded through this budget.

(v) Children Centres are funded directly, and the budget shown below covers funding to run the centres including vehicles for outreach work, and some building maintenance and one Central Team Manager, as well as a team of 2.8 FTE Early Years Professionals, an Early Intervention Speech and Language contract and Homestart provision.

		2017/2018 Spend
i	Childcare Development Team (as constituted in 2017/18)	239,411
ii	Business Support Team (current team)	136,855
iii	Funding for Settings to manage the market New Start up places. £28,800 Sustainability. £9,024	37,824
iv	Special Needs Equipment, After School Schemes and Holiday Schemes	75,622
v	Childrens Centres and Associated Costs	2,075,581
	Totals	2,565,293

12. Growth Fund and s.106

There is no growth fund for pre-statutory children and their settings in any sector. Any setting offering new places can claim £500 per place up to 16 places, and £100 per place for extending places beyond 16. (as listed in para 12 (iii) above.)

When a planning application is submitted the Childcare team are asked if a S.106 is required and for what. Specific projects have to be requested in particular areas which can cause difficulty if there is a substantial change in the setting by the time the money comes through. A corporate S.106 officer will negotiate the specific amount and keep it centrally. The Early Years Team works closely with both this officer and the schools planning officer who deals with S.106 in the Schools Team.

Unfortunately, Early Years is not statutory and therefore the Growth Fund within the DSG cannot be used for Early Years. There are occasional tranches of money from the DfE around specific innovations e.g. the 2-year olds or 30 hours, but the capital provision for Early Years is not at present politically attractive, and there are no current tranches available.

13. 2019/2020 Early Years Funding Formula – Evolving Risks

As identified in January 2018 there is a major evolving risk in the Early Years block for 2019 and beyond.

The Early Years National Funding Formula, which governs the Early Years Block requires that by April 2019 different base rates are equalised. At present there is a differential base-rate with schools receiving £3.70 per hour and PVIs £4.05 per hour.

The differential rates evolved because under previous sets of regulations PVIs could not be given lump sums e.g. for admin costs or for rates and other building costs, nor for the funding to provide a Headteacher equivalent. As schools received help with all of these via their schools budget a differential rate was evolved in order to assist PVIs with some of these costs.

All base rates were last increased in April 2016 and since then all settings have been and continue to be subject to substantial increases in staffing costs, with the changes to the minimum/living wage, and in schools the NJC Local Government Pay Award which allowed for increases up to 5%.

At present in Central Bedfordshire there are virtually no settings not participating in either the 2-year-old or the additional 15 hours offer, unlike some neighbouring authorities. However, if funding rates begin to fall behind the real cost of delivery there is a risk that places will be lost, particularly in the PVI sector.

Some early outline modelling on possible ways of equalising the base rates has been carried out.

- In 2017/18 a total of £9.925M for the universal hours for 3 & 4-year olds approx. was paid to schools and PVIs in the ratio of 53% paid to schools and 47% to PVIs.

- For the two terms of additional hours a further £1.462M was paid to schools and PVI's in the ratio of 75% to PVI's and 25% to schools.
- Overall a spend of £11.388M is spent on 3&4-year olds in the proportion of 50.4% to PVI's and 49.6% to Schools.
- Based on spend across the entire sector **£534,114** is required to equalise the base rate by bringing the school base rate up to the PVI base rate, an increase of 35p per child per hour for schools.
- At present there are two factors within the overall EY spend. Approx. 1.75% of total spend (approx. £214K) is spent only through PVI's on a quality factor by rewarding higher qualification levels. This is a discretionary factor.
- A mandatory factor is, and remains, a deprivation factor. At present approx. 2.21% of the spend on 3 and 4-year olds is spent on the deprivation factor equating to approx. £277K. There is no differential across the sectors on how this is paid. At present there are two levels of deprivation 15p and 40p per child per hour depending on home address and the LSOA deprivation level. (LSOA 0-30% most deprived in England = £0.40 per funded hour and 31 – 60% most deprived in England = £0.15 per funded hour)
- A reduction of deprivation factor payment levels to 10p and 20p would result in a saving of approx. £120K p.a.
- A reduction of the deprivation factor payment levels to 5p and 10p would result in a saving of approx. £195K p.a.
- In the current year (2018/2019) our local formula has a £195K allocation for the two Maintained Nursery Schools (MNS). The guidance suggests that payment of this may not be a requirement in 2019/2020, and MNSs will benefit from an equalised base rate.

There are no palatable options in this exercise to equalise the base rates. There does not appear to be any way that the rate can be equalised at the current PVI level of £4.05 per hour.

Option 1	
Equalise Base Rate @ £4 per hour costs £457.812K in extra to schools	
Achieved by	
Reduction in base rate to PVI's of 5p per hour per child	70.89K
Remove the quality factor (affects approx. 66 settings and 16 CMS)	214K
Reduce the Deprivation payments to 5p/10p	195K
TOTAL	479.89K
Option 2	

Equalise Base Rate @ £4 per hour costs £457.812K in extra to schools	
Achieved by	
Reduction in base rate to PVIs of 5p per hour per child	70.89K
Remove the Maintained Nursery School Lump Sums	195K
Reduce the Deprivation Payments to 5p/10p	195K
TOTAL	460.89K
Option 3	
Equalise Base Rate @ £3.95 per hour costs £381.510 in extra to schools	
Achieved by	
Reduction in base rate to PVIs of 10p per hour per child	141.78K
Reduce Deprivation payments to 5p/10p	195K
Reduce Quality Factor but not remove it	44.73K
TOTAL	381.51K
Option 4	
Equalise Base Rate @ £3.87 per hour costs £259,427 in extra to schools	
Reduction in Base Rate to PVIs of 18p per hour per child	255.21K

A discussion with both the Early Years Reference Group and the Schools Forum would be welcome around possible approaches before more detailed modelling is carried out.

Meeting: Schools Forum

Date: 11 June 2018

Subject: Dedicated School Grant (DSG)

Report of: Director of Children's Services

Summary: This paper provides an update on the DSG and Growth Fund for the financial year 2017/18 and funding arrangements for 2018/19.

Contact Officer: Phil Ball, Priory House, Shefford

Public/Exempt: Public

Wards Affected: All

Function of: Council

RECOMMENDATIONS:

- 1. To note and comment on the update to the 2017/18 DSG and Growth Fund, and the 2018/19 DSG funding arrangements.**

Background

1. Local authorities receive allocations of Dedicated Schools Grant (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. 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 2017 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. 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. LAs are 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 2017. The statement also includes a Non-Maintained Special School (NMSS) statement and Fraud cases reported in schools statement.

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.

DSG Budget Allocation and Out turn 2017/18

8. The table below illustrates the final revenue allocation for 2017/18.

Block		Allocation (M)
Schools	Schools Block	161.751
Early Years	3&4 year olds universal funding	10.598
	3&4 year olds additional 15hrs	2.024
	Final 16/17 allocation (Jan17)	(0.169)
	EYPP	0.091
	Two Year Olds funding	1.629
	MNS Supplementary funding	0.196
	DAF funding	0.060
High Needs	2016/17 HN base line	25.886
	Post-16 transfer	0.678
	Additional uplift	0.851
Total Indicative Allocation DSG		203.595

9. The Authority is required to provide a note to the council's accounts detailing the 2017/18 spend and carry forward to 2018/19.

	Central Expenditure £	Individual Schools Budget £	Total £
Final DSG for 2017/18 before academy recoupment			203,595,115
Academy figure recouped for 2017/18			102,840,115
Total DSG after academy recoupment for 2017/18			100,755,000
Plus: Brought Forward from 2016/17			1,443,048
Less: Carry-forward to 2018/19 agreed in advance			0
Agreed initial budgeted distribution in 2017/18	16,473,402	85,724,646	102,198,048
In-year adjustments	5,579,717	-6,154,146	-574,429
Final budget distribution for 2017/18	22,053,119	79,570,500	101,623,619
Less: Actual central expenditure	20,474,676		20,474,676
Less: Actual ISB deployed to schools		79,570,500	79,570,500
Plus Local authority contribution for 2017/18			
Carry-forward to 2018/19	1,578,443	0	1,578,443

10. The table below details the DSG carried forward to 2018/19:

Reserve	£
Schools Specific Contingency	250,227
Early Years Contingency	341,117
School Forum	6,852
Facilities Time	39,151
Growth Fund	419,504
Two-Year-Old Funding	390,541
Total	1,447,392

Growth Fund Out turn 2017/18

11. The School and Early Years Finance (England) Regulations, Schedule 2, prescribes expenditure that may be deducted from the Schools budget before determining the Individual Schools Budget and centrally held budgets. 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.

12.

	Budget £	Spent £	Balance £
2017/18 Allocation	2,000,000		
Academy Recoupment	173,839		
2016/17 B/F balance	645,934		
Growth Fund			
Payments 2017/18		(1,960,267)	
Overspend on High Needs block		(440,002)	
Total Growth Fund	2,819,773	(2,400,269)	419,504

The School and Early Years Finance Regulations 2017 allows LAs to carry over any unspent growth and infant class size funds to be used for the same purpose in the following year. The closing balance for 2017/18 of £419,504 will be added to the agreed 2018/19 Growth Fund allocation of £2M.

DSG Funding Arrangements 2018/19

13. The table below illustrates the indicative DSG revenue allocation for 2018/19.

Block		2018/19 Allocation (M)
Schools	Schools Block	167.133
Early Years	3&4 year olds universal funding	10.598
	Indicative 3&4 year olds additional 15hrs	3.600
	Initial funding EYPP	0.091
	Indicative Two-Year Olds funding	1.629
	MNS Supplementary funding	0.195
	DAF funding	0.060
High Needs	HN base line	27.390
	Provisional import/export adjustment	0.228
Total Indicative Allocation DSG		210.924

14. On 19 December 2017, The Minister of State for School Standards confirmed the school and early years funding allocations for 2018 to 2019 (Appendix A). The announcement covered the DSG, the Education Services Grant (ESG) protections for academies and the Pupil Premium.
15. As previously announced, the distribution of the DSG to the local authority will be set out in four blocks: a schools block, a high needs block, an early years block, and the new central school services block (CSSB).
16. A new national funding formula for schools and high needs from April 2018, which follows the introduction of a national funding formula for early years in April 2017.
17. **The schools block** has been allocated between local authorities on the basis of the primary and secondary units of funding published in September 2017; for Central Bedfordshire Council (CBC) the primary unit of funding being £3,805 and secondary £4,980. The unit of funding is multiplied by the October 2017 school census (primary – reception to year group 6 and secondary – year group 7 to 11). Those pupils not assigned to a year group are allocated to primary and secondary based on the age of the pupil (age 4 to 10 or age 11 to 15). Pupils in special units and resource provisions are included in the pupil counts.
18. Recoupment for academies will be based on data provided on the authority proforma tool (APT) submitted in January 2018
19. **The high needs block** has been updated with the latest pupil numbers, following the publication of provisional allocations in September. The high needs funding block is a single block for local authorities' pupils and students aged 0 to 24, with high needs. The block includes funding for pre-16 and post 16 places.
20. The import and export adjustment will be updated in May 2018 to reflect the latest data from the January 2018 school census and the R06 of the 2017 to 2018 ILR.

21. The high needs place funding deduction has been based on the academic year 2017/18 for places directly paid for by the ESFA to institutions, or through the sixth form grant. In March 2018 the deduction will be updated to take account of further academy conversions and the outcome of the 2018/19 place change notification process.
22. Special units and resourced provision are funded on the places reported and agreed through the place change notification process, not on the number of pupils reported on the 2018/19 APT. The pupil data from the APT is only used to identify whether places are occupied by pupils on the school roll funded at £6,000, or funded at £10,000.
23. Deductions will be made from DSG for pre-16 places in AP free schools opened before or during the 2015/16 academic year. Deductions are from the pupil's home local authority, based on school census data. Local authorities will be notified of these deductions in March 2018. No deductions will be made from local authorities' 2018/19 DSG for post 16 high needs places in AP free schools; these will be funded directly by the ESFA.
24. **The early years block** comprises funding for: the free early education entitlements for 3 and 4 year olds and disadvantaged 2 year olds, the early years Pupil Premium. The early years national funding formula rates for 3 and 4 year olds for 2018/19 were published on 17 November (£4.30 per hourly rate).
25. The ESFA will update these allocations in July 2018, based on January 2018 census numbers and July 2019, based on five twelfths of the January 2018 census numbers (to cover the April to August 2018 period), and seven twelfths of the January 2019 census numbers (to cover the September 2018 to March 2019 period).
26. Additionally, the early years block includes an initial allocation for the early years disability access fund and the supplementary funding for maintained nursery schools.
27. **The new central school services block** which funds local authorities for their ongoing responsibilities for both academies and maintained schools has also been allocated on the basis of the latest pupil numbers, in line with September's announcement (£32.21 unit of funding multiplied by the number of pupils recorded in the October 2017 school census in reception to year group 11, and those aged 4 to 15, not assigned to a year group).
28. A number of the services that are covered by funding that is held centrally are subject to a limitation of no new commitments or increases in expenditure from 2017 to 2018. This limit does not now apply to admissions or the servicing of schools forums. Schools forum approval is required each year to confirm the amounts on each line. When using centrally held funding, local authorities must treat maintained schools and academies on an equivalent basis.

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Meeting: Schools Forum

Date: 11 June 2018

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 2017/18.

Contact Officer: Phil Ball, Priory House, Shefford

Public/Exempt: Public

Wards Affected: All

Function of: Council

RECOMMENDATIONS:

- 1. To note the School Forum spend for the year ending 31 March 2018.**

Background

1. The School Forum Budget falls under Schedule 2 (Part 2) of The School and Early Years Finance (England) Regulations 2017. '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' – Expenditure in connection with the authority's functions under section 47A of the 1998 Act (establishment and maintenance of, and consultation with, schools forums).
2. A budget of £3,000 for 2017/18 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.

Update

3. The following table sets out the expenditure to 31 March 2018:

	BUDGET £	SPEND £	BALANCE £
Carry Forward from 2016/17	5,522		
Budget Allocation 2017/18	3,000		
F40 Subscription		(1,000)	
General and Travel Expenses		(182)	
Hospitality		(228)	
Venue Hire		(260)	
Total	8,522	(1,670)	6,852

4. The remaining balance of £6,852 will be carried forward to 2018/19. School Forum have agreed a budget allocation for 2018/19 of £3,000.

Appendices: None

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Meeting: Schools Forum

Date: 11 June 2018

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 the financial year 2017/18.

Contact Officer: Phil Ball, Priory House, Shefford

Public/Exempt: Public

Wards Affected: All

Function of: Council

RECOMMENDATIONS:

- 1. To note the Dedicated School Grant (DSG) Contingency spend for the financial year 2017/18.**

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 6) of The School and Early Years Finance (England) Regulations 2017; '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 6 relates to items that may be removed from Maintained Schools' Budget Shares (Primary and Secondary) 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 unforeseen circumstances and any potential overspends in the centrally retained High Needs Budgets. This includes the funding of additional places and top up payments for those schools accepting pupils above the place funding provided in their initial budget allocation.

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 2017. The Early Years Contingency budget has been set aside to fund the headcount adjustment that is allowable within the regulations.

Update

School Contingency

6. The following table sets out the expenditure to 31 March 2018:

	BUDGET £	SPEND £	BALANCE £
Carry Forward from 2016/17	149,629		
Unallocated DSG	134		
Rates adjustment Academy transfers	29,803		
VAT Reimbursement CLA		41,831	
Closing School Invoices		(640)	
Total School Contingency	179,566	41,191	220,757

7. The balance brought forward to 2017/18 of £149,629 is split £124,416 de-delegated funding for Maintained schools only and £25,213 for all schools.
8. The current unspent balance of £220,757 is ring-fenced de-delegated funding of £123,776 and £96,981 for all schools, which can be distributed in 2018/19 as part of the initial ISB allocation via the Age-Weighted Pupil Unit (AWPU).

High Needs Contingency

9. The following table sets out the expenditure to 31 March 2018:

	BUDGET £	SPEND £	BALANCE £
Carry Forward from 2016/17	0		
Unallocated HN Block 2016/17	311,172		
Special School additional places / top-up	400,000		
Adjustment to Nursery Statementing	(3,554)		
Additional payment to HI HAST Apr - Aug		(6,820)	
Ardley Hill ASD Provision		(49,201)	
HN Block Academy Transfers	80,000	(12,034)	
Additional places / top up Special Schools		(373,473)	
Increased HN Block recoupment	(495,821)		
HN adjustment for in year statementing	(223,120)		
Other High Needs overspends		(67,151)	
Total HN Contingency	68,677	(508,679)	(440,002)

The deficit balance will be offset against unspent centrally held DSG.

Early Years Contingency

10. The following table sets out the expenditure to 31 March 2018:

	BUDGET £	SPEND £	BALANCE £
Carry Forward from 2016/17	139,234		
Unallocated Early Years Block 2017/18	955,504		
EY MNS data assurance adjustment	43,951		
2016/17 census adjustment		(247,435)	
January 17 census adjustment		(62,341)	
May 2017 census adjustment		(91,881)	
October 2017 census adjustment		80,537	
October 2017 additional 15 hours		(359,305)	
Overspend on EY individual child SEN funding		(117,147)	
Total Early Years Contingency	1,138,689	(797,572)	341,117

11. School Forum approval is required for:
- central early years block provision
 - any movement of funding out of the schools block
 - any deficit from the previous funding period that reduces the amount of the schools budget
 - any brought forward deficit on de-delegated services which is to be met by the overall schools budget

Appendices:
None

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Meeting: Schools Forum

Date: 11 June 2018

Subject: School Finance Update

Report of: Director of Children's Services

Summary: To update the Schools Forum on the 2017/18 Schools out-turn position.

Contact Officer: Phil Ball, Priory House, Shefford

Public/Exempt: Public

Wards Affected: All

Function of: Council

RECOMMENDATIONS:

- 1. To note the Finance update for Schools.**

Background

1. Central Bedfordshire Council's (the LA) Scheme for Financing Schools is based on the legislative provisions in sections 45 – 53 of the School Standards and Framework Act 1998 (the Act) and the School and Early Years Finance (England) Regulations 2017 (the regulations). Under this legislation, the Department for Education (DfE) will determine on an annual basis, the minimum size of the Schools Budget, through the Dedicated Schools Grant (DSG). The Local Authority (LA) will determine the actual level of the Schools Budget and their non –schools education Budget.
2. The LA may centrally retain funding in the Schools Budget for purposes defined in regulations made by the Secretary of State under Section 45A of the Act. The amounts to be retained centrally are decided upon annually by the LA, subject to any limits or conditions prescribed by the Secretary of State and any amounts that have to be agreed by the Schools Forum. The balance of the Schools Budget remaining after deduction of centrally retained funds is termed the Individual Schools Budget (ISB).
3. The LA will not retain any unallocated reserve within the ISB but must distribute the ISB amongst all maintained schools, using a formula which accords with regulations made by the Secretary of State and enables the calculation of a budget share for each maintained school. This budget share is then delegated to the governing body of the school concerned, unless the school is a new school which has not yet received a delegated budget, or the right to a delegated budget has been suspended in accordance with Section 51 of the Act.
4. The financial controls within which delegation works are set out in Central Bedfordshire Council's Financial Regulations for Schools in accordance with Section 48 of the Schools Standards and Framework Act (1998) and approved by the Secretary of State.

5. The LA may suspend a school's right to a delegated budget if the provisions of the authority's financial scheme (or rules applied by the scheme) have been substantially or persistently breached, or if the budget share has not been managed satisfactorily.
6. Schools must satisfy the minimum requirements with regard to financial controls, procedures and systems in operation so far as necessary for the discharge of the S. 151 Officer responsibilities under Section 151 of the Local Government Act 1972. As this involves all financial records being maintained in school, these documents become the prime record and, therefore, are subject to a more rigorous LA and external audit.
7. To assist the Section 151 Officer in exercising his duties under the Act, Schools are categorised into Red, Amber, and Green (RAG) ratings of risk. This process takes place twice a year, in May, following the financial year end and receipt of the current budget plan, and January, following the Schools completion of the year end forecasts outturn. A regular update is held as schools circumstances change.
8. The Scheme (Section 4.9) permits schools to plan for a deficit budget with the maximum length of time over which schools may recover being three years. Schools' requests for licensed deficits must be supported by a detailed recovery plan. Licensed Deficits shall not normally exceed 10% of a school's budget share. No more than one third of the collective balances held by the LA will be used to back these arrangements.
9. Unlicensed deficits are reported to the Department for Education as part of the School's Consistent Financial Reporting (CFR) return.

Schools out-turn 2017/18

10. There were 75 Maintained Schools in Central Bedfordshire as at 31 March 2018 with a delegated budget of £80M. Maintained Schools balances as at 31 March 2018 are as follows (Appendix A):-

Sector	Revenue £		Capital £	
	2016/17	2017/18	2016/17	2017/18
Nursery (2)	267,706	96,050	16,954	26,600
Lower (65)	5,989,524	5,418,337	719,197	380,624
Middle (5)	896,518	581,551	194,670	170,970
Upper (1)	(72,512)	(248,337)	15,960	1,236
Special (2)	1,693,590	1,187,092	34	9,468
Total (75)	8,774,826	7,034,693	946,815	588,898

11. Six schools held deficit balances at 31 March 2018, of which two were within agreed licensed deficit limits, one had exceeded their agreed limit, one had no agreement in place and two didn't require a licensed deficit as the deficit was within 1% of their budget share.
12. Consistent Financial Returns (CFR) distinguish Revenue balances between committed, uncommitted and community focused reserves. CFR has not yet been finalised. The balances above may require adjustment once the CFR

figures are completed.

13. The Scheme for Financing Schools, section 4.2, defines excess balances; 10% (Secondary and Special) or 15% (Nursery and Primary) of the current year's individual school budget share. Those schools holding excess uncommitted balances will be contacted individually requesting details of how the excess balance will be spent. Details of those schools holding excess balances will be brought to the next meeting of the Schools Forum for a decision on possible clawback of excess funds.
14. The categorisation of Schools against the rating of risk (Paragraph 7) is still in progress pending the verification of the Schools out-turn position. This will also be brought to the next meeting of the School Forum.
15. All maintained schools with a delegated budget must demonstrate compliance with the Schools Financial Value Standard (SFVS) and complete the assessment form on an annual basis. The LA's S.151 Officer is required to certify to the DfE how many schools have completed the SFVS form and give the reasons for those that didn't complete. For 2017/18 all schools have submitted the SFVS although some schools did not meet the required date of submission of 31 March 2018.

Appendix A – School 2017/18 Revenue and Capital Balances

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CC	School Finance Update School	2016/17 Balances			2017/18 Balances		
		Revenue	Capital	Total 2016/17	Revenue	Capital	Total 2017/18
301401	WESTFIELD NURSERY SCHOOL	29,337	569	29,906	24,883	5,557	30,440
301101	WILLOW NURSERY SCHOOL	238,369	16,387	254,756	71,167	21,043	92,210
2 Total Nurseries		267,706	16,954	284,660	96,050	26,600	122,650
611401	ASHTON ST PETERS - VA LOWER SCHOOL	40,506	0	40,506	47,572	0	47,572
610801	ASPLEY GUISE LOWER SCHOOL	125,694	5,192	130,886	114,247	10,756	125,003
613501	BEAUDESERT LOWER SCHOOL	278,930	11,599	290,529	231,205	1,433	232,638
603201	CAMPTON LOWER SCHOOL	51,810	1	51,811	71,226	5,395	76,621
603401	CHALTON LOWER SCHOOL	177,354	0	177,354	215,722	471	216,193
606901	CHURCH END LOWER SCHOOL	400,784	-0	400,784	419,398	0	419,398
613801	CLIPSTONE BROOK LOWER SCHOOL	-42,648	19,830	-22,818	-58,427	6,331	-52,096
605701	DERWENT LOWER SCHOOL	43,492	5,238	48,729	30,764	0	30,764
613701	DOVERY DOWN LOWER SCHOOL	78,489	1	78,490	72,964	0	72,964
604301	DUNTON LOWER SCHOOL	91,266	310,687	401,953	32,307	0	32,307
604601	EVERTON LOWER SCHOOL	36,061	4,376	40,437	6,158	2,262	8,420
615601	FAIRFIELD LOWER SCHOOL	188,562	35,288	223,850	97,426	87,630	185,056
604801	FLITWICK LOWER SCHOOL	154,392	15,365	169,757	120,506	10,369	130,875
613901	GREENLEAS LOWER SCHOOL	114,897	13,082	127,979	106,039	10,584	116,623
612701	HAWTHORN PARK LOWER SCHOOL	227,415	-0	227,415	291,667	0	291,667
605601	HAYNES LOWER SCHOOL	52,230	426	52,656	84,570	2,727	87,297
613801	HEATHWOOD LOWER SCHOOL	54,015	4,022	58,037	85,381	5,946	91,327
612601	HOCKLIFFE LOWER SCHOOL	22,552	-1	22,551	26,534	0	26,534
605901	HOUGHTON CONQUEST LOWER SCHOOL	41,916	10,760	52,676	43,316	16,081	59,397
612801	HOUGHTON REGIS LOWER SCHOOL	104,533	1	104,534	246,183	0	246,183
613301	HUSBORNE CRAWLEY LOWER SCHOOL	8,611	818	9,429	39,913	5,537	45,450
611801	ICKNIELD LOWER SCHOOL	140,405	2,046	142,451	234,969	2,046	237,015
615401	JOHN DONNE LOWER SCHOOL	9,503	0	9,503	11,325	0	11,325
604901	KINGSMOOR LOWER SCHOOL	51,031	1	51,032	56,979	6,031	63,010
608401	LABURNUM LOWER SCHOOL	62,388	5,132	67,521	67,868	6,122	73,990
602601	LAWNSIDE LOWER SCHOOL	79,580	0	79,580	52,578	1,251	53,829
614001	LEEDON LOWER SCHOOL	34,423	0	34,423	-12,616	7,524	-5,092
614401	LINSLADE LOWER SCHOOL	51,929	6,446	58,375	818	0	818
615101	MAPLE TREE LOWER SCHOOL	46,107	2,399	48,506	-20,920	6,352	-14,568
614101	MARY BASSETT LOWER SCHOOL	119,488	14,263	133,751	85,248	5,000	90,248
607101	MAULDEN LOWER SCHOOL	71,855	0	71,855	80,512	5,839	86,351
607401	MOGGERHANGER LOWER SCHOOL	-8,949	5,731	-3,218	3,173	7,325	10,498
607501	NORTHILL LOWER SCHOOL	4,459	0	4,459	25,728	0	25,728
607801	POTTON LOWER SCHOOL	22,747	-0	22,747	13,110	2,760	15,870
614201	PULFORDS LOWER SCHOOL	-45,080	0	-45,080	-7,593	0	-7,593
600701	RAMSEY MANOR LOWER SCHOOL	205,634	14,095	219,728	119,815	1,161	120,976
614601	RIDGEMONT LOWER SCHOOL	46,162	6,064	52,226	41,418	9,525	50,943
608501	ROBERT PEEL LOWER SCHOOL	111,613	85,674	197,287	79,288	27,477	106,765
609401	ROECROFT LOWER SCHOOL	279,612	7,289	286,901	290,218	1,945	292,163
600501	RUSSELL LOWER SCHOOL	180,475	-1	180,474	186,550	7,330	193,880
608801	SHEFFORD LOWER SCHOOL	229,032	9,395	238,427	177,955	8,074	186,029
607001	SHELTON LOWER SCHOOL	31,692	7,410	39,102	-8,788	12,144	3,356
608901	SHILLINGTON LOWER SCHOOL	96,723	0	96,723	87,938	0	87,938
609101	SILSOE LOWER SCHOOL	66,832	8,180	75,012	64,502	9,655	74,157
611101	SLIP END LOWER SCHOOL	68,172	0	68,172	123,137	2,781	125,918
614501	SOUTHCOTT LOWER SCHOOL	206,524	2,432	208,956	174,073	7,665	181,738
609201	SOUTHILL LOWER SCHOOL	14,205	3,011	17,216	40,627	7,767	48,394
602701	ST ANDREWS LOWER SCHOOL	297,954	19,843	317,797	136,441	18,497	154,938
614301	ST GEORGES LOWER SCHOOL	43,824	6,816	50,640	131,164	3,419	134,583
612501	ST LEONARDS VA LOWER SCHOOL	27,318	0	27,318	15,075	0	15,075
603701	ST MARYS LOWER SCHOOL (CLOPHILL)	72,484	0	72,484	73,600	0	73,600
608601	ST SWITHUNS LOWER SCHOOL	199,194	7,595	206,789	162,646	0	162,646
614701	STANBRIDGE LOWER SCHOOL	13,332	34	13,366	18,914	2,014	20,928
606801	STONDON LOWER SCHOOL	50,773	0	50,773	54,471	5,631	60,102
614801	STUDHAM LOWER SCHOOL	47,075	14,261	61,336	40,150	1,792	41,942
609701	SUTTON VA LOWER SCHOOL	51,868	0	51,868	50,388	0	50,388
610901	SWALLOWFIELD LOWER SCHOOL	63,842	5,560	69,402	24,920	0	24,920
605001	TEMPLEFIELD LOWER SCHOOL	97,956	21	97,977	144,666	7,146	151,812
606701	THOMAS JOHNSON LOWER SCHOOL	29,359	5,114	34,473	29,287	10,080	39,367
613001	THORNHILL LOWER SCHOOL	89,581	26,888	116,469	14,472	5,113	19,585
612901	TITHE FARM LOWER SCHOOL	250,603	19,831	270,434	18,021	0	18,021
612301	WATLING LOWER SCHOOL	-41,839	1,514	-40,325	-37,293	7,854	-29,439
610101	WESTONING LOWER SCHOOL	140,604	-13,921	126,684	119,162	-8,570	110,592
615001	WOBURN LOWER SCHOOL	94,674	4,721	99,395	82,784	9,412	92,196
610601	WRESTLINGWORTH LOWER SCHOOL	33,498	4,669	38,167	46,886	6,940	53,826
66 Total Loweres		5,989,524	719,197	6,708,721	5,418,337	380,624	5,798,961
704301	CADDINGTON VILLAGE SCHOOL	255,653	18,480	274,133	151,670	8,019	159,689
701301	EDWARD PEAKE MIDDLE SCHOOL	116,654	0	116,654	95,320	44,015	139,335
704001	LEIGHTON MIDDLE SCHOOL	220,157	95,087	315,244	211,311	56,574	267,885
702901	PARKFIELDS MIDDLE SCHOOL	175,988	68,275	244,263	57,418	48,461	105,879
702401	POTTON MIDDLE SCHOOL	128,066	12,828	140,894	65,832	13,901	79,733
5 Total Middles		896,518	194,670	1,091,188	581,551	170,970	752,521
800901	SANDY UPPER SCHOOL	-72,512	15,960	-56,552	-248,337	1,236	-247,101
1 Total Uppers		-72,512	15,960	-56,552	-248,337	1,236	-247,101
900501	CHILTERN SCHOOL	1,277,746	0	1,277,746	659,753	0	659,753
900301	IVEL VALLEY SPECIAL SCHOOL	415,844	34	415,878	527,339	9,468	536,807
2 Total Specials		1,693,590	34	1,693,624	1,187,092	9,468	1,196,560
Maintained		8,774,826	946,814	9,721,640	7,034,693	588,898	7,623,591

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Central Bedfordshire Council

Schools Forum

Monday, 11 June 2018

Work Programme

Advising Officer:

Sharon Griffin, Committee Services Officer
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Purpose of this report

The purpose of this report is to assist the Schools Forum in discharging its responsibilities by providing a proposed work programme for consideration.

RECOMMENDATION

That the Panel considers the proposed work programme attached at Appendix A.

1. To assist the Schools Forum Panel a work programme is attached at Appendix A to this report. The work programme contains the known agenda items that the Forum will need to consider.
2. Additional items will be identified as the municipal year progresses. The work programme is therefore subject to change.

Council Priorities

3. The activities of the Schools Forum are crucial to ensuring that the Council effectively discharges its duty to maintain rigorous and transparency through the work of the Forum of the Schools Budgets. By considering, approving and following its work programme, the Forum helps support the Council's priorities as set out in the Council's Five-Year Plan:
<http://www.centralbedfordshire.gov.uk/council/five-year/plan.aspx>

Corporate Implications

Legal Implications

4. There are no legal implications.

Financial and Risk Implications

5. There are no financial and risk implications.

Equalities Implications

6. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
7. Report authors will be encouraged to work with the Corporate Policy Advisor (Equality & Diversity) in order to ensure that relevant equality implications are identified.

Conclusion and next Steps

8. This report will assist the Schools Forum Panel in discharging its responsibilities. Any amendments approved by the Forum will be incorporated in the work programme.

Appendices

The following Appendix is attached:

Appendix A – Schools Forum Work Programme

Background Papers

None

Schools Forum Panel Work Programme

2017/18 Municipal Year	
20 November	<ul style="list-style-type: none"> • DSG funding costs – School Admissions Team (LJ) • Membership of the Schools Forum and Sub-Groups (LJ) • Early Years Block (ST) • School Surplus Balances (DH) • National Funding consultation (DH) • High Needs Block – budget monitoring and next steps (LJ/SP)
2018	
29 January	<ul style="list-style-type: none"> • Early Years central expenditure approval for 18/19 and update on 17/18 spend (ST) • Early Years SEND linked funding strands • De Delegated Facilities Time (DW) • HN Block spend and proposed 18/19 budget (LJ/GJ) • Approval of the Central Services budget 18/19 (LJ) • Growth Fund update (VW) • DSG update (DH) • Growth Fund update (DH) • School Forum Budget (DH)
12 March	<ul style="list-style-type: none"> • Central Bedfordshire Schools Forum and Technical Sub Group membership, elections and Terms of Reference (LJ) • Dedicated Schools Grant update (PB) • School Contingency (PB) • Schools Forum Budget (PB) • Surplus Balances (CK) • High Needs Block 2018/19 budget and investment proposals (LJ)
11 June	<ul style="list-style-type: none"> • Early Years Block (Inclusion for High Needs, impact of the potential 15 hours additional places) (ST) • Special Schools Banding (FN)
17 September	
19 November	<ul style="list-style-type: none"> • Annual report on the work delivered by the School Admissions Team, performance nationally and changes in demand volumes.

Unscheduled reports:

- Funding for the Academy of Bedfordshire (ACB) (SP)
- Membership of the Schools Block Technical Sub Group (DH)
- Directed changes to the Scheme for Financing Schools (DH)
- Schools Finance update (DH)
- Review of the pilot year of the Growth Fund payment arrangements
- Apprenticeship Levy

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