

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 1 March 2019

NOTICE OF MEETING

SCHOOLS FORUM

Date & Time

Monday, 11 March 2019 3.00 p.m.

Venue at

**The Council Chamber, Priory House, Monks Walk,
Shefford, SG17 5TQ**

Richard Carr
Chief Executive

To: The Chairman and Members of the SCHOOLS FORUM:

School Members:

- Peter Cohen, Oak Bank School/Academy of Central Bedfordshire
- Joe Creswick, Ivel Valley School
- Leigh Davies, Willow Nursery School
- Caren Earp, Henlow Middle Academy
- Carl Field, Alameda Middle School
- Karen Hayward, Sandy Upper School
- Michael Howe, Leighton Middle School
- Sue Howley MBE, Fairfield Park Lower School
- James Hughes, Beecroft Primary Academy
- Alexia Moyle, Greenleas Lower School
- Joanna New, Flitwick Lower School
- David Penfold, Cranfield CofE Academy
- Joe Selmes, Weatherfield and Oakbank Academies
- Mahnaz Smith, Priory Academy
- Sue Teague, Caddington and Slip End Lower School
- Stephen Tiktin, Beaudesert Lower School
- Sally Wells, St Andrew's Lower School
- Connie White, Harlington and Sundon Academy

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														
Officers	<table> <tr> <td>Ms S Bellamy</td> <td>Acting Senior Finance Manager-Children's Services</td> </tr> <tr> <td>Ms L Bartos</td> <td>Head of Service for SEND</td> </tr> <tr> <td>Mr P Fraser</td> <td>Assistant Director, Education</td> </tr> <tr> <td>Ms S Griffin</td> <td>Committee Services Officer</td> </tr> <tr> <td>Mrs S Harrison</td> <td>Director of Children's Services</td> </tr> <tr> <td>Mr C Kiernan</td> <td>Interim Head of School Improvement</td> </tr> <tr> <td>Mrs S Tyler</td> <td>Assistant Director Business and Supporting Services</td> </tr> </table>	Ms S Bellamy	Acting Senior Finance Manager-Children's Services	Ms L Bartos	Head of Service for SEND	Mr P Fraser	Assistant Director, Education	Ms S Griffin	Committee Services Officer	Mrs S Harrison	Director of Children's Services	Mr C Kiernan	Interim Head of School Improvement	Mrs S Tyler	Assistant Director Business and Supporting Services
Ms S Bellamy	Acting Senior Finance Manager-Children's Services														
Ms L Bartos	Head of Service for SEND														
Mr P Fraser	Assistant Director, Education														
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Mrs S Harrison	Director of Children's Services														
Mr C Kiernan	Interim Head of School Improvement														
Mrs S Tyler	Assistant Director Business and Supporting Services														

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

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

To approve the minutes of the previous meeting held on 14 January 2019 (copy attached) and to receive an update on any matters arising from these.

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

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

4. **Schools Forum powers and responsibilities**

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

Proposals

Item Subject

5 **Schools Forum Induction Programme for new members**

To agree an induction programme for new members of Schools Forum.

6 **High Needs Block of the Dedicated School Grant 2018/2019**

To receive an update on the 2018/19 High Needs Block funding spend to date.

7 **Early Years Block 2019/20**

To receive an update on the proposed early Years Block spending allocation following announcement of indicative sums.

Information

Item Subject

8 **SEND Workstreams update**

To receive an update on the work of 2 SEND Early Intervention workstreams:

- Restorative Practice
- MindMap

9 **Dedicated School Grant (DSG) Budgets**

To receive an update on the use of the Dedicated Schools Grant Contingency Budgets for the financial year 2018/19.

10 **Schools Forum Budget**

To receive an update on the current position of School Forum Budget.

11 **Dedicated School Grant Contingency Budgets**

To receive an update on the use of the Dedicated Schools Grant Contingency Budgets for the financial year 2018/19.

12 **Work Programme**

To consider the work programme for the Central Bedfordshire Schools Forum.

13 **Date of the Next Meeting**

Monday 11 June 2019

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **SCHOOLS FORUM** held at The Moorfield Room, The Rufus Centre, Steppingley Road, Flitwick, MK45 1AH on Monday, 14 January 2019

PRESENT

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

School Members:	Mr P Cohen	Executive Headteacher, Academy of Central Bedfordshire
	Mr J Creswick	Principle, Ivel Valley School
	Mrs L Davies	Headteacher, Willow Nursery School
	Mrs C Earp	Head Teacher, Henlow Middle Academy
	Mr C Field	Governor, Alameda Middle School
	Mr M Howe	Governor, Leighton Middle School
	Mr J Hughes	Head Teacher, Beecroft Academy
	Ms A Moyle	School Business Manager, Greenleas Lower School
	Mr J Selmes	Head Teacher, Weatherfield Academy Special School
	Mr M Smith	Head Teacher, Priory Academy
	Mr S Tiktin	Governor, Beaudesert Lower School
	Mrs S Wells	School Governor, St Andrew's Lower School
Non-School Members:	Mr B Burrett	Church of England Diocese Representative
	Ali Challis	Early Years Private, Voluntary and Independent (PVI) Provider Representative
	Cllr K Ferguson	Chairman of Children's Services Overview and Scrutiny Committee
	Mr M Foster	Trade Union Representative
Observer:	Mr I Joyce	The Shared Learning Trust
Apologies for Absence:	Cllr S Dixon	
	Mrs S Harrison	
	Mrs J New	
	Mr D Penfold	
	Mrs S Teague	
Officers in Attendance:	Ms L Bartos	Head of Service for SEND
	Mr P Fraser	Assistant Director Education
	Ms S Griffin	Committee Services Officer
	Ms D Hill	Head of Financial Support
	Mr C Kiernan	Interim Head of School Improvement
	Ms H Mason	Programmes and Improvement Manager
	Ms T Mather	Learning and Development
	Mrs S Tyler	Assistant Director Business and Supporting Services

Mr D Waller Policy & Implementation Manager, Human Resources
Mr V Wan Head of School Organisation

CBSF/18/26. Election of Chairman for the municipal year 2018-19

The Forum was invited to appoint the Chairman of the Central Bedfordshire Schools Forum for the remainder of the municipal year 2018-19.

Miss K Hayward was the only candidate nominated and seconded for the position of Chairman.

RESOLVED

that Miss K Hayward be elected Chairman of the Central Bedfordshire Schools Forum for the remainder of the municipal year 2018-19.

CBSF/18/27. Minutes of the previous meeting and matters arising

RESOLVED

that the minutes of the meeting of the Central Bedfordshire Schools Forum held on 19 November 2018 be confirmed and signed by the Chairman as a correct record.

CBSF/18/28. Chairman's Announcements and Communications

The Chairman had no announcements or matters of communication.

CBSF/18/29. Schools Forum powers and responsibilities

NOTED

the Schools Forum powers and responsibilities summary document issued by the Education Funding Agency in September 2018.

CBSF/18/30. Sub-Groups of Schools Forum

The Forum received an update on any meetings of its Sub-Groups.

Points and comments included:

- The High Needs Technical Sub Group met on the 9 January 2019. Discussions included the purpose and remit of the group and the representation from all school phases.

- The High Needs Technical Sub Group had initially been set up to address the complexity of the High Needs reports prior to being presented at the Schools Forum.
- Special school meetings took on a monthly basis. Some of the work could be done at these meetings if needed rather than an additional meeting of the Sub Group.
- The requirement for Growth Fund Sub Group was now redundant as the funding was now formula based and there were less areas for debate.

RESOLVED

that the Sub Groups of the Central Bedfordshire Schools Forum only meet when required.

CBSF/18/31. Membership of the Central Bedfordshire Schools Forum

The Schools Forum received a verbal update on membership of the Central Bedfordshire Schools Forum.

Points and comments included:

- Following the November meeting of the Forum, the third phase of the appointments process had taken place. The following representatives were elected:
 - secondary maintained head teacher – Ms K Hayward
 - primary academy head teacher – Mrs K White
 - secondary academy head teacher – Mrs M Smith
 - PRU / AP academy head teacher – Mr P Cohen
 - secondary academy governor – Mr C Field
- There was a remaining vacancy for a secondary maintained head teacher.
- A membership list had subsequently been compiled setting out the date of appointment to the Forum which would provide advance notice of the expiry of the Term of Office and vacancies.
- An induction pack had been compiled for existing and new members of the Forum.

RESOLVED

- 1. that the Interim Head of School Improvement write to Maintained Middle school head teachers to advise them of the vacancy and request expressions of interest.**
- 2. that the Assistant Director Business and Supporting Services write to the PVI Sector provider to confirm representation.**
- 3. that dates for the induction programme for new members of the Forum be arranged.**

CBSF/18/32. Apprenticeship Levy

The Schools Forum received a presentation on the Apprenticeship Levy.

Points and comments included:

- The Apprenticeship Levy could be used for existing members of staff to benefit the workforce as well as new members of staff.
- The Levy only covers training costs, not other employment costs e.g. salaries; however applications will be considered from schools for training costs that exceed the amount of Levy the individual school has contributed.
- Information and guidance about the Levy is available through the schools portal.
- Presentations about the Levy had taken place at events such as the Find Your Future careers fair at the Rufus Centre, Flitwick. Suggestions of ways of increasing engagement with schools were welcomed.
- A Corporate Apprenticeship Manager had been appointed to provide support and guidance to schools and the wider Council about the levy and to advise with regard to procurement requirements.
- Schools were encouraged to complete the expression of interest form to secure funding, to think carefully about the training provider they chose and to talk to networks and share experiences
- A key requirement of the Levy was that as an employee, apprentices would normally be expected to work for at least 30 hours per week. To some schools the Levy may therefore be an additional cost to their school if apprentices are not appointed to their school and therefore they are unable to use the Levy for apprentices training costs.
- Opportunities to use the Levy other than for teaching staff, such as grounds maintenance or upskilling pupils to help them gain employment in the job market needed to be looked at.

NOTED

the presentation on the Apprenticeship Levy.

CBSF/18/33. The Growth Fund - additional modelling

The Schools Forum received a verbal update on the additional modelling of the Growth Fund.

Points and comments included:

- As advised at the November meeting, modelling of the Growth Fund had been undertaken based on the October 2017 and Summer 2018 census.
- Following the receipt of the 2018 October census, additional remodelling had subsequently taken place at the request of members of the Schools Forum.

- Remodelling had shown an increase in the forecast standardised payment expenditure of £1.3m reported at the November meeting. This was due to the census showing an increase of children in the local authority.
- The additional analysis had also shown that the change of age range of some schools and the significant growth in some areas of Central Bedfordshire had an impact on modelling.
- The DfE had confirmed a Growth Fund allocation of £2m which was similar to the figures in the latest census modelling.

NOTED

the update on the additional modelling of the Growth Fund.

CBSF/18/34. High Needs Block of the Dedicated School Grant

The Schools Forum considered a report on the spend in regard to the High Needs Block (HNB) to date, the potential spend pressures for the remainder of 2018/19, and the 0.5% investment 2018/19 into the HNB for this financial year, the indicative High Needs Block DSG Allocation for 2019/20 and forecast spend including the request for disapplication.

Points and comments included:

- Targeted speech and language support, one of the agreed work-streams of the project, had not been started this financial year. It was queried if the funding would be carried forward to the next financial year. The Assistant Director Business and Supporting Services advised that there had been a delay in the anticipated start dates to some of the projects due to capacity issues and difficulty with recruitment, but funding had been allocated and the projects would be progressed.
- Table 2, High Needs Block Budget and Forecast Spend showed an Indicative Budget for 2018/19 of £40k for additional special school/provision places funded through contingency with a Forecast Total Spend 2018/19 of £110,888. This was queried. The Assistant Director Business and Supporting Services explained that the indicative budget had to add up to the amount received from the DSG. The forecast spend is the expected spend based on current year, taking into account forecasted pupil numbers and anticipated mitigations.
- Members of the Forum had been advised at a previous meeting that the cost centre structure would be restructured making it easier to understand. This would be carried out ready for the start of the new financial year.
- At a previous meeting, members of the Forum received information about contract renegotiations in order to bring about cost savings but this had not been achieved. It would be helpful for members to receive information about existing contracts and renewal dates to enable them to be better placed to make informed decisions.

- It was felt that the significant financial risk to the local authority of cutting funding to special schools was not accurately represented in the report despite concerns raised about the information and incorrect figures being considered.
- The Chair expressed disappointment that a balanced budget had not been presented. Assurance was given that once the outcome of the request for disapplication had been received, a further paper would come to the Schools Forum.

NOTED

- 1. the continuing pressures against 2018/19 High Needs Block Allocation.**
- 2. the indicative allocation of 2019/20 along with proposed spend.**
- 3. the request for disapplication of 2019/20.**
- 4. the update on the Early Intervention Projects funded through the 2018/19 transfer of 0.5% into the Schools Block.**

CBSF/18/35. Academy Schools: Balances on 31 August 2017

The Schools Forum considered a report about the balances held by academy schools on 31 August 2017, the end of the 2016/17 financial year for academies and free schools.

Points and comments included:

- A revision to Appendix 1 of the report had been published which advised changes to balances for the following schools:
 - Clifton All Saints
 - Ardley Hill Academy
 - Sandye Place Academy
 - Biggleswade Academy
 - BEST
 - CfBT
 - Chiltern Learning Trust
- The multi academy trust scenario made it more difficult to give a true representation of the figures being presented.
- Derwent Lower is a Foundation school not an academy.
- The amended report showed the same figure as the original report for Oak Bank Special School.
- Future reporting on academy school balances would be discussed by the Assistant Director Education and Senior Finance Manager and reported to the Forum.

NOTED

the balances held by academy schools on 31 August 2017, the end of the 2016/17 financial year for academies and free schools.

CBSF/18/36. The National Funding Formula

The Schools Forum received a presentation on the National Funding Formula.

Points and comments included:

- The Local Authorities shown on page two of the document were district councils within upper tier areas not top tier councils.
- The figures showed poor performance and a wide gap in terms of disadvantaged and non-disadvantaged areas of the country.
- Pupil outcomes showed significant improvement in early key stages in Central Bedfordshire.
- In Central Bedfordshire the lowest outcomes were currently in KS4.

NOTED

the presentation on the National Funding Formula

CBSF/18/37. Trade Union Facilities Time

The Schools Forum considered a report on the continuation of funding for facilities release time for Trade Unions and Professional Associations.

Points and comments included:

- Funding for Trade Union Facilities release time had previously been agreed at a maximum of £3.31 per pupil by the Schools Forum.
- The estimated cost per pupil for facilities funding 2019/2020 for Maintained Primary Secondary phases and Nursery and Maintained Special Schools was £2.51 compared to £2.48 in 2017/2018.
- The budget allocation for 2018/19 was £55,721.64 with an expected spend to the end of the year of £50.795. This was due to some union representatives not claiming their allocation of funding.
- The potential remaining balance of £4,926.64 from 2018/19 funding period would be carried forward to the 19/20 funding period therefore reducing costs per pupil.
- The amalgamation of the NUT and ATL Trade Unions to form the National Education Union (NEU) had resulted in a saving of 1.17 days per month of facilities time.

RESOLVED

- 1. that funding from the Lower/Primary Schools Phase be de-delegated for the use of the Trade Union facilities time at £2.51 per pupil.**
- 2. that funding from the Secondary School Phase (Middle and Upper) be de-delegated for the use of Trade Union facilities time, £2.51 per pupil.**
- 3. that the allocation of the per pupil funding cost of Trade Union facilities time equally across all phases be continued.**

CBSF/18/38. School Admissions Annual Report 2019/20

The Schools Forum considered a report on the performance of the School Admissions team during the 2018/19 academic year.

Point and comments included:

- The total/average of applications for schools places in 2018 in Central Bedfordshire was 9,132. This was an increase of 50% on the previous year.
- The workload of the team had increased during the current academic year due to a number of school closures and the opening of Pix Brook Academy in September 2019.
- Although significant growth had been seen in the number of in year applications for school places, the request for funding for the School Admissions Service in Central Bedfordshire from the Dedicated Schools Grant remained at the same rate as in 2018/19 (£313,004).

NOTED

the annual report provided to the Schools Forum on the work delivered by the team, performance nationally and changes to the demand volumes to ensure the team remains high performing and of sufficient depth to deliver the required functions.

RESOLVED

that the continuation for 2019/20 of the Dedicated Schools Grant funding to the School Admissions Service in Central Bedfordshire at £313,004 be approved.

CBSF/18/39. Early Years funding 2019/20

The Schools Forum considered the responses to the Consultation on Early Years Funding for 2019/20.

Points and comments included:

- The Consultation had been circulated to approximately 399 settings (all Early Years providers, private, voluntary, independent including Childminders and maintained schools).
- 61 responses were received covering 30 different settings representing approximately 7.5% of settings in the Early Years sector.
- A full analysis of the DSG allocation for 2019/20 would be given at the March meeting of the Forum.

NOTED

the responses to the Consultation on Early Years Funding for 2019/20.

RESOLVED

that the funding approach for 19/20 be agreed in principle.

CBSF/18/40. Special School Banding - Single Value Top UP (SVT)

The Schools Forum considered a report on the assessment of the Single Value Top-Up as requested at the Schools Forum meeting in November 2018.

Points and comments included:

- In response to the question raised about the reason for the difference in the top up figures shown in the table in paragraph 8 of the report (Actual 17/18 - £18,077.36 and Actual 18/19 - £14,111.17), the Assistant Director Business and Supporting Services explained that this could be due to the way that funding was organised based on the number of school places that were not necessarily filled. It was noted that it was not realistic to compare the figures for 2017/18 to those for 2018/19.
- Special school head teachers expressed concern about the remodelling of the figures shown in the table in paragraph 8 of the report, in terms of the accuracy of the actual figures for 2016-2019 and proposed figures for 2019/20, the level of top up funding proposed for 2019/20, the deficit shown in the figures for the two academy special schools and the increase in funding for Ivel Valley which had not been received.
- Due to the reduction in the top-up figures, it was felt that schools would not be able to meet the needs of the children, especially those with more complex needs.
- The risk implications around the potential impact of the Single Value Top-Up figures were not clear in the report.
- Special School Banding (SVT) needed to be reviewed earlier than the two year period being recommended for agreement by the Schools Forum, as the needs of the children changed year on year.

RESOLVED

1. that an SVT approach for the financial year 2019/20 be implemented at the values shown in table 1 of the report.
2. that the SVT for each special school be reviewed during the first full year of implementation.
3. that the implementation of the SVT funding of special provision be carried out in two phases with Phase 1 being specifically for Special Schools. Phase 2 would be structured around a full revision of SEN provision and the application of the SVT model to include special facilities.

CBSF/18/41. Dedicated Schools Grant

The Schools Forum considered a report on the 2018/19 Dedicated Schools Grant and funding arrangements for 2019/20.

NOTED

the 2018/19 Dedicated Schools Grant and funding arrangements for 2019/20.

RESOLVED

1. that the Dedicated Schools Grant funding of £313,004 to the School Admissions Service in Central Bedfordshire be retained.
2. that the budget of £3,000 for costs associated with the operation of the School Forum be retained.
3. that the contribution of £616,216 from the Central School Services Block to the responsibilities that the local authority holds for all schools be retained for 2019/20.

CBSF/18/42. Schools Forum Budget

The Schools Forum considered as report on the current position of the School Forum Budget.

NOTED

the spend for the year to the 31 December 2018.

CBSF/18/43. Schools Contingency update

The Schools Forum considered an update on the use of the Dedicated School Grant Contingency budgets for the financial year 2018/19.

NOTED

the Dedicated School Grant Contingency spend for the financial year 2018/19.

CBSF/18/44. Work Programme

Members received and considered the Work Programme for the Central Bedfordshire Schools Forum.

RESOLVED

that the Work Programme be approved subject to the following amendments:

11 March 2019

- **Early Years update**
- **Induction programme for members of the Forum**

Standing item for every meeting

- **SEND Project Update (2 presentations per meeting)**

CBSF/18/45. Date of the Next Meeting

Monday 11 March 2019.

(Note: The meeting commenced at 3.00 p.m. and concluded at 5.15 p.m.)

Chairman

Dated

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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] and 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 local authority proposal
Contracts (where the local authority 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 local authority and schools and the arrangements for paying top-up funding • arrangements for use of pupil referral units and the education of children otherwise than at school, in particular the places to be commissioned by the local authority 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
Carry forward a deficit on central expenditure to the next year to be funded from the schools budget	Proposes	Decides	Adjudicates where schools forum does not agree local authority proposal

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 local authority proposal
De-delegation for mainstream maintained schools for: <ul style="list-style-type: none"> • contingencies • administration of free school meals • insurance • licences/subscriptions • staff costs – supply cover • support for minority ethnic • pupils/underachieving groups • behaviour support services • library and museum services • School improvement 	Proposes	Maintained primary and secondary school member representatives will decide for their phase. Middle schools are treated according to their deemed status	Will adjudicate where schools forum does not agree local authority proposal
General Duties for maintained schools <ul style="list-style-type: none"> • Contribution to responsibilities that local authorities hold for maintained schools 	Proposes	Would be decided by the relevant maintained school members (primary, secondary, special and	Adjudicates where schools forum does not agree local authority proposal

Function	Local authority	Schools forum	DfE role
(please see pre 16 schools funding operational guide for more information)		PRU).	
<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 • funding for good or outstanding schools with falling rolls where growth in pupil numbers is expected within three years 	Proposes	Decides	Adjudicates where schools forum does not agree local authority proposal
<p>Central spend on:</p> <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 	Proposes	Decides	Adjudicates where schools forum does not agree local authority proposal

Function	Local authority	Schools forum	DfE role
<ul style="list-style-type: none"> Contribution to responsibilities that local authorities hold for all schools 			
<p>Central spend on:</p> <ul style="list-style-type: none"> capital expenditure funded from revenue – projects must have been planned and decided on prior to April 2013 so no new projects can be charged 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>Proposes up to the value committed in the previous financial year and where expenditure has already been committed.</p> <p>See table four page 31 to 35 for Information on historic commitments. Read establishing local authority DSG baselines for more information.</p>	<p>Decides for each line</p>	<p>Adjudicates where schools forum does not agree local authority proposal</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>

Function	Local authority	Schools forum	DfE role
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 local authority 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 Council

Schools Forum

11 March 2019

SCHOOLS FORUM INDUCTION PROGRAMME FOR NEW MEMBERS

Responsible Director: Sue Harrison
Sue.Harrison@centralbedfordshire.gov.uk

Purpose of this report

To agree an induction programme for new members of Schools Forum.

RECOMMENDATION

The Schools Forum are asked to agree the proposed induction programme.

Council Priorities

2. The proposed induction programme supports the following Council priorities as set out in the Council's Five Year Plan:

- improving education and skills

<http://www.centralbedfordshire.gov.uk/council/five-year/plan.aspx>

Corporate Implications

3. There are no 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. This has been developed in line with this policy.

Conclusion and next Steps

- 7 To agree the proposed induction programme

Appendices

- 8 The following Appendix is attached:

Appendix A – Induction Programme

Background Papers

- 9 None

Report author: Chris Kiernan
Interim Head of School Improvement
Children's Services

Chris.kiernan@centralbedfordshire.gov.uk

Schools forum: induction programme for new members

1 First induction meeting.

1.1 This will cover:

- An introduction to schools forum and its crucial role in allocating resources to reflect collective priorities by the chair, Karen Hayward;
- the national regulations – The Schools Forums (England) Regulations 2012 (see [here](#));
- the role of schools forum in outline form (see [here](#));
- procedural requirements prescribed in regulations (see pp 15-17 of the DfE’s operations and good practice guide, September 2017, [here](#)).

The purpose of the session is ensure members have a clear picture of the legislation and regulations that prescribe the role of schools forums in England.

2 Second induction meeting

2.1 This will cover:

- schools forum powers and responsibilities (see the second document in the list [here](#))
- the provisions of the Education Act, 2002 (see [here](#)) that established schools forums (by virtue of amending the School Standards and framework Act, 1998, adding s. 47a);
- the constitution of schools forums – the regulations and the powers local authorities have in constituting their schools forums.

The purpose of the session is to describe the makeup of schools forum (the constitution); the remit (the powers and responsibilities its members have); and the council’s role in decision-making.

3 Third induction meeting – Central Bedfordshire’s schools forum

3.1 This will cover:

- the formula for distributing funding to schools for 2018/19;
- the consultation on funding distribution for 2019/20 and the proposed formula for 2019/20.

The focus of the session is on the Central Bedfordshire formula for the current (2018/19) school year and the changes in 2019/20.

4 Final induction meeting

4.1 This will cover:

- the central, early years and high needs blocks;
- the working groups – constitutions and terms of reference and outcomes of discussions;
- case study – comparative funding by phase and block compared with our statistical neighbours;
- the role of schools forum members in representing their sector, and settings and school more generally, and how members might communicate with and gather the views of their peers; and
- programme evaluation and further training needs

This session will look in detail at the separate funding blocks, how expenditure pressures are dealt with; the range of working groups and their contribution to decision-making and the importance of acting as a sector representative when contributing to discussion and voting

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Central Bedfordshire Council

Schools Forum

11 March 2019

High Needs Block of the Dedicated School Grant 2018/2019

Responsible Director(s): Sue Harrison Director of Children's Services
(Sue.Harrison@centralbedfordshire.gov.uk)

Purpose of this report

1. To provide an update on the 2018/19 High Needs Block funding spend to date

RECOMMENDATIONS

School Forum is asked to:

1. note the forecast end of year spend of 2018-2019 High Needs Block Allocation
2. agree to carry forward the final deficit for further discussion at the June meeting of the Forum

Background

2. Table A below shows the forecast year end spend for 2018-2019.
3. Following the December notification by the Secretary of State, the increase in allocated the 18/19 forecast has been adjusted. As shown in Table 2 this is now indicating an overspend against budget of £837,733

TABLE A. High Needs Block Budget and Spend

Cost Centre	Description	18/19 Budget	18/19 Feb Forecast for year end
411340	Therapies	40,000	63,000
411370	EHC Plans (funded post April)	500,000	500,000

411390	Special School Outreach & High Cost Pupils	388,166	388,166
423120	Out of County Placements (Pre-16)	887,750	770,875
423340	SEN & Additional Pupil Support	200,000	200,000
411350	High Needs Post 16	1,484,921	2,472,491
433100	Access & Inclusion	100,000	100,000
446100	Virtual School	283,210	238,210
443210	Other Local Authority SEND Top Up Payments	1,055,376	1,388,138
400130	DSG Contribution to Central Overheads	719,280	719,280
	Commissioned Contracts:		
411140	Hearing Impaired (peripatetic)	195,000	195,000
411140	Visual Impairment	252,576	252,576
411140	Medical Needs	643,890	643,890
411140	Academy of Central Bedfordshire	1,200,000	1,200,000
446110	Jigsaw Centre	450,000	471,761
443540	Additional special school places/top up - (Funded through Contingency)	400,000	554,557
411110	Early Years Children with Disability	270,548	270,548
ISB	Maintained Special Schools (Chiltern and Ivel Valley)	6,676,727	6,849,839
ISB	EHCP & Provisions (Maintained Schools)	2,331,434	2,331,434

443600	EHCP Pupils & Provisions (Academy)	3,140,110	3,140,110
443600	Special School Academy (Oakbank and Weatherfield)	1,230,626	1,230,626
443540	Other HN Contingency	0	
	Recoupment	5,168,012	5,168,012
	Import / Export Adjustment	0	165,000
	CRC to Schools Block		
	Unspent Early Intervention Monies		-200,000
	Additional DSG HNB Secretary of State		-658,153
411110	Early Years SEN Advisory Teachers	Tfr Early Y	Tfr Early Y
411180	Early Years SEN Funding	Tfr Early Y	Tfr Early Y
411120	Early Years CWD retained Panel and support function	Tfr Early Y	Tfr Early Y
	TOTAL	27,617,626	28,455,360
			-837,733

Additional Note.

4. Finance and the SEND Service continue to meet on a monthly basis to monitor the spend. They are meeting on the 5th March to review the budget codes and descriptor so that we are clear what is being spent from each budget code to report to School Forum

5. Council Priorities

- Improving education and skills
- A more efficient and responsive Council.

Corporate Implications

Legal Implications

6. There are no specific legal implications arising from this report.

Financial and Risk Implications

7. This paper provides an update of the forecast position as at February 2019. The final outturn will be provided at the next meeting when consideration will be given to the implications and actions required to address.

Equalities Implications

8. 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. Learners with high levels of need are defined as those with learning difficulties and/ or disabilities who require additional support to help them progress and achieve.

Conclusion and next Steps

9. A further update on the final year-end figures will be brought to the June meeting of the Schools Forum.

Appendices

None

Central Bedfordshire Council

School Forum

11 March 2019

Early Years Block 2019/20

Responsible Director: Sue Harrison , Director of Children's Services ,
(sue.harrison@centralbedfordshire.gov.uk)

Purpose of this report

To present to the Schools Forum the proposed early Years Block spending allocation following announcement of indicative sums.

RECOMMENDATIONS

The Schools Forum is asked to:

1. Note the Proposed allocation of the Early Years Block for 19/20
2. Approve the centrally retained sums to fund the SEN inclusion and staffing.

Background

1. 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 the Private, Voluntary and Independent (PVI) sector £4.05 per hour.
2. 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.
3. 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%.
4. At present in Central Bedfordshire there are virtually no settings not participating in either the 2-year-old or the additional 15 hours offer.

5. The November meeting of the Schools Forum discussed the range of modelled options, and whilst agreeing that there were no 'good' options, the sector would be consulted on the least worst.
6. The January 2019 meeting considered the outcome of the consultation and agreed on the principles to be adopted as shown in the table below.

(Table 1)

	Base Rate(s) per hour	0-30% Deprivation Factor per hour per child	31-60% Deprivation Factor per hour per child	Quality payments (PVIs only) per hour per child	Lump Sum each for 2 MNSs
Consulted Model	£4.05	20p	10p	20p/15p/10p	0

7. It was further agreed that a full analysis of the DSG allocation for 2019/20 would be carried out to inform the March meeting to enable final adoption of the rates as the local funding formula.
8. It was also stated at the meeting that the modeling enables some mitigation of the removal of funding from the two maintained Nursery Schools.

2019/20 DfE Allocation of Funding

Table 2 gives a breakdown of how the 2019/20 allocation is built up by the DfE.

TABLE 2	2019/20 Allocation NFF (Dec 2018)
Early Years block	
2019/20 EYNFF LA hourly rate for 3 and 4 year olds	£4.30
PTE 3 and 4 year old child numbers for universal entitlement funding	4,319.11
Initial funding allocation for universal entitlement for 3 and 4 year olds	£10,586,147
Estimated PTE 3 and 4 year old child numbers for additional 15 hours entitlement for eligible working parents	1,367.48
Initial funding allocation for additional 15 hours entitlement for eligible working parents of 3 and 4 year olds	£3,351,682
LA hourly rate for 2 year old entitlement	£5.39
PTE child numbers for 2 year old entitlement funding	467.03
Initial funding allocation for 2 year old entitlement	£1,434,865
Initial funding allocation for EYPP	£104,257
Initial funding allocation Disability Access Fund	£62,115
Initial funding for MNSS	£201,865
Total EY block	£15,740,932

Proposed Local Allocation of Early Years Block Funding

TABLE 3

	Announced NFF (Dec 2018) 2019/20 Allocation	Proposed sums for allocation of the Early Years Block
Early Years block		
Initial funding allocation for universal entitlement for 3 and 4 year olds	£10,586,147	
Initial funding allocation for additional 15 hours entitlement for eligible working parents of 3 and 4 year olds	£3,351,682	
Total Allocated Funding for 3 & 4 year olds based on sums in table 1	£13,937,829	£12,777,750
Initial funding for MNSs	£201,865	£140,000*
Initial funding allocation for 2 year old entitlement	£1,434,865	£1,434,685
Initial funding allocation for EYPP	£104,257	£104,257
Initial funding allocation Disability Access Fund	£62,115	£62,115
Early Years Inclusion Fund		£500,000
Early Years SEND Team		£225,000
Contingency		£497,125
Total EY block	£15,740,932	15,740,932

9. *The modelling indicates that there is funding available to allocate a lump sum to the two maintained nursery schools. Their budgets will be increased by the move to an equalized base rate, and following an undertaking given at forum it was agreed that the maintained nursery schools should receive the quality factors. These sums equate to an additional approx. £30,000 per Maintained Nursery School. It is therefore proposed that each of the two MNSs are allocated a lump sum of £70,000 each.
10. It is proposed that the Early Years Inclusion fund be increased to £500,000. In 2018/19 the sum allocated was £250,000, but this has proved an inadequate sum and £173K is to be funded from the 2018/19 contingency.

Pass through rate.

11. Pages 9-11 of Early years entitlements: local authority funding of providers Operational guide 2019 to 2020 publ. refers November 2018 states that

“Local authorities are required to pass at least 95% of their three and four year old funding from Government to early years providers. This pass-through requirement ensures that the vast majority of Government funding reaches providers so that they can deliver the free entitlements.”

12. “The ‘95%’ includes the following budget lines:

- base rate funding for all providers
- supplements for all providers
- additional lump sum funding for MNS (*not* supplementary funding; see paragraph 23)

the top-up grant element of SEN Inclusion Funds paid to providers contingency funding “

Received		Pass throughs	
Total of 3 & 4 year old funding	£13,937,829	Total of 3 & 4 year old funding	12,777,750
		Lump Sums for Maintained Nursery Schools	140,000
		Early Years Inclusion Fund	500,000
		Contingency	497,125
TOTAL	13,937,829		13,914,875

Pass through is equal to 95.3%.

Contingency

13. There are always adjustments during the year given changes to the numbers based on census figures. For example, in 2018/19 there was a funding adjustment of approx. - £282K made in October 2018. It is therefore prudent to maintain a contingency.

Council Priorities

14. The proposals support Improving Education and Skills as the funding formula and its implications relate to the earliest years of a child’s educational experience.
15. The statutory requirement to manage the early years and childcare market and the consideration of maintaining a strong early years sector meets the priority of providing great resident services.

Corporate Implications

Legal Implications

16. Each year, the Department for Education allocates grant funding (known as the ‘Dedicated Schools Grant’, or ‘DSG’) to the LA. This funding comprises four ‘blocks’ (namely, the Schools block, the Central Schools Services block, the Early Years block and the High Needs block) and it is a condition of grant that the funding only be used in support of the LA’s schools budget. Among the classes of expenditure prescribed by the School and Early Years Finance (England) (No 2) Regulations 2018 (‘the Regulations’) for the purposes of the determination of a local authority’s schools budget

is “expenditure on early years provision” (Regulation 6(1) and (2)(e) of the Regulations).

17. Before determining the amount of funding to be allocated to maintained nursery schools and other relevant early years providers in its area for the forthcoming financial year, the LA is required by Regulation 8(1) of the Regulations to deduct from its schools budget such of the classes or descriptions of planned expenditure set out in Schedule 2 to the Regulations as it proposes to deduct in order to determine its individual schools budget (the determination of which will enable the LA to determine the amount of funding to be allocated to maintained nursery schools and other relevant early years providers in its area).
18. The classes or descriptions of planned expenditure set out in Schedule 2 to the Regulations include central early years expenditure (Paragraphs 24 – 26 of Schedule 2), expenditure in respect of children with special educational needs (‘SEN’) in relevant early years providers (Paragraph 27) and expenditure on services for children who have not attained compulsory school age and are subject to an Education, Health and Care plan, and for such children with SEN who do not have such a plan (Regulation 31).
19. Before deducting planned central expenditure on early years provision from its schools budget, the LA is required to obtain authorisation from its Schools Forum under Regulation 12(1) of the Regulations, or where such authorisation has not been obtained, from the Secretary of State for Education under Regulation 12(3).
20. Having made the relevant deductions from its schools budget, the LA is required by Regulation 11(9) of the Regulations to determine, by no later than 31 March 2019, the amount of funding to be allocated to maintained nursery schools and other early years providers in its area for the 2019/2020 financial year and to give notice to each school or provider of the amount of funding to be allocated to the setting.

Financial and Risk Implications

21. The contingency is required to fund all changes to the initial budgets following census data throughout the year. The risk is the contingency is not sufficient and the Early Years Block of the Dedicated Schools Grant would overspend in 2019/20 and this would then be deducted from the 2020/21 allocation before budgets are set for 2020/21,

Equalities Implications.

22. 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.
23. The recommendation made is to ensure the widest possible accessibility to all children, whether taking up a universal 3 or 4 year old service or enhanced hours. By recommending the option which will secure the future of the largest number of settings

it will also ensure that places remain available for the more vulnerable children accessing the two year old offer. Access to early years settings is important in supporting school readiness and improving outcomes for vulnerable groups.

Conclusion and next Steps

24. Schools Forum is requested to note the Local Early Years Allocation as outlined in Table 3. And approve the centrally retained sums.

Appendices

25. None

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Central Bedfordshire Council

Schools Forum

11 March 2019

SEND Workstreams Update

Responsible Director: Sue Harrison
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Purpose of this report

To provide the opportunity for Schools Forum to note the work of 2 SEND Early Intervention workstreams:

- Restorative Practice
- MindMap

RECOMMENDATION

The Forum is asked to note the presentations on the 2 workstreams

Background

1. Seven workstreams are currently ongoing within the SEND Service. It was agreed that regular updates on these projects would be made to Schools Forum on a rolling basis.

Council Priorities

2. The workstreams support the following Council priorities as set out in the Council's Five Year Plan:

- improving education and skills
- protecting the vulnerable and improving wellbeing

<http://www.centralbedfordshire.gov.uk/council/five-year/plan.aspx>

Corporate Implications

3. There are no 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. Projects/workstreams will be developed in line with this policy.

Conclusion and next Steps

- 7 To note the progress of the 2 workstreams

Appendices

- 8 The following Appendices are attached:

Appendix A – Restorative Practice Presentation

Appendix B – MindMap Presentation

Background Papers

- 9 None

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Managing demand in SEND

Restorative Practice workstream

March 2019

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Workstream rationale

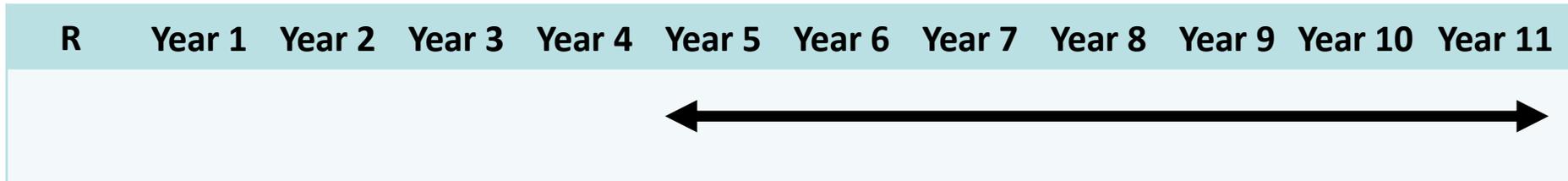
- Reducing the need to exclude, both internally and externally, through developing a restorative climate for learning
- Earlier identification of additional needs that lead to exclusion in secondary/upper schools
- Improving the well-being of the whole school community

Workstream reach



Workstream reach

By year group



By outcome:

- Reduction in the additional cost of specialist provision
- Reduction in fixed term and permanent exclusions
- Better outcomes for children and young people

By staff:

- Class teachers and assistants
- Pastoral support
- Leadership and management, eg SENDCo
- Building capacity and understanding across the whole school community

Slide 5

Activity 1 – Engagement & Preparation

- Original plan for 6 middle schools to join project to be led by national expert (Paul Carlile PC) and championed by local HT.
- Engagement with all middle school heads to explore additionality to current practice – workshop June 2018
- As a result of this, 12 schools requested to join the project and remain committed to the project
- Revised programme within previously agreed budget including an upper school

Activity 1 – Engagement & Preparation

- Strategy meeting with all heads and PC to agree methods, process, desired outcomes
- PC visited every school (at least half a day) drew up bespoke plan based on the principles and desired outcomes
- Each school agreed a sequence of three development days per setting, commenced October 2018. By Easter, all middle schools will have had their three sessions

Activity 2 – Implementation

Structure of Development Days

- Programme focus discussed and agreed in advance between PC & head.
- In most schools **all staff** involved in the sessions
- Sessions mostly organised as development workshops through the school day, followed by extended twilights for teaching staff. Schools found this manageable
- Sessions were spaced over two terms, giving time for evolving practice and reflection

Example Structure of Development Days

Session 1

Assumptions and principles of restorative and relational thinking. How it sits with existing practice and thinking. Develop principle of working *with*, rather than *to or for*.

Session 2

Thinking, language and practice to:

- Create a predictable, valuing and safe relational context
- Build engagement and contribution through building community and sense of connection

Session 3

Thinking, language and practice to develop:

- Responsibility and accountability to self and others through relational dialogue (seek to understand before wanting to be understood)
- Informal and more formal practices

Example of Structure of Development Days

Sessions 4 & 5 (not yet taken place)

Establishing practice leads, building expertise and sustainability:

- Sessions with school identified specialists (practice leads) - between 8 & 12 per school
- Training in running formal restorative meetings to address serious situations
- Provide practice leads with deeper knowledge & understanding to run and facilitate ongoing programmes of staff development

Impact review session

Practice leads demonstrate skills & INSET delivery methods (training the trainers)

Momentum and Sustainability

- Four meetings/development sessions (so far) with headteachers
- Maintained regular contact and check-ins with LA officers
- High levels of ownership and autonomy given to schools
- Agreed accountability methods with heads and LA officers (data, perception surveys, case studies)

Outcomes (so far)

- Community time established in all schools
- Staff report they know their pupils better
- Whole staff group feel more involved, engaged and valued (site staff, kitchen staff, office staff etc)
- Schools report that there is a stronger sense of staff community – greater honesty and openness
- Schools celebrating what is working well
- Pupils look forward to and ask for community time

Outcomes (so far)

- Principles and practice applied in lessons
- Stronger relationships between adults and pupils
- Reduction in incidents of low level unacceptable behaviour
- Reduction in behaviour points (or equivalent)
- 'Check-in champions' nominated to meet with vulnerable children on a daily basis
- Reduced exclusion rates in some settings

Outcomes we are working towards

- Measurable reductions in fixed term and permanent exclusions
- Measurable reductions in internal methods of recording negative behaviour
- Improved perceptions (staff and pupils)
- Improved attendance (staff and pupils)
- Parental perceptions
- Staff recruitment and retention
- Improved attainment for individuals, groups and cohorts

Next steps

- Practice Leads programme set up in all schools
- Practice network set up for lead practitioners in all settings, with regular meetings, sharing practice and CPD
- Sessions 4 & 5 in all schools
- Implementation in upper school setting (Harlington)
- Cascade to lower schools
- Further qualitative and quantitative impact reviews in July 2019 and February 2020
- LA and schools considering ways in which practice can be cascaded and led by schools for schools in year 2 and beyond through school champions and centres of excellence support by PC

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Managing demand in SEND

Mind Map workstream

March 2019

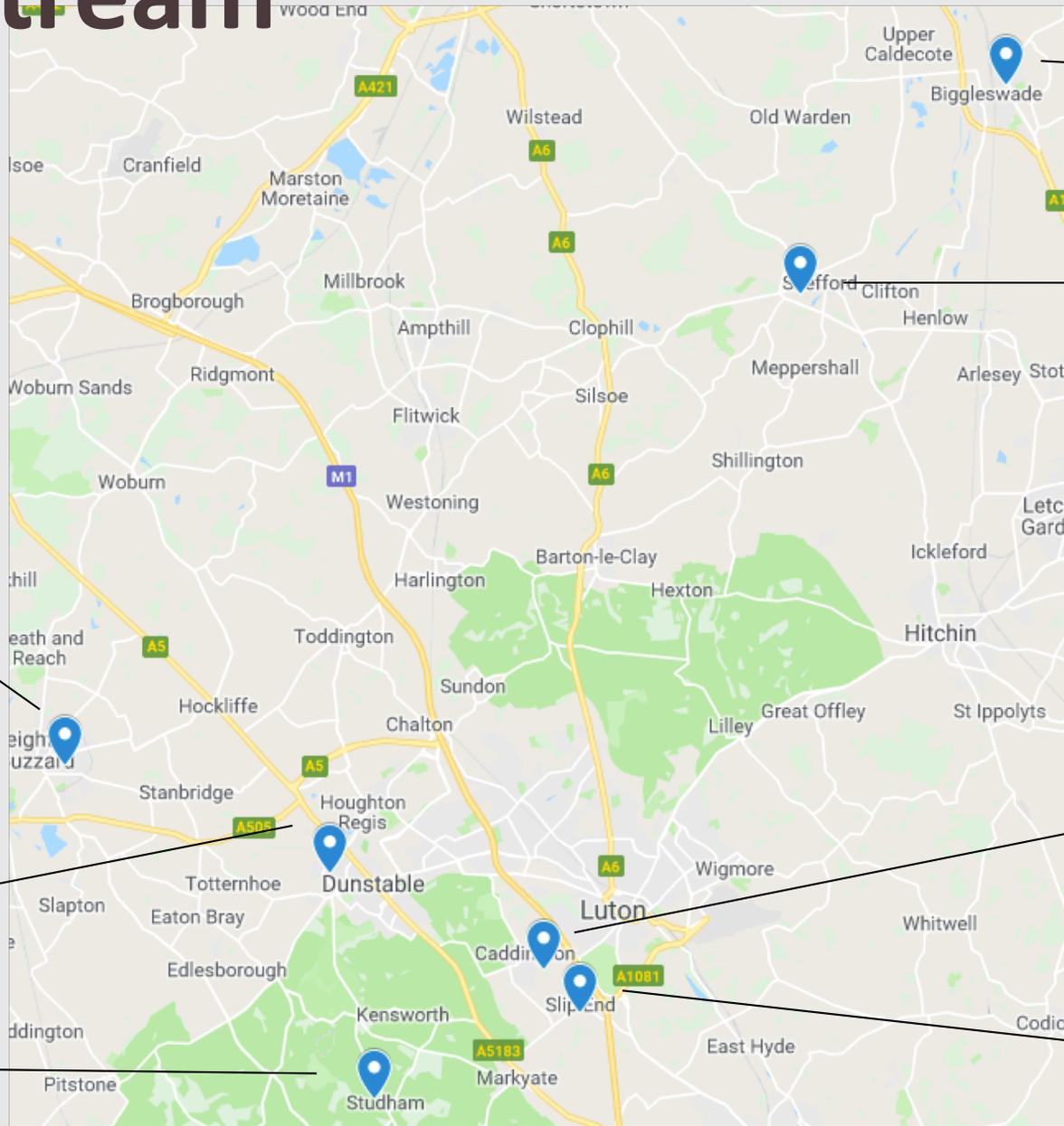
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Workstream rationale

- Tackling emotional awareness at a whole school level from the beginning of school education
- Work with participating schools to develop a revised behavioural approach, focused on reducing behavioural challenges in primary settings and creating an environment where children are able to learn

Workstream reach



Lawnside

Shefford Lower

Clipstone Brook

Beecroft Academy

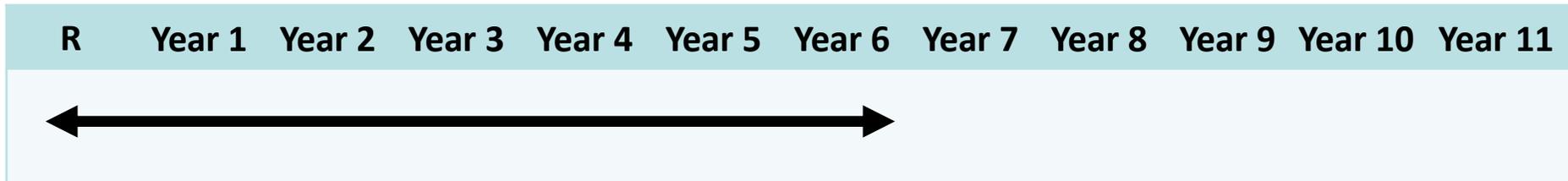
Studham Lower

Caddington Village

Slip End

Workstream reach

By year group



By outcome:

- Reduction in children escalating to EHCP
- Reduction in fixed term and permanent exclusions

By staff:

- Pastoral support
- Whole school capacity building
- School training

Activity

- **Staff inset:**
 - Explains the neuroscience behind why children behave the way they do;
 - Outlines the need to 'settle the snow' in order to access learning;
 - Outlines the need for a whole school approach to emotional well being (we are unique in this);
 - Teaches the whole school how and why to use the tools (no dilution).
- **Parent workshop:**
 - Reinforces the need for 'positive parenting' (consistency of approach, boundaries etc);
 - Outlines the work the school is doing to support emotional wellbeing.
- **School toolkit for all children:**
 - Caterpillar club - explicitly teaches a wide range of feelings/emotions/calm
 - Feeling flowers – feelings barometer that indicates the affective state of each child/develops child-teacher relationships;
 - Talk time – encourages children to talk/knowledge that they will be heard;
 - Shield of Resilience – explicitly teaches resilience/ choice to 'let things bounce'/keep going

Outcomes

- **Early intervention strategy:** pro-active rather than re-active; life skills
- **Whole school approach and language** around emotional well being – re-direction of behaviour
- **Pupil's capacity to access learning increased**
- **Easily embedded** into the whole school daily curriculum – no dilution
- **Pupils use their words** rather than their behaviour to communicate need/anxiety.
- **Develops resilience** – easy to reinforce (stickers, certificates, assemblies)
- **High needs children** are not singled out as 'bad'
- **Alternative behaviour 'management' strategies** employed (rather than EHCP route).
- **Promotes and enables calmer classrooms** (Casey)

Feedback

Shefford Lower School - Leadership comments:

We felt we had a greater understanding of the triggers for the extreme behaviour, an understanding of the neuroscience behind the behaviour and felt positive about the strategies we would be implementing in class.

The support ...has been excellent as has the communication. Staff have been able to discuss specific cases and have had support with hands on strategies which they have implemented in their classrooms.

We have seen a significant improvement in behaviour.

Pupils love the 'Casey the Caterpillar' work.

We have had several parents comment on how pleased they are that we are supporting children's emotional literacy and well being and the children are going home enthused about the new system.

Clipstone Brook Lower School – Children’s Comments:

- *Caterpillar stories are good because they help you talk about your feelings (Yr 1)*
- *They help you control your feelings really well. (Yr 2)*
- *It tells us that we can tell people how we feel and helps us be open about it (Yr 2)*
- *I really like it because it really explains how feelings are all different and how we can work on fixing a problem to do with our feelings (Yr 3)*
- *It’s really good. It helps me not worry about my feelings, like when I am angry I can just talk about it, not worry, and control it. (Yr 4)*



Next steps

- Sustainability –
 - all tools are left with schools to maintain on going use
 - very easy to disseminate usage within school (whole school training)
 - ‘Shield of Resilience’ workshops available every 2 years (minimal cost)
 - development of annual schools’ forum to share best practice amongst ‘Mind Map’ schools and ‘non Mind Map’ schools
- Programme to be developed for pupils up to year 8
- Development of mentoring programme

Central Bedfordshire Council

Committee: School Forum

Date: 11 March 2019

Report: Dedicated School Grant (DSG) Budgets

Responsible Director(s): Sue Harrison (sue.harrison@centralbedfordshire.gov.uk)

This report relates to a decision that is Non-Key

Purpose of this report

To provide an update on the use of the Dedicated Schools Grant Contingency Budgets for the financial year 2018/19.

RECOMMENDATIONS

The Forum is asked to:

- 1. To note and comment on the update to the 2018/19 the Dedicated School Grant (DSG) and funding arrangements for 2019/20.**
- 2. To note the update on Individual School Budgets for 2019/20**
- 3. To note the proposal to update the Central Bedfordshire Scheme for Financing Schools.**
- 4. To note the process for review of surplus balances for 2018/19.**
- 5. To note the new arrangements for reporting DSG deficits from 2018/19.**

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 School and Early Years Finance (England) Regulations 2018 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 Local Authority Assurance Statement

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 2018. The statement also includes a Non-Maintained Special School (NMSS) statement and Fraud cases reported in schools statement.

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 the local authorities attention that causes them to believe that the learners reviewed were not correctly defined as high needs students.

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.

3 DSG Budget Allocations 2018/19

The DSG is split into four blocks (Schools, High Needs, Early Years and Central Services). The new Central School Services Block (CSSB) includes funding for services previously part of the School Block (School Forum, Admissions, Central Licenses) and also includes funds for which local authorities fund ongoing responsibilities for both Academies and maintained schools. School Forum approval is required each year to confirm the individual amounts for the services covered (not required for central licenses).

The minimum funding guarantee (MFG) for schools is retained so that no school can face a funding reduction of more than % per pupil in what it receives through the local authority funding formula, providing continued protection from excessive year-on-year changes. The MFG set for 2018/19 is 0%.

- 4 The table below illustrates the updated DSG revenue allocation for 2018/19. The Early Years Block has been updated based on January 18 census data and the High Needs Block for the additional allocation announced in December 2018.

Block		Updated Allocation (M)	Total Allocation (M)
Schools	NFF allocation	167.133	167.133
Central Schools	NFF allocation	1.236	1.236
Early Years	3 & 4 year old universal funding	10.586	
	3 & 4 year old additional 15hrs	3.352	
	Final 17/18 allocation (Jan18)	(0.208)	
	EYPP	0.104	
	Two Year Olds funding	1.435	
	MNS Supplementary funding	0.152	
	DAF funding	0.060	15.481
High Needs	NFF allocation	24.843	
	Special school	2.547	
	Import / export adjustment	0.165	
	Additional allocation	0.658	28.213
Total Indicative Allocation DSG			212.063

- 5 The following table represents the distribution of the 2018/19 DSG and latest recouplement costs based on 56 academy conversions as at January 2019.

	DSG	ISB Academies	Revised DSG	ISB Schools	Central Spend	
					LA	Academies
	£'000	£'000	£'000	£'000	£'000	£'000
School	167,133	(103,575)	63,558	60,169	3,389	0
Central Schools	1,236	0	1,236	0	1,236	0
EY	15,481	0	15,481	10,967	2,370	2,144
High Needs	28,213	(5,149)	23,064	9,518	8,959	4,587
Total	212,063	(108,724)	103,339	80,654	15,954	6,731

- 6 The table below details the DSG carried forward from 2017/18 to 2018/19

Reserves	£
School Specific Contingency	250,227
Early Years Contingency	341,117
School Forum	6,852
Facilities Time	39,151
Growth Fund	420,504
Two Year Old Funding	390,541
Disability Access Fund (DAF)	16,736
School Admissions	16,245
Central Schools Block	97,071
Total	1,578,444

DSG Funding Arrangements 2019/20

- 7 On the 17 December 2018, the Minister of State for School Standards confirmed the school and early years funding allocations for 2019 to 2020. The announcement covered the DSG, the Education Services Grant (ESG) protections for academies and the Pupil Premium.

The DSG will continue to have four blocks

- the schools block is allocated on the basis of the schools block units of funding and actual costs for premises, growth and mobility announced in July 2018
- the central school services block is allocated on the per-pupil rates and historic commitments announced in July 2018
- the high needs block is based on the national funding formula announced in July 2018, with an additional £125 million allocated on the basis of the ONS projections for the 2 to 18 year old population in each local authority
- the early years block is allocated using the funding rates and calculations announced in November 2018.

- 8 **The schools block** for Central Bedfordshire Council (CBC) primary unit of funding being £3,858 and secondary £5,006. The unit of funding is multiplied by the October 2018 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.

Recoupment for academies will be based on data provided on the authority proforma tool (APT) submitted in January 2019.

- 9 **The 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 December's announcement (£32.59 unit of funding multiplied by the number of pupils recorded in the October 2018 school census in reception to year group 11, and those aged 4 to 15, not assigned to a year group).

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 previous years. 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.

- 10 **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 2019/20 were published on 17 November (£4.30 per hourly rate).

The ESFA will update these allocations in July 2019, based on January 2019 census numbers and July 2019, based on five twelfths of the January 2019 census numbers (to cover the April to August 2019 period), and seven twelfths of the January 2020 census numbers (to cover the September 2019 to March 2020 period).

Additionally, the early years block includes an initial allocation for the early years disability access fund and the supplementary funding for maintained nursery schools.

- 11 **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.

There is additional funding for 2 years across 2018/19 & 2019/20. This is based on the ONS projections for the 2 to 18 year old population in each local authority and is £125 million for 2018/19 & 2019/20 nationally.

The import and export adjustment will be updated in May 2019 to reflect the latest data from the January 2019 school census and the R06 of the 2018 to 2019 ILR.

The high needs place funding deduction has been based on the academic year 2018/19 for places directly paid for by the ESFA to institutions, or through the sixth form grant. In March 2019 the deduction will be updated to take account of further academy conversions and the outcome of the 2019/20 place change notification process.

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 2019/20 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.

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 2019. No deductions will be made from local authorities' 2019/20 DSG for post 16 high needs places in AP free schools; these will be funded directly by the ESFA.

12 The indicative 2019/20 DSG allocation

The table below reflects the indicative allocation as at December 2018:

Schools block		
Primary unit of funding	£3,857.62	
Headcount	24,778	£95,584,108
Secondary unit of funding	£5,006.52	
Headcount	14,315.5	£71,670,837
Growth, premises and mobility factors		£5,182,438
Total School block		£172,437,383
Central School Services block		
CSSB unit of funding	£32.59	
Headcount	39,093.5	£1,274,057
Total CSS block		£1,274,057
Early Years block		
2019/20 EYNFF LA hourly rate for 3 and 4 year olds	£4.30	
PTE 3 and 4 year old child numbers for universal entitlement funding	4,319.11	
Initial funding allocation for universal entitlement for 3 and 4 year olds (£4.30 x 38 weeks for 15 hours)		£10,586,147
Estimated PTE 3 and 4 year old child numbers for additional 15 hours entitlement for eligible working parents	1,367.48	
Initial funding allocation for additional 15 hours entitlement for eligible working parents of 3 and 4 year olds (£4.30 x 38 weeks for 15 hours)		£3,351,682
LA hourly rate for 2-year-old entitlement	£5.39	
PTE child numbers for 2-year-old entitlement funding	467.03	
Initial funding allocation for 2-year-old entitlement (£5.39 x 38 weeks for 15 hours)		£1,434,865
Initial funding allocation for EYPP		£104,257
Initial funding allocation Disability Access Fund		£62,115
Initial funding for MNSS		£201,865
Total EY block		£15,740,932
High Needs block		
High needs NFF allocation, excluding basic entitlement factor and import/export adjustments		£25,449,743
ACA weighted Basic entitlement unit rate	£4,094.28	
Pupils in Special schools/academies (Headcount)	647	£2,648,999
Import/Export unit rate	£6,000	
Headcount	27.5	
Provisional import/export adjustment		£165,000
Additional HN Funding		£658,153
Total HN block		£28,921,896
Total DSG Allocation		£218,374,268

Individual Schools Budget (ISB) 2019/20

13 The local authority will continue to set a local formula to distribute the funding allocated to them through the national funding formula to the schools in their area in 2019/20 and 2020/21.

14 The table below reflects the Age Weighted Pupil Unit (AWPU) allocation:

	2017/18	2018/19	2019/20
Primary	£3,088	£3,074	£3,005
KS3	£4,350	£4,336	£4,267
KS4	£5,059	£5,045	£4,976

15 Total funding through this basic entitlement factor in 2019/20 is £139.4M compared to £139.3M in 2018/19. Per pupil rates for 2019/20 were initially £110 lower than for 2018/19 (primarily due to the introduction of the Low Prior Attainment factor). The impact of the lower AWPU rate has been partially offset by a one off additional amount of £41, which should not be included for future financial planning. This is as a result of including unspent 2018/19 contingency of £185,929, a reduced requirement for growth funding in 19/20 and no transfer between blocks.

16 Low Prior Attainment has been introduced for 2019/20 at 50% of the National Formula Funding (NFF) rates of £511 for primary and £775 for secondary. As a result, £6.9M is being distributed through this factor.

17 The overall formula allocation is 90.16% pupil-led funding i.e. funded through AWPU, deprivation and low prior attainment factors (2018/19 - 89.71%).

18 The cost of rates, which is reimbursed to schools' pound for pound, has reduced by £168,054 to £2,248,601 (2018/19 – £2,416,655) largely as a result of less previous year adjustments.

19 The final Authority Proforma Tool (APT) was submitted to the Education & Skills Funding Agency (ESFA) on 21 February 2019 following the emergency Schools Forum meeting held to re-consider the transfer of funds from the Schools Block to the High Needs Block. Political ratification for the CBC local formula in principle was received on 23 January 2019. The summary is included in Appendix A.

20 Recoupment for academies will be based on data provided on the authority proforma tool (APT) submitted in January 2018.

21 The school budgets have been made available on the website along with guidance. Please note this is only for the Schools Block.

Scheme for Financing Schools

- 22 Local authorities are required to publish schemes for financing schools, setting out the financial relationship between them and the schools they maintain. In making any changes to their schemes, local authorities must consult all maintained schools in their area and receive the approval of the members of their schools forum representing maintained schools.
- 23 The Department has issued directed revisions to the scheme which must be incorporated into the local scheme.
- 24 This also provides an opportunity for the LA to review the requirements of the current scheme and where possible simplify the obligations placed on schools. It is the intention to consult with schools during June (prior to the summer break) and to bring back to forum the proposed amendments at the September meeting for implementation upon approval.

Surplus balances process 2018/19

- 25 The control on surplus balances was re-introduced in to the Central Bedfordshire Scheme for Financing Schools in September 2016 for the 2016/17 financial year.
- 26 Governing bodies are required to report to the LA on the intended use of the surplus balances. The current scheme for financial schools states that the plan will be reviewed and agreed by a Sub Group of the Schools Forum, each year and monitored to ensure such surpluses are used appropriately for the benefit of the school. The Sub-Group of the Schools Forum will consider the explanations provided by schools and make recommendations to the Authority, it is the Authority that will ultimately determine whether deduction of 'excess balances' is to be made.
- 27 It is proposed for 2018/19 that schools submit their report on surplus balances and any supporting evidence with their revenue year-end packs by Friday 5 April 2019. An update paper will be presented to the June schools forum meeting for review.

New arrangements for reporting DSG deficits

- 28 An increasing number of local authorities are now incurring a deficit on their overall DSG account, largely because of overspend on the high needs block.
- 29 The Department for Education (DfE) will require a report from all local authorities that have an overall cumulative DSG deficit of 1% or more at the end of the 2018 to 2019 financial year by 30 June 2019, outlining their recovery plans. The 1% calculation will be based on the latest published DSG allocations for 2018 to 2019, gross of recoupment, as at the end of the 2018 to 2019 financial year.

- 30 The recovery plan must set out how it plans to bring the overall DSG account into balance within a maximum of three years. In exceptional cases the authority may propose to leave some of the accumulated deficit outstanding, where it is not practicable to do otherwise. The recovery plan should be discussed and, if possible, agreed with the schools forum, **and will require CFO sign off prior to submission to the DfE.**

Appendices

Appendix A – Authority Proforma Tool (APT) 2019/20

Background Papers

None

Report author(s): Sharon Bellamy

Acting Senior Finance Manager

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Local Authority Funding Reform Proforma

LA Name:	Central Bedfordshire
LA Number:	823

Total DSG schools block allocation	£172,437,383.00
Total Funding For Schools Block Formula as a percentage of DSG schools block allocation	100.10%
Total funding allocated to schools as a percentage of DSG schools block allocation	99.32%
Total funding allocated to growth and falling rolls as a percentage of DSG schools block allocation	0.79%

Premises costs to exclude from allocation when calculating the minimum funding level	Mobility No	Rates No	PFI No	Split Sites No
Primary minimum per pupil funding level	Secondary (KS3 only) minimum per pupil funding level		Secondary (KS4 only) minimum per pupil funding level	

Pupil Led Factors

1) Basic Entitlement Age Weighted Pupil Unit (AWPU)	Reception uplift	No	Pupil Units		0.00					
	Description	Amount per pupil	Pupil Units		Sub Total	Total	Proportion of total pre MFG funding (%)	Notional SEN (%)		
	Primary (Years R-6)	£3,005.00	24,801.87		£74,529,624	£139,449,884	43.52%	5.00%		
	Key Stage 3 (Years 7-9)	£4,267.00	8,909.08		£38,015,028		22.20%	5.00%		
	Key Stage 4 (Years 10-11)	£4,976.00	5,407.00		£26,905,232		15.71%	5.00%		
2) Deprivation	Description	Primary amount per pupil	Secondary amount per pupil	Eligible proportion of primary NOR	Eligible proportion of secondary NOR	Sub Total	Total	Proportion of total pre MFG funding (%)	Primary Notional SEN (%)	Secondary Notional SEN (%)
	FSM	£440.00	£440.00	2,041.35	1,139.75	£1,399,682	£8,087,775	4.72%	5.00%	5.00%
	FSM6	£540.00	£785.00	3,451.25	2,475.90	£3,807,260			5.00%	5.00%
	IDACI Band F	£200.00	£290.00	1,869.98	939.76	£646,526			5.00%	5.00%
	IDACI Band E	£240.00	£390.00	2,073.67	909.99	£852,579			5.00%	5.00%
	IDACI Band D	£360.00	£515.00	768.59	430.59	£498,448			5.00%	5.00%
	IDACI Band C	£390.00	£560.00	1,209.31	639.74	£829,884			5.00%	5.00%
	IDACI Band B	£420.00	£600.00	53.24	42.07	£47,602			5.00%	5.00%
IDACI Band A	£575.00	£810.00	3.02	5.01	£5,795	5.00%			5.00%	
3) Looked After Children (LAC)	Description	Primary amount per pupil	Secondary amount per pupil	Eligible proportion of primary NOR	Eligible proportion of secondary NOR	Sub Total	Total	Proportion of total pre MFG funding (%)	Primary Notional SEN (%)	Secondary Notional SEN (%)
	LAC X March 17	£0.00		181.82		£0	£0	0.00%		
4) English as an Additional Language (EAL)	N/A					£0			£0	0.00%
	N/A					£0				
5) Mobility	Pupils starting school outside of normal entry dates	£0.00	£0.00	302.10	498.24	£0	£0	0.00%		
6) Prior attainment	Description	Weighting	Amount per pupil (primary or secondary respectively)	Percentage of eligible pupils	Eligible proportion of primary and secondary NOR respectively	Sub Total	Total	Proportion of total pre MFG funding (%)	Primary Notional SEN (%)	Secondary Notional SEN (%)
	Primary Low Attainment		£511.00	34.28%	8,502.28	£4,344,663	£6,860,185	4.01%		
	Secondary low attainment (year 7)	63.59%	£775.00	23.85%	3,245.83	£2,515,521				
	Secondary low attainment (year 8)	58.05%		24.54%						
	Secondary low attainment (year 9)	48.02%		23.49%						
Secondary low attainment (years 10 to 11)		20.54%								

Other Factors

Factor	Lump Sum per Primary School (£)	Lump Sum per Secondary School (£)	Lump Sum per Middle School (£)	Lump Sum per All-through School (£)	Total (£)	Proportion of total pre MFG funding (%)	Notional SEN (%)	
7) Lump Sum	£110,000.00	£110,000.00			£13,749,956	8.03%	5.00%	5.00%
8) Sparsity factor					£0	0.00%		
Please provide alternative distance and pupil number thresholds for the sparsity factor below. Please leave blank if you want to use the default thresholds. Also specify whether you want to use a tapered lump sum or the NFF weighting for any of the phases.								
Primary distance threshold (miles)		Primary pupil number average year group threshold		Fixed, tapered or NFF sparsity primary lump sum?	Fixed			
Secondary distance threshold (miles)		Secondary pupil number average year group threshold		Fixed, tapered or NFF sparsity secondary lump sum?	Fixed			
Middle schools distance threshold (miles)		Middle school pupil number average year group threshold		Fixed, tapered or NFF sparsity middle school lump sum?	Fixed			
All-through schools distance threshold (miles)		All-through pupil number average year group threshold		Fixed, tapered or NFF sparsity all-through lump sum?	Fixed			
9) Fringe Payments					£0	0.00%		
10) Split Sites					£720,000	0.42%	5.00%	
11) Rates					£2,248,601	1.31%		
12) PFI funding					£0	0.00%		
13) Exceptional circumstances (can only be used with prior agreement of ESFA)								
Circumstance					Total (£)	Proportion of total pre MFG funding (%)	Notional SEN (%)	
Additional lump sum for schools amalgamated during FY18-19					£0	0.00%	5.00%	5.00%
Additional sparsity lump sum for small schools					£0	0.00%		
Rent					£41,950	0.02%		
Joint Use					£98,330	0.06%	5.00%	
Exceptional Circumstance5					£0	0.00%		
Exceptional Circumstance6					£0	0.00%		
Exceptional Circumstance7					£0	0.00%		
Total Funding for Schools Block Formula (excluding minimum per pupil funding level, funding floor protection and MFG Funding Total)					£171,256,680	100.00%		

14) Additional funding to meet minimum per pupil funding level		£0	0.00%	
Total Funding for Schools Block Formula (excluding funding floor protection and MFG Funding Total)		£171,256,680	100.00%	
15) Funding floor protection (select Yes if applying this protection)		No	£0	0.00%
Total Funding for Schools Block Formula (excluding MFG Funding Total)		£171,256,680		
16) Minimum Funding Guarantee		-1.00%	£263,377	
Apply capping and scaling factors? (gains may be capped above a specific ceiling and/or scaled)		Yes		
Apply alternative gains cap for schools gaining more than 15%?		No		
Capping Factor (%)	9.48%	Scaling Factor (%)	100.00%	
Total deduction if capping and scaling factors are applied		-£263,100		
		Total (£)	Proportion of Total funding(%)	Notional SEN (%)
MFG Net Total Funding (MFG + deduction from capping and scaling)		£277	0.00%	5.00%
Total Funding for Schools Block Formula		£171,256,957		£8,105,311
High Needs threshold (only fill in if, exceptionally, a high needs threshold different from £6,000 has been approved)		£0.00		
Additional funding from the high needs budget		£0.00		
Growth fund (if applicable)		£1,355,693.00		
Falling rolls fund (if applicable)		£0.00		
Other Adjustment to 18-19 Budget Shares		£0		
Total Funding For Schools Block Formula (including growth and falling rolls funding)		£172,612,650		
% Distributed through Basic Entitlement		81.43%		
% Pupil Led Funding		90.16%		
Primary: Secondary Ratio		1 :	1.32	
Total funding for schools block formula contains funding from outside of the 2019-20 Schools Block allocation?		No		

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Central Bedfordshire Council

Committee: School Forum

Date: 11 March 2019

Subject: School Forum Budget

Responsible Director(s): Sue Harrison (sue.harrison@centralbedfordshire.gov.uk)

This report relates to a decision that is Non-Key

Purpose of this report

1. To update the School Forum on the current position of School Forum Budget.

RECOMMENDATIONS

The Forum is asked to note the spend for year to 31 January 2019

Background

1. The School Forum Budget falls under Schedule 2 (Part 2) of The School and Early Years Finance (England) Regulations 2018. '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 2018/19 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 January 2019:

	BUDGET	SPEND	BALANCE
	£	£	£
Carry Forward from 2017/18	6,852		
Budget Allocation 2018/19	3,000		
F40 subscription		(500)	
General and Travel Expenses		(348)	
Venue Hire		(164)	
Hospitality		(84)	
Total	9,852	(1,096)	8,756

The F40 subscription is £500 for 18/19 only (usually £1,000).

Appendices

None

Background Papers

None

Report author(s): Sharon Bellamy

Acting Senior Finance Manager

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Central Bedfordshire Council

Committee: Schools Forum

Date: 11 March 2019

Report: Dedicated School Grant Contingency Budgets

Responsible Director(s): Sue Harrison (sue.harrison@centralbedfordshire.gov.uk)

This report relates to a decision that is Non-Key

Purpose of this report

To provide an update on the use of the Dedicated Schools Grant Contingency Budgets for the financial year 2018/19.

RECOMMENDATIONS

The Forum is asked:

To note the Dedicated School Grant (DSG) Contingency spend for the financial year 2018/19 to 31 January 2019.

Background

- 1 From 2018/19 the Dedicated School Grant is split into four notional blocks; Schools, High Needs, Early Years and Central Services 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 2018; '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 2018. The Early Years Contingency budget has been set aside to fund the headcount adjustment that is allowable within the regulations.

Central Services Block

6 This is a new block for 2018/19. It was created from the existing funding streams previously held within the Schools Block: the DSG funding that was held centrally by the local authority for central services and the retained duties element of the Education Services Grant. This block funds ongoing responsibilities for Admissions, Schools Forum, Copyright Licenses and ongoing responsibilities for all schools. Any balance is held in a contingency.

Update

School Contingency

7 The following table sets out the expenditure to 31 January 2019

	BUDGET	SPEND	BALANCE
	£	£	£
Carry Forward from 2017/18	220,757		
Carry forward from 2017/18 (Ashton Middle School Fund a/c)	29,470		
Unallocated DSG	53,922		
Rates adjustment Academy transfers	2,228		
VAT Reimbursement CLA		42,798	
Fairfield Park Split site funding		(10,000)	
Total School Contingency	306,377	32,798	339,175

8 The balance brought forward to 2018/19 of £220,757 is split £123,776 de-delegated funding for Maintained schools only and £96,981 for all schools.

9 The current unspent balance of £339,175 is ring-fenced de-delegated funding of £123,776, £185,929 for all schools and £29,470 Ashton Middle School Fund Account balance. The balance for all schools of £185,929 has been included in the initial ISB allocation for 2019/20.

High Needs Contingency

10 The following table sets out the expenditure to 31 January 2019:

	BUDGET	SPEND	BALANCE
	£	£	£
Carry Forward from 2017/18	0		
Unallocated HN Block 2018/19	0		
Special School additional places / top-up	400,000		
Adjustment to Special Schools	(173,112)		
Additional payment to HI Toddington St George		(18,309)	
Additional places / top up Special Schools		(58,065)	
Reduced HN Block recoupment (AP places)	64,163		
Increased HN Block recoupment	(107,994)		
Academy and maintained schools' top-up adjustments October / November 2018	(116,310)		
Total HN Contingency	66,747	(76,374)	(9,627)

11 The current budget of £66,747 is after transferring £116,310 to fund the overspend following adjustments to the EHCP budgets for academies and maintained schools. With expenditure of £76,374 to date the contingency is overspent by £9,627. There is a risk as there are no funds remaining for any further adjustments for special schools or mainstream school provision should they be required.

Early Years Contingency

12 The following table sets out the expenditure to 31 January 2019:

	BUDGET	SPEND	BALANCE
	£	£	£
Carry Forward from 2017/18	341,117		
Unallocated Early Years Block 2018/19	2,183,039		
2017/18 Block adjustment		(208,013)	
PVI budget revision		(998,887)	
2017/18 census adjustment		(294,339)	
January 2018 census adjustment		(2,092)	
May 2018 census adjustment		(80,748)	
Allocation adjustment July 18		(303,270)	
October 2018 census adjustment		(198,998)	
Total Early Years Contingency	2,524,156	(2,086,347)	437,809

13 The SEN Inclusion Fund is currently overspending by £173,280 and will be funded from this contingency. In addition, funding may be required for adjustments to PVI payments for March adjustments for both universal 15 hours and the additional 15 hours entitlement.

Central School Services Contingency

14 The following table sets out the expenditure to 31 January 2019:

	BUDGET	SPEND	BALANCE
	£	£	£
Carry Forward from 2017/18	97,071		
Unallocated Central School Services Block 2018/19	57,144		
Total Central Services Contingency	154,215	0	154,215

15 The carry forward balance has been identified as one of the balances that may be used to fund the High Needs Block deficit at the November Schools Forum meeting.

16 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

Background Papers

None

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Central Bedfordshire Council

Schools Forum

11 March 2019

Work Programme

Responsible Director: Sue Harrison
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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.

Background

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

4. There are no corporate implications.

Legal Implications

5. There are no legal implications.

Financial and Risk Implications

6. There are no financial and risk implications.

Equalities Implications

7. 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.
8. 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

9. 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

10. The following Appendix is attached:

Appendix A – Schools Forum Work Programme

Background Papers

11. None

Report author(s): Sharon Griffin

Committee Services Officer

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Schools Forum Panel Work Programme

19/20 Municipal Year	
2019	
10 June	•
16 September	•
18 November	•

Unscheduled reports:

- Review of the pilot year of the Growth Fund payment arrangements

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