

## CENTRAL BEDFORDSHIRE SCHOOLS FORUM

**Date of Meeting: 11 June 2018**

**Growth fund – Exceptional circumstances**

**Responsible Officer: Victor Wan**

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**Meeting status: public**

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### Summary

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

### RECOMMENDATIONS

**Schools Forum board is recommended to:**

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

### Purpose of the report

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

### Growth Fund

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

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

### **Sub technical group meeting**

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

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

### **Claims received for additional funding due to exceptional circumstances**

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

### **Sub Technical group's recommendations**

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

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

## **Finance**

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

8. The balance of the Growth Fund is as follows

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

## **Conclusion**

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

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<sup>1</sup> Appendix B: Schools receiving Growth Fund

## Appendix A

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

Exceptional claims to consider for additional growth fund payment:

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

### 1. Clipstone Brook Lower (1FE expansion)

Growth Fund awards for current and previous financial year

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

#### Background

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

Current class organisation: Numbers on roll

Year R: 33/75

Year 1: 46/75

Year 2: 62/75

Year 3: 40/45

Year 4: 32/45

Ten classes organised as follows:

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

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

Class organisation for September 2018: Projected numbers on roll

Year R: 30/75\*

Year 1: 33/75

Year 2: 46/75

Year 3: 62/75

Year 4: 40/45

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

Nine classes -

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

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

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

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

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

Growth Fund awards for current and previous financial year

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

## Background

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

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

Monitoring activities:

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

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

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

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

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

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

Resourcing/Site Visits re FF&E:

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

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

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

Weekly design meetings + follow up emails and associated tasks:

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

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

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

Resourcing/Site Visits re FF&E:

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

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

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

**Total of £34,572**

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

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

Growth Fund awards for current and previous financial year

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

#### Background

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

#### Information provided by Headteacher:

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

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

Spring 2017 Census:

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

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

Year 2: 70

Year 3/4: 25

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

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

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

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

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

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

#### 4. Leighton Middle School (1FE expansion)

Growth Fund awards for current and previous financial year

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

#### Background

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

**Claim – £1,233.49** (site agent timesheets)

#### 5. Henlow Academy

Growth Fund awards for current and previous financial year

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

#### Background

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

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

### Information provided by Headteacher

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

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

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

## Appendix B

### Schools receiving Growth Fund

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