

## **Schools Forum**

Thursday, 18 October 2018

**2.00 pm**

Oak Room, County Buildings, Stafford

John Tradewell  
Director of Strategy, Governance and Change  
10 October 2018

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## **A G E N D A**

### Part One

1. **Election of Chairman and Vice-Chairman**
2. **Apologies**
3. **Declarations of Interest**
4. **Minutes of the meeting held on 3 July 2018** (Pages 1 - 6)
5. **Matters arising and Decisions taken by the Chairman**
6. **Education Welfare Services Update** (Pages 7 - 10)  
  
Report of the Deputy Chief Executive and Director for Families and Communities
7. **High Needs Block 0.5% Transfer** (Pages 11 - 14)  
  
Report of the Deputy Chief Executive and Director for Families and Communities
8. **High Needs Block Recovery 2018-2020** (Pages 15 - 20)  
  
Report of the Deputy Chief Executive and Director for Families and Communities



9. **Schools Budget 2019-20: De-delegation, Central Expenditure and Education Functions** (Pages 21 - 32)

Report of the Director of Finance and Resources

10. **Notices of Concern** (Pages 33 - 34)

Report produced by Entrust on behalf of the Deputy Chief Executive and Director for Families and Communities

11. **Work Programme** (Pages 35 - 38)

12. **Date of next meeting**

The next Schools Forum is scheduled for Thursday 10 January 2019, at 2.00 pm in the Oak Room, County Buildings, Stafford.

13. **Exclusion of the Public**

The Chairman to move:-

“That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Schedule 12A (as amended) of the Local Government Act 1972 indicated below”.

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## **Part Two**

(All reports in this section are exempt)

14. **Exempt Minutes of the meeting held on 3 July 2018** (Pages 39 - 42)

### **Membership**

Jane Rutherford	Steve Barr (Chairman)
Wendy Keeble	Kevin Allbutt
Richard Osborne	Steve Swatton
Wendy Whelan	Judy Wyman
Philip Siddell	Claire Evans
Richard Redgate	Richard Hinton (Observer)
Claire Shaw	Liz Threlkeld
Stuart Jones	Matthew Baxter
Philip Tapp (Vice-Chairman)	Nicky Crookshank
Kirsty Rogers	Richard Lane
Karen Dobson	Anita Rattan
Ally Harvey	Jennie Westley
Sara Bailey	
Chris Wright	

### **Local Authority Observers**

Mark Sutton  
Philip White

### **Core Officers**

Sara Pitt	Andrew Marsden
Alison Barnes	Tim Moss
Will Wilkes	Michelle Williams
Julie Roberts	Graham Pirt



**Minutes of the Schools Forum Meeting held on 3 July 2018**

Present: Steve Barr (Chairman)

**Attendance**

Richard Osborne	Kirsty Rogers
Wendy Whelan	Sara Bailey
Philip Siddell	Chris Wright
Richard Redgate	Kevin Allbutt
Alison Gibson	Claire Evans
Stuart Jones	Richard Lane
Philip Tapp (Vice-Chairman)	Anita Rattan

**Observers:** Mark Sutton and Philip White.

**Also in attendance:** Alison Barnes, Richard Hancock, Graham Pirt, Andrew Marsden, Tim Moss, Sara Pitt, Michelle Williams and Tina Gould.

**Apologies:** Wendy Keeble, Karen Dobson, Jonathan Jones and Nicky Crookshank

**PART ONE**

**1. Declarations of Interest**

There were no declarations of interest.

**2. Minutes of the meeting held on 26 March 2018**

**RESOLVED:** That the Minutes of the Schools Forum held on 3 July 2018 be confirmed and signed by the Chairman.

**3. Matters Arising and Decisions taken by the Chairman**

A message in the Schools e-bag had included details of the WorthLess? schools campaign for fairer funding. It was hoped that a delegation of Head Teachers from Staffordshire would go to Downing Street in September.

The Staffordshire Education and Skills Strategy Group had met twice. Papers were available on the Staffordshire Learning Net. Discussions are at any early stage and Schools Forum will be briefed and consulted.

A meeting has taken place between local authority officers to discuss the Constitution. Work is ongoing.

The Chairman asked if the contact details for Members of the Forum could be displayed on the website. Tina Gould agreed that she would ask Julie Roberts to take this matter up with the Council's Web Team.

A NJC Pay Award Settlement has been agreed from 2019. This matter will be discussed by the Schools Forum on a date to be agreed. The next Joint Consultative Committee will be held on 10 July.

The PVI (Early Years) representative stated that he had received answers to the questions he posed at the last meeting regarding funding for early years and thanked officers for their responses. Concern was expressed that Early Years Providers are not receiving the £5.00 rate (for 2 year olds) and this is leaving them £1.07 adrift per child, at a time when wage costs have risen. This will have an impact on the viability of small day nursery providers.

The County Commissioner for Access to Learning said that the Childcare and Sufficiency Manager was aware of the impact of deprivation on school settings and that the County Council intended to review the rates for all early education entitlements.

**Note by Clerk:** Review of Early Years Rate 2019/20 is on the Work Programme – date to be confirmed.

Wendy Keeble invited members to get in touch with her with any comments regarding My Finance. The future of the working group is under discussion. Steve Swatton raised an issue regarding invoicing to schools and was asked to outline his concerns directly to Wendy Keeble cc Michelle Williams.

#### **4. Schools Budget 2017-18: Final Outturn**

The Senior Finance Business Partner summarised 2017-18 final outturn. The report detailed a 0.2 per cent overspend in the context of a larger overall overspend and risks of diminishing balances. Appendix 1 to the report provided more detail. In summary there was a variance of £2.193m broken down into four blocks: individual schools; high needs, excluding place funding; early years and central and de-delegated items. The DSG settlement for 2017-18 was £1.1m leaving a variance of 0.19% on the budgeted funding. The High Needs block was overspent by £4.0m, but in real terms this was £5.2m due to the use of reserves. Based on current trend this was more likely to be £5m-£7m overspent in 2018-19. There was an underspend on Early Years, but no settlement will be announced until early July which may affect this through a funding adjustment and late claims. All local authorities were showing a similar financial outcome. This information will be fed into the discussions on Early Years mentioned previously. Central and de-delegated items have underspent by 4.37%, mainly as there was less call on this contingency, an underspend on the Growth Fund and also on CERA related costs. The DSG reserve at 31 March was £5.053m. The underspend on the Growth Fund (£0.326m) has to be applied back to the service meaning in real terms the reserves stand at £4.726m. There were ongoing pressures on the High Needs Block indicating that the reserves would potentially be used up by the end of the 2018-19 financial year. There were a number of approved licenced deficits (9 schools, with a value of £1.241m). The funding was met from school balances and may increase if more schools find themselves in deficit. Members were asked to contact the Senior

Business Finance Partner if they wished to see the maintained schools balance list, or if they had any concerns.

**RESOLVED:** That the Schools Forum note the outturn for 2017-18 and the update on the Schools Budget for 2018-19.

## **5. Update to the Scheme for Financing Schools**

The Head of Education Finance, Entrust, updated Members on the proposed revisions to the Staffordshire Scheme for Financing Schools (SSFS). She drew members' attention to the amendments and reasons for the recommendation. The Chairman asked that the most up-to-date version of the Scheme be made available on the Staffordshire Learning Net.

**RESOLVED:** The Schools Forum approved the updates to the Scheme.

## **6. Notices of Concern**

The Head of Education Finance, Entrust, drew members' attention to the two new Notices of Concern that had been issued since the last meeting for All Saints, Bednall and Two Gates who had been issued with a Directive Academy Order. A notice of concern had been withdrawn for Blythe Bridge School.

**RESOLVED:** That the Notices of Concern be noted.

## **7. Growth Fund - Allocation of Funding 2018/19**

The County Commissioner for Access to Learning introduced the report to advise members of how Growth Fund had been allocated for 2018/19, in accordance with Forum's approved criteria.

Paragraph 5 of the report gave details of funding for infant class size legislation: £65,799 from the £95,000 budget would be allocated to five schools to fund an agreed number of additional infant class teachers (with schools' self-declarations shown in Appendix A).

From the Basic Need Growth Budget of £500,000, £69,900 would be allocated to two schools for exceptional growth (with self-declarations shown in Appendix B) with a further £131,000 of start-up funding allocated to two new primary free schools in Cannock and Streethay (with details in Appendix C).

Across the two budgets, the net result was an underspend of £328,301, that the allocation of £200,900 for exceptional pupil growth was within the budget of £500,000 which represented an underspend of £299,100. This was broadly in line with this year's underspend. Appendix 3 gave details of the estimated revenue start-up costs for new free schools which will be returned to the 2019/20 ISB. This was broadly in line with this year's underspend but future underspends would be reduced if more new free schools were opened as indicated in Appendix 3.

Members asked what support was being provided to support special schools whose numbers were increasing year on year. The County Commissioner for Access to Learning responded that this did not fall within the remit of the Growth Fund in Schools revenue funding. The Interim Education Lead for Vulnerable Learners confirmed this and advised members of the SEND Transformation Plan, that is aimed at preventing and reducing the need and pressure on special schools, and of the pilots taking place in South Staffordshire and Leek.

**RESOLVED:** That the Schools Forum receive the report.

## **8. Schools Information Management System**

The County Commissioner for School Quality Assurance and Intervention introduced this item, stating that the existing SIMS contract between the County Council and Capita was coming towards the end of its tenth year of operation. There was an option 1) to extend the contract for five years, and then a further five years; or 2) SCC could negotiate an annual rolling contract/extension to the existing SIMS contract and provide information to the October Schools Forum meeting. Schools Forum voted each year on whether or not to de-delegate DSG to Staffordshire County Council for this contract. The vote was due to take place in October. Option 1) is subject to agreement by Schools Forum that maintained schools will accept payment of any future breakage charges as a result of early termination (i.e. terminating the contract prior to the 31/03/2024). In order to negate breakage charges, 18 months' notice from the annual October Schools Forum will be required. Following a question on whether the cost of the contract licence would vary dependent upon the number of schools involved, the County Commissioner stated that the cost would be reduced dependent on the number of pupils in maintained schools. The Chairman asked if option 1 was agreed, would this decision need to be reviewed at the October 2018 forum meeting. The County Commissioner confirmed that if option 1 was approved then no decision would be required at the October 2018 meeting. Schools that converted to academies must take out their own licence. The main concern was regarding the breakage cost.

**RESOLVED:** a) That Schools Forum approved Option 1 – that Staffordshire County Council extends the existing SIMS contract for 5 years b) Schools Forum will approve this element of the ongoing de-delegation budget reports or provide 18 months' notice from the annual October Schools Forum of an early termination.

## **9. Early Help Dedicated Schools Grant Update**

The Head of Child Health and Wellbeing reminded members that the arrangements for £1.44m previously top sliced from the Dedicated Schools Grant for Early Help to partly fund LSTs to deliver tier 2 family support for 2018/19, were shortly to come to an end and the Schools Forum were asked to support a further 12 months' funding to enable the arrangements to prove their effectiveness. The County Council had worked with schools on a district footprint to enable schools to make the most appropriate use of resource for each district. In spite of tight timescales, agreements had been reached on how to use the resources and procure new services. By April 2018 new services were in place and 25 per cent of resources had been used. A range of contracts had been put in place. Outcomes were not yet available but some case studies could be shared



with members. Providers had been flexible in stretching numbers in terms of contract provision so that more families could benefit from the services. A task and finish group from across schools was being set up by September to support best practice. Members who are interested in participating should send their contact details to [natasha.moody@staffordshire.gov.uk](mailto:natasha.moody@staffordshire.gov.uk)

The Early Years Commissioning Manager summarised the lessons learned. There was a need to be flexible as there is not a single mechanism for making local decisions. There is a real difference between schools, with some schools wanting to be more involved than others. Each district is at a different stage in the journey with Staffordshire Moorlands at a slower pace, but was now gaining ground. There are a range of schools using services and referrals are now coming in from outside the county. All providers are from the voluntary sector and they have worked flexibly, but are now wanting a longer term financial commitment.

Alison Gibson, representing the Secondary Heads Forum, asked how head teachers find out what is happening and how do they get involved. The Head of Child Health and Wellbeing stated that governance had been a challenge. In some areas groups of head teachers had come together to discuss commissioning of support for children and families in their district; in other areas discussions had taken place at the District Improvement Boards. Communication had taken place through the ebag and providers had been tasked with meeting head teachers. Forum members asked if communication could be reviewed as there was a sense that it was piecemeal.

Specifically in Staffordshire Moorlands, Homestart and Vision had helped with communicating with head teachers. An interactive pdf was being developed and this would be launched by the end of July. The District Commissioning Officers and Strategic Delivery Managers were also trying to assist with communication. The Head of Child Health and Wellbeing acknowledged that more needed to be done to improve communication and vowed to get better at this.

Members reflected that creating hubs where primary and secondary schools worked together had been very positive and others were encouraged to do the same.

**RESOLVED:** a) That the Schools Forum agreed that the Early Help Dedicated Schools Grant funding continues to be allocated for a further 12 months on a district footprint covering all phases. b) The Schools Forum agreed that the funding continue to fund family support using the current contractual arrangements for a further 12 months. c) That officers note the concerns regarding communication with the Secondary Heads' Forum d) a further report on the Early Help Dedicated Schools Grant be brought to the Schools Forum at a date to be agreed and that this be added to the Work Programme.

## **10. Annual Review of Schools Forum Membership**

The Chairman asked Members to note the contents of the report, specifically the changes in paragraph 8 of the report that indicated that the Forum was short of one primary academy representative and one secondary academy representative. He reported that Wendy Horden was retiring. She had represented a maintained primary school that has become an academy. The County Commissioner for School Quality Assurance and Intervention reminded Schools Forum that SCC must ensure that the

Staffordshire Schools Forum is constituted in accordance with The Schools Forum Regulations laid out in law.

There remained one vacancy at a primary maintained school, so elections for this vacancy would be arranged.

**RESOLVED:** That the Schools Forum note the contents of the report.

#### **11. Work Programme**

Members considered the Work Programme and the amendments proposed at the meeting.

**RESOLVED:** That the Work Programme be agreed with the addition of a further update on the Early Help Dedicated Schools Grant at a date to be agreed.

#### **Date of next meeting**

The Chairman stated that this would be the last meeting at the Kingston Centre and an alternative venue for meetings would be sought.

#### **13. Exclusion of the public**

RESOLVED - That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraph of Part 1 of schedule 12A of the Local Government Act 1972 indicated below'

#### **14. Update on High Needs Block**

(Exemption paragraph 4)

**Chairman**

**Schools Forum – 10 October 2018**

**Education Welfare Services update**

**Recommendation(s)**

That the forum note the work done by the Education Welfare Workers to deliver the Core Offer for Education.

**Report of the Deputy Chief Executive and Director for Families and Communities**

**PART A**

The forum requested in October 2017 that I return to forum with an update on the delivery of the service.

**PART B**

**Background**

Schools Forum agreed in October 2017 to reduce the funding to the local authority provided Education Welfare Services (EWS) to a statutory “core offer.” The remaining funding (£757k) was redistributed to individual maintained schools. As the council EWS offer reduces it was acknowledged that some schools may wish to commission the council to provide enhanced EWS support above the statutory offer.

The council agreed to circulate potential commissioning options to all schools and you will have received an e-mail correspondence from Karl Hobson dated 15/12/17 to this effect. If you have any questions please do not hesitate to contact Karl Hobson, County Manager.

**Current Position**

Education Welfare Workers(EWW) remain within the management structure of the Local Support Teams, however, since April 2018 they have implemented the Core Offer to schools, and therefore their presence in schools has significantly reduced. Whilst the service remains under the management of the LST’s there are some limitations on the transition to the full core offer, however, it is hoped that within the next year they will transfer to the direct line management of the county manager for targeted education services. The data provided therefore covers a period during which this transition took place.

**Outcomes against Core offer. September 2017 – August 2018**

The “core” Education Welfare offer is delivered by the local authority, which remains responsible for delivering the statutory requirements for attendance, children missing education and elective home education including:

1.Reviewing and processing cases for prosecution for irregular attendance under section 444 (1) and (1A)

<b>Cases dealt with- outcomes</b>	
Attendance not Improved	31
Attendance Improved no statutory action required	99
Medical evidence provided- closed	7
Moved out of area- closed	8
Penalty Notice issued - Closed	85
Declined / Paperwork Incomplete	60
Removed from school roll	15
School leaver	14
Ongoing	120
<b>Grand Total</b>	<b>439</b>

The above data shows that in 25 % of the cases there was a positive outcome, with a further 20% of cases progressing to a Penalty Notice been issued. Only 7% of cases are recorded as not having improved attendance. The 60 cases declined are following a conversation with the schools, in which they would have been informed why the case could not proceed. Some of these relate to the instigation of the Core Offer from April 2018 when the EWW's could no longer take on case work to address irregular attendance.

In respect of the 85 penalty notices issued and closed 73% have led to improved or stabilised attendance.

In addition to the above the service is now leading on children missing out on education (CMOOE). We will shortly have a new live platform for schools to enter the details of all students who are on reduced or alternative timetables. EWW's will be contacting schools to ensure that we are offering the appropriate and suitable level of education to students and that it is been properly reviewed and progressed.

2.Issuing Penalty Notices for:

Unauthorised leave in term time	Total 3298 (April-Aug = 2589)
Persistent absence and lateness	Total 167 (April-Aug = 91)
Being in a public place during the first 5 days of exclusion	Total 0

3.Undertaking police and criminal evidence interviews for S444(1A) prosecutions – This is part of the prosecution process.

4.Initiating and processing School Attendance Orders for pupils not on a school roll – We currently have 10 cases at some stage within the SAO process. We also have a small number of cases open due to concerns surrounding the parents' choice to EHE, and possible coercion/ misinformation prior to parental decision been made.

5.Undertaking Parenting Orders and assessments requested by magistrates – None requested

6. Preparing papers to put before Family Court for an Education Supervision Order and to then manage the order – None Requested

7. Casework for children identified as Children Missing Education (CME)

During 2017/18 we have dealt with 350 cases, see details below:

<b>Status/outcome</b>	<b>Number</b>
Elective Home Education	3
Emigrated School Unconfirmed	6
Now Receiving Education	106
Referred to Other LA	7
Remains open	228
<b>Grand Total</b>	<b>350</b>

EWV's are now also addressing the issue of children without a school base, or children who have moved school in year and we have not had confirmation of their new destination. This leads to the child being classed as having no base. Currently this stands at 562 open activities

8. Annual Register inspections (maintained schools only)

During 2017/18 we undertook register inspections in both maintained and academy schools, however, this year this will only be offered to maintained schools.

9. Child Employment and Licensing which involves:

- Administration and issuing of work permits and visits to workplaces
- Administration and issuing of licenses for children to participate in entertainment performances
- Administration and issuing of Licensing chaperones for children in entertainment
- Undertaking venue checks for children in entertainment

<b>Area</b>	<b>Total</b>
Employment licences issued	255
Chaperone applications approved	357
Entertainment – number of individual productions licenced, each production on average is about 40.	572

Regular visits are carried out on performances across Staffordshire by EWW's, these entail checking the venue, licences of children performing and ensuring safeguarding measures are in place. The EWW's have also carried out a number of visits relating to child employment which have resulted in employers been issued with a cease to employ notice, due to concerns about the working conditions.

### **Future plans**

The service is now approaching school's with its traded offer. Following consultation with schools, it has been agreed to offer:

- Half day attendance clinics to be run in the school
- Telephone support line which will provide expert advice on attendance issues, what processes to follow and how to complete the paperwork needed for statutory action. It will also offer standard template and bespoke letters to address irregular attendance.

In addition the service has developed a guidance document for all schools to assist schools in considering what statutory action they could use to address poor attendance. The emphasis is very much on early intervention by using penalty notices to give parents the opportunity to address their child's attendance without recourse to the Courts.

There is developmental work to do in respect of child employment to ensure that we actively encourage our children to take on employment in a safe manner, preparing them in some small way for employment beyond school. The same is true in child entertainments where we want to ensure that all performances involving children are properly managed and the child safeguarded.

Over the next year we will be developing the function of parental contracts, which can be used to address poor attendance. Whilst these are not legally binding contracts they do form part of the evidence needed to take statutory action, and offer parents the opportunity to address the behaviours or external factors which are causing them to fail in their responsibility to ensure their child attends school every day.

The service will continue to support schools in improving school attendance, and supporting vulnerable children within and outside education.

### **Report author:**

Author's Name: Karl Hobson  
Ext No: 01785 895829

**Schools' Forum – 18<sup>th</sup> October 2018**

**High Needs Block 0.5% Transfer – Report**

**Recommendations:**

1. That Schools' Forum agrees to the 0.5% transfer from Schools' Block of the DSG to the High Needs Block, as previously informed in the July Schools' Forum.

**PART A**

**Reasons for recommendations:**

2. In Schools' Forum on 3<sup>rd</sup> July 2018 a paper was presented indicating options for the recovery of the High Needs Block overspend. At the time of the report the overspend was in the region of £4.14m although if demand for special educational needs remained at the same level then this could rise to between £5m and £7m. This would mean that there would be insufficient money in DSG balances to cover an over-spend.
3. The current financial position is :

	Latest Forecast (£m)	Forecast including Recovery Plan (£m)	Forecast including recovery plan & 0.5% switch (£m)
Opening DSG Balances	5.05	5.05	5.05
2018/19 Forecast overspend	-7.7	-6.9	-6.9
2018/19 Closing DSG Balances	<b>-2.65</b>	<b>-1.85</b>	<b>-1.85</b>
2019/20 Forecast overspend	-6.5	-2.9	-0.5
2019/20 Closing DSG balances	<b>-9.15</b>	<b>-4.75</b>	<b>-2.35</b>

4. At the July meeting, members were notified of the likelihood of a request being made for the switch of 0.5% of the Schools' Block being transferred to the High Needs Block. Since that time a consultation has taken place with schools seeking their views on such a switch.

## **PART B**

### **Background**

5. The financial risk was previously notified to Schools Forum when the 2016/17 outturn was £2.5m over budget before planned use of reserves. The increase in demand on the High Needs Block has mainly arisen from a significant increase in a range of areas. These include:
  - additional needs requests
  - increase in pupil numbers requiring EHCP, ,
  - extension of age group to 25 for those with EHCPs,
  - Increase in out of county placements and costs,
  - Increase in Matrix funding for special schools,
  - Increased numbers of exclusions from mainstream schools,
  - The funding of increased numbers of pupils out of education.
6. The allocations within the National Funding Formula (NFF) have identified that there is an additional £2m added into the High Needs Block in 2018/19, rising to an additional £3.8m added in for 2019/20. These figures include the additional allocation to Staffordshire, as a net importer of SEND pupils in special schools (currently 172). They are already accommodated in the budget for 2018-19 and 2019-20.,
7. There are separate proposals for recovery of the high needs block overspend. If the recovery strategy is unsuccessful the DSG balances would be brought into deficit. The current financial pressures within the County Council mean that there will not be funding available from the local authority once current balances are exhausted. This is a situation that a majority of local authorities in the country are facing and there is national pressure on the government to review the allocation of High Needs funding.
8. The significance of the current financial projections for the HNB means that in 2019/20 we would need to request the Schools' Forum to allow the transfer of 0.5% from the Schools Block to the High Needs block, as previously notified to Schools' Forum.

### **The High Needs Block 0.5% Transfer**

9. As with many other local authorities, Staffordshire is increasingly concerned about their level of overspend in the HNB, which supports children with special educational needs and disabilities (SEND). The 0.5% budget transfer from the Schools Block could provide the support needed to meet the increasing demand of supporting pupils with SEND.
10. The demand comes from an increasing number of children with SEND, the increased demand for costly specialist provision, an increase in requests for Education Health and Care assessments and the fact that our permanent



exclusion rates are above the national average, requiring alternative provision for those pupils who cannot be returned to schools..

11. Previously, across England in the majority of Local Authorities, there has been a position where extra requirements for high needs funding have been transferred from balances of the DSG. The basis of this decision was that the pupils with the higher needs were pupils of the authorities' schools and academies and therefore needed the support. A change in the blocks of the Dedicated Schools Grant and subsequent pressure on the Schools' Block has led to the government significantly restricting the ability to make these transfers. However, the result is that historic funding drawn down from the Schools' Block is still, in many cases, committed to pupils who remain in the system. Consequently, much of any overspend is not accessible to immediate savings or reallocation.
12. The request for the transfer of funds to the HNB matches the approach taken by many local authorities in meeting the increasing cost of supporting SEND pupils across the country and is sanctioned as a facility in the High Needs Block Funding Arrangements of the DfE  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/743214/High\\_needs\\_funding\\_operational\\_guide\\_2019\\_to\\_2020.docx](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/743214/High_needs_funding_operational_guide_2019_to_2020.docx) .
13. In order to make a transfer of budget from Schools' Block to the High Needs Block, we must consult with all local maintained schools and academies, so that the Schools Forum can take into account the views of all schools before giving their approval.
14. At the meeting of the Schools' Forum on 3 July 2018, members supported the proposition to enter into consultation with schools and academies. The consultation commenced on Monday 9 July and closed at 5pm on Friday 28 September 2018.

The result of the consultation is as follows:

	Positive	Negative
Total responses received	4	11

Figures will be updated at the meeting due to a re-distribution of the consultation document on 10th October with a closing date of Monday 15<sup>th</sup> October

15. The view of the very small number of who responded schools is predominantly against the switch of 0.5% to the High Needs Block but on an extremely low sample.
16. In the event of School's Forum being against the switch then the Local Authority will make representation to the Secretary of State for the switch to take place.

We therefore request approval by Schools' Forum to make the 0.5% switch

**Author:** Graham Pirt

**Schools’ Forum – 18<sup>th</sup> October 2018**

**High Needs Block Recovery – 2018 - 2020 Report**

**Recommendations:**

1. That Schools’ Forum notes the changes being made to expenditure from the High Needs Block in order to recover the overspend in the years 2018/19 and 2019/20.

**PART A**

**Reasons for recommendations:**

2. At Schools’ Forum on 3<sup>rd</sup> July 2018 a paper was presented indicating options for the recovery of the High Needs Block overspend. The outturn for 2017-18 reported at the same meeting was a £4.049m overspend. At the time of the report the overspend was forecasted to be between £5m and £7m. This would mean that there would be insufficient money in DSG balances to cover an overspend.
3. The current financial position is :

	Latest Forecast (£m)	Forecast including Recovery Plan (£m)	Forecast including recovery plan & 0.5% switch (£m)
Opening DSG Balances	5.05	5.05	5.05
2018/19 Forecast overspend	-7.7	-6.9	-6.9
2018/19 Closing DSG Balances	<b>-2.65</b>	<b>-1.85</b>	<b>-1.85</b>
2019/20 Forecast overspend	-6.5	-2.4	-0.0
2019/20 Closing DSG balances	<b>-9.15</b>	<b>-4.25</b>	<b>-1.85</b>

4. As previously notified, meetings took place with the High Needs recovery Task Force, the High Needs Recovery Group, SEND Transformation Group, Locality Based Working Task And Finish Group and other groups. The options presented in the July paper were based on the fact that the overspend should be a priority for recovery. However, at the time of the July paper there were considerations around commissioned expenditure that could not be revealed because of commercial sensitivity. They are now included in this paper.

5. This report placed that work in the context of the wider programme of transformation of SEND provision in Staffordshire. It relates to the progress being made in exploring ways of working that can best meet the needs of children in the right place at the right time through the locality based working seen in the Transformation Prototypes. .

## **PART B**

### **Background**

6. The financial risk was previously notified to Schools Forum when the 2016/17 outturn was £2.5m over budget before planned use of reserves. The increase in demand on the High Needs Block has mainly arisen from a significant increase in a range of areas. These include:
  - additional needs requests
  - increase in pupil numbers requiring EHCP, ,
  - extension of age group to 25 for those with EHCPs,
  - Increase in out of county placements and costs,
  - Increase in Matrix funding for special schools awarded at the highest band;
  - Increased numbers of exclusions from mainstream schools,
  - The funding of increased numbers of pupils out of education.
7. The allocations within the National Funding Formula (NFF) have identified that there is an additional £2m added into the High Needs Block in 2018/19, rising to an additional £3.8m added in for 2019/20. These figures include the additional allocation to Staffordshire, as a net importer of SEND pupils in special schools (currently 172). They are already accommodated in the budget for 2018-19 and 2019-20.,
8. The current forecast overspend of £7.7m, means that despite the proposals in this report the DSG balances will be brought into deficit. The current financial pressures within the County Council mean that there will not be funding available from the local authority once current balances are exhausted. This is a situation that a majority of local authorities in the country are facing and there is national pressure on the government to review the allocation of High Needs funding.
9. The local authority has a strategic vision of increasing the opportunities for districts to have greater management of funding through locality arrangements in order to provide early intervention for need, as well as a consequent reduction in administrative costs, over time, to both schools and the Local Authority. These include options to develop Resource Centres and Contact Bases in mainstream schools. A number of these options are being considered and developed, through the SEND Transformation Programme, in order to prevent later higher cost needs and pupils being referred into statutory processes.

## High Needs Block Recovery

10. In order to achieve the recovery of the High Needs Block overspend a number of options are brought forward here for Schools' Forum information. In previous years funding has been allocated from the DSG balances to support the High Needs Block commitments.
11. In order to make the recovery we have examined a number of proposals. A key component of the decisions has been to avoid any direct impact on pupils receiving support.
12. A significant number of the expenditure commitments are not statutory requirements and we have included these in the recovery plan.

### Information to Schools' Forum for recovery of High Needs Block

<b>AEN Funding.</b>	
	<b>Estimated Saving</b>
From September 2018 to end AEN funding for <b>new</b> non EHCP pupil referrals	2018-19 - £23,000 2019-20 - £50,000 2010-21 - £50,000
From September 2018 to reduce AEN allocation for new EHCP pupils by a reduction in hours allocated, term time only appointments or alternative inputs for pupils.	2018-19 – £273,000 2019-20 - £410,000 2020 -21 - £800,000
	<b>2018-19 - £296,000</b> <b>2019-20 - £460,000</b> <b>2020-21 - £850,000</b>

**Note:**

The removal of funding for non-EHCP pupils will be compensated by the locality funding through the Transformation Project where early intervention and support will be managed by locality panels.

<b>Entrust de-commissioning – already agreed</b>	
<b>Proposal</b>	<b>Saving</b>
Decommissioning of SEND Learning Support	2018-19 - £512,000 2019-20 - £879,000
	<b>2018-19 - £512,000</b> <b>2019-20 - £879,000</b>

**Note:**

This de-commissioning has now been agreed as from September 2018.

<b>Virtual School</b>	
<b>Proposal</b>	<b>Saving</b>
The Headteacher of the Virtual School to be paid from Staffordshire Central Budget. The remainder of the team to be funded from HNB with the potential for a further 10% reduction in team size to match the MTFS savings process.	<b>2019-20- £75,000</b> Potential for further 10% equates to £40,000
	<b>2019-20 - £115,000</b>

<b>Specialist Support Service</b>	
<b>Proposal</b>	<b>Saving</b>
To remove Autism Support Service from the High Needs Block	2019-20 - £1,000,000
	<b>2019-20 - £1,000,000</b>

**Note:**

Work is underway to examine how this service can be funded separately from the High Needs Block through a traded element. This does not include the Autism Resource Centres or work that is identified through an EHCP

<b>Early Years' SENCOs</b>	
<b>Proposal</b>	<b>Saving</b>
a. To de-commission the service	2019-20–approx £1,155,000
	<b>2019-20 - £1,155,000</b>

**Note:**

We are examining how funding can be allocated via the locality based system so that there is still some provision for early years, although not via a SENCO.

<b>Physical Difficulties Advice &amp; Guidance</b>	
<b>Proposal</b>	<b>Saving</b>
To de-commission the service from Entrust	2019-20approx £20,842
	<b>2019-20 – 20,842</b>

**Note:**

We will look to commission a service from a special school as this service is mainly signposting to providers and resources.

<b>Dyslexia Outreach</b>	
<b>Proposal</b>	<b>Saving</b>
To de-commission the service from Entrust	2019-20–approx £354,145
	<b>2019-20 - £354,145</b>

**Note:**

The demands for this to be met through the locality early intervention.

<b>Special Educational Needs Advisory</b>	
<b>Proposal</b>	<b>Saving</b>
To de-commission the service from Entrust	2019-20–approx £78,604
	<b>2019-20 - £78,604</b>

**Note:**

This is a service that provided information to the LA about performance and monitoring of special schools and attendance at Ofsted feedback. We will examine a different format for this.

<b>Bespoke days</b>	
<b>Proposal</b>	<b>Saving</b>
To de-commission the service from Entrust	2019-20—approx £53,735
	<b>2019-20 - £53,735</b>

**Note:**

This service is an agreed number of days that can be used by the LA and will no longer be utilised.

**Total savings in 2018 -19 equates to approx. £808,000.**

**Total savings in 2019 -20 equates to approx. £4,116,326**

**Total Savings £4,924,326**

It should be noted that the savings detailed in this report are gross. Mention has been made within the report that some of the savings identified will be used to recommission the services required and also reinvest in alternative provision identified through the Transformation programme. This in turn, should impact as a consequence of different ways of working, on the financial pressures without affecting outcomes.

**Author:** Graham Pirt

Interim Education Lead for Vulnerable Learners

**Tel:** 07976553381





## **Schools Forum – 18th October 2018**

### **School Budget 2019-20: De-delegation, Central Expenditure & Education Functions**

#### **Recommendation**

1. That the Schools Forum members from maintained schools only, vote on each de-delegated budget heading on behalf of the schools they represent.
2. That the Schools Forum approve the indicative allocations for both historic commitments and ongoing functions within the Central School Services Block be retained centrally for this purpose.
3. That the Schools Forum members from maintained schools only, approve a levy per pupil in 2019-20 to fund statutory duties performed by the Local Authority and previously funded by the ESG general duties rate.

#### **Report of the Director of Finance and Resources**

#### **PART A**

#### **Why is it coming here – what decision is required?**

4. The Schools Forum has oversight of the Schools Budget and is required by the Finance Regulations to annually approve central expenditure (ongoing and historic commitments)
5. Maintained school members only are required annually to:
  - Vote on each de-delegated budget heading by phase
  - Approve a levy per pupil to fund duties performed by the Local Authority and previously funded by the ESG general duties rate.
6. If the Local Authority and Schools Forum are unable to reach consensus on the amount to be retained by the Local Authority for services previously funded by the ESG general duties rate, the matter will need to be referred to the Secretary of State.

## **PART B**

### **Background**

7. For 2019-20 DSG allocations to Local Authorities will again be made using the National Funding Formula. DSG allocations will not be known until December, and Local Authorities need to submit school budgets to the EFA by 21 January. This timescale means decisions on the budget areas in this report need to be made at this time to enable schools and services time to plan for their budgets and responsibilities for 2019-20.

### **De-delegation**

8. Under the national funding arrangements the government wants schools to have the opportunity to have as much funding and responsibility delegated to them as possible. Each year the Schools Forum representatives for maintained primary and secondary schools are required to vote on behalf of the schools they represent to determine whether or not a range of costs currently met centrally will transfer to maintained schools for them to manage themselves. The budget for these costs would also transfer to schools on a formula basis.
9. The maintained schools' members vote by phase on any areas proposed for de-delegation by the local authority and the outcome of that vote is binding for all maintained schools within the phase.
10. Academies are not part of these arrangements since these responsibilities and the funding for them are automatically delegated to academies through the EFA use of the local funding formula.
11. The budget areas de-delegated last year following the equivalent vote are set out in the table below. The budget values are estimated for all primary and secondary schools (i.e. including academies) to provide the context of values involved. Actual figures for 2019-20 will be finalised over the next few months as the settlement and school census become available. Supplementary information on the impact of delegation of each area is included in Appendix 1. The authority proposes that these areas are subject to the de-delegated vote for 2019-20.

### Areas proposed for de-delegation for 2019-20:

Budget Area	Primary	Secondary (including middle)
	£m	£m
Insurances (mainly premises related)	2.284	3.099
Staff costs (Maternity Pay)	1.189	1.010
Staff costs (Union Duties)	0.142	0.060
School Specific Contingency	0.390	0.185
Support for ethnic minority pupils or under-achieving groups	0.877	0.319
Licences and Subscriptions	0.505	0.205
Behaviour Support Services	0.529	Delegated
FSM eligibility	0.055	0.029

**Do maintained Forum members agree for these budget areas to be de-delegated for 2019-20?**

### Central School Services Block

12. There are some areas of central expenditure which need to be considered by the Schools Forum and the draft Finance Regulations set out the requirements for approvals/consultation. It should be noted that final regulations have not yet been issued, so in the event that final regulations are different, the content of this report may need to change as a result.
13. Funding in the Central School Services Block is split into Historic Commitments and Ongoing Functions.

### Historic Commitments

14. For historic commitments the following rules apply:
  - a. The level of expenditure cannot be increased above 2017-18 levels
  - b. The expenditure against these budgets must be as a result of arrangements that already existed before 1 April 2013
  - c. The Schools Forum must approve the amount of the budget set for each heading

15. These budgets are fully funded within the Central Schools Services Block for 2019/20. However, the ESFA has indicated that from 2020/21 it will start to reduce funding for historic commitments where local authority expenditure has not reduced.
16. The headings under which Staffordshire currently retains funding for Historic Commitments is set out in the table below, together with indicative 2019-20 budget levels. The Families First LST funding has already been approved by Schools Forum at the July meeting.

	2018-19	2019-20 indicative £
Prudential borrowing	924,130	924,130
Combined Services		
Families First - Targeted Services (LST)	1,448,000	1,448,000
	2,372,130	2,372,130

**Does the Schools Forum approve the continued funding of these areas centrally at no higher than the indicative amounts, with final values to be confirmed at the March meeting?**

### **Ongoing Functions**

17. Ongoing Education Functions are funded by a combination of council tax and DSG. For Teachers Pensions Added Years there is an annual liability of c.£7.1m.
18. These functions are provided to all schools and are listed in the table in Appendix 2, along with the provisional allocation of funding for ongoing functions within the central school services block

**Do Schools Forum members approve the allocation in the central schools services block for ongoing functions be used to fund these services?**

### **Central Schools Expenditure**

19. Staffordshire does not retain significant amounts of funding under this heading, to which the following rules apply:
- a. The Schools Forum must approve the amounts of funding to be retained centrally
  - b. For the pupil growth fund and infant class size funding any underspend from the previous year must be added to the ISB

- c. For the pupil growth fund and falling roll fund the Schools Forum must approve the criteria used and receive regular updates on the use of funding.

	2018-19 £	2019-20 indicative £
Infant Class Size	95,000	95,000
Significant Pupil Growth / New school funding	500,000	500,000
Falling rolls fund	n/a	n/a
	595,000	595,000

**Does the Schools Forum approve the continuing use of the pupil growth and infant class size funds, at the indicative levels set out above?**

### **Central Early Years Expenditure**

20. The requirement here is for the Schools Forum to approve the central expenditure. **This is not the expenditure provided to settings for their running costs in providing the free entitlement for two, three and four year olds but is in respect of support services for providers of early years education.**
21. Following the introduction of the Early Years Funding Formula, central overheads are limited to 5% of the Early Years Block Funding. For 2019-20, 5% is anticipated to be £2.1m

**Does the Schools Forum approve the proposed level of central support services for early years' provision?**

### **Education Functions for Maintained Schools Only**

22. The functions provided to maintained schools only and previously funded by the general duties ESG rate are listed in Appendix 3, along with the levy per pupil that will be required to fund each of these services.
23. If maintained school members do not agree to the levy required for any of the services listed, the funding and associated responsibilities for providing this service will be delegated to schools.

**Do maintained Schools Forum members agree to the levies per pupil presented in Appendix 3 to fund the costs of the associated services?**

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## **Further Information on Areas Affected by the Schools Forum Vote on De-delegation**

### **Maintained Primary and Secondary Schools Only**

#### **Background**

1. The arrangements set out in this note apply to **maintained primary and secondary schools only**.
2. Under the national funding arrangements the government want schools to have the opportunity to have as much funding and responsibility delegated to them as possible. Each year Schools Forum representative is required to vote to determine whether or not a range of costs currently met centrally will transfer to schools for you to manage yourselves. The budget for these costs would also transfer to schools on a formula basis.
3. The vote is taken by maintained schools representatives only, as academies automatically have the funding and responsibilities for these areas. The vote is binding by phase – so for example if primary school representatives voted for the budget for one of the headings to be delegated then it must be delegated for all primary schools.
4. This note sets out some further information on the affected areas. Budget values are indicative and represent the total for primary and secondary schools, including academies.

#### **Insurance (£5.383m)**

5. Insurance Services currently provide a range of insurances that are funded centrally from within the Schools' budget. Insurance types include:
  - Material Damage
  - Business Interruption
  - Employers Liability
  - Public Liability
  - Hirers Liability
  - Terrorism
  - Fidelity Guarantee
  - Money
  - Personal Accident
  - Engineering Inspection charges
6. If this area is delegated, schools will have a choice to purchase their insurance cover from the County Council, or seek an alternative arrangement from another provider. The County Council will only offer a full package of insurance, i.e. all of those included in paragraph 5, with no option to 'pick and choose' certain types of cover.
7. Schools would be required to ensure that any external arrangements meet the authority's minimum standards of cover. The County Council would also need to assure itself that the cover was compliant. A small administrative fee will therefore be charged to any school opting to insure with another provider.
8. Most providers would offer cover over a long term arrangement, say 3 or 5 years. Insurers will normally offer a discount for long term arrangements. Agreements over longer periods would mean that for most schools a full tender procedure would have

to be carried out in order to be compliant with schools procurement regulations. The County Council's current policy runs until the end of April 2019, and therefore, if schools opt for delegation they would need to commence a procurement exercise in good time to ensure that cover was in place by 1<sup>st</sup> May 2019.

9. Under a delegated arrangement wherever schools purchase their cover from, including the County Council, the premium rates would normally include up to 5 years claims history for each individual school.
10. It is likely that the cost of insurance would be higher if procured at individual school level due to loss of economies of scale and the requirement for a lower level of excess (the authority currently insures the first £250,000 excess which keeps the overall premium down).
11. Clearly, any excesses would be paid from a school's delegated budget. At present, only excesses in relation to Balance of Risks claims are met directly by schools.
12. Finally, under a delegated arrangement, schools will need to carry out their own insurance administration, e.g. provide annual renewal information, claims handling and resolving insurance queries.

Maternity pay (£2.199m)

13. At present, episodes of maternity leave for school teachers are funded centrally from the schools' budget. An individual school therefore need only consider how they replace the teacher on maternity leave. Costs are recorded at individual school level.
14. This is an unpredictable budget and under a delegated arrangement schools would be responsible for meeting all the costs associated with an episode of maternity leave.
15. The impact of this may be greater for smaller schools where one staff member comprises a larger proportion of the workforce and the potential cost of maternity pay. Schools should also consider the possibility of there being multiple maternity episodes within the same year.
16. In the event that this particular item was delegated schools may wish to consider schemes from other providers which offer an insurance arrangement.

Union duties (£0.202m)

17. Following the report to Schools Forum in October 2015, 80% of the fund will cover the following four professional teaching associations:
  - a. Association of School and College Leaders (ASCL)
  - b. National Education Union (NEU)
  - c. National Association of Head teachers (NAHT)
  - d. National Association of Schoolmasters Union of Women Teachers (NASUWT)

The remaining 20% of the fund will support the Green Book Support Staff Trade Unions.

18. The budget provides funding to enable association representatives to work with the Local Authority on developing policy and related matters. It also provides for Association representatives to support individual colleagues in disputes or other employee related matters.



School Specific Contingencies (£0.575m)

19. This budget provides a safety net where unanticipated and significant costs occur, which it would not be reasonable for the school to meet. At present staff suspensions are covered from this budget, as are significant teacher pension arrears which can run to several thousand pounds. Other examples could include where a school has been presented with a significant utility bill or emergency premises works.
20. Under a delegated arrangement, individual schools would be responsible for meeting the full cost of such events. The impact of this is likely to be greater for smaller schools.

Support for ethnic minority pupils or under-achieving groups (£1.196m)

21. This budget covers both the funding devolved to individual schools through the locally agreed formula, which is the majority of the funding, and the MEAS team. Under a delegated arrangement the services currently provided to schools through the MEAS team would have to be offered on a traded basis, where charges to individual schools reflected the actual cost of delivery to that individual school. The funding currently devolved to schools through the local formula would also cease. Instead schools would receive a formula allocation using the government permitted formula basis which would not target resources in the same way.
22. The government framework allows a maximum period of targeting resources to EAL pupils of their first three years within the English school system. However, it often takes pupils much longer than this to acquire the academic language needed for success in national tests and assessments. The locally agreed formula uses a different basis to allocate funding to schools and takes account of under-achieving groups as well as EAL pupils, as not all EAL pupils attain lower than the indigenous population. In this way it targets funding at under-achieving groups much more closely than the national framework would allow.
23. Whilst the number of EAL pupils currently in Staffordshire secondary schools is relatively low the number is increasing rapidly in the lower age groups and without sufficient support these pupils are likely to arrive at secondary schools behind their white British peers.
24. In the event of delegation the funding currently allocated to individual schools would not be automatically protected through the MFG since it is outside the delegated budget.

Licences and Subscriptions (£0.710m)

25. A number of licences are currently funded centrally on behalf of schools. These include:
  - a. Consortium of Local Education Authorities for the Provision of Science Equipment (CLEAPSS) Subscription
  - b. My Finance licences
  - c. SIMS annual maintenance charge
26. The County Council currently benefits from bulk-purchasing and real costs for individual schools are likely to be higher because of the additional administrative burden placed on both the licensing agency and schools.

27. Schools could incur penalties directly if they failed to renew their licences.

Behaviour Support Services (BSS) (Primary phase schools only, £0.529m, already delegated for secondary schools including middles)

28. Schools need to consider the time, resources and expertise required to undertake behaviour support type interventions directly. In addition, the BSS brings the objectivity of a team not directly employed by the school. De-delegation ensures that early intervention is not neglected. If schools/settings have unlimited, universal access to support and advice, they are more likely to request it at an early stage, therefore having a greater impact and reducing the likelihood of difficulties escalating.
29. The current BSS team consists of specialist qualified staff providing high standards of service. They are able to meet the needs of a large County despite relatively low staffing levels. There is a risk that access to specialist staff will be lost if the service is delegated or schools choose to manage their own risk.
30. Meeting the needs of all vulnerable children and young people in a community requires schools not only to be effective individually, but also to collectively consider needs and resources across an area to ensure that vulnerable children or young people have a school place that meets their needs, including taking collective responsibility for the education of children at risk of exclusion or permanently excluded pupils.
31. The Behaviour Support funding may already have been allocated when pupils are permanently excluded from one school but then placed in another school.
32. There is also the risk of delay in securing support leading to an escalation of the difficulties and making successful remediation more difficult, lengthy and expensive (both monetarily and in terms of educational outcomes for pupils).

Assessment of eligibility for Free School Meals (£0.084m)

33. Under delegation schools would either have to carry out all free school meals entitlement checking tasks themselves at a greater administrative burden, or buy into a Service Level Agreement with the Staffordshire Free School Meals Entitlement Checking Service.
34. Schools who buy into the SLA longer have access for their parents to make applications through our online form which gives an instant yes or no response, and carries out rechecks on those not found as entitled. The service confirms initial and ongoing entitlement, applies the new entitlement criteria as a result of the introduction of Universal Credit and the transitional protection for claims announced by the government. They also manage all contact with parents to resolve any issues and a web based reporting system is provided for schools to access reports for their claim information. Schools admissions information is also used to move claims between Staffordshire schools or identify those who may be entitled for schools to target for an application to be made.
35. Schools who do not buy into the service will need to handle all queries and communication themselves, using paper proof to determine entitlement or buy into another external provider, and apply transitional protection plus any future government changes. They will also need to identify themselves any new pupils who are or may be entitled to free school meals.

## Responsibilities Local Authorities hold for all schools

	2018/19 Amount (£)	2019/20 Amount (£)
<b>Statutory &amp; Regulatory Duties</b>		
Director of Children's Services and personal staff for Director (Sch 1, 20a)	99,470	104,524
Planning for the education service as a whole (Sch 1, 20b)	318,077	333,980
Revenue budget preparation , preparation of information on income & expenditure relating to education, and external audit relating to education (sch1, 20d)		
Administration of grants (sch 1, 20e)	420,018	441,356
Authorisation and monitoring of expenditure not met from schools' budget shares (sch1, 20fi)		
Formulation and review of local authority schools funding formula (sch 1, 20g)		
Internal Audit and other tasks related to the authority's chief finance officer's responsibilities under section 151 of LGA 1972 except duties specifically related to maintained schools (Sch1, 2i)	50,000	52,540
Standing Advisory Committees for Religious Education (SACREs) (Sch 1, 24)	9,000	9,500
<b>Total Statutory &amp; Regulatory Duties</b>	<b>896,564</b>	<b>941,900</b>

<b>Education Welfare</b>		
Statutory Education Welfare activities	486,500	486,500
<b>Total Education Welfare</b>	<b>486,500</b>	<b>486,500</b>

<b>Asset Management</b>		
General landlord duties for all buildings owned by the local authority, including those leased to academies.e.g. checking that statutory compliance testing has been completed annually	101,866	157,628
<b>Total Asset Management</b>	<b>101,866</b>	<b>157,628</b>

**Overheads**

Legal Services related to education functions (sch1, 20u)	227,000	227,000
HR Overheads	63,155	63,155
<b>Total Overheads</b>	<b>290,155</b>	<b>290,155</b>

<b>Other Ongoing Duties</b>		
Admissions	786,050	826,238
Maintenance & Servicing of Schools Forum	11,780	12,369
SEN Transport	250,140	250,140
<b>Total Other Ongoing Duties</b>	<b>1,047,970</b>	<b>1,088,747</b>

Teachers Pension Added Years	7,100,000	7,100,000
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<b>Total Ongoing Education Functions</b>	<b>9,923,055</b>	<b>10,064,930</b>
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Total amount included within provisional Central Schools Block allocation for ongoing functions	<b>3,274,418</b>	<b>3,344,168</b>
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## Responsibilities Local Authorities hold for Maintained Schools

	2018/19 Amount (£)	Amount per pupil based on Oct 16 Census (£)
<b>Regulatory Duties</b>		
Functions related to local government pensions and administration of teacher's pensions in relation to staff working at maintained schools under the direct management of the head teacher or governing body (Sch 1, 20m) Transaction costs of administering compensation benefits	45,000	1.05
Compliance with duties under Health & Safety at Work Act (Sch 1, 20s)	30,000	0.70
Establish and maintaining computer systems including data storage (Sch1, 22)	200,000	4.67
Appointment of governors (Sch1, 26)	40,000	0.93
<b>Total Regulatory</b>	<b>315,000</b>	<b>7.36</b>
<b>Asset Management</b>		
Management of the LA's capital programme including preparation and review of an asset management plan, and negotiation and management of private finance transactions (Sch1, 10a)	101,183	2.36
<b>Monitoring national curriculum assessment</b>		
Statutory Monitoring of national curriculum assessments (Sch 1, 23)	171,000	4.00
<b>Asset Management</b>		
Statutory landlord duties for all maintained schools (Sch 1, 10a (section 542 (2) Education Act 1996; School Premises Regulations 2012) including compliance testing for water, gas, electricity and asbestos. This budget was previously held centrally but was delegated to schools at December 2016 Schools Forum	1,028,672	24.04
<b>Premature retirement and redundancy</b>		
Dismissal or premature retirement when costs cannot be charged to maintained schools (Sch1, 25) This budget was previously held centrally to meet 30% of redundancy costs but was delegated to schools at the December 2016 Schools Forum	600,000	14.02
<b>Total General Duties excluding education welfare</b>	<b>2,215,855</b>	<b>51.78</b>

**Schools Forum – 18 October 2018****Notices of Concern****Recommendation**

1. Members note the issue and withdrawal of a Notice of Concern to the schools identified below.

**Report of the Deputy Chief Executive and Director for People:****PART A****Why is it coming here – what decision is required?**

2. No decision required.

**Reasons for recommendation**

3. The agreed protocol for issuing a Notice of Concern includes the provision that information on the issue and withdrawal of a notice of concern will be provided to the Schools Forum on a termly basis.

**PART B****Background:**

4. There has been 1 new Notice of Concern issued since the last meeting:

Bridge Short Stay School

5. Since the last meeting of the Schools Forum the County Council has withdrawn 1 existing Notice for Blessed Robert Sutton – who have converted to academy.

**Report author:**

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Ext. No.: 07523507032

**List of background papers:**

Schools Forum 7 December 2016 – Item 6 - Notices of Concern: revised protocol  
School Forum



### Schools Forum Work Programme

There are a number of items the Schools Forum considers annually and these are set out in the work programme below.

The “Schools Forums: operational and good practice guide” (October 2013) states that:

*Local authorities should as far as possible be responsive to requests from their School Forums and their members. Schools Forums themselves should also be aware of the resource implications of their requests.*

Forum Members are therefore able to suggest an item for consideration at a future Forum meeting as long as it is within the remit of the Forum. Any request must be agreed by the Schools Forum before being included on the work programme. Each Forum agenda is set by the Chairman in consultation with the Director and the Clerk. The scheduling of items included on the work programme will therefore be agreed through this process and taking account of resource implications and agenda management.

Meeting	Item	Details
Spring Term 26 March 2018	Schools Budget (forthcoming financial year) – this will Provide Confirmation of Final Budget Values, as agreed at the meeting of the Forum on 3 October 2017	Annual item
	Update on High Needs Block Recovery Plan	Standard item
	Notices of Concern	Standard item
Summer Term 3 July 2018	Schools Budget (last financial year) : Final outturn and Dedicated Schools Grant (DSG) Settlement	Annual item
	High Needs Block	Standard item
	Early Help Dedicated Schools Grant	Requested at the meeting of the Forum on 3 October 2017

Meeting	Item	Details
	Schools Forum Membership – Annual Review	At its meeting of 9 July 2015 the Forum agreed to review its membership annually to ensure it remained broadly proportionate
	Update to the Scheme for Financing Schools	Requested at the briefing on 11 June
	Growth Fund – Allocation of Funding 2018-19	Annual item
	Notices of Concern	Standard item
Autumn Term 18 October 2018	Election of Chairman and Vice-Chairman	Annual item
	High Needs Block	Standard item
	Schools Budget 2019–20: De-delegation, Central Expenditure and Education Functions	Annual item
	Report on School Attendance Matters and Staffordshire’s Education Welfare Team	Annual Item, requested at the meeting of the Forum on 3 October 2017
	Notices of Concern	Standard item
Spring Term 10 January 2019	Growth Fund 2019-20: Funding of New Schools	Annual item
	High Needs Block	Standard item
	Notices of Concern	Standard item



<b>Meeting</b>	<b>Item</b>	<b>Details</b>
Spring term 28 March 2019	Schools Budget (forthcoming financial year)	Annual item
	High Needs Block	Standard item
	Notices of Concern	Standard item
Date To be Confirmed	Review of Early Years Rate 2019/20	Item requested by the Chairman
Date to be Confirmed	NJC Green Book Pay Award offer 2019/20	Requested at the meeting of the Forum on 26 March 2018
Date to be Confirmed	Early Help Dedicated Schools Grant Update	Requested at the meeting of the Forum on 3 July 2018



Not for publication by virtue of paragraph(s) 3  
of Part 1 of Schedule 12A  
of the Local Government Act 1972

Document is Restricted

